

BUDGETING



Before you start your fundraising, it's essential you estimate all your expenses and income and make sure you have a big enough margin to make some money! Once you have begun organising your fundraiser, it's extremely important to monitor your costs closely each step of the way, otherwise you will find they creep up and you don't make as much money as you had hoped for. We've supplied a sample budget for you.

REVENUE

ITEM	PRICE / ITEM	HOW MANY YOU WILL SELL	BUDGETED TOTAL \$	ACTUAL TOTAL \$
Tickets				
Merchandise				
TOTAL A			\$	\$

EXPENSES

ITEM	SUPPLIER	BUDGETED TOTAL \$	ACTUAL TOTAL \$
Venue Hire			
Infrastructure			
AV Equipment			
Staff			
Design & Printing			
Signage			
Petrol & Parking			
Refreshments			
Sub Total		\$	\$
Unexpected Extras (we suggest 10% of Sub Total)		\$	\$
TOTAL B		\$	\$

TOTALS

BUDGETED REVENUE A	\$	ACTUAL REVENUE A	\$
MINUS BUDGETED EXPENSES B	\$	MINUS ACTUAL EXPENSES B	\$
NET BUDGETED FUNDS TO TELETHON	\$	NET ACTUAL FUNDS TO TELETHON	\$