

2018 TERRY FOX RUN POST-RUN REPORT



THE TERRY FOX FOUNDATION

POST RUN PROCESSING IS VERY IMPORTANT! As a Terry Fox Run Organizer, you represent the Foundation; as such you are accountable to our participants, donors and volunteers. Please use this Post Run Report to manage your Run Day financial operations and paperwork quickly and accurately so that the Provincial Office can finish the process without questions or concerns that require follow-up.

Steps: 1) Complete the Working Copy 2) Transfer final numbers to this report

Final Step: Send this Report with all funds, entry forms, pledge sheets and unsold merchandise to the Provincial Office no later than **October 5th, 2018.**

Site #: _____ Location: _____ Email: _____

Organizer name: _____ Phone: _____

Number of Volunteers: _____ Number of Participants: _____ TOTAL: _____

FINANCE

OPTIONS GATHERED FROM ENTRY FORMS

FOR OFFICE USE ONLY

1) Total monies received at Run site (cheques, cash, credit/debit):		
a) Individual donations on Entry Forms (Option #1)	\$	
b) Pledge sheets received at site (Option #2)	\$	
c) Merchandise Sales – see section below	\$	
d) Special Event/Collection name -	\$	
e) Special Event/Collection name -	\$	
f) Special Event/Collection name -	\$	
g) Miscellaneous Revenue: <i>not in any above category</i>	\$	
ALL RUN REVENUE RECEIVED →		\$
2) Pledge sheets still to come/pledged (Option #3)	\$	
3) Online Funds - provided by your Provincial Office	\$	
GRAND TOTAL →		\$

INITIAL AND SUBSEQUENT ORDERS

MERCHANDISE

UNSOLD MERCHANDISE MUST BE RETURNED

Item	Ordered	Sold	Price	Revenue	Unsold
XXL Shirts			@ \$20 =	\$	
XL Shirts			@ \$20 =	\$	
Large Shirts			@ \$20 =	\$	
Medium Shirts			@ \$20 =	\$	
Small Shirts			@ \$20 =	\$	
Youth (M) Shirts			@ \$15 =	\$	
Jacket or Hoodie			@ \$50 =	\$	
Other shirts:				\$	
Other:				\$	
Other:				\$	
Other:				\$	
Terry - \$20, Run - \$7, His Story - \$15, Story of Hope - \$12			TOTAL	\$	

MONEY

Draft date: _____

Bank: _____

Total amount of draft: \$ _____

IF YOU ENCLOSED FUNDS (NO CASH) WITH THIS REPORT:

Amount of cheques: \$ _____

and/or

Amount of bank draft: \$ _____

and/or

Amount of credit/debit transactions: \$ _____

TOTAL MONIES \$ _____

This report and all funds must reach our office no later than October 5, 2018 - please call us if there will be a delay.

*These totals must match - if they don't, an explanation needs to be included.

2018 TERRY FOX RUN POST-RUN REPORT

WORKING COPY

Site #: _____ Location: _____ Email: _____

Organizer name: _____ Phone: _____

Number of Volunteers: _____ Number of Participants: _____ TOTAL: _____

FINANCE

OPTIONS GATHERED FROM ENTRY FORMS

FOR OFFICE USE ONLY

1) Total monies received at Run site (cheques, cash, credit/debit):		
a) Individual donations on Entry Forms (Option #1)	\$	
b) Pledge sheets received at site (Option #2)	\$	
c) Merchandise Sales – see section below	\$	
d) Special Event/Collection name -	\$	
e) Special Event/Collection name -	\$	
f) Special Event/Collection name -	\$	
g) Miscellaneous Revenue: <i>not in any above category</i>	\$	
ALL RUN REVENUE RECEIVED →	\$	
2) Pledge sheets still to come/pledged (Option #3)	\$	
3) Online Funds - provided by your Provincial Office	\$	
GRAND TOTAL →	\$	

INITIAL AND SUBSEQUENT ORDERS

MERCHANDISE

UNSOLD MERCHANDISE MUST BE RETURNED

Item	Ordered	Sold	Price	Revenue	Unsold
XXL Shirts			@ \$20 =	\$	
XL Shirts			@ \$20 =	\$	
Large Shirts			@ \$20 =	\$	
Medium Shirts			@ \$20 =	\$	
Small Shirts			@ \$20 =	\$	
Youth (M) Shirts			@ \$15 =	\$	
Jacket or Hoodie			@ \$50 =	\$	
Other shirts:				\$	
Other:				\$	
Other:				\$	
Other:				\$	
Terry - \$20, Run - \$7, His Story - \$15, Story of Hope - \$12			TOTAL	\$	

MONEY

Draft date: _____

Bank: _____

Total amount of draft: \$ _____

IF YOU ENCLOSED FUNDS (NO CASH) WITH THIS REPORT:

Amount of cheques: \$ _____

and/or

Amount of bank draft: \$ _____

and/or

Amount of credit/debit transactions: \$ _____

TOTAL MONIES \$ _____

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SAMPLE

Site #: 506 Location: Elmira Email: aTFR@yahoo.ca
 Organizer name: Janice Jones Phone: 519-523-6598
 Number of Volunteers: 7 Number of Participants: 75 TOTAL: 82

FINANCE

OPTIONS GATHERED FROM ENTRY FORMS

FOR OFFICE USE ONLY

1) Total monies received at Run site (cheques, cash, credit/debit):		
a) Individual donations on Entry Forms (Option #1)	\$	430
b) Pledge sheets received at site (Option #2)	\$	685
c) Merchandise Sales – see section below	\$	267
d) Special Event/Collection name - <u>Bake Sale</u>	\$	35
e) Special Event/Collection name -	\$	
f) Special Event/Collection name -	\$	
g) Miscellaneous Revenue: <i>not in any above category</i>	\$	
ALL RUN REVENUE RECEIVED →	\$	1417
2) Pledge sheets still to come/pledged (Option #3)	\$	238
3) Online Funds - provided by your Provincial Office	\$	75
GRAND TOTAL →	\$	1730

INITIAL AND SUBSEQUENT ORDERS

MERCHANDISE

UNSOLD MERCHANDISE MUST BE RETURNED

Item	Ordered	Sold	Price	Revenue	Unsold
XXL Shirts			@ \$20 =	\$	
XL Shirts			@ \$20 =	\$	
Large Shirts	<u>10</u>	<u>10</u>	@ \$20 =	\$ <u>200</u>	
Medium Shirts			@ \$20 =	\$	
Small Shirts	<u>5</u>	<u>3</u>	@ \$20 =	\$ <u>60</u>	<u>2 (\$40)</u>
Youth (M) Shirts			@ \$15 =	\$	
Jacket or Hoodie			@ \$50 =	\$	
Other shirts:				\$	
Other: <u>Run</u>	<u>1</u>	<u>1</u>		\$ <u>7</u>	
Other:				\$	
Other:				\$	
Terry - \$20, Run - \$7, His Story - \$15, Story of Hope - \$12			TOTAL	\$ 267	2 (\$40)

MONEY

Draft date: Sept 18, 2018

Bank: CIBC

Total amount of draft: \$ 820

IF YOU ENCLOSED FUNDS (NO CASH) WITH THIS REPORT:

Amount of cheques: \$ 487

and/or
Amount of bank draft: \$ 820

and/or
Amount of credit/debit transactions: \$ 110

TOTAL MONIES \$ **1417**

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