

City of Miami Springs

Downtown Event Pre-and Post Event Financial Report Form

Operating Expenses

Name of Event/Organization:

Date of Event:

1. List all operating expenses. Round all figures to the nearest dollar (do not show cents).
2. In-kind contributions of goods and services (excluding valuations of volunteer hours), that have a fair market value representing real cash value offsets to actual operating expenses may be included.
- For questions or assistance please contact Barbara Robinson, 305.805.5010 or robinsonb@miamisprings-fl.gov.*

	City Funding	Total Project
Expenses		
Cash Expenses		
<i>Personnel</i>		
Administrative		
Artistic		
Technical/Production		
Outside Artistic Fees/Services		
Other		
Total Personnel	-	
Space Rental - City Facilities		
Space Rental - Non-City Facilities		
Consulting Fees		
Insurance		
<i>Marketing</i>		
Advertising/Publicity		
Design/Printing/Publications		
Postage/Distribution		
Web Design/Support/Maintenance		
Total Marketing	-	
<i>City Services and Fees (Do not include in-kind)</i>		
Police Services		
Fire-Rescue Services		
Solid Waste Services		
Permits		
Other - Describe		
Total City Services and Fees	-	
Telephone/Communication		
Store/Concessions Merchandise		
Utilities		
Travel		
<i>Other Operating Expenses (describe in detail)</i>		
Total Other Operating Expenses	-	
Total Cash Expenses	-	
In-Kind Services - Describe in Detail		
Fire - Rescue County		
Total In-Kind Services	-	
TOTAL EXPENSES	-	