



Community Growing Project Reporting Form 2009

Please fill in and return to Canadian Foodgrains Bank, Box 767, Winnipeg, MB R3C 2L4

Growing Project Name: _____

Address: _____

Coordinator Name: _____ daytime ph #: _____

Treasurer Name: _____ daytime ph #: _____

Financial Report

1. Bank balance from previous year (if applicable) \$ _____ **(A)**
2. Cash donations requiring tax receipts (Form 1) \$ _____ **(B)**
3. Cash donation that do not require receipts \$ _____ **(C)**
4. Proceeds from Sale of Crop: (attach white copies of Grain Delivery Ticket)

Crop	Elevator & Station	Metric Tonnes	Value \$
Total value			(D)

5. Total cash contributions **(A+B+C+D)** \$ _____ **(E)**
6. Total expenses paid (Form 2) \$ _____ **(F)**
7. Net cash balance **(E-F)** \$ _____ **(G)**
8. Cheque amount enclosed \$ _____ **(H)**
9. Carry forward to next year **(G-H)** \$ _____ **(I)**
10. Grain in Store at elevator in CFGB's name (attach white copies of Grain Delivery Ticket)

Crop	Elevator & Station	Metric Tonnes	Value \$
Total in store			(J)

For Office Use:

Proceeds: (H +J) \$ _____

Less Cash Donors \$ _____

Less Gifts in Kind \$ _____

Net: \$ _____

11. Raised for hunger **(H+J)** \$ _____ **(K)**
12. Gifts in kind to be receipted (Form 3) \$ _____ **(L)**
13. Member Account Designation (check one, or mark the percentage for each member)

ADRA _____	C&MA _____	MCCC _____	TSA _____
CCODP _____	CRWRC _____	NCM _____	UCC _____
CBM _____	ERDO (PAOC) _____	PWRDF _____	WRC _____
CLWR _____	EMCC _____	PWS&D _____	GEN _____

Form 2 – Expenses Paid

Remember to attach all numbered corresponding **ORIGINAL** invoices. We need these in order to comply with Canada Reporting Agency (CRA) reporting standards.

	Invoice paid to:	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
	Total	

Form 3 – Non-Monetary Donations

Besides monetary gifts, anything you can touch, feel or store may be eligible for a tax receipt. Please provide **original invoices**. **Sorry, donated services (i.e. land rent, custom work, etc.) are NOT eligible.** Please refer to the guide for exceptions.

For Office Use: ID#	Company Name & Address	Donated Product	Donation Value	Tax Receipt (yes or no)	Letter* (yes or no)

* A letter of appreciation can be sent to donors who do not require a tax receipt.