

### **BUDGET AND INCOME EXPENDITURE**

The budget has been provided as a requirement for managing and keeping a record of all the event income and expenses. This form is mandatory for all events with proposed fundraising income over \$5000.

Name:	Fundraising Activity:	
Date:	Venue:	

**Income Budget** (please list details below – examples shown)

Income	QTY	Unit Price	Total
Eg. Sales	100	15.00	\$1500
Donations			
Sales			
Raffles			
Auctions			
Sponsorship			
Tickets			
Free Tickets e.g. for MC			
Other			
Other			
Other			
Total			

### **Income Actual**

Income	QTY	Unit Price	Total
Eg. Sales	100	15.00	\$1500
Donations			
Sales			
Raffles			
Auctions			
Sponsorship			
Tickets			
Free Tickets e.g. for MC			
Other			
Other			
Other			
Total			



# **Expenditure Budget** (please list details below – examples shown)

Income	QTY	Unit Price	Total	Notes
Eg. Catering	50	6.00	\$300	
Catering				
Event decorations				
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
Total				

# **Expenditure Actual**

Income	QTY	Unit Price	Total	Notes
Eg. Catering	50	6.00	\$300	
Catering				
Event decorations				
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
Total				



# **Total Event Income and Expenditure Budget**

Total Income	
Less Total Expenditure	
Net Income	
<b>Expense % of Income</b> (equal to or less than 30% of income)	

Please provide copies of all expenditure receipts and in-kind support as indicated above

## **Expenditure Budget**

Please ensure all in-kind support is documented below

ltem	Supplier	<b>Q</b> TY	Unit Price	Total

# Supporter declaration - no expenses incurred

Please ensure this section is filled out & returned to Cancer Council Queensland, if no expenses were incurred for your event

I declare that no expenses were incurred in the execution of this ex	rent and all funds raised have been banked to Cancer Council Queensland.

Supporter Name:

Signature:

Date:

<sup>\*\*</sup> It is requirement of **CCQ Fundraising Guidelines** and **Terms and Conditions** that expenses equal to or are less than 30% of total income.