

Approved June 10 2010

**West Kootenay Women's Association
Fund-raising / Event Summary**

(please prepare prior to the event and discuss with Finance Committee and the CC)

1. Description of Activity

2. Planned Date / Timeline

Start Date _____

End Date/Duration _____

3. Estimated Budget

	Estimated <i>(fill in before event)</i>	Actual <i>(fill in after event)</i>
Revenues		
eg ticket sales	\$ _____	\$ _____
concession	_____	_____
t-shirt sales	_____	_____
other (please specify)	_____	_____
-----	_____	_____
Total Revenue	\$ _____	\$ _____
Expenses		
eg supplies	\$ _____	\$ _____
rentals	_____	_____
equipment	_____	_____
decorations	_____	_____
honorarium	_____	_____
miscellaneous	_____	_____
other (please specify)	_____	_____
-----	_____	_____
Total Expenses	\$ _____	\$ _____
Expected Profit / (Loss) <i>(revenue minus expenses)</i>	\$ _____	\$ _____

4. Break-even Analysis

Total expenses (*see above*) \$ _____

divided by either:

- ticket price
- price per item
- or other (specify):

_____ \$ _____

equals the minimum number of _____
(specify unit) needed to be sold for Break-even : _____

5. Comments

Please explain any expected shortfalls, how break-even will be assured, etc...

6. Sign-off's

Please show this summary to one member of each committee, and have them sign off if they think WKWA should go ahead with it

Finance Com. member & sign-off date: _____

Changes or comments _____

Coordinating Coll. member & sign-off date: _____

Changes or comments _____

7. Post-event Evaluation

Please fill in actual column of Estimated Budget (revenues, expenses, profit/loss).
Should the activity be repeated in the future? When? With what changes?

