

BUDGET PLAN.

The following budget template outlines the projected income and expenses for the initiative. The budget is categorised into different sections for easy tracking and analysis of financial resources. This template serves as a starting point and can be customised to fit the specific needs of your initiative.

| Income | Description | Amount |
|---------------------------|--|---------------|
| Grants | e.g., Funding received from government agencies, foundations, school, or other organisations | \$ |
| Sponsorships | e.g., Financial contributions from local businesses or community organisations | \$ |
| Fundraising | e.g., Money raised through various fundraising events or initiatives, such as bake sales, sponsored walks/runs, etc | \$ |
| Donations | e.g., Contributions made by individuals, parents, alumni, community members, etc | \$ |
| TOTAL INCOME | Add up all income items above → | Amount |
| Expenses | | |
| Supplies & Materials | e.g., Paper, pens, cleaning supplies, packaging materials, sunscreen, hats, etc | \$ |
| Equipment | e.g., Computers, printers, photocopiers, office furniture, software licenses, shade structures, etc | \$ |
| Facilities | e.g., Venue hire, PA systems for outdoor events, etc | \$ |
| Personnel | e.g., Wages for staff directly involved in the project, training, professional development expenses, etc | \$ |
| Marketing & Promo | e.g., Ads, flyers, or posters, social media campaigns, promotional merchandise, banners, signage, etc | \$ |
| Educational Resources | e.g., Educational brochures or pamphlets, teaching aids, etc | \$ |
| Maintenance & Repairs | e.g., Replacement parts, cleaning supplies, etc | \$ |
| Professional Services | e.g., Event planning services, graphic design, photography, videography, etc. | \$ |
| Miscellaneous | e.g., Printing, stationery, postage, permits, refreshments, meals, phone, etc | \$ |
| TOTAL EXPENSES (E) | Add up all expense items above → | \$ |
| BUDGET VARIANCE | Subtract Total Expenses (E) from Total Income (I) → Note: Your answer should be positive, or you've spent too much! | \$ |