

Ways2Raise

ways2raise.co.uk

Event Budget Tracker

Track income and costs for any fundraising event

Free to use. Designed to be improved in Canva.

Event Budget Tracker

Event name:

Date:

Location:

Expected attendance:

INCOME

Income Source	Estimated GBP	Actual GBP
Ticket sales / entry fees		
Bake sale / food stall		
Raffle ticket sales		
Sponsorship / donations on the day		
Product sales		
Other:		
TOTAL INCOME		

COSTS

Cost Item	Estimated GBP	Actual GBP
Venue hire		
Ingredients / materials		
Printing (tickets, posters, etc.)		
Equipment hire		
Prizes / gifts		
Advertising / promotion		
Other:		
TOTAL COSTS		

PROFIT

Estimated GBP

Actual GBP

Total Costs

TOP TIP

Always aim for a profit margin of at least 70%. If your estimated costs are more than 30% of your estimated income, look for ways to reduce costs -- ask local businesses to donate ingredients or prizes, or find a free venue.

