

Income and expenditure record statement

The income and expenditure sheet is provided to assist you with managing and keeping a record of all the income and expenses from your fundraiser. Please remember to try and keep the costs of your fundraiser as low as possible so we can ensure all money raised will go towards the cause.

Name of organisation/community group:

Fundraising activity: Date :

Account

Current year to date

Income (please list details below – examples shown)

| | |
|-----------------|----------|
| Donations | \$ |
| Sales | \$ |
| Raffles | \$ |
| Auctions | \$ |
| Other | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL | \$ |

Expenditure (please list details below – examples shown)

| | |
|-------------------------------|----------|
| Postage | \$ |
| Printing and publishing | \$ |
| Stationery | \$ |
| Travel | \$ |
| Raffles | \$ |
| Auctions | \$ |
| Other | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL | \$ |

Total Expenditure \$

Net income (total income less total expenditure) \$

