



Financial estimate for your event

Please complete this appendix at two times:

- Before your activity: At least four (4) weeks prior to the event to validate your projected budget with you.
- After your activity: Within thirty (30) days following the conclusion of your activity and submit as instructed below along with your payment and official accounting documentation to support your fundraising efforts. Please make checks payable to "Fondation CHU Sainte-Justine."

Important: This appendix also enables Fondation CHU Sainte-Justine to calculate the value of tax receipts for your participants and/or donors.

Gross revenues for your event	Projected	Real
Sponsors		
Ticket sales (total _____ X \$_____)		
Silent or live auction		
Draw or contest		
Other revenue (please specify):		
Total gross revenues		
Event expenses	Projected	Real
Room rental		
Equipment rental		
Security		
Permits		
Food		
Beverages		
Printing		
Graphic design		
Photographer		
Videographer		
Videographer		
Entertainment (e.g., comedian, master of ceremonies)		
Gifts or door prizes during event		
Other expense (please specify):		
Total expenses		
Contributions to your activity	Projected	Real
Individual donations		
Corporate donations		
Net amount raised (Revenues) (Total gross revenues - Total expenses + Donations)		

Signature of the person in charge of the event

Date

Please forward the revenues from your event along with this form and the official accounting documents detailing total sales.

Send to: CHU Sainte-Justine Foundation
 5757 Decelles Avenue, Suite 500
 Montreal, QC
 H3S 2C3
 C/O: Marie Brunet

Checklist:

- Financial summary of activity - Appendix A (this sheet)
- Detailed report of event donors and/or participants - Appendix D
- If applicable, please make cheque payable to "Sainte-Justine UHC Foundation".

If you have any questions or concerns, please contact us at
evenements-benefice@fondationstejustine.org