

SCW Zymurgy Club Income & Expense Request

Event Name _____

Event Host & Date _____

Event Location _____

Check Payable to: _____

Address: _____

Income Summary	Club Members	Guests	Total/ Collected	Comments
Number at event				
\$ per person				
50/50				
Raffle				
Other				

Expense Summary	Dollar Amount	Explanation of expense
Advertising /Logo items		
Alcoholic beverages		
Capital Expense – Build Out		
Club/Office Supplies		
Event food & Beverages/Water		
Event/Raffle Expense		
Facility charge/Permits		
Fermentation/ supplies		
Major Equipment > \$300.00		
Minor Equipment < \$300.00		
Speaker/presenter/band fee		
Total Expenses:		

When Income/ Expense Request are submitted to the SCW Zymurgy Club Treasurer this form must be used **with attached receipts**. Use the back of this page or separate page to list Names, amount paid, check # or paid by cash.

Expenses must first be **approved by the club President** before the treasurer can issue the check. **Submit this form with income and/or expense receipts to the club treasurer.**

SCW Zymurgy Club Treasurer
 PO BOX 5566
 Sun City West, AZ 85375

Email: treasurer@scwzymurgyclub.com

Approved by: _____

Check#/Date: _____