

Third Party Fundraising Revenue and Expense Tracker



Event/initiative name: _____

Contact name: _____

Event date(s): _____

Phone: _____ Email: _____

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EVENT REVENUES

Fill out all details that apply to your event/initiative to help you get organized. You do not need to submit this form to *Power To Be*.

Revenue	\$ Amount	Notes
Registration		
Auction proceeds		
Sponsorships		
Donations (online)		Note: No further action needed. All receipts done automatically.
Donations (cash or cheque)		
Other		
Total		

Tax receipt for cash/cheque donations: Please use the provided Donation Tracker to submit details.

Tax receipts for online donations: Receipts will be issued automatically.

EVENT EXPENSES

Fill out all details that apply to your event/initiative to help you get organized. You do not need to submit this form to *Power To Be*.

Expense	\$ Amount	Notes
Venue/equipment rental		
Food and beverage		
Advertising/promotion		
Printing (tickets, posters, etc.)		
Other		
Total		

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THINGS YOU NEED TO KNOW:

- > *Power To Be* must adhere to all Canada Revenue Agency (CRA) [rules and regulations](#).
- > We reserve the right to audit the records pertaining to any event or initiative to ensure compliance with the CRA.
- > *Power To Be* can issue tax receipts to eligible donors that make a donation of \$20 or more and who did not receive a tangible item or benefit in return.
- > Event costs must be paid directly by the organizer or come out of event proceeds. These expenses cannot be covered by tax receiptable donations.
- > **Please ensure that the information provided represents the true accounting from the event/initiative. Thank you for your support!**