



## ABOUT THIS TEMPLATE

Use this Event budget workbook to track Expenses incurred and Income earned through an event.

Fill in Event name and enter details in tables in Expenses worksheet and Income worksheet.

Total expenses and Total income are auto-calculated.

Profit loss summary and chart are auto-updated in Summary worksheet.

### **Note:**

Additional instructions have been provided in column A in each worksheet. This text has been intentionally hidden. To remove text, select column A, then select DELETE. To unhide text, select column A, then change font color.

To learn more about tables, press SHIFT and then F10 within a table, select the TABLE option, then select ALTERNATIVE TEXT.

# Event budget for Event name

## Expenses

	<b>Estimated</b>	<b>Actual</b>
<b>Total expenses</b>	<b>\$1,145.00</b>	<b>\$395.00</b>

Site	Estimated	Actual
Room and hall fees	\$500.00	\$250.00
Site staff	\$400.00	\$50.00
Equipment		
Tables and chairs		
<b>Total</b>	<b>\$900.00</b>	<b>\$300.00</b>

Refreshments	Estimated	Actual
Food		
Drinks		
Linen		
Staff and gratuities		
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

Decorations	Estimated	Actual
Flowers	\$200.00	\$50.00
Candles		
Lighting		
Balloons		
Paper supplies		
<b>Total</b>	<b>\$200.00</b>	<b>\$50.00</b>

Program	Estimated	Actual
Performers		
Speakers		
Travel		
Hotel		
Other		
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

Publicity	Estimated	Actual
Graphics work	\$45.00	\$45.00
Photocopying/Printing		
Postage		
<b>Total</b>	<b>\$45.00</b>	<b>\$45.00</b>

Prizes	Estimated	Actual
Ribbons/Plaques/Trophies		
Gifts		
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

Miscellaneous	Estimated	Actual
Telephone number		
Transport		
Stationery supplies		
Fax services		
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Event budget for Event name

## Income

	<b>Estimated</b>	<b>Actual</b>
<b>Total income</b>	<b>\$1,936.00</b>	<b>\$1,831.00</b>

### Admissions

Estimated	Actual	Type Price	Estimated total	Actual total
300	278	Adults @ \$5.00	\$1,500.00	\$1,390.00
197	195	Children @ \$2.00	\$394.00	\$390.00
42	51	Other @ \$1.00	\$42.00	\$51.00
			<b>\$1,936.00</b>	<b>\$1,831.00</b>

### Ads in program

Estimated	Actual	Type Price	Estimated total	Actual total
		Covers @	\$0.00	\$0.00
		Half-pages @	\$0.00	\$0.00
		Quarter-pages @	\$0.00	\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>

### Exhibitors/vendors

Estimated	Actual	Type Price	Estimated total	Actual total
		Large booths @	\$0.00	\$0.00
		Med. booths @	\$0.00	\$0.00
		Small booths @	\$0.00	\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>

### Sale of items

Estimated	Actual	Type Price	Estimated total	Actual total
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
			<b>\$0.00</b>	<b>\$0.00</b>

# Event budget for Event name

## Profit loss summary

Total	Estimated	Actual
Total income	\$1,936.00	\$1,831.00
Total expenses	\$1,145.00	\$395.00
Total profit (or loss)	\$791.00	\$1,436.00

