

Sample Event Budget Sheet

You can use the following sample budget sheet to manage your event’s income and expenses. For an Excel template file, please visit www.fundraise.alz.to.

EVENT BUDGET SHEET			
INCOME			
<i>Item (e.g. donations, ticket sales, etc.)</i>	<i>Estimated Quantity</i>	<i>Estimated Income</i>	<i>Actual Income</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
TOTAL INCOME:			
EXPENSES			
<i>Item (e.g. venue rental, food, fees, etc.)</i>	<i>Estimated Quantity</i>	<i>Estimated Expenses</i>	<i>Actual Expenses</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
TOTAL EXPENSES:			
NET INCOME (TOTAL INCOME - TOTAL EXPENSES):			