

Fundraising Event Budget



Certain categories may not be applicable to your event, only complete relevant fields.

Event Name:

Instructions:

1. Use the Budget worksheet to set the estimated budget for your fundraising event
2. Record estimated amounts for each item in each category
3. When you make a purchase, add the amount to the Actual column
4. Try to make the Total for each category be equal to or less than Estimated (budgeted) amount
5. Return this Estimated budget to KidsXpress upon completion of your fundraising activity

	Estimated	Actual
Total Income	\$	\$
Total Expenses	\$	\$
Total funds raised for KidsXpress	\$	\$

INCOME

Event proceeds	Estimated	Actual
Entry Fees	\$	\$
Ticket Sales	\$	\$
Other Income	\$	\$
Other:	\$	\$
Total Event Proceeds	\$	\$

Sponsorship	Estimated	Actual
Major sponsors	\$	\$
Minor sponsors	\$	\$
Other sponsors	\$	\$
Other:	\$	\$
Total Sponsorship	\$	\$

Extra sales	Estimated	Actual
Auction	\$	\$
Raffle	\$	\$
Sale of photography	\$	\$
Sale of merchandise	\$	\$
Other:	\$	\$
Other:	\$	\$
Total Extra Sales	\$	\$

Donations	Estimated	Actual
Donations	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Donations	\$	\$

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EXPENSES

Site	Estimated	Actual
Equipment hire	\$	\$
PA, audio visual	\$	\$
Permits, licences	\$	\$
Venue hire	\$	\$
Site staff	\$	\$
Table and chairs	\$	\$
Total Site	\$	\$

Decorations	Estimated	Actual
Balloons	\$	\$
Banners and signs	\$	\$
Flowers	\$	\$
Lighting	\$	\$
Table centres	\$	\$
Other:	\$	\$
Total Decorations	\$	\$

Refreshments	Estimated	Actual
Casuals	\$	\$
Cutlery	\$	\$
Drinks	\$	\$
Food	\$	\$
Linens	\$	\$
Plates, glasses, etc.	\$	\$
Total Refreshments	\$	\$

Prizes	Estimated	Actual
Auction Items	\$	\$
Goodie Bags	\$	\$
Ribbon, trophies	\$	\$
Thank you gifts	\$	\$
Certificates	\$	\$
Other:	\$	\$
Total Prizes	\$	\$

Promotion	Estimated	Actual
Advertising	\$	\$
Distribution	\$	\$
Graphic design	\$	\$
Paper/Stationary	\$	\$
Photocopying	\$	\$
Photography	\$	\$
Postage	\$	\$
Printing	\$	\$
Website	\$	\$
Total Promotion	\$	\$

Program	Estimated	Actual
Car parking	\$	\$
Accommodation	\$	\$
Marshall/Staff	\$	\$
Production costs	\$	\$
Performers	\$	\$
Speakers	\$	\$
T-shirt/Clothing	\$	\$
Team signs/numbers	\$	\$
Travel/Transport	\$	\$
Total Program	\$	\$

Miscellaneous	Estimated	Actual
Couriers	\$	\$
Fuel	\$	\$
Insurance	\$	\$
Phone Calls	\$	\$
St Johns	\$	\$
Volunteer expenses	\$	\$
Total Miscellaneous	\$	\$

Other Expenses	Estimated	Actual
Dry cleaning/laundry	\$	\$
Other:	\$	\$
Other:	\$	\$
Other:	\$	\$
Other:	\$	\$
Other:	\$	\$
Total Other Expenses	\$	\$