

**FUNDRAISING EVENT FINANCIAL BUDGET PLAN**

**(Form 1 A)**

Fundraiser Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Confirmed by Office Administrator: \_\_\_\_\_

Team/Organizer of Event: \_\_\_\_\_

How will this Event benefit St Paul's? \_\_\_\_\_

\_\_\_\_\_

**ANTICIPATED REVENUE: (please elaborate)**

Number of Tickets	
Price per Ticket	
Additional ticket details: Example: No charge for children	
Freewill Offering	
Donations/ Sponsorship	
Opportunities for Learning	
Outreach to the Community	

**ANTICIPATED EXPENSES: (please elaborate)**

Office Administrator's time/Custodian time	
Ticket Sales: St Paul's Office, Coffee time	
Printing/paper cost	
Advertising	
Poster preparation/printing	
Music costs	
Performers/musicians/worship facilitator	

A financial advance is required prior to the event. Yes\_\_\_\_ No\_\_\_\_ If yes specify the amount being requested \$\_\_\_\_\_.\_\_\_\_\_ from \_\_\_\_\_

St Paul's non-budgeted money is required for this event. Yes\_\_\_\_ No\_\_\_\_ If yes specify the amount being requested \$\_\_\_\_\_.\_\_\_\_\_.

It is anticipated that after all expenses are paid, all profits from this Fundraising Event will be allocated to the St Paul's General Fund unless otherwise agreed to by the Finance Team. Yes\_\_\_\_ No\_\_\_\_

If no, please elaborate: \_\_\_\_\_

Please explain plan for financial losses: \_\_\_\_\_

\_\_\_\_\_

**FUNDRAISING EVENT FINANCIAL BUDGET PLAN**

**(Form 1 B)**

**Proposed Motion:**

Date: \_\_\_\_\_ Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

**Motion:** That the Finance Team receives the report and approves the recommendation of the  
(Team/Organization) \_\_\_\_\_ as explained in the Fundraising Budget Plan for:  
\_\_\_\_\_ to hold their Fundraising Event on  
(Date) \_\_\_\_\_.



**FUNDRAISING EVENT : SPECIAL NOTES**

**(Form 3)**

Fundraiser Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Team/ Organizer of the Event: \_\_\_\_\_

Was this fundraising event a success and worth repeating? Yes\_\_\_\_\_ No\_\_\_\_\_

Please elaborate: \_\_\_\_\_

**SPECIAL NOTES:** add pages as needed

Example: work schedule, number of volunteers, clean up, extra items borrowed

Include all comments and suggestions which could assist others to repeat this fundraising event in another year.