

**BUDGET TEMPLATE**

Budget title- Event name

CC/LINE	INCOME	\$ QUOTE	\$ ACTUAL
	Grant #1	0	0
	Grant #2	0	0
	Cash sponsorship	0	0
	Other income	0	0
		0	0
	<b>EXPENDITURE</b>		
	<b>Infrastructure</b>		
	Marquees	0	0
	Furniture	0	0
	Staging	0	0
	Delivery / Collection fee	0	0
	Event lighting (if night time event)	0	0
		0	0
	<b>Property Services/Install</b>		
	Waste management	0	0
	Cleaning	0	0
	Electricity install	0	0
	Security	0	0
	Street parking	0	0
		0	0
	<b>Activities</b>		
	Giant Connect 4	0	0
	Facepainter	0	0
	Prizes	0	0
		0	0
	<b>Entertainment</b>		
	Musician	0	0
	DJ	0	0
	Sound tech	0	0
	PA/ Equipment hire	0	0
		0	0
	<b>Catering</b>		
	BBQ Hire	0	0
	Catering supplier	0	0
	Bread	0	0
	Sauce	0	0
	Napkins	0	0
	Latex gloves	0	0
		0	0
	<b>Event marketing</b>		
	Photographer	0	0
	Signage	0	0
	Printing A1 posters	0	0
	Digital advertising ie. facebook	0	0
	T-shirts	0	0
		0	0
	<b>Volunteers/Staffing</b>		
	Staff catering	0	0
	Lanyards	0	0
		0	0
	<b>Other</b>		
	Fixtures	0	0
	OH&S equipment	0	0
	Tag and test	0	0
		0	0
	<b>TOTAL EXPENSE</b>	<b>0</b>	<b>0</b>
	<b>TOTAL POSITION</b>	<b>0</b>	<b>0</b>

**COMMENTS/SUPPLIER**

**Estimate:** estimate of itemised expenses added to budget under appropriate heading  
**Actual:** Actual expenditure added in the 'actual' line after purchase has been made  
**Comments:** Supplier to be added to comments for review

UoA security- \$50 per hour, 4 hour minimum booking per guard, 1x guard per 100 attendees

**BUDGET APPROVAL**

REVIEW REQUESTED BY: (NAME/POSITION)

DATE: \_\_\_\_\_

REVIEWED BY: (NAME/POSITION)

Cara Bowley - YouX Event Coordinator

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Events Manger to review budget before spending can take place.

**Additional information:**  
 -Receipts to be retained from purchases for budget aquittal.  
 -Events team can assist with suppliers if need be.