



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)	\$ _____