

How to make a final budget

Your final budget shows all your expenses and income. You should add up all your receipts for each line item to get the final expense. For instance, if you did two campaigns on Facebook and a sponsored post on Instagram then you should add all those together to get your Social Media Marketing expense. This will be easier if you have used the spending tracker available on our website. You should include everything you have spent on the project down to the cents. The final budget will form part of your final project report.

Project		
Date		
Income		
Tickets	45 x R150 + 20 x R75	
Artwork	12 x 1150	
?		
Total Income		
Expenses		
Social Media marketing		R600
Materials		R542,00
Administrative costs		
Venue Hire		
Accountant		
?		
?		
?		
?		
?		
?		
?		
?		
?		
?		
?		
Total Expenses		
Profit		

Write the date! If you make changes you need to know which one is the final final budget.

Write the name of your project here, as well as your name.

Make notes or show how you got to the figure in the next column.

Write the exact amounts from each source of income.

Add up all the income and put the total here.

Write the cost of each line item in this column. This should be an exact amount. Calculate this by adding up all your receipts relating to this line item.

Add up all the expenses and put the total.

Take the total income and minus the total expenses. This will give you your final profit.

List all your sources of income for your project. This should be the same as on your projected budget.

List all the expenses on your project. These are your 'line items' and should be the same as on your projected budget.

Put the amount you wrote on your projected budget for each line item in this column.