

## CPC Northumberland - Quinte West Project Cash Report

Use to submit revenues and expenses for projects or events for which you are in charge. Submit only to Financial Agent.  
Attach supporting lists to provide details - *especially names and addresses* in order to mail tax receipts where applicable.

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project/Event:** \_\_\_\_\_

**(A) REVENUES**

Sales - tickets, admissions. (Attach list of names, addresses if tax receipts apply)	\$
Sales - Other (explain or attach details _____)	\$
Contributions - Individuals (attach detailed list with complete names and addresses)	\$
Contributions - Other (explain or attach details _____)	\$
Other Revenue - (explain or attach details _____)	\$
<b>(A) Total Revenue</b>	\$

**(B) CLEAR ADVANCES**

Report all outstanding advances	<b>Advances Received</b>	\$
Show the expenses paid from those advances <i>and attach receipts</i> :		
<u>Date (if applicable)</u>	<u>Type of Expense</u>	
		\$
		\$
		\$
		\$
		\$
		\$
<b>Less: Total Spent</b>		\$
<b>(B) Unspent and Returned</b>		\$

**(C) PAYABLES** (List and *attach invoices* for any items to be paid by Financial Agent)

<u>Date (if applicable)</u>	<u>Payee</u>	<u>Type of Expense</u>	
			\$
			\$
			\$
			\$
			\$
<b>(C) Total Payable</b>			\$

Signed: \_\_\_\_\_ Date: \_\_\_\_\_