

## School disco report

This report contains information relating to the proposed school disco. The disco will be held on a Wednesday, Thursday or Friday. For each day we have produced a chart to show a breakdown of the different costs. We have also included a small table to show the predicted income, costs and profit for each of the three days.

**To: The headteacher**

**From:**

**Date:**

Wednesday	
Number of pupils expected:	
Costs breakdown	
<b>Income/costs/profit information</b>	

Thursday	
Number of pupils expected:	
Costs breakdown	
<b>Income/costs/profit information</b>	

Friday	
Number of pupils expected:	
Costs breakdown	
<b>Income/costs/profit information</b>	

We hope that this report will be useful to you.

Signed