

ACTIVITY 1.2: School Fair Budget Plan

Create a plan for the expenses and project your revenue sources for the spring fall fair. The goal is to end up with a surplus or profit of \$5,000.

1) BREAKDOWN OF EXPENSES:

For expenses, you have a starting budget of \$3,000. Outline how you expect to spend money in preparation for the event. You can spend additional money as long as you bring in enough revenue. Outline all your expenses in the chart below. Make notes for any in-kind/volunteer contributions.

Category	Cost
Rentals (<i>What equipment will you need to rent, such as audio-visual, furniture, tents</i>)	\$
Food (<i>Will you cook or order food, or invite external vendors to sell food?</i>)	\$
Staff/Volunteers (<i>Will you have volunteers, or will you need to hire staff? Will you require paid security?</i>)	\$
Entertainment (<i>Will you hire entertainment, such as a DJ or a band?</i>)	\$
Other (<i>What other expenses might be incurred?</i>)	\$

In-kind/volunteer contributions:

2) BREAKDOWN OF REVENUES

Outline how you expect to raise money and how much from each source.

Category	Revenue
Tickets (<i>Will you sell admission tickets? How much will you charge?</i>)	\$
Raffle/Prizes (<i>Will you hold a raffle, or sell additional tickets for a chance to win prizes?</i>)	\$
Food (<i>Will you charge guests for food? How much?</i>)	\$
Other (<i>Will there be other opportunities to collect money? i.e. kids activities</i>)	\$

3) FINAL CALCULATIONS

Does the money you plan to spend, when combined with the money you expect to raise, allow you to meet your goal of a \$5,000 profit/surplus?

- A) Total projected expenses: \$ _____
 B) Total projected revenue: \$ _____
 C) Balance (Surplus/Deficit): \$ _____

Note: Your total funds raised would be determined by subtracting your expenses from your revenues ($A - B = C$).