

**Arts Inc Gallery INCOME (profit) REPORT**

form 1

\*\*Exhibitors' SALES money is recorded on form 2

Type of Show (Arts Inc run or Independent) .....

Name of Show: .....

Date: .....to ..... Rent amount req \$.....

Organiser/Liason: .....

**+Income**

RENT (Independent Show)	\$.....	
Entry fees	\$.....	
No of exhibitors.....		
Amount per exhibitor \$.....		
Additional rent contribution 10%	\$.....	
Excess cash in box	\$.....	reason.....
Donations	\$.....	
.....	\$.....	
.....	\$.....	
.....	\$.....	

**Total** +\$.....

**-Expenses**

Printing/posters	\$.....	
Stationary	\$.....	
Opening night supplies	\$.....	
Eftpos costs	\$.....	
Shortfall cash in box	\$.....	reason.....
.....	\$.....	
.....	\$.....	
.....	\$.....	
.....	\$.....	

**Total** - \$.....

**Balance** \$.....

**Amount banked on** ...../...../..... **by** ..... **\$..... and/or Cash**

handed to Gallery Treasurer \$.....

**TOTAL Income RECEIVED** for this Show \$.....

**Arts Inc Gallery EXHIBITORS SALES REPORT**

form 2

(complete at close of each Arts Inc run Show, using daily sales sheets) \*\*\* separate entry forms should record exhibitor's bank details

**Name of Show:**.....

**Date:**.....to.....**Curator/Organiser**.....

Name	\$ Total Sales		Commission		\$ Total <u>Exhibitor</u>
	in Gallery	\$ EFT / Cash	amt deducted	amt PAID	
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