



INDIVIDUAL FUNDRAISING EVENT BUDGET

- Planning is key in creating a successful fundraising event!
- Track your budgeted vs. actual expenses as you go along so there are no surprises at the end.
- Get creative – ask for in-kind donations to reduce your expenses.
- Save all your receipts.
- Create a list or spreadsheet to track your income – whether it is from registration/admission fees, donations and/or sponsorships.

Expense Category	Budgeted Expense	Actual Expense

Income Category	Budgeted Income	Actual Income

Some possible expenses include:

- | | |
|-----------------------|---------------------|
| Printing costs | Posters and signage |
| Postage and envelopes | Refreshments |
| Venue and permit fees | Decorations |
| Entertainment | Advertising |