

# fundraiser income and expense budget

Fundraising Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Fundraising Project Director: \_\_\_\_\_ Event Site: \_\_\_\_\_

## projected expenses

Type	Description	Amount
Food/beverage	_____	\$ _____
Postage	_____	\$ _____
Awards	_____	\$ _____
Printing	_____	\$ _____
Supplies	_____	\$ _____
Equipment rental	_____	\$ _____
Signage	_____	\$ _____
Telephone	_____	\$ _____
Transportation	_____	\$ _____
Additional insurance (if needed)	_____	\$ _____
Other	_____	\$ _____
	Total Expense	\$ _____

## projected revenue

Type	Description	Amount
Sponsorship	_____	\$ _____
Individual sales/gifts	_____	\$ _____
Group sales/gifts	_____	\$ _____
In-kind	_____	\$ _____
Merchandise	_____	\$ _____
	Total Revenue	\$ _____

## total net revenue

(Revenue minus Expenses) \$ \_\_\_\_\_

As a guideline, Special Olympics Minnesota must maintain at least a 30/70 expense/revenue ratio as outlined by the Minnesota Council of Nonprofits. This ratio will be considered during the fundraising application process.

## additional considerations

Estimated number of athletes and volunteers \_\_\_\_\_

Time commitment in months \_\_\_\_\_

Any effort to raise money for Special Olympics Minnesota must be approved by the Special Olympics Minnesota State Office. Please complete a fundraising application and submit a minimum of 30 days in advance of your fundraiser.