

How to complete your fundraising budget

The [Budget and Income Expenditure Form](#) is provided as a requirement for managing and keeping a record of all fundraiser income and expenses.

This form is **mandatory** for all events with a proposed fundraising income **over \$5000**.

Prior to your event, you are required to detail your expected income and expenses or sign a declaration that no expenses will be taken out of your fundraising.

All fields in this form are editable and it can be completed digitally, or you can print and complete a hard copy. Once the form has been completed, it must be returned via email to your MyCCQ Partner (Account Manager).

If you are **planning to deduct expenses** from funds raised, please follow the below process:

Step 1: Complete the top section of the form with your name and information about your event

BUDGET AND INCOME EXPENDITURE

The budget has been provided as a requirement for managing and keeping a record of all the event income and expenses. This form is mandatory for all events with proposed fundraising income over \$5000.

Name:	Jane Smith	Fundraising Activity:	High Tea
Date:	01.09.2022	Venue:	My House

Step 2: Pre-event you will detail your estimated *Income Budget*, based on your fundraising plans across all possible income categories.

Income Budget

(please list details below – examples shown)

Income	QTY	Unit Price	Total
<i>Eg. Sales</i>	100	15.00	\$1500
Donations	15	20	300
Sales			
Raffles	30	5	150
Auctions			
Sponsorship			
Tickets	15	30	450
Free Tickets e.g. for MC			
Other			
Other			
Other			
Total	60	55	900

Step 3: Pre-event you will detail your *Expenditure Budget*, based on your estimated expenses for your fundraising activity across all possible category.

Please note, for all expenses, you will need to provide a copy of the receipts.

Expenditure Budget

(please list details below – examples shown)

Income	QTY	Unit Price	Total	Notes
<i>Eg. Catering</i>	50	6.00	\$300	
Catering	15	5	75	Catering for all attendees of high tea
Event decorations	2	8	16	Decorations for tables
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
Total				

Step 4: Return the completed form to your MyCCQ Partner (Account Manager) via email. Please contact our Fundraising Support Team on 1300 65 65 85, if you are unsure about your Account Manager or their contact information.

If you **aren't planning to deduct any expenses** and 100% of the funds raised will be banked to Cancer Council Queensland, please follow the below process.

Step 1: Complete the top section of the form with your name and information about your event

BUDGET AND INCOME EXPENDITURE

The budget has been provided as a requirement for managing and keeping a record of all the event income and expenses. This form is mandatory for all events with proposed fundraising income over \$5000.

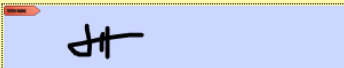
Name: Jane Smith Fundraising Activity: High Tea
Date: 01.09.2022 Venue: My House

Step 2: Complete declaration for no expenses incurred at the bottom of the form

Supporter declaration - no expenses incurred

Please ensure this section is filled out & returned to Cancer Council Queensland, if no expenses were incurred for your event

I declare that no expenses were incurred in the execution of this event and all funds raised have been banked to Cancer Council Queensland.

Supporter Name: Jane Smith Signature: 
Date: 02.09.2022

Step 3: Return the completed form to MyCCQ Partner (Account Manager) via email. Please contact our Fundraising Support Team on 1300 65 65 85, if you are unsure about your Account Manager or their contact information.