

## **POST-ACTIVITY RESOURCE GENERATION REPORT FORM**

**NOTE:** Kindly accomplish this form within 7 days after completion of the fund raising activity.

PROJECT PROPONENT: \_\_\_\_\_

TITLE OF ACTIVITY/PROJECT: \_\_\_\_\_

DATE/S OF ACTIVITY: \_\_\_\_\_ VENUE: \_\_\_\_\_

Particulars	Amount	Remarks
Gross Income or Actual Revenue		Please provide breakdown of income from various sources (i.e. sponsorships, solicitations, sale of tickets/merchandise etc.)
Gross Expenditures or Actual Expense		Please provide detailed breakdown of expenses including disbursement of donations in-kind (if any)
Actual Net Income		Gross Income minus Gross Expenditures
Donated to The Green Fund		Please attach photocopy of Official Receipt or notice of Fund Transfer
Proceeds Donated to Other Beneficiaries		Please identify other beneficiaries (e.g. Trust Fund, Other partners or organizations)

**Signatories to the report:**

	Class / Student Club / Student Organization or Association	Units / Department / Sector / Organization or Association
Prepared by		
Endorsed by		
Approved by		

**Please also include the list of sponsors/benefactors including contact person and contact information including amount donated (cash or in-kind) and Official Receipt number (please use an extra sheet).**

**Actual Financial Breakdown**

Total Actual Expense	Expense Item	ITEM DETAILS	AMOUNT PER ITEM	NUMBER OF PCS	TOTAL AMOUNT
	Breakdown of Marketing Expense				
	1.)				
	2.)				
	3.)				
	4.)				
	5.)				
	Other Expenses				
	1.)				
	2.)				
	3.)				
	4.)				
	5.)				
	6.)				
	7.)				
Actual Expense					
Total Actual Revenue	REVENUE SOURCE (Include sponsors here)	ITEM DETAILS	AMOUNT PER ITEM	NUMBER OF PCS	TOTAL AMOUNT
	Actual Revenue				
Actual Net Income (Actual Revenue - Actual Expense)					
Actual Expense vs. Actual Revenue (Actual Revenue / Actual Expense) X 100%					

**Evaluate the Actual Implementation** (Describe actual event or how the event was put together, profile of participants):

**Cite the Issues/Concerns Raised:**

**Cite the recommendations vis-à-vis the issues/concerns:**

**Feedback from Target Market:**

***Assessment of organizers/participants on the activity:***

***Strength and Weakness of the Activity:***

***Recommendations for a similar Future Event:***