

Sample - Budget Template

	Estimated	Actual
Total income	\$	\$
Total expenses	\$	\$
TOTAL RAISED FOR MS AUSTRALIA	\$	\$

INCOME	Estimated	Actual
Event proceeds		
Entry fee		
Auction		
Raffle		
Merchandise		
Photographs		
Other		
Total	\$	\$

EXPENSES	Estimated	Actual
Site		
Equipment hire		
PA, audio visual		
Permits, licences		
Venue hire		
Site staff		
Tables & chairs		
Total	\$	\$

Refreshments		
Cutlery		
Drinks		
Food		
Plates, glasses ect		
Total	\$	\$

Promotion		
Advertising		
Distribution		
Graphic design		
Stationery		
Photocopying		
Photographs		
Printing		
Postage		
Total	\$	\$

Miscellaneous		
Couriers		
Petrol		
Insurance		
Phone Calls		
First Aid		
Volunteer expenses		
Total	\$	\$

	Estimated	Actual
Sponsorship		
Major sponsors		
Minor sponsors		
Others sponsors		
Total	\$	\$

Donations		
Donations		
Total	\$	\$

Decorations		
Balloons		
Flowers		
Linen		
Banners and signs		
Table pieces		
Lighting		
Total	\$	\$

Prizes		
Goodie bags		
Trophies		
Thank you gifts		
Certificates		
Auction items		
Total	\$	\$

Program		
Car Parking		
Accommodation		
Volunteer / staff		
Performers		
Guest speakers		
Merchandise		
Signage		
Travel / transport		
Dry-cleaning		
Laundry		
Total	\$	\$