

Event Accounting Summary

All event costs must either be paid directly by the organizer or come out of the event proceeds.

Camp Oochigeas must adhere to all Canada Revenue Agency (CRA) rules and regulations in order to retain our charitable status. We reserve the right to audit the records pertaining to any event in order to ensure compliance with the CRA. Camp Oochigeas is permitted to issue tax receipts to individuals that make a donation without receiving a tangible item or benefit in return.

Event Name

Event Organizer

Date of Event

Event Revenue

	Amount	Notes
Registration		
Auction Proceeds		
Other		
Sponsorships		
Donations		

If you would like your sponsors/donors to receive a thank you letter, please check the box and submit a detailed list using the Pledge Forms provided.

Tax Receipt(s) Requested?

Thank You Letter(s) Requested?

Event Expenses

	Amount	Notes
Venue Rental		
Food & Beverage		
Advertising/Promotion		
Printing (tickets, posters, etc)		
Other		

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

Name

Date

