



This column tells us whether the income/expense line is estimated (such as a pending grant application) or confirmed (final budget or quote etc.)

## Budget Table Examples

### XYZ Event Budget 2026

Income Description	\$	Confirmed	Expenditure Description	\$	Confirmed
Registration Fees	\$350.00	No	Venue Hire	\$1,000.00	Yes
XYZ Org contribution	\$500.00	Yes	Event Coordinator	\$1,499.00	Yes
ABC Grant	\$1,500.00	Yes	Advertising	\$200.00	No
WEL Energy Trust	\$2,000.00	No	Catering	\$1,250.00	Yes
			Cleaner	\$299.00	Yes
	<b>\$4,350.00</b>			<b>\$4,248.00</b>	

#### How will any shortfalls be met?

If we cannot reach the full amount, we will also apply for the DEF Grant round in June, failing that we will reduce the size of the event.

### XYZ Organisation – Operational Expenses

Income Description	\$	Confirmed	Expenditure Description	\$	Confirmed
Donations	\$9,000.00	No	Vehicle Expenses	\$1,000.00	Yes
Hall Hire	\$12,000.00	No	Power & Utilities	\$1,500.00	Yes
ABC Grant	\$10,000.00	Yes	Staff wages	\$38,210.00	Yes
DEF Grant	\$15,000.00	No	Rent	\$15,500.00	Yes
GHI Grant	\$3,500.00	Yes	Holiday programme	\$5,300.00	No
WEL Energy Trust	\$20,000.00	No	Volunteer expenses	\$1,200.00	No
			Office expenses	\$3,500.00	Yes
	<b>\$69,500.00</b>			<b>\$66,210.00</b>	

#### How will any shortfalls be met?

We will increase our donations campaigns and have reserves to draw on if required.