



**HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460**

Finance Activity Report

1. Activity: _____

2. Date: _____

3. Income: _____

4. Expenses: _____

5. Profit or Loss: _____

6. Breakdown of Expenses: _____

7. Comments: _____

8. Submitted by: _____

9. Signature: _____

10. Date: _____

Puerto Rico Wing Form 7 - Instructions

Activity Finance Report

For any activity with a monetary and transaction a final report must be completed Financial Activity Report must be completed and file in the unit, if the activity is sponsored by the Wing, it must be submitted to the Wing Director of Finance. This report must be completed within 30 after the activists has finalized.

Instructions:

1. Activity Name. (Ex. fundraising, Leadership Encampment, etc.)
2. Date when the activity occurred.
3. Income. It must include supporting documents (for example: participation letter, evidence of donation, authorization of collections, quote, etc.) Add all Income.
4. Activity Expenses. (Attach all receipts) Add all Expenses.
5. Profit or Loss, if there is an overdraft, indicate how it was covered.
6. If you need additional space to write expenditures, use an additional sheet.
7. Any additional comments.
8. Name of the person submit the form.
9. Signature of the person submit the form.
10. Date submit the form.