

## How to complete an acquittal

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

After your event, you are required to detail your finalised income and expenses. This information must be added to the original form completed prior to your event with your budgeted figures.

This form is **mandatory** for all events with a proposed fundraising income **over \$5,000** and is required to be returned to Cancer Council Queensland for all events with income exceeding **\$10,000**.

Once the form has been completed, it must be returned including both budget and actual figures via email to your MyCCQ Partner (Account Manager).

**Step 1:** Post event you will complete the *Income Actual*, with your finalised income figures.

### Income Actual

Income	QTY	Unit Price	Total
<i>Eg. Sales</i>	100	15.00	\$1500
Donations	20	20	400
Sales			
Raffles	23	5	115
Auctions			
Sponsorship			
Tickets	15	30	450
Free Tickets e.g. for MC			
Other			
Other			
Other			
<b>Total</b>	58	55	965

**Step 2:** Post event you will complete the *Expenditure Actual* with your finalised expenses.

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

### Expenditure Actual

Income	QTY	Unit Price	Total	Notes
<i>Eg. Catering</i>	50	6.00	\$300	
Catering	20	5	100	Catering for attendees, receipts attached
Event decorations	2	8	16	Decorations for tables, receipts attached
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
<b>Total</b>	22	13	116	

**Step 3:** Complete the below table to reconcile your income and expenses and identify the funds that Cancer Council Queensland will receive

**Total Event Income and Expenditure Budget**

Total Income	965
Less Total Expenditure	116
Net Income	849
Expense % of Income (equal to or less than 30% of income)	12%

<sup>\*\*</sup> It is requirement of CCQ Fundraising Guidelines and Terms and Conditions that expenses equal to or are less than 30% of total income.

*Please provide copies of all expenditure receipts and in-kind support as indicated above*

**Step 4:** If you received any in-kind support for your event, please provide the details for the support in the below table.

Note, in kind support can include prizes, venue, equipment, catering, services, volunteer time etc.

**Expenditure Budget**

Please ensure all in-kind support is documented below

Item	Supplier	QTY	Unit Price	Total
Hamper	Hampers & Co	1	25	25
Gift Voucher	Coles	1	50	50

**Step 5:** Return the completed form including both budget and actual figures 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.

All receipts for expenses must also be provided in the email.