



FINANCIAL ACCOUNTING CALCULATION SHEET

This sheet can be used as an attachment to the financial accounting statement or as a format guide if your project is large. Please contact Finance Services if you have questions. **Please note calculations on this sheet may or may not meet Canada Revenue Agency standards for tax purposes. Any questions regarding taxable status must be referred to Finance prior to completing form.**

DONATED LABOUR/SERVICES

Date (YY/MM/DD)	Description of Work Done	No. of Volunteers	X	Total Hours Worked	x	Rate/hr.	=	Value of Work	
_____	_____	_____	X	_____	x	\$ _____	=	\$ _____	
_____	_____	_____	X	_____	x	\$ _____	=	\$ _____	
_____	_____	_____	X	_____	x	\$ _____	=	\$ _____	
_____	_____	_____	X	_____	x	\$ _____	=	\$ _____	
TOTAL DONATED LABOUR/SERVICES								A	\$ _____

DONATED MATERIAL/EQUIPMENT

Date (YY/MM/DD)	Description of Material/Equipment	Donated By	Value of Material/Equipment
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TOTAL DONATED MATERIAL/EQUIPMENT			B

PAID EXPENDITURES

Date (YY/MM/DD)	Description of Expenditure	Cheque No./ Cash Paid Reference	Total Paid
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TOTAL PAID EXPENDITURES			C

THE SUM OF A + B + C = TOTAL PROJECT COST:

TOTAL DONATED LABOUR/SERVICES	A	\$ _____
TOTAL DONATED MATERIAL/EQUIPMENT	B	\$ _____
TOTAL PAID EXPENDITURES	C	\$ _____
TOTAL PROJECT COST		\$ _____