

**Appendix B**  
**Financial Summary Spreadsheet**

Event Name: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

<b>Receiptable Donations*</b>	<b>Quantity (#)</b>	<b>Amount (\$)</b>
Cash		
Cheques		
Credit Card		
Subtotal		
<b>Non-Receiptable Revenues</b>	<b>Quantity (#)</b>	<b>Amount (\$)</b>
Tickets/Registration		
Sponsorship		
Merchandise Sales		
Food & Beverage Sales		
Live/Silent Auction		
Gaming Activities		
Other/Misc.		
Subtotal		
<b>Revenue Total</b>		
<b>Expenses</b>	<b>Quantity (#)</b>	<b>Amount (\$)</b>
Catering		
Entertainment		
Rentals		
Signage & Promotion		
Prizes & Giveaways		
<b>Expenses Total</b>		
<b>Net Revenue (Rev. – Exp.)</b>		

\*Please refer to the Donations & Tax Receipts section (page 6) for tax receipting guidelines & eligibility.

Documentation must be provided for each donation to be receipted including donor name, address and contact information. This can be provided with a Pledge Form, photocopies of all cheques, or a spreadsheet outlining all of the donor’s information. Copies of all invoices must be retained and available upon request. If this information is not submitted within 30 days of the event, no tax receipts will be issued.