**How to use the Budget Template**

**IMPORTANT: Copyright Notice**

rEVENTS Academy toolkits and resources accessed via purchase from our website or annual membership are for one (1) license for one (1) event only.

Except as permitted under the Copyright Act 1968 (Cth), you are not permitted to copy, adapt, publish, reproduce, republish, distribute or display any of the information on our website or in our toolkits and resources without our prior written permission.

We reserve the right to serve you with notice if we become aware of your distribution of rEVENTS Academy intellectual property beyond this agreement.

rEVENTS Academy maintains the copyright on all graphics, images, layouts, text, logos and trademarks contained within our website and toolkits. This includes following any removal of rEVENTS Academy branding and copyright notices for customisation of this document.

For our full terms and conditions go to [www.reventsacademy.com](http://www.reventsacademy.com/)

**How to use this template:**

1.       Download the documents to your computer

2.       Remove the rEVENTS branding (image on title page, watermark in header/footer)

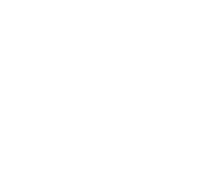
3.       Fill in the sections with your event details

4.       Adjust and customise as you see fit – this is now your document!

That’s how we make you less busy!! ☺

The budget template is designed to allow you to compare budgets year on year, set forecasts, manage cash flow, track expenditure, and assess actuals against forecasts at the end of the event.

**TIP: Update and distribute the budget to your event committee at least one week prior to each meeting. Keeping everyone well informed of how finances are tracking is critical to an event’s success.**



**Please refer to the accompanying Excel document.**

**How to use the budget template:**

1. Complete the detailed budget based on your income and expenses from the previous year’s event forecast budget
2. Check that all formulas in the Excel are working correctly
3. Set up Element tabs for each of the elements within your detailed budget [expenses only]– you will need to create new sheets and copy and paste the format from the example provided. This allows you to insert details of all invoices that are paid so that you can closely track expenditure.
4. It is recommended that you collate all invoices and pay them and update the budget once per month or each fortnight. This will make it more efficient for you.
5. Reconcile the element tabs against the bank statement each month and ensure it is all accounted for.
6. After your event you will need to chase all income and expenses, insert the details into the elements tabs, and populate all data into the actuals in the detailed budget. This will allow you to present your final wash up budget to the committee and stakeholders.

**TIP: There is no excuse for event committees to still be using cheques. You can now set up bank accounts that allow for two signature authentications. This makes tracking and reconciling finances much easier.**

