



2017 SAMPLE EVENT BUDGET

INCOME

<u>Entry Fee Income</u>	<u>Budgeted Income</u>	<u>Year To Date</u>
Entry Fees –	\$	\$
Late Fees	\$	\$
	=====	=====
Total Entry Fee Income	\$	\$

<u>Site Income</u>	<u>Budgeted Income</u>	<u>Year To Date</u>
Host Site Fee –	\$	\$
	=====	=====
Total Site Income	\$	\$

<u>Sponsorship</u>	<u>Budgeted Income</u>	<u>Year To Date</u>
Sponsor 1	\$	\$
Sponsor 2	\$	\$
Sponsor 3	\$	\$
Sponsor 4	\$	\$
Sponsor 5	\$	\$
	=====	=====
Total Sponsorship Income	\$	\$

<u>Admission Income</u>	<u>Budgeted Income</u>	<u>Year To Date</u>
Gate Fee	\$	\$
Parking	\$	\$
	=====	=====
Total Admission Income	\$	\$

<u>Other Income</u>	<u>Budgeted Income</u>	<u>Year To Date</u>
Club Dues	\$	\$
Vendor Space	\$	\$
T-Shirt Sales	\$	\$
Program Advertising	\$	\$
Hotel Commissions	\$	\$
Food Commissions	\$	\$
Interest	\$	\$
	=====	=====
Total Other Income	\$	\$

NET INCOME \$ _____ .

EXPENSES

FIXED EXPENSES

<u>Office Expenses</u>	<u>Budgeted Expenses</u>	<u>Year To Date</u>
Phone	\$	\$
Postage	\$	\$
Shipping	\$	\$
Office Supplies	\$	\$
Credit Card Fees	\$	\$
Bank Fees	\$	\$
Website Design	\$	\$
Internet Fees	\$	\$
Printing	\$	\$
	=====	=====
Total Office Expenses	\$	\$

<u>Race Equipment</u>	<u>Budgeted Expenses</u>	<u>Year To Date</u>
Safety Boats	\$	\$
Starting Clock	\$	\$
Timing	\$	\$
Laptop Computer	\$	\$
Buoys	\$	\$
Chain	\$	\$
Rope	\$	\$
Compressor	\$	\$
Stopwatches	\$	\$
Whistles	\$	\$
Set of Flags	\$	\$
Tables	\$	\$
Chairs	\$	\$
PA System	\$	\$
Handheld Radios	\$	\$
Binoculars	\$	\$
Bullhorn	\$	\$
Computer Paper	\$	\$
Tents	\$	\$
Sledge Hammers	\$	\$
Scaffolding	\$	\$
Stakes	\$	\$
Snow Fence	\$	\$
Banners	\$	\$
Extention Cords	\$	\$
Generators	\$	\$
Misc. Tools	\$	\$
Misc. Supplies	\$	\$
	=====	=====
Total Race Equipment	\$	\$

<u>Supplies</u>	<u>Budgeted Expenses</u>	<u>Year To Date</u>
Pens/Pencils	\$	\$
Clipboards	\$	\$
Masking/Duct Tape	\$	\$
Stapler/Staples	\$	\$
Computer Paper	\$	\$
Cash Box	\$	\$
Paperclips	\$	\$
Lapcharts	\$	\$
	=====	=====
Total Supplies	\$	\$

<u>Advertising/Promotional</u>	<u>Budgeted Expenses</u>	<u>Year To Date</u>
Website Design	\$	\$
Souvenir Program	\$	\$
Posters	\$	\$
Flyers	\$	\$
Logo Design	\$	\$
Officials Apparel	\$	\$
Banners	\$	\$
Advertising – Radio	\$	\$
Advertisng - Print	\$	\$
Public Relations	\$	\$
Photography	\$	\$
Sponsor Reports	\$	\$
	=====	=====
Total Adverting/Promotional	\$	\$

TOTAL FIXED EXPENSES \$ _____

EVENT EXPENSES

<u>Primary Expenses</u>	<u>Budgeted Expenses</u>	<u>Year-to-Date</u>
APBA Insurance Fee	\$	\$
APBA Sanction Fee	\$	\$
Ambulance	\$	\$
Cinder Blocks	\$	\$
Wrist Bands	\$	\$
Gas/Oil	\$	\$
	=====	=====
Total Primary Expenses	\$	\$

<u>Site Expenses</u>		<u>Year-to-Date</u>
Site Fee	\$	\$
Crane Rental	\$	\$
Bleacher Rental	\$	\$
Tent Rental	\$	\$
Truck Rental	\$	\$
Radio Rental	\$	\$
Light Towers	\$	\$
PA Rental	\$	\$
Scaffolding Rental	\$	\$
Site Inspection Trip	\$	\$
Restrooms	\$	\$
Trash Dumpster/Removal	\$	\$
Security Company	\$	\$
	=====	=====
Total Site Expenses	\$	\$

<u>Officials Expenses</u>	<u>Budgeted Expenses</u>
Salary/Fee	\$
Food & Drink	\$
Hotel Rooms	\$
Airfare	\$
Rental Car	\$
Gas	\$
Mileage	\$
	=====
Total Officials Expenses	\$

<u>Awards</u>	<u>Budgeted Expenses</u>
Tow/Show Money	\$
Cash Awards	\$
Trophies	\$
Medals	\$
Plaques	\$

Awards Ceremony	\$
Other	\$
	=====
Total Awards	\$

<u>Television Expense</u>	
Production	\$
Programming Fee	\$
Talent	\$
	=====
Total Television Expense	\$

TOTAL VARIABLE EXPENSE \$ _____

TOTAL EXPENSES \$ _____

NET PROFIT \$ _____