

AGM & Bowling Budget

REVENUES				
Description	Quantity	Cost per	Total	
Admission sales member	30	CA\$10.00	CA\$300.00	
non member	10	CA\$15.00	CA\$150.00	

Total Revenues CA\$450.00

EXPENSES				
Description	Quantity	Cost per	Total	
Bowling lane	5	CA\$40.00	CA\$200.00	
Shoe rental	30	CA\$4.85	CA\$145.50	
Pizza 8 (8 slices) pizzas	8	CA\$15.00	CA\$120.00	
Gift card	1	CA\$75.00	CA\$75.00	
Contingency	1	10% of all entries	CA\$12.00	

RUNNING TOTAL CA\$562.50

Tax	1	13%	CA\$71.83	
Total Expenses			CA\$624.33	

Profit/Loss -CA\$174.33

NOTES:

Tips when filling out the event budget:

Although the aim of a budget is to balance revenue and expenses, consider having a profit for your event rather than a loss. If you experience a loss, this amount must be covered by your club funds and you must provide an explanation for it.

For fundraising purposes, entering your revenue and expenses will give you a guideline of how much of net proceeds you can donate.

For expenses, you may want to add a contingency line to cover miscellaneous and unexpected expenses. Remember that online tickets or merch sales will incur a processing fee.

Drink tickets or alcohol - this must be approved as part of your event proposal. Security might be an additional expense.

***Important - you must include a detailed budget in any event proposal that requires access to club funds. Failure to submit a budget will result in delays in processing reimbursements.**

