

BUDGET FOR [Name of event]

	Estimated	Actual
Total income	\$0.00	\$0.00
Total expenses	\$0.00	\$0.00
TOTAL RAISED FOR LEUKAEMIA FOUNDATION	\$0.00	\$0.00

INCOME			Estimated	Actual				Estimated	Actual
Event proceeds					Sponsorship				
Entry fees					Major sponsors				
Ticket sales					Minor sponsors				
Other income					Other sponsors				
Totals			\$0.00	\$0.00	Totals			\$0.00	\$0.00
Extra sales					Donations				
Auction					Donations				
Raffle									
Sales of photographs									
Sales of merchandise									
Totals			\$0.00	\$0.00	Totals			\$0.00	\$0.00
EXPENSES			Estimated	Actual				Estimated	Actual
Site					Decoration				
Equipment hire					Balloons				
PA, audio visual					Banners and signs				
Permits, licences					Flowers				
Venue hire					Lighting				
Site staff					Table centres				
Tables & chairs									
Totals			\$0.00	\$0.00	Totals			\$0.00	\$0.00
Refreshments					Prizes				
Casuals					Auction items				
Cutlery					Goodie bags				
Drinks					Ribbons, trophies				
Food					Thank you gifts				
Linens					Certificates				
Plates, glasses etc									
Totals			\$0.00	\$0.00	Totals			\$0.00	\$0.00
Promotion					Program				
Advertising					Car parking				
Distribution					Accommodation				
Graphic design					Marshalls/staff				
Paper/stationery					Other production costs				
Photocopying					Performers				
Photography					Speakers/MC				
Postage					T shirts/clothing				
Printing					Team signs/numbers				
Website					Travel/transport				
Totals			\$0.00	\$0.00	Totals			\$0.00	\$0.00
Miscellaneous					Other Expenses				
Couriers					Dry cleaning/laundry				
Fuel									
Insurance									
Phone calls									
St Johns									
Volunteer expenses									
Totals			\$0.00	\$0.00	Totals			\$0.00	\$0.00