



**FUNDRAISING REPORT**

Example of the Fundraising Report. Copies are available from the Secretary-Treasurer's Department or the staff portal.

**FUNDRAISING REPORT**

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

INCOME:	AMOUNT:
Total Amount from Sale of Items (Please Specify)	
Total Amount from Sale of Items (Please Specify)	
Total Amount from Sale of Items (Please Specify)	
Total Amount from Sale of Items (Please Specify)	
Total Amount Received from Ticket Sales	
Total Amount of Donations	
Total Amount Received for Table Rentals	
Total Amount Received from Spell/Walk/Run-A-Thons (Please Specify)	
Other (Please Specify)	
Other (Please Specify)	
Other (Please Specify)	
<b>TOTAL RECEIPTS</b>	<b>\$</b>

EXPENSES:	AMOUNT:
Total Cost of Item Sold (Please Specify)	
Total Cost of Item Sold (Please Specify)	
Total Cost of Item Sold (Please Specify)	
Total Cost of Item Sold (Please Specify)	
Total Cost of Food/Beverages	
Total Cost of Room Rental/Table Rentals	
Stamps, Wages, Paper, Envelopes, etc.	
Total Cost of Advertising/Printing	
Other (Please Specify)	
Other (Please Specify)	
Other (Please Specify)	
<b>TOTAL EXPENSES</b>	<b>\$</b>

NET RECEIPTS: \$ \_\_\_\_\_

Disposition of Net Receipts: \_\_\_\_\_  
*(PLEASE COMPLETE – Disposition of Net Receipts ie. Band Trip)*

We hereby certify that the information given is true and correct. *(Two signatures with signing authority required)*

Name (Print)	Signature	Phone No.
Name (Print)	Signature	Phone No.

Please return this form to the Secretary-Treasurer's Department, River East Transcona School Division Board Office, 589 Roch Street, as soon as the fundraising activity/activities are completed and no later than June 30<sup>th</sup> of the current school year.

Thank you!

Effective Date: December 20, 2005      Review Date: December 11, 2019  
 Amended Date: May 17, 2011; February 18, 2014  
 Board Motion(s): 624/05; 170/11; 51/14  
 Legal/Cross Reference: