

PTA EVENT REPORT

Event Name: Donuts with your Favorite Guy

Event Coordinator: Lynette Tucker

Event Date and Time: December 13, 2019 / 7:00 AM - 8:00 AM

INVENTORY ITEMS

Inventory Item #1:		
Item Name:	<u>Chocolate Donuts</u>	Starting Inventory Count: <u>600</u>
Item Cost:	<u>\$ 274.50 + tax</u>	Ending Inventory Count: <u>252</u>
Notes:	<u>Used deal buy one dozen @ \$6.99 and get half dozen @\$3.99 (Bashas)</u>	
Inventory Item #2:		
Item Name:	<u>Glazed Donuts</u>	Starting Inventory Count: <u>480</u>
Item Cost:	<u>\$ 219.60 + tax</u>	Ending Inventory Count: <u>264</u>
Notes:	<u>Used deal buy one dozen @ \$6.99 and get half dozen free (Bashas)</u>	
Inventory Item #3:		
Item Name:	<u>Chocolate Milk</u>	Starting Inventory Count: <u>210</u>
Item Cost:	<u>\$ 46.20 + tax</u>	Ending Inventory Count: <u>26</u>
Notes:	<u>per case</u>	
Inventory Item #4:		
Item Name:	<u>White Milk</u>	Starting Inventory Count: <u>140</u>
Item Cost:	<u>\$ 29.40 + tax</u>	Ending Inventory Count: <u>12</u>
Notes:	<u>per case</u>	
Inventory Item #5:		
Item Name:	<u>Strawberry Milk</u>	Starting Inventory Count: <u>70</u>
Item Cost:	<u>\$ 15.40 + tax</u>	Ending Inventory Count: <u>29</u>
Notes:	<u>per case</u>	
Inventory Item #6:		
Item Name:	<u>Apple Juice</u>	Starting Inventory Count: <u>70</u>
Item Cost:	<u>\$ 28.80 + tax</u>	Ending Inventory Count: <u>31</u>
Notes:	<u>per case</u>	
Inventory Item #7:		
Item Name:	<u>Orange Juice</u>	Starting Inventory Count: <u>140</u>
Item Cost:	<u>\$ 12.41 + tax</u>	Ending Inventory Count: <u>63</u>
Notes:	<u>per case</u>	
Inventory Item #8:		
Item Name:	<u>10 Gallons Coffee</u>	Starting Inventory Count: <u>10</u>
Item Cost:	<u>\$ -</u>	Ending Inventory Count: <u>5</u>
Notes:	<u>Item was donated by vendor (Starbucks)</u>	

Inventory Item #9: Item Name: <u>Half and Half</u> Item Cost: \$ <u>7.77</u> Notes: _____	Starting Inventory Count: <u>3</u> Ending Inventory Count: <u>2</u>
Inventory Item #10: Item Name: <u>Coffee Creamer</u> Item Cost: \$ <u>23.31</u> Notes: _____	Starting Inventory Count: <u>9</u> Ending Inventory Count: <u>4</u>
Inventory Item #11: Item Name: <u>Napkins</u> Item Cost: \$ <u>19.94</u> Notes: _____	Starting Inventory Count: <u>6</u> Ending Inventory Count: <u>4</u>

VOLUNTEERS

Volunteer Station #1: Station Name: <u>Event Coordinator</u>	Number of Volunteers: <u>1</u>
Volunteer Station #2: Station Name: <u>Set Up</u>	Number of Volunteers: <u>3</u>
Volunteer Station #3: Station Name: <u>Money Collection</u>	Number of Volunteers: <u>2</u>
Volunteer Station #4: Station Name: <u>Servers</u>	Number of Volunteers: <u>4</u>
Volunteer Station #5: Station Name: <u>Clean Up</u>	Number of Volunteers: <u>5</u>

Total Expense: <u>\$ 677.33</u>	Total Gross Receipts: <u>\$ 1,041.25</u>	Total Net Income: <u>\$ 363.92</u>
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Event Outcome: Great Okay Failed

Event Notes:

The event ran smoothly. We did not run out of anything. Less attendance than in years past.

The price was raised from \$1 to \$2. Everyone that attended had a great time.

Should we do this event again? Yes No

Event Lessons Learned:

We should order less donuts as well as purchase less creamer. The coffee donated was sufficient, although

The decaf appeared untouched.