

# Chapter finances and fundraising

## 8

### The chapter Treasurer

The following information is provided to assist your chapter in developing a job description for its Treasurer. For more on job descriptions see “*Recruiting volunteers*” on page 7-4.

#### Job Description

- shall be responsible for the annual budget, the financial books and records, and financial statements as required by the Bylaws and in accordance with the procedures, rules, and policies adopted by the Board of Directors;
- shall make the books, records, and financial statements available to any Voting Member of the Chapter at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Board of Directors shall at all times have access to such books and records.
- shall perform such other duties applicable to the office as prescribed by these Bylaws and by the procedures of the Chapter
- shall provide to each member of the Board of Directors at least once in every three (3) months a balance sheet and a statement of revenues and expenses (income statement)
- shall prepare the year-end statements for the chapter and fill in any other yearly reports required by CPF-BC & Yukon branch, the BC Gaming Commission, if the chapter receives Gaming funds, and any other authorities that require financial reports
- shall present the year-end financial statements for the previous fiscal year at the Annual General Meeting. These financial statements shall include a balance sheet as well as a statement of revenues and expenses.
- shall be responsible for all of the chapter financial accounts including receiving and depositing all monies and overseeing dispersal of funds, monitors financial operations
- shall keep a current up-to-date record of transactions and have a prepared balance sheet and statement of revenues and expenses for presentation at each general meeting and at other times as requested by the board
- shall perform duties in connection with finances of the chapter as required by the bylaws and the board
- shall assist in preparing grant applications
- shall prepare or be the Chairperson for the Budget Committee and ensure that a yearly budget is passed at the annual general meeting
- shall be one of the signing officers on all bank accounts and is the liaison with the chapter's bank
- shall assist with the preparation of the financial parts of the annual report to the branch see “*Reporting requirements*” on page 4-31

- may be responsible for acting as board liaison to one or more committees
- shall participate in chapter activities.

## Qualifications

- reliable and trustworthy
- should have knowledge of bookkeeping and budgeting procedures
- has or is willing to acquire a good knowledge of CPF and its funding structure
- access to and knowledge of an accounting computer program will make the task of treasurer much simpler and less time consuming

## Responsibilities

- Keep full and accurate records of all receipts and disbursements in a proper book of account. Reimbursement of expenses should only be made if proof of payment has been provided, in the way of an original receipt for the expense.
- Pay bills and expense claims when due and as directed by the chapter's financial policies.
- As one of the chapter signing authorities, sign cheques and any other documents as necessary.
- Deposit all monies to the chapter's account as quickly as possible. Keeps funds in the most beneficial banking instruments (for example extra funds in term deposits).
- Prepare monthly bank reconciliation.
- Ensure that any funds owing to the chapter are collected.
- Provide the board with financial statements on a regular basis.
- Present the year-end financial statement to the membership at the Annual General Meeting (providing a copy to the Secretary for the records).
- Prepare, or chair the committee which prepares, the draft annual budget.
- Ensure that the financial report for the previous year and the budget for the coming year are forwarded to the CPF provincial office within 90 days of the chapter fiscal year end.
- Participate on chapter committees (as an advisor re needs, cash flow, handling cash, etc.).
- Ensure that the bank is advised immediately of any changes to the chapter signing officers (such as after the annual general meeting).

# Your bank account

All funds of the organization must be on deposit in a Chartered Bank or Credit Union or any Financial Institution registered under the Bank Act.

## Your CPF chapter bank account

Your CPF chapter bank account:

1. Must be in the name of your chapter - that is, Canadian Parents for French-*Anytown* Chapter (not just Canadian Parents for French, which name can only be used by the national association).
2. Must require all cheques to be signed by two members of your chapter Board of Directors.
3. Should have at least three executive members, one of whom must be the Treasurer, registered signing authorities (so that if one is away, cheques can still be signed) (see “*Execution and Certification of Instruments*” on page D-24).

### Type of account

It is strongly recommended that you set up a current account which returns your cancelled cheques, so that you have a complete record of those transactions on file. Shop around as some credit unions will waive service charges for non-profit community organizations and may print your cheques for free.



Should you have larger sums of money which your chapter will not be using immediately, consider investing them in secure instruments (term deposits, GICs, money market fund, etc.). Many institutions have instruments which are for example, 1 year term deposits that are cashable after 30 days or 90 days, which ensures that your funds are not ‘locked in’ for an extended period of time.



**Mutual funds are not appropriate instruments, the capital must be guaranteed.**

### General guidelines

- Deposit all cash and cheques promptly into the current account.
- All expenses should be paid by cheque with the exception of petty cash payments (if your chapter allows petty cash).
- Never use funds taken directly from a "savings" instrument to pay bills - transfer the necessary amount into the chequing account first.
- Never take cash from a fundraising event to pay expenses, all income should be deposited into the bank account and all expenses paid by cheque.



**For his/her own protection and in order to properly manage the members' funds, a signing officer should never pre-sign cheques. A signing officer who**

**pre-signs a cheque is responsible for whatever is eventually placed on that cheque.**

## Financial policies

Established financial policies are important to volunteers, who should know in advance what out-of-pocket expenses will and will not be reimbursed, and to the Treasurer, who should have clear guidelines for handling the chapter's funds. These need not be complex.

For example:

### Cash income

Your chapter/section should have a procedure in place for dealing with cash income (e.g., receipts from a hotdog day, bingo, or entertainment) - who is to handle the money, and how. How is any cash float managed? How will receipts be verified? To whom are the financial records submitted? Who is responsible for depositing the funds to the chapter bank account? and so on.

For safety and security of members all monies raised should be counted by two people, one of whom is involved with the project. That person involved with the project should write up a deposit slip for the Treasurer<sup>1</sup>. Only the Treasurer or another bank signing officer should deposit funds.

### Deadlines

Have a time limit for submitting expense claims, perhaps "within one month or when they total \$100, whichever comes first." The objective is to manage your cash flow. If you are not aware of expenses for several months, it will appear that the chapter has more money for other projects than is in fact the case.

You should also insist that all outstanding expenses at the end of the fiscal year be submitted within a reasonable period of time so that they can be included in your financial reports for that year. For example, the CPF-BC & Yukon policy states that "all outstanding expenses for the previous fiscal year must be submitted by the end of the following month and may not be carried forward into the following year."

### Personal expenses

Decide whether you will reimburse volunteers<sup>2</sup> for mileage and meals. If so, at what rates and under what circumstances? (For example, you might want to specify that your mileage rate is applicable only on trips of at least a certain distance each way.)

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1. see "*Deposit Slip*" on page F-13 or the CPF-BC & Yukon website, [www.cpf.bc.ca](http://www.cpf.bc.ca) under *Chapter Information > Forms* for a sample deposit slip form
  2. see "*Reimbursement form*" on page F-13 or the CPF-BC & Yukon website, [www.cpf.bc.ca](http://www.cpf.bc.ca) under *Chapter Information > Forms* for a sample reimbursement expense form

## Receipts

All expense claims<sup>3</sup> must be accompanied by the *original* receipts, with the following exceptions: mileage, photocopies of telephone bills and any other bills which may include expenses to be claimed from other agencies (this should be clearly indicated on the copy), and perhaps meals, if allowed. Encourage your members to get separate receipts for chapter expenses and their personal expenses whenever possible. Note: credit card receipts are *not* acceptable - you need the cash register receipt, an annotated invoice, stub from a restaurant bill, etc.

## Non-Budgeted Expenses

All expenses which are not accounted for in the current year's budget must first be presented to and voted on by the Board of Directors, and then approved by a majority at a General Meeting before the expenditure can take place.

## Appeal

Indicate the mechanism for dealing with any dispute. For example, the volunteer may appeal a decision of the Treasurer to the full Board of Directors, then, if he/she does not accept their decision, may make an appeal to the membership at large at the next general meeting.

## Pricing for members and nonmembers

On which chapter activities/services/materials will there be a different price for CPF members than for nonmembers? On what basis will those different prices be established? (See example, the prices charged by CPF as listed in appendix G “*Resources from CPF and others*”.)

## Miscellaneous

- What will you charge an individual who gives you a NSF cheque in order to cover the bank charge for handling it?
- Is the Treasurer allowed a petty cash account? If so, what is the maximum amount?

## Sample Reimbursement Form

For a sample reimbursement or expense claim form see “*Reimbursement form*” on page F-13.

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3. see “*Reimbursement form*” on page F-13 or the CPF-BC & Yukon website, [www.cpf.bc.ca](http://www.cpf.bc.ca) under *Chapter Information > Forms* for a sample reimbursement expense form

# Budgets

## Preparing your budget

### Why budget?

Your budget is your best estimate of the coming year's income and expenditures. Obviously, not everything will work out exactly as planned: some projects might cost more than anticipated, some will bring in less revenue than expected (thus the importance of frequent financial statements), and unexpected problems or opportunities to which you must react can have a significant impact on your plans.

But these are reasons for preparing a budget - not reasons for failing to do so. Your budget should tell you what each project is expected to cost, so that when an unanticipated expense comes along you can ascertain which activity(ies) will need to be curtailed or cut altogether. Remember: if you're having trouble coming to a decision, it's often because you're lacking necessary information.

### Who has the responsibility?

The treasurer typically has the primary responsibility for preparation of the budget - either estimating the income and expenses or ensuring that the other Board members and committee chairs provide these details. However, the first step is to determine what projects (activities, including, administration) your chapter will undertake during the coming fiscal year. This should be done by your Board of Directors on the basis of the goals and priorities established by your members. Do ensure that this process is begun soon enough to avoid causing you and other Board members undue stress.

If you have good financial records from previous years, preparing your budget will be much simpler, as you can refer to the costs and revenues from past projects.

### Step by step

1. If you are using a computer accounting program to keep your chapter books it can be used to prepare your budget. Otherwise, if you have a computer spreadsheet program such as Lotus or Excel, you can use it to prepare your budget. If not, use the sample that follows as an example to work from.
2. Across the top of the grid, write in the name of the coming fiscal year's projects - not forgetting to include "administration" for operating expenses. Make sure that every single activity which will cost anything is included somewhere.
3. Along the left-hand side write in the types of expenses anticipated: copying, stationary supplies, hall rental, postage, telephone, gifts and awards, refreshments, entertainers, etc.
4. Now, in pencil or on the computer spreadsheet, begin to fill in the grid, square by square. Estimate costs slightly high, to be on the safe side. Once you've filled in all your anticipated expenses for the year, add up the total of each column and the total of each row. Then add down one set and across the other set of totals, which, if your math is correct, will give you identical grand totals.
5. Now estimate, conservatively, your anticipated income, including the amount you expect to carry forward from the current fiscal year.



## Following your budget

You and other volunteers may now spend the chapter's funds in accordance with the approved budget - but exceptions to those amounts would have to be submitted to a meeting for formal consent of the group. Obviously, there will be minor differences between actual expenditures and the budget, and often overages in one place cancel under-expenditures elsewhere. However, significant changes cannot be made without prior approval from the same body (your Board of Directors or your members as a general meeting) which originally approved the year's budget.

The important point is that an approved budget allows volunteers to get on with their activities. Frequent financial statements will allow you to monitor your cash flow in comparison to your budget and make changes to your plans as necessary.

If a new expenditure comes up that is not part of the approved budget, its budget must be submitted to a meeting for formal consent of the same group that originally approved the budget.

## Keeping your books of account

### Why use journals?

It can be tempting, especially if your chapter does not have many financial transactions, to simply keep track of income and expenses in the cheque record that comes with your cheques. However, when you must provide financial reports to your members and to the branch, and when you must prepare a budget for the coming year, or if an emergency arises and you need to know right away how your actual finances compare to your budget - not to mention each time throughout the year you must give your Board of Directors an up-to-date financial report - you will save yourself a great deal of time and frustration if you use the following procedures for keeping these records

Your journals will be set up so that each transaction is recorded according to: its overall impact on your bank account (the total amount in or out), the date, to whom it was paid or from whom received, and the project/activity to which it belongs

Purchase two columnar books at a stationary store. Do not use loose sheets (unless they are meant to be inserted in some sort of binder) - your journals must be bound to keep the pages neat and secure. For your expenses journal, purchase one with enough columns for all of the project/activity categories in your budget + one column for the bank total + one for petty cash (if in use) + a couple of "spare" columns. For your income journal, purchase one with enough columns for all types of income listed in your budget + one column for the bank total + one or two extras.

If you chose to use a computer software bookkeeping package, ensure that it can keep track of "projects" as well as the cheque register. Always backup onto a diskette or tape after entering information - computers do malfunction, and computer viruses can do terrible things to electronic records. Periodically print hard copies of your up-to-date information as well (monthly if your chapter is very active, at least every second or third month otherwise). A computer software package makes creating financial reports a breeze, it does all the work for you. It will also easily allow you to monitor your budget versus actual expenditures and income for the year.

# Income journal

Please refer to the sample journal

that follows. Enter the projects/activities from which you anticipate income (from your budget) across the top, marking the first BANK and the final one OTHER.

Now simply enter each transaction from left to right as follows: date, from whom, total (in the BANK column). Then enter the amount again under the project/activity that it represents.

At the end of the month, after you've transferred the interest shown on your bank statement into the journal, draw a line beneath all the columns. Add each column, then crosscheck by ensuring that the totals of all your project/activity columns = the total of the BANK column. This is known as "closing the books" for the month.

Date and mark this final row "months total" and draw a double or heavier line beneath it to clearly indicate where one month ends and another begins.

## Sample Income journal page

Those with knowledge of bookkeeping may choose to record transactions on an accrual rather than a cash basis.

1998		Bank		Memberships		Fundraising		Concert		Interest	
Feb	4	Interest	✓								1 25
	14	OPF Alta	✓	4	0 00						
	15	Hot dog day	✓	1	5 00	4	0 00	1	5 00		
	20	Misc.	✓	4	0 00					4	0 00
	28	G Gade	✓	5	0 00						
	28	month totals		2	8 1 25	4	0 00	1	5 0 00	4	0 00
		year to date		1	4 2 0 00	3	2 5 00	9	3 2 00	4	0 00
Mar	5	Interest	✓								2 00
	6	K Smith									
	6	Misc.								1	5 00
	15	Hot dog day								1	6 0 00
	20	NSF cheque								<	5 00
	27	NSF ch covered									5 00
	31	month totals				3	2 5 00	1	6 0 00	1	5 00
		year to date				1	6 1 2 00	1	0 9 2 00	5	5 00

✓ = has appeared on a bank statement

< > indicates a negative entry

\*\$10 penalty charged to the NSF-c

# Expenses journal

Please refer to the sample journal page.  
 This journal is handled exactly the same as the income one, except that the cheque number must also be recorded (cheques should be entered in numerical order).

## Sample expense journal page

Those with knowledge of bookkeeping may choose to record transactions on an accrual rather than a cash basis.

## Running totals

Beginning with the second month in your fiscal year, you should also enter your "running totals" for the year to date. Beneath the row that gives your totals for the month, enter the total of all the monthly totals, as shown on the two sample journals.

1998		#	Bank	Fundraising	Concert	Student Awards	Newsletters
Feb	6	411 ✓	9 25				
	14	412 ✓	7 5 00				
	14	413 ✓	2 5 00	7 5 00			
	20	414 ✓	3 25				3 25
	21	415 ✓	2 5 00				2 5 00
	28	416 ✓	2 5 00				
	28	417	1 2 10				
	28	418	1 7 4 60	7 5 00	1 5 25		2 8 25
	year to date		9 8 5 35	4 5 0 00	2 5 10	2 0 0 00	1 1 4 10
Mar	5	✓					
	14	419	1 50				
	20	420	7 7 00	7 7 00			
	20	421	2 5 0 00		2 5 0 00		
	22	422	7 50				
	31	423	2 7 00				2 7 00
	year to date	423	3 6 8 00	7 7 00	2 5 0 00		2 7 00
	year to date		5 3 35	5 2 7 00	2 7 5 10	2 0 0 00	1 4 1 10

✓ = has appeared on a bank statement

# Financial statements

Your Board of Directors must be provided with financial statements on a regular basis: at each board meeting or at least quarterly.

There should be nothing mysterious about your financial statement: everyone should be able to understand the chapter's current financial standing and what has transpired to date. The statement provides a "snapshot" of the group's financial status of a particular date.

## Sample monthly financial statement

Following is a very simply monthly financial statement. Those with a knowledge of bookkeeping will want to provide both an Income Statement and a Balance Sheet, and may choose to record transactions on an accrual rather than a cash basis.

Income Statement for the Period April 1/98 - February 28/99

INCOME	Current Month	Year to Date	Budget	Difference
Donations	\$0.00	\$10.00	\$20.00	-\$10.00
Concert	\$40.00	\$40.00	\$50.00	-\$10.00
Fundraising	\$150.00	\$932.00	\$1,200.00	-\$268.00
Interest	\$1.25	\$13.00	\$15.00	-\$2.00
Memberships	\$40.00	\$325.00	\$300.00	\$25.00
Other	\$50.00	\$100.00	\$0.00	\$100.00
<b>TOTAL INCOME</b>	<b>\$281.25</b>	<b>\$1,420.00</b>	<b>\$1,585.00</b>	<b>-\$165.00</b>

EXPENSES	Current Month	Year to Date	Budget	Difference
Administration	\$6.10	\$96.15	\$100.00	-\$3.85
Concert	\$15.25	\$25.10	\$300.00	-\$274.90
Fundraising	\$75.00	\$450.00	\$550.00	-\$100.00
Newsletters	\$28.25	\$114.10	\$150.00	-\$35.90
Student Awards	\$0.00	\$200.00	\$200.00	\$0.00
Other	\$50.00	\$100.00	\$0.00	\$100.00
<b>TOTAL EXPENSES</b>	<b>\$174.60</b>	<b>\$985.35</b>	<b>\$1,300.00</b>	<b>-\$314.65</b>

BALANCE	Current Month	Year to Date	Budget	Difference
	\$106.65	\$434.65	\$285.00	\$149.65

Previous Year  
*if there is a fair amount of continuity in what you do over the years, you might want to add a "previous year to date" column which would provide a comparison to the "year to date" information*

<b>SUMMARY</b>	Balance fwd from previous year	\$275.00
	Balance from year to date	\$434.65
	Total:	\$709.65

<b>CURRENT ASSETS</b>	Chequing account	\$689.65
	Petty cash	\$20.00
as of Feb.28/99	Term deposit	\$0.00
	Total:	\$709.65

# Membership rebates

80% of each membership paid by an individual/family or an association in your chapter's jurisdiction is returned to your chapter to support its work. 10% goes to the branch and 10% is retained by the national office to partially cover the costs of processing and managing the membership database. The breakdown is:



Membership type	Fee	National	Branch	Chapter
Voting Membership - 1 year	\$25.00	\$2.50	\$2.50	\$20.00
Voting Membership - 3 year	\$60.00	\$6.00	\$6.00	\$48.00
Associate Member organization - 1 year	\$60.00	\$6.00	\$6.00	\$48.00
Associate Member organization - 3 year	\$180.00	\$18.00	\$18.00	\$144.00

Every two months (i.e., for fees received by Ottawa in April/May, June/July, ... February/March) the branch plus the chapter portion of all fees is forwarded by the national office to the CPF-BC & Yukon office. The branch then prepares the cheques for its chapters and sends them to the chapters' bank account. Thus, your rebates for April/May should be received by your chapter bank account in late June or early July.

For various reasons your chapter might not receive its regular bimonthly cheque:

1. no membership fees were paid by anyone in your chapter jurisdiction during the relevant two-month period;
2. a chapter report to the branch office is overdue<sup>4</sup>;
3. the chapter owes money to the branch (for something purchased, etc.); or
4. the net amount owing to the chapter is less than \$20.

If the reason is any of 2-4 above, your Chapter Representative will instead receive a memo advising you of the amount of the membership rebates and the reason they have not been forwarded.

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4. see "Reporting requirements" on page 4-31

# Insurance

For more information about this insurance or its application to your chapter's activities, contact the CPF national office at [cpf@cpf.ca](mailto:cpf@cpf.ca) to ask for the name and contact information for our current insurance agent.

## Directors' and officers' liability

CPF's Association Liability Insurance policy protects all national and branch board members, employees, committee members, and "any other person acting on behalf of the association or at the direction of an office or board of directors of the association" against personal suits for reasons such as negligence in fulfilling proper administrative functions, conflict of interest, acquiescence in improper or wrongful acts of fellow officers or directors, failure to honour employee contracts, mismanagement of funds, failure to deliver services, false or misleading reports, etc.

Where the organization's bylaws allow it to indemnify its directors or officers for costs, charges, expenses, and judgments incurred or sustained by the director as a result of a suit against him, the Corporate Reimbursement section of the policy will reimburse the organization for this expense. Where this is not the case, the policy would then respond to protect the individual director or officer.

Exclusions: libel and slander, gaining of any personal profit or advantage to which directors or officers were not legally entitled, fraudulent acts, property damage and bodily injury (covered under the general liability policy), suits against the organization's name only.

## Comprehensive general liability

All of the branches as well as the national level participate in CPF's Comprehensive General Liability policy, sharing the cost at a resulting saving for each. It protects CPF-BC & Yukon as well as any executive officer, director, member, employee, or volunteer while acting within the scope of his/her duties (claims for alleged wrongful acts are covered by the Directors' and Officers' Insurance - see above) against claims re bodily injury or property damage to a third party, libel and slander, injury to an employee, and some other items. It covers any of our "ordinary" activities, such as meetings, conferences, displays, fundraising events, public speaking events, workshops, information booths, etc. (see "*Summer camps and other CPF-sponsored events*" on page 8-14). There are a number of exclusions, including items normally covered by the office contents insurance, an individual's automobile insurance, and the Workers' Compensation Board.

This policy also covers special events in malls, schools, etc. for general liability coverage. These locations may ask for certificates of insurance to prove coverage<sup>5</sup>.

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5. see "*Proof of insurance coverage*" on page F-10

## Summer camps and other CPF-sponsored events

CPF provides insurance for the summer camps and other activities put on by branches and/or chapters through a special endorsement on its comprehensive liability policy<sup>6</sup>. Premiums are based on the number of child campers or the required amount of coverage.

The insured is the CPF organizer of the camp/event, which is protected against lawsuits from third parties claiming bodily injury or property damage. This policy would only respond if CPF or one of its camp employees or volunteers were found to be negligent.

To apply for this liability insurance the chapter must complete the “CPF SUMMER CAMP INFORMATION” form<sup>6</sup>.

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6. see “*Special activities*” on page F-10

# Fundraising at the chapter level

Fundraising events are great ways to earn the funds needed to carry on projects that are important to the work of CPF.

It is imperative that there is a need for the funds raised and that you are not pouring effort into fundraising to have the funds sit in the bank. It is also imperative that you advertise what the money will be used for so that the community can support CPF and also learn about our activities at the same time. Fundraisers are often a great source for potential new members as the community learns of the work that CPF is doing.

The President should insure that the person in charge of any fundraising events makes notes of how the event was organized, timing, how to improve it for the following year, pitfalls encountered, etc. They should also keep a copy of all documentation that was distributed such as posters, forms, letters, etc. This will make it much easier for the volunteer that takes over the following year. Keep this information in a binder that can be handed to the next volunteer.

## Fundraising ideas

Below are some fundraising ideas other CPF chapters have tried:

Idea	Description	Potential Costs	Potential Income	Overall
Auction	Donation of articles and services are sought in the community for the auction	License, hall, refreshments, auctioneer, printing of tickets, flyers, advertising, give aways, cost will depend upon what will be donated	Depends upon donations and expenses	Can be very successful and is a great way to get the community out and possibly interested in CPF. Can easily become a yearly event
Bake Sale	Baked goods are sought from members and other interested people	Table at mall or other venue, flyers, advertising	Not high but helps keep members interested	Nice way to get to know other members in the community
Bazaar/craft sale	Like a flea market but usually with new material, crafts	Tables at mall or flea market, flyers	Depending on what is donated but good potential	Community oriented and good way to let the community learn what the funds are being raised for
Book/video sales	Sell books, usually through a publisher	Flyers, advertising	Depending on what deal is made with publisher but has potential	A good fund raiser to do through schools

<b>Idea</b>	<b>Description</b>	<b>Potential Costs</b>	<b>Potential Income</b>	<b>Overall</b>
Booths at fair	Be a part of a bigger event	Prizes, display	Good and can cost little	Great for community knowledge and potential new members
Bottle drive	Door to door bottle blitz	Flyers, advertising	Good depending on planning	Must be advertised to let the community know who and for what reason the drive is being done. A lot of time of the day
Carnival, penny carnival	Put on a carnival with game booths, games of chance etc.	Permit, prizes, games, flyers, advertising	Great depending on the costs	A lot of organization but can be a yearly even and very good for developing a relationship with the community
Car wash	Washing cars for local residents	flyers	good, can depend upon the weather the day of the event	May be overdone in some communities
Concert	Hire or seek donations of performances from professional entertainers	License, fees, hall	Depending on costs and paid customers	A good cultural project especially if you can find francophone entertainers
Concession stand	At a local hockey game, bingos, fairs etc.	Almost none	Depends on the deal worked out	Can be a lot of time spent but after arrangements are made it can be an ongoing arrangement
Family social	Get together with parents and children with entertainment and refreshments	Refreshments, flyers, hall	Good but also excellent community event	Great way to get into the community
Flea Market	Get donations from members, community	Table at local flea market, flyers	Not high but helps keep members involved and raises awareness in the community	Nice way to get to know other members in the community and raises awareness
French dictionaries and reference book sale	Sell French dictionaries and reference books that students need for school work	Cost of books, flyers, advertising	Good if you can negotiate a discount from a book supplier of at least 15%	Providing a service to parents, can also increase membership, need to go through the schools

<b>Idea</b>	<b>Description</b>	<b>Potential Costs</b>	<b>Potential Income</b>	<b>Overall</b>
French film festival	Show French films at local theatre	Rental of films, theatre, flyers	Good but expenses could be high, great to share between chapters	Good community project
Skate-a-thon	Hold a skate in your community	Ice time, flyers, tickets, refreshments	Not high but a great way to have fun and get the community out and involved	Nice way to get to know other members in the community and raises awareness

The following types of fundraising activities (bingos, casinos, raffles, pull tickets, etc.) may require a licence from the BC Gaming Policy and Enforcement Branch of the Ministry of Public Safety and Solicitor General ([www.pssg.gov.bc.ca/gaming](http://www.pssg.gov.bc.ca/gaming)) or the Yukon Government Department of Community Services ([www.gov.yk.ca/depts/community/consumer/lottery.html](http://www.gov.yk.ca/depts/community/consumer/lottery.html)).

<b>Idea</b>	<b>Description</b>	<b>Potential Costs</b>	<b>Potential Income</b>	<b>Overall</b>
50/50 draw	Half of proceeds goes to winner half to organizer	Flyers, tickets	good	Not a lot of work but would need to pick places to sell tickets
Bingo	Hold a bingo at a local community center or established bingo hall	Prizes, either money or goods, flyers, cards, staff	Good, depending on what is donated in prizes and time	Can become a yearly event Check your provincial gaming regulations
Raffle	Get 3-5 prizes donated and sell tickets for them	Prizes, tickets, flyers, advertising	Good depending on costs, number sold	Takes a little bit of work but could develop into a yearly event

## 17 common fundraising mistakes

1. Insufficient planning
2. Lack of clarity about what the money is for
3. Unrealistic view of time
4. The wrong volunteer leadership
5. The wrong fundraising method
6. Unrealistic expectations
7. Seeing corporations as saviours
8. Poor negotiating skills when dealing with corporations
9. Thinking too small
10. Not understanding donors
11. Treating all donors the same
12. Not knowing who your donors are
13. Not investing in new donors and donor research
14. Taking the "he dumped me" approached to lapsed donors
15. Not stewarding current donors
16. Insufficient or no attention to marketing
17. Expecting the fundraising consultants to do it all

# Charitable donations

Individuals/companies donating cash or goods to an organization are often looking for receipts which they can use for income tax purposes. Unless your chapter is a registered charity it cannot issue charitable donation receipts.

Contact the CPF-BC & Yukon office for information about charitable donation receipts which can be issued by the branch.

## Grants

The opportunity may arise for your chapter to apply for a grant. However, many granting agencies require the recipient organization to be incorporated<sup>7</sup>. The alternative may be to have another group which is incorporated co-sign the grant application.

The following is the policy of CPF-BC & Yukon:

When CPF-BC & Yukon is requested or required to be a sponsor or cosignatory for a chapter application to a funding agency, the chapter will:

1. submit its completed grant application [through the Executive Director] for approval by the branch Board of Directors,
2. inform the branch office of the disposition of its application by submitting a copy of the document which gives notice of approval/disapproval of the application, and
3. [if the grant is received] provide the branch office with a copy of its final report to the granting agency on the use of the funds.

## Socio-cultural Grants

CPF-BC & Yukon administers Socio-cultural grants which are funded by the Department of Canadian Heritage and the BC Ministry of Education to promote French cultural events. Chapters are encouraged to organize French cultural events in their district and to apply for Socio-cultural grants to help fund those events. The chapter must match at least 50 % of the government funding. Chapters need to estimate the volunteer hours required to organize an event but, may not use those hours as part of their matching contribution. Socio-cultural grants for the coming school year must be applied for by March 1st by using the “Socio-cultural Grants Application Form”<sup>8</sup>.

After completing a Socio-cultural granted event/activity the chapter must send to CPF-BC & Yukon a completed “Evaluation Report for Socio-cultural Grants” form<sup>8</sup> along with original receipts for the event, within 30 days of the end of the event.

If you have any questions about Socio-cultural grants contact the CPF-BC & Yukon branch office.

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7. see “*The "fine print"*” on page 4-29

8. see “*Socio-cultural Grants Forms*” on page F-24

