

**Events Budget Plan**

This budget plan is a key element in the events planning process, it enables both the society and the SU keep track of all the income and expenditure associated with the event. The budget will be discussed in more length at a meeting once all your event request documents have been submitted.

Please check your current society budget prior to completing this form. Your current society budget will include start-up funds and any funds raised so far this academic year.

When buying goods or services and hiring venues, 20% can be added on for Value Added Tax (VAT). Please ensure you always check if a price is VAT ‘inc’ or VAT ’excl’ so you can make sure the budget is correct, ask if you are not sure.

|  |
| --- |
| **Predicted Budget/ Income** |
| **Type of Income** | **Details** | **Amount** |
| **Current Society Funds** |  |  |
| **STARS Funds** |  |  |
| **Donation from University department** |  |  |
| **Donation from an external organisation** |  |  |
| **Sponsorship** |  |  |
| **Ticket Sales** | Include a breakdown of how many tickets, price and where and how they will be sold. |  |
| **Fundraiser** |  |  |
| **Total Predicted Budget:** |  |

|  |
| --- |
| **Predicted Expenditure** |
| **Type of expenditure** | **Details** | **Amount** |
| **Venue** |  |  |
| **Catering** |  |  |
| **Technology** |  |  |
| **Film Production**  |  |  |
| **Entertainment (DJ, speakers, performers)** |  |  |
| **Entry to Activity** |  |  |
| **Publicity & Promotion** |  |  |
| **Equipment Hire** |  |  |
| **Other** |  |  |
| **Other** |  |  |
| Total Predicted Expenditure: |  |

|  |
| --- |
| **Predicted Profit/ Break Even/ Loss** |
| **Total Budget** | **Total Expenditure** | **Budget – Expenditure =** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Approved/ Not Approved** | **Date** | **Signature** |
|  |  |  |