

Sample Budget Tracking

Tips:

- Create and monitor your budget using an Excel spreadsheet
- Add a 5% miscellaneous fee (of the total revenue) to the budget to cover unexpected costs
- Gift-in-kind donations should not be added into the final revenue achievement

Revenue	Amount
Tickets/Entry Fee	\$
Pledges/Donations	\$
Sponsorships	\$
Auction	\$
Raffle	\$
Other Income (specify)	\$
Total Revenue	\$
Expenses	
Venue	\$
Food & Beverage	\$
Collateral (e.g. printing)	\$
Advertising Costs	\$
Licensing Fees	\$
Prizes	\$
Security	\$
Miscellaneous (add 5% of the total revenue to cover unexpected costs)	\$
Total Expenses	\$
Total Net Revenue to be donated to Trillium Health Partners Foundation	\$

