CANFAR
CANADIAN FOUNDATION FOR AIDS RESEARCH | FONDATION CANADIENNE DE RECHERCHE SUR LE SIDA

EVENT BUDGET TEMPLATE

The goal of your event is to fundraise; but, if you don't know where your money is going, you may end up with more costs than profit. Creating a budget is a great way to ensure you organize your funds.

For Example:

Item	Cost Associated	Payment Status

Running Total:		(the amount you've spent)
Budget:		(your total budget)
Available:		(budget - running total)

ITEM: List the items that you need for your event. (Ex. Beverages, DJ, Poster materials, etc)

COST ASSOCIATED: The cost of the item. Was it donated? If so, specify by labeling it DONATED or by allotting $0 to the cost of the item.

PAYMENT STATUS: Is the item paid for, has it been donated, or is it awaiting payment?