**2020/2021 Event Budget**

Use the template below to provide details on anticipated income and expenditure for your event/festival. This **does not** have to balance. Items listed in the template are intended as a guide only. The template can be changed to more accurately reflect the income and expenditure associated with your event/festival. You may attach your own budget if preferable. All amounts should be GST exclusive. In-kind sponsorship (income) also requires a corresponding expenditure item. Examples of in-kind support include volunteer labour, goods and services.

|  |  |  |
| --- | --- | --- |
| **INCOME** | **CASH** | **IN-KIND** |
| **Sponsorship/Grants/Donations** |  |  |
| City of Adelaide (cash) |  |  |
| Applicant contribution |  |  |
| Commercial sponsorship |  |  |
| Grants |  |  |
|  |  |  |
| **Entry Fees** |  |  |
| Box Office & Entry Fees |  |  |
| Ticket sales |  |  |
| Participant fees |  |  |
| Program fees |  |  |
|  |  |  |
| **Other Income** |  |  |
| Exhibition fees |  |  |
| Stall holder fees |  |  |
| Performance fees |  |  |
| Sales |  |  |
|  |  |  |
| **Total Income** |  |  |
| **EXPENDITURE** |  |  |
| **Wages/Associated Costs** |  |  |
| Wages, on-costs |  |  |
| Administration |  |  |
| Accounting/Audit |  |  |
| Performance fees |  |  |
|  |  |  |
| **Hires** |  |  |
| Marquees |  |  |
| Furniture – chairs, tables |  |  |
| Venue |  |  |
| Sound equipment |  |  |
| Staging |  |  |
| Security |  |  |
|  |  |  |
| **Marketing & Promotion** |  |  |
| Advertising |  |  |
| Printing |  |  |
| Postage |  |  |
|  |  |  |
| **Insurances** |  |  |
| Public Liability Insurance |  |  |
| Other |  |  |
|  |  |  |
| **Council Fees** |  |  |
| Waste |  |  |
| Park Land fees |  |  |
| Services (eg gas, electricity) |  |  |
|  |  |  |
| **Total Expenditure** |  |  |
| **FUNDS BROUGHT FORWARD** (income minus expenditure) |  |  |