



**Statement of Income and Expenses**

<b>Name of Registered Non-Profit Organization</b>	
<b>Fiscal Year Ending (the day your organization starts its business year and the day it ends its business year)</b>	
Start Date:	End Date:

Income Source	Income \$
Bank interest	
Donations/In-Kind	
Fundraising	
Membership dues	
Rentals	
Sales	
Municipal grants	
Other grants	
Other:	
Other:	
<b>A. Total Income</b>	
Expense Description	Expenses \$
Administration (website, printing, etc.)	
Professional fees	
Bank service charges	
Equipment and material	
Fundraising and events	
Insurance	
Maintenance	
Municipal grants used for capital projects	
Mortgage or other loans	
Utilities (oil, propane, electricity, water)	
Other:	
Other:	
<b>B. Total Expenses</b>	

Summary (Line A – Line B = Line C)	
<b>A. Total Income</b>	
<b>B. Total Expenses</b>	
<b>C. Total Surplus or (Deficit)</b>	



**Balance Sheet**

Assets Description (something that holds value)	Assets \$
Current Assets	
a) Cash and bank deposits	
b) Accounts receivable	
c) Prepaid expenses	
Capital/Fixed Assets	
a) Equipment	
b) Land and buildings	
c) Other capital and/or fixed assets	
Other:	
Other:	
<b>D. Total Assets \$</b>	
Liabilities Description (what your organization owes)	Liabilities \$
Amounts payable	
Taxes payable	
Mortgage or other loans	
Other:	
Other:	
Other:	
<b>E. Total Liabilities</b>	
Equity Description (net income or loss)	Equity \$
Retained earnings/deficit (income or loss)	
General reserve (profits that have been set aside)	
<b>F. Total Equity \$</b>	

Summary	
<b>D. Total Assets</b>	
<b>E. Total Liabilities</b>	
<b>F. Total Equity</b>	



**Budget 2025-2026**

Income Budget	Income \$
Bank Interest	
Donations/In-Kind	
Fundraising	
Membership dues	
Rentals	
Sales	
Municipal grants	
Other grants	
Other:	
Other:	
<b>G. Total Income</b>	
General Expenses Budget	General Expenses \$
Administration (website, printing, etc.)	
Professional fees	
Bank service charges	
Equipment and material	
Fundraising and events	
Insurance	
Maintenance	
Municipal grants used for capital projects	
Mortgage or other loans	
Utilities (oil, propane, electricity, water)	
Other:	
Other:	
<b>H. Total Expenses Budget</b>	
Project Budget (list items and costs for your project)	Project \$
1)	
2)	
3)	
4)	
5)	
<b>I. Total Project Budget</b>	

Budget Summary	
<b>G. Total Income Budget</b>	
<b>H. Total Expenses Budget</b>	
<b>I. Total Project Budget</b>	