



FUNDRAISER/EVENT BUDGET WORKSHEET

Complete Anticipated column with initial submission. Complete Actual column after the event ends. Add additional sheets if needed. Submit to Director of Operations & Finance.

Name of Event: _____

Proposed Date: _____

<u>Revenue:</u>	<u>Anticipated</u>	<u>Actual</u>	<u>Variance (difference)</u>
Number of Participants	_____	_____	_____
Charge for Participation	_____	_____	_____
Total Income for Participation	_____	_____	_____
Other Revenue (including donations):			
_____	_____	_____	_____
_____	_____	_____	_____
Total Revenue	_____	_____	_____

<u>Expenses:</u>	<u>Anticipated</u>	<u>Actual</u>	<u>Variance (difference)</u>
Food	_____	_____	_____
Drink	_____	_____	_____
Equipment / Rentals	_____	_____	_____
Transportation Costs / Security Detail	_____	_____	_____
Decorations / Publicity	_____	_____	_____
Materials/Supplies	_____	_____	_____
Prizes / Raffles)	_____	_____	_____
Other: _____	_____	_____	_____
Other: _____	_____	_____	_____
Total Cost:	_____	_____	_____
Total Profit: (Revenue – Cost)	_____	_____	_____

Allocation of Profit (if applicable, list all ministries receiving profit – either \$ or %)

Ministry Name: _____ Allocation: _____

Ministry Name: _____ Allocation: _____

Ministry Name: _____ Allocation: _____

SIGNATURE: I have reviewed and approved this document

Organization Project Leader

Date

Organization President/Treasurer

Date