

## How to make a projected budget

Your projected budget shows the expenses you think you will have and the income you expect to make. It is important to be as accurate as you can with your expenses and to estimate the lowest income you can expect so that you don't spend more than your project costs. Do your research, get quotes from suppliers, and ask for help from trusted friends.

<p><b>Project</b></p> <p>Date</p>		
<p><b>Income</b></p>		
Tickets	50 x R150	
Artwork	10 x 1150	
?		
<b>Total Income</b>		<b>R0,00</b>
<p><b>Expenses</b></p>		
Social Media marketing	Facebook and Instagram	
Materials		
Administrative costs		
Venue Hire	subsidised 50%	
Accountant	2 hours	
?		
?		
?		
?		
?		
?		
?		
?		
?		
?		
?		
<b>Total Expenses</b>		<b>R0,00</b>
<p><b>Profit</b></p>		
		<b>R0,00</b>

Write the date! If you make changes you need to know which one is the most recent 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 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. Do your research and make sure the costs are realistic.

Add up all the expenses and put the total.

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

List all your sources of income for your project e.g. ticket sales or artwork.

List all the expenses on your project. These are your 'line items' e.g. materials or marketing.

Make notes about the details of each line item. i.e. quantity or supplier.