Victoria City Rowing Club
5100 Patricia Bay Highway, Victoria, BC, V8Y 2T6
Phone: 250-658-5331 Fax: 250-658-5361
E-mail: clubadmin@vcrc.bc.ca Website: www.vcrc.bc.ca

VCRC Major Fundraising Event Final Report Form

Organisers of major fundraising activities must submit a final report, including a financial summary, to the Board within 2 months of the activity or event, using the form provided. A copy of the summary should also be provided to the participants of the fundraiser. 20% of the net proceeds of approved major fundraising activities will be remitted to the VCRC at the time the financial report is submitted, in recognition of use of VCRC assets. The Board has the discretion to waive this fee.

Name of Event _____

Date of Event _____

Contact
Name: _____

Email: _____ ph. number _____

Has the a final report been submitted to Gaming Branch
☐ No license required ☐ Yes Date submitted _____

Have all expenses been paid in full? *All expenses are the responsibility of the event organisers.*
☐ Yes
☐ No Please provide details of any outstanding expenses *(use separate page if necessary)*
Amount _____ Date due _____

Owed to_____

Submitted by _____Date_____

Reviewed by VCRC Board _____Date _____
(signature)

VCRC Major Fundraising Event Financial Summary		
Item	**Amount**	**Notes**
Expenses		
Total Expenses		
Revenues		
Total Revenue		
Net Revenue (total revenue-total expenses)		

Contribution to VCRC (20% of net revenue)		