

# EVENT BUDGET SUMMARY

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

The Arthritis Society 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. The Arthritis Society 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

## Total Revenue

If you would like 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

## Total Expenses

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

Name

Date

## HOST YOUR OWN EVENT



In support of

