

APPENDIX C: BRANCH FUNDRAISING CAMPAIGN REPORTING TEMPLATE

This form is to be completed for all Branch fundraising or donation campaigns.

Campaign Details

Campaign Name:	
Purpose of Campaign:	
Branch:	
Campaign Owner:	

Approval Reference

Approval Date:	
Approval Level (Branch/Division/National):	
Reference or Motion Number:	

Campaign Platform

Platform Used (e.g., CanadaHelps, Zeffy):	
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Campaign Timeline

Start Date:		End Date:	
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Financial Summary (attach statements)

Total Funds Raised (Gross):	
Platform Fees:	
Net Funds Received:	

Donor Receipts (attach reconciliation & copy of any manually-issued receipts)

Receipt Method:	
Receipt Issuer:	

Reconciliation Summary (attach copy)

Summary of Platform Reports vs Bank Deposits:	
Timing Differences (if any):	

Expenditures (attach copy)

Summary of Expenditures and Receipt References:	
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Compliance Confirmation

Confirmation that funds were used for the approved purpose:	
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Issues or Exceptions

Operational or Administrative Issues Encountered:	
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Donor Communications (attach copy)

Summary of donor updates, acknowledgements, and messaging:	
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Financial Review & Sign-Off

Treasurer Name:	
Treasurer Signature:	
Date:	

Final Approvals

Branch Executive Name:	
Signature:	
Date:	