



PTA EVENT COMPLETION FORM

ONCE YOU HAVE FINISHED YOUR EVENT, PLEASE COMPLETE THE FORM BELOW. THIS CAN BE HANDED INTO THE SCHOOL OFFICE ALONG WITH THE MONEY RAISED AND ANY RELEVANT EXPENSE RECEIPTS. PLEASE EMAIL LYNNETHOMAS70@AOL.COM TO LET HER KNOW WHEN THIS IS AVAILABLE FOR COLLECTION.

Class # hosting the event:

Name of the event:

Date of the event:

Total money made at the event:

PLEASE NOTE THIS IS BEFORE ANY EXPENSES ARE TAKEN INTO CONSIDERATION

Are there any costs/expenses related to hosting the event?

IF SO, PLEASE DETAILS THESE BELOW AND ATTACH ANY RELEVANT RECEIPTS. THE FIRST LINE BELOW IS AN EXAMPLE OF THE INFORMATION REQUIRED PLEASE.

Name	Details	Description	Amount	Receipt attached Yes/No	Notes
<i>Kathie Bishop</i>	<i>WH Smith</i>	<i>Glitter for the reindeer food for the Christmas Fayre</i>	<i>£5.20</i>	<i>Yes</i>	<i>Kathie Bishop has already been reimbursed the £5.20 from the money made from this event</i>

Total amount of money made less expenses:

Signed by Class Rep: