



Event Budget Summary

This form is to be used to track and submit the revenue and expenses from your event. All event costs must either be paid directly by the organizer or come out of the event proceeds. Arthritis Society Canada must adhere to all Canada Revenue Agency (CRA) rules and regulations to retain our charitable status. We reserve the right to audit the records pertaining to any event to ensure compliance with the CRA. We are permitted to issue tax receipts to individuals who make a donation without receiving a tangible item or benefit in return.

Event Name:

Event Organizer:

Date of Event:

Event Revenue

	Amount	Notes
Registration or ticket sales		
Auction Proceeds		
Other		
Sponsorships		
Donations		
<u>Total Revenue</u>		

Event Expenses

	Amount	Notes
Venue Rental		
Food & Beverage		
Advertising/Promotion		
Printing <i>(tickets, posters, etc.)</i>		
Other		
<u>Total Expenses</u>		

I declare that the above information represents the true accounting from the event

Name

Date

