**Instructions for CMA Canada Event Financial Reporting**

There are 3 tabs in the Event Registration Form Excel form.

All income amounts entered into the registration spreadsheet tab will automatically fill into the Summary Sheet tab. If you want to handwrite registrations at the registration table, print out the “Print for Walk Up Registrations” tab and add them to the Registration spreadsheet at a later time.

Income

1. Using the registration spreadsheet tab enter each participants information and indicate how much was paid in the categories that are applicable to your event.
	1. Registration Fees Income
	2. Camping Fees Income
	3. Meals Income
2. The income will be automatically added together and placed into the Summary Sheet for calculations.

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. As CMA Canada is funded mainly by donations, we appreciate your efforts to keep expenses to a minimum. 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, handouts etc.), and anticipates receiving sufficient funds from the event to cover all costs and help fund CMA’s evangelistic endeavours.
3. Categorize the receipts into the following categories:
	1. Facility Expense (building rental, campground fees, rental of sound equipment etc.)
	2. Meal Expenses (coffee and food supplies, cook out equipment)
	3. Other Expenses (ads, photocopies of posters, registration forms, prizes for the games, and door prizes)
4. On a separate piece of paper, create an itemized report for each category, listed above, that applies to your event.
5. On the summary sheet, put the totals of each category under the appropriate expenses heading.
6. The summary sheet will add the expenses together and place this number on the line labeled ”Total Expenses”

Net Profit

1. The summary sheet will subtract the “Total Expenses”, from the “Total Income” to determine your event’s “Net Profit”, and place this number on the line indicated.

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”, add all 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.

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