

# EVENT AND ACTIVITY BUDGET

## EXPENSE ITEMS

These include any decorations, catering, advertising, etc. Keeping this to a minimum will help increase your profit!

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

## PROJECTED EXPENSE

It's a good idea to set yourself an goal of what you might or intend to spend on each item.

- \$ .....
- \$ .....
- \$ .....
- \$ .....
- \$ .....

## FINAL EXPENSES

Keep your receipts and note the actual costs of each item. Measuring this can help your planning in future.

- \$ .....
- \$ .....
- \$ .....
- \$ .....
- \$ .....

## FUNDRAISING ACTIVITIES

This can include raffles, registration fees for an event, donation tins, sales etc.

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

## PROJECTED INCOME

Estimating your funds raised is a great way to get motivated to hitting a target.

- \$ .....
- \$ .....
- \$ .....
- \$ .....
- \$ .....

## FINAL INCOME

After your event or activity, count that cash and settle your accounts!

- \$ .....
- \$ .....
- \$ .....
- \$ .....
- \$ .....



\$ .....