

EVANGELISTIC MEETING CLOSE-OUT REPORT

*Pastor, please fill out and send to the Evangelism Dept. **within 30 days** after meetings are completed. Failure to send in close-out report within 30 days will affect your next evangelism request.*

Meetings conducted by _____

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Meeting Hall | Sponsoring Church _____ |
| <input type="checkbox"/> Church | From _____ 20 _____ to _____ 20 _____ |
| <input type="checkbox"/> Other | Pastor submitting report _____ |

Purchase Date	Voucher No. (see text box)	Expense Items (Description)	Expenses (\$)

Date	Offerings Collected (\$)

TOTAL EXPENSES	\$ _____
Total Offerings	\$ _____
Advanced by Conference	\$ _____
Received from Local Churches	\$ _____
Other Sources	\$ _____
TOTAL RECEIVED	\$ _____
Minus Total Expense	\$ _____
Cash on Hand (return check with this report)	\$ _____
Deficit	\$ _____
Number of Baptisms	_____
Number of Future Baptisms Expected	_____

Please Remember:

This report of public meetings expense and income should be **mailed to the Evangelism Department within 30 days of the final night of the meetings.**

Please send a check for Cash on Hand with this report

Itemize all disbursements and offerings. Satisfactory vouchers for expenditures must accompany this report.
Please assign a number to each voucher.

Money advanced for public meetings' expense is charged to a special public meetings account. Therefore, a report is necessary in order to credit that account.

Prompt and accurate reports are appreciated.

Email this form to Kelsey Abbott at kabbott@gcsda.org or mail to: PO Box 240249 Montgomery AL 36124

Pastor's Signature _____ Date _____

(Please don't forget to send copies of all receipts for the items listed on this report)