

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
<i>Eg. Sales</i>	<i>100</i>	<i>15.00</i>	<i>\$1500</i>
Donations			
Sales			
Raffles			
Auctions			
Sponsorship			
Tickets			
Free Tickets e.g. for MC			
Other			
Other			
Other			
Total			

Income Actual

Income	QTY	Unit Price	Total
<i>Eg. Sales</i>	<i>100</i>	<i>15.00</i>	<i>\$1500</i>
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
<i>Eg. Catering</i>	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
<i>Eg. Catering</i>	50	6.00	\$300	
Catering				
Event decorations				
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
Total				

