

Emmorton Recreation Council

Fundraising Event Budget - Expenses

Event: _____

Date: _____

Program: _____

Site Information	Cost
Arena Rental/Facility:	
Site Staff/Custodial:	
Equipment:	
Tables/Chairs:	
Portable Toilets:	
Other:	
Refreshments	Cost
Food:	
Drinks:	
Linens/Paper Goods:	
Staff/Gratuities:	
Other:	
Publicity/Advertising	Cost
Graphics Work:	
Photocopying/Printing:	
Postage:	
Other:	
Prizes	Cost
Ribbons/Plaques/Trophies:	
Gifts:	

Receipt Given/Sent to Donor? Yes No Date Sent: _____

Donor Name & Address: _____

Program Chair Signature

Date:

Emmorton Recreation Council

Fundraising Event Budget – Income

Admission	Amount Sold	Price per Ticket	Total
Date:			
Date:			
Date:			

Sale of Items	Amount Sold	Price Per	Total

Donations	Item	Approximate Value

Deposit Type	Deposit Amount	Date or Date Range
Bank deposit (cash/checks)		
Square deposit		
Online deposit		
Paypal deposit		

Receipt Given/Sent to Donor? Yes No Date Sent: _____

Donor Name & Address: _____

Program Chair Signature

Date: