



Oxfam Canada Fundraising Revenue Report

Name of Event: _____

Date of Event: _____

Location of Event: _____

Event Coordinator: _____

Contact Information Phone: _____ e-mail _____

Address : _____

Revenue Summary for Event

	Amount (\$)	Donors (#)
Cash donations (receiptable)	<input type="text"/>	<input type="text"/>
Cheque donations (receiptable)	<input type="text"/>	<input type="text"/>
Special Event donations (un-receiptable)	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>

Tax Receipts will be issued from the Toronto office for donations of \$10 or more

Signature

Date

Appendix D: Fundraising Revenue Report Calculating Fundraising Revenues

The total revenue raised from the event must be reported to Oxfam Canada. Expenses should be budgeted separately and should not be deducted from the total revenues collected and reported to Oxfam.

Reporting Fundraising Revenues

Please fill out the Fundraising Revenue Report (Appendix D) for your event and send it to the Fundraising Office in Toronto.

Please submit the revenue report along with the funds raised **within two weeks** of your event or activity so that we can reconcile our accounts and report the revenue in a timely manner.

We would appreciate if you could send along the Event Feedback Form (Appendix E) and Fundraising Kit Forms (Appendix F).