

APPENDIX 3: SAMPLE ANNUAL BUDGET

A budget similar to the below sample, should be used to track your expenses, separate items by events (you can include a 'Miscellaneous' column if necessary). Please use excel to format your budget as a spread sheet. Track your receipt/expense report numbers and make sure they correspond. Include any notes in items to clarify spending. In the 'difference' column if you go over budget indicates with a negative number. Update this budget progressively as expenses are incurred. Leave the 'MSSS Reimbursement column blank, this will be filled out by the MSSS VP Finance. Your updated budget must be sent to the MSSS VP Finance at the end of each term.

	Budget Amount	Actual Amount	Difference	Notes	MSSS Reimbursement
Revenue					
Ticket Sales					
Miscellaneous					
Total Revenue					
Expenses					
Event 1					
Venue					
Food/Refreshments					
Advertisement					
Print Material					
Event 2					
Venue					
Food/Refreshments					
Advertisement					
Print Material					
Miscellaneous					
Total Expenses					
Net Income/Deficit					