



Budget & Tracking List Template

Developing a budget helps you organize financial resources, anticipate expenses, and identify opportunities for sponsorships or donations. Use this guide to categorize the costs, allocate funds, and track actual spending against your budget. Below are some tips and a sample template to get you started.

Expense Category	Description	Estimated Cost	Actual Cost	Sponsor or Donor	Notes / Tracking
Venue Rental					
Guest Speaker Honorarium					
Printing & Materials					
Food & Beverages					
Event Supplies					
Transportation					
Promotion & Marketing					
A/V Equipment					
Insurance					
Miscellaneous					
Total Estimated Cost			Actual Cost		