

Income and Expenditure Budget Sheet (Sample)

I hereby report the expected income and expenditures for the event to be as follows.

If receiving contributions or other financial support from multiple organisations, please fill out details for

*Units: Australian Dollars

If you possess funds for the event please enter the amount here

Income

Please enter funds allocated for the event from donations, contributions, entrance fees and any other sources of income

Item	Amount	Breakdown	Amount
Funds reserved for event	1,500		
Sponsorship etc.	500	ABC Organisation	
	250	DEFG Society	
	750	HJI Company	
Entrance Fees	3,200	Elementary and high school students (\$2 × 100 people)	200
		University students (\$5 × 200 people)	1,000
		General (\$10 × 200 people)	2,000
Total	6,200		

When collecting an entrance fee please enter the number of people expected to attend

Name of event:

Name of organisation holding event:

Organisation representative:

Please enter the date this sheet is filled out

Expenditures

Please enter venue fees, personnel expenses, moving expenses and any other necessary costs

Item	Amount	Breakdown	Amount
Venue fees	3,000	Venue rental	2,200
		Equipment rental	500
		Installation fees	300
Transportation costs for invitees	200		
Accommodation costs for invitees	500		
Personnel expenses	1,000		
Advertising	1,000	Pamphlets	600
		Posters	200
		Other advertising costs	200
Miscellaneous expenses	500		
Total	6,200		

Net Profit

0

*1 Please increase the number of rows on this sheet if necessary – there is no limit to the number of pages (nor restrictions on font or font size).

*2 The applicant and organisation holding the event will bear any loss incurred in holding the event.

*3 Any profit made is to be donated to a trustworthy charitable organisation or event or allocated towards the next non-profit event.

*4 A report will be submitted to the Consulate-General promptly after the event, including financial results.