

# Budget, Income & Expenditure Form

Did you know that we can help you cover the cost of running your fundraising event? All you need to do is keep a detailed record of your expenses\*. Complete this form to ensure your expenses are properly documented.

## EVENT DETAILS

Fundraiser Name: \_\_\_\_\_ Event Type: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## DONATIONS:

Income	Amount
<i>e.g., cash donations</i>	<i>\$ e.g., \$250.00</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Income</b>	\$

Expenses	Amount
<i>e.g., food or catering</i>	<i>\$ e.g., \$80.00</i>
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Expenses</b>	\$
<b>TOTAL INCOME LESS EXPENSES</b>	\$

NSW Charitable Fundraising Guidelines (Charitable Fundraising Regulation 2021 (NSW)) mandates that an authorised fundraiser takes all reasonable steps to ensure that fundraising expenses in relation to 'donation appeals' do not exceed more than 50 per cent. Variations apply from state to state.

Please note: as a fundraiser, it is a requirement that you maintain accurate records of Income and Expenditure from your fundraising activity. Baptist World Aid Australia cannot pay for your expenses, but certain expenses (as per fundraising laws) can be deducted from your final fundraising total. This Budget, Income and Expenditure Form<sup>1</sup> must be completed and submitted to Baptist World Aid Australia when submitting the final proceeds of your fundraising activity. **We recommend that you limit overall expenses to between 30-40 per cent of your total gross proceeds.**

---

<sup>1</sup> NSW Charitable Fundraising Guidelines (Charitable Fundraising Regulation 2021 (NSW)) mandates that an authorised fundraiser takes all reasonable steps to ensure that fundraising expenses in relation to 'donation appeals' do not exceed more than 50 per cent. Variations apply from state to state.