

Budgeting for your event

This simple planning tool should help you get an idea of what your event could raise.

Forecast Expenditure

Item of Expenditure	Total Cost	Cumulative Cost
Venue/Room Hire		
Printing/Advertising		
Food Costs		
Entertainment Costs		
Postage		
Stationery		
Licences		
Miscellaneous		
TOTAL (a)		

Forecast Income

Item of Income	Total	Cumulative Total
Sponsorship		
Ticket Sales		
Donations		
Raffle/Tombola		
Auction		
Drink/Food		
Merchandise sales		
Miscellaneous		
TOTAL (b)		

Total Forecasted Fundraising Income	Total
Total Income (b) minus Total forecasted expenditure (a) =	