

Budget Template

The items listed below are to be used as a guide only. Please edit and add rows if necessary.

Please note: The Budget Template will not automatically calculate.

Item	Proposed Supplier	Amount	Proposed Use of City of Albany Funding	
			In Kind Support	Cash Support
	Expenditure			
Infrastructure	Bins			
	Portable Toilets			
	Traffic Management Plan			
	Traffic Management Labour			
	Security			
	Fencing			
	Insurances			
	Marquee			
	Tables			
	Chairs			
	Bain-Maries			
	Subtotal		\$	\$
			\$	\$

Emergency Services	Ambulances				
	Fire Brigade				
	Subtotal		\$	\$	\$
Staffing	Staff Costs				
	Subtotal				
Production Costs	Staging				
	Lighting				
	Sound Engineer				
	PA System				
	Screen				
	Electrical Tag and test				
	Subtotal		\$	\$	\$
Marketing and Promotion	Graphic Design				
	Printing				
	Signage				
	Photographer				
	Flyers				
	Brochures				
	Posters				
	Subtotal		\$	\$	\$

Advertising	Radio				
	Newspaper				
	Billboard				
	Subtotal		\$	\$	\$
Entertainment	Music				
	Entertainer				
	Face Painter				
	Subtotal		\$	\$	\$
Other	Trophies				
	Merchandise				
	Accommodation				
	Travel				
	City of Albany Event Approval Application Processing Fee				
	Subtotal		\$	\$	\$

	Total Expenditure		\$	\$	\$
Income	Grant Funding				
	Private Sponsorship				
	Ticket Sales				
	Donation				
	Merchandise Sales				
	Bar Sales				
	Food Sales				
	Total Income		\$	\$	\$