

WORKSHEET FOR CALCULATING CASH DONATIONS SAMPLE "A"

Refer to page 4 of this application to complete this form.

If you are using one 12-month fiscal period, use the first shaded column; for two fiscal periods, use the first and second shaded columns; for three fiscal periods, use all three shaded columns.

What 12-month fiscal period(s) is/are being used? (e.g. September 1, 2009 - August 31, 2010; April 1, 2009 - March 31, 2010)	Using 1 Year January 1, 2009 to December 31, 2009	Using 2 Years	Using 3 Years
(A) Total Revenue:	(A)\$ 135,000.00	(A)\$	(A)\$
(B) Deductions:			
Government Funding	\$ 46,000.00	\$	\$
Grants from Non-Government Agencies, Foundations, other Non-profit or Charitable Organizations	\$ 6,000.00	\$	\$
Fundraising Revenue	\$ 8,600.00	\$	\$
Business/Corporate Donations or Sponsorships	\$ 8,000.00	\$	\$
Other Revenue	\$ 8,950.00	\$	\$
Total Deductions - add all (B) lines in each column	(B)\$ 77,550.00	(B)\$ 0.00	(B)\$ 0.00

Take Line A (Total Revenue) and subtract Line B (Total Deductions) from the same column to calculate Line C (eligible cash donations).

Subtotal of eligible cash donations from individuals	(C)\$ 57,450.00	(C)\$ 0.00	(C)\$ 0.00
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Add the appropriate (C) line(s) together to calculate the total eligible cash donations. **Put the final total on line (C).**

(C) Total Eligible Cash Donations from Individuals (C) \$ 57,450.00
(Must be a minimum of \$1,000)

COMMUNITY SPIRIT PROGRAM WORKSHEET EXPLANATION - SAMPLE "A"

If the figures from your financial statement can easily be transferred to the calculation worksheet, you do not need to provide additional information.

If the financial information on the calculation worksheet combines figures from various sources on your financial statement, this document provides an option to easily track the financial information as it is transferred to the 'Worksheet for Calculating Cash Donations'. You may use the format provided below or create your own. Ensure your document is attached to the completed application.

(A) TOTAL REVENUE

Revenue (General)	\$100,000.00	
Revenue (Schedule 1)	\$ 10,000.00	
Revenue (Schedule 2)	\$ 25,000.00	\$135,000.00

(B) DEDUCTIONS:

Government		
Municipal Grant	\$ 40,000.00	
FCSS	\$ 6,000.00	\$ 46,000.00
Grants from Non-government agencies, foundations, other non-profit or charitable organizations		
United Way Grant (excluding donor-choice)	\$ 3,000.00	
Service Club	\$ 2,000.00	
Churches	\$ 1,000.00	\$ 6,000.00
Fundraising Revenue		
Casino/Bingo	\$ 8,000.00	
Raffle Ticket Sales	\$ 600.00	\$ 8,600.00
Business/Corporate Donations or Sponsorships	\$ 8,000.00	\$ 8,000.00
Other Revenue		
Interest	\$ 150.00	
Memberships	\$ 800.00	
Ticket sales	\$ 8,000.00	\$ 8,950.00
TOTAL DEDUCTIONS		\$ 77,550.00

(C) TOTAL ELIGIBLE CASH DONATIONS

Tax-receipted donations	\$ 48,500.00	
Non-receipted donations	2,300.00	
United Way Donor-Choice donations	5,600.00	
CanadaHelps donations	1,050.00	\$ 57,450.00

WORKSHEET FOR CALCULATING CASH DONATIONS SAMPLE "B"

Refer to page 4 of this application to complete this form.

If you are using one 12-month fiscal period, use the first shaded column; for two fiscal periods, use the first and second shaded columns; for three fiscal periods, use all three shaded columns.

What 12-month fiscal period(s) is/are being used? (e.g. September 1, 2009 - August 31, 2010; April 1, 2009 - March 31, 2010)	Using 1 Year	Using 2 Years	Using 3 Years
	September 1, 2009 to August 31, 2009		
(A) Total Revenue:	(A)\$ 463,335.00	(A)\$	(A)\$
(B) Deductions:			
Government Funding	\$ 30,000.00	\$	\$
Grants from Non-Government Agencies, Foundations, other Non-profit or Charitable Organizations	\$ 22,500.00	\$	\$
Fundraising Revenue	\$ 313,650.00	\$	\$
Business/Corporate Donations or Sponsorships	\$ 33,150.00	\$	\$
Other Revenue	\$ 18,770.00	\$	\$
Total Deductions - add all (B) lines in each column	(B)\$ 418,070.00	(B)\$ 0.00	(B)\$ 0.00

Take Line A (Total Revenue) and subtract Line B (Total Deductions) from the same column to calculate Line C (eligible cash donations).

Subtotal of eligible cash donations from individuals	(C)\$ 45,265.00	(C)\$ 0.00	(C)\$ 0.00
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Add the appropriate (C) line(s) together to calculate the total eligible cash donations. **Put the final total on line (C).**

(C) Total Eligible Cash Donations from Individuals (C) \$ \$45,265.00
(Must be a minimum of \$1,000)

COMMUNITY SPIRIT PROGRAM WORKSHEET EXPLANATION - SAMPLE "B"

If the figures from your financial statement can easily be transferred to the calculation worksheet, you do not need to provide additional information.

If the financial information on the calculation worksheet combines figures from various sources on your financial statement, this document provides an option to easily track the financial information as it is transferred to the Worksheet for Calculating Cash Donations. You may use the format provided below or create your own. Ensure your document is attached to the completed application.

***Codes:**

- | | |
|---|---|
| 1 = Total Revenue | 5 = Business/Corporate donations/sponsorships |
| 2 = Government Funding | 6 = Other Revenue |
| 3 = Grants from Non-government agencies | 7 = Total of (B) Deductions |
| 4 = Fundraising revenue | 8 = Total eligible cash donations - (A) minus (B) = (C) |

NOTE: You may wish to use 'colour coding' rather than numbers to identify the different categories.

General Revenue		Codes*
Interest Income	\$ 275.00	6
Grants	\$ 22,500.00	3
Government Funding	\$ 30,000.00	2
Sponsorships	\$ 19,200.00	5
Memberships	\$ 1,725.00	6
Rental Income	\$ 2,800.00	6
GST Adjustment on Revenue	\$ 170.00	6
Concession Sales	\$ 12,250.00	6
 Donations		
Golf Tournament (receipted portion)	\$ 32,050.00	8
General donations (receipted)	\$ 12,000.00	8
Non Tax receipted - Cash	\$ 670.00	8
Donation Jar	\$ 545.00	8
Business donations	\$ 13,950.00	5
 Fundraising		
Golf Tournament (non-receipted portion)	\$ 35,000.00	4
Bingo	\$ 13,500.00	4
 Production Revenue		
Ticket Sales	\$265,150.00	4
Shipping & Handling	\$ 1,550.00	6
TOTAL REVENUE	\$463,335.00 (A)	1
TOTAL DEDUCTIONS	\$418,070.00 (B)	2, 3, 4, 5, 6 = 7
TOTAL ELIGIBLE CASH DONATIONS	\$ 45,265.00 (C)	8