

Instructions for Event Financial Reporting

Income

1. Using the “Rally Registration Form” or “Seasons of Refreshing Registration Form” indicate how much was paid by each registrant in the categories that are applicable to your event.
 - a. Registration Fees Collected
 - b. Camping Fees Collected
 - c. Meals Income
2. Sub total the amount paid on each page, add up all the pages and put these amounts on the appropriate line on the Finance Report.
3. Add the three “Income” lines together and place this number on the “Total Income”

Expenses

1. Keep all receipts for expenses incurred for the event. Circle the total paid on each receipt and record on it what the item was for. Original receipts must accompany the finance report. If you require copies for your chapter’s records, please make photocopies. CMA Canada requires original receipts, whenever possible.
2. Categorize the receipts into the following categories:
 - a. Facility Expense (building rental, campground fees, rental of sound equipment etc.)
 - b. Meal Expenses (coffee and food supplies, cook out equipment)
 - c. Other Expenses (ads, photocopies of posters, registration forms, prizes for the games, and door prizes)
3. On a separate piece of paper, create an itemized report for each category, listed above, that applies to your event.
4. On the report form, “Seasons of Refreshing/Rally Finance Report”, put the totals of each category under the appropriate expenses heading.
5. Add all of the Expenses together and place this number on the line labeled ”Total Expenses”

Net Profit

1. Subtract the “Total Expenses”, from the “Total Income” to determine your event’s “Net Profit”, and place this number on the line indicated.
2. In the unusual event that the total income does not cover the total expenses and therefore a negative number is recorded in the “Net Profit” the chapter hosting the event will cover the shortfall and CMA Canada will reimburse the chapter for this amount.

Donations

1. Regardless of profit or loss on an event this amount must be submitted to the office in full. This is necessary as all money donated to CMA must come into the CMA bank account for tax purposes.
2. Fill in the amount of anonymous and Love Can donations received in the space marked “Anonymous/Love Can Donations Collected”.
3. Under “Tax receiptable Donations”, list donations received which require a tax receipt at year end. If you’re sending in one cheque for all the donations, be sure to enclose an exact breakdown of the donors, their complete addresses, and the amounts given, so tax receipts may be issued to the individuals
4. Chapters are not authorized to give out tax receipts. Tax receipts can only be issued for monies actually received by CMA Canada, or for the value of goods given for use at an event sponsored by CMA Canada. Businesses which require a donation receipt for goods donated must write up an invoice for the full value of the goods, and mark it as a donation. Send in these invoices with your completed financial report.

Because CMA Canada is funded mainly by donations, your efforts to keep expenses to a minimum are greatly appreciated. In this regard, please note that all equipment purchased must be usable for future events, and all expenses over \$100 must be pre-approved by CMA Canada before making purchases, or bookings. Please keep in mind that CMA Canada incurs expenses for these events as well (e.g., staff travel, pins, etc.), and anticipates receiving sufficient funds from the event to cover all costs and help fund CMA’s evangelistic endeavours.

Send in the completed report and registration forms, along with all receipts, invoices, and money, to CMA Canada, Box 521, Red Deer, AB, T4N 5G1, within two weeks of the event. Do not send cash in the mail.

Thank you for you willingness to serve in this area, if you have any questions at all, please do not hesitate to contact the CMA Canada office either by phone (403) 343-1370 or via email admin@cmacanada.ca