

Budget template

Plan income, costs, sponsor revenue, prize costs, fees, and fundraising targets.

Field note: The budget should protect the fundraising goal, not just record transactions. Look at net funds raised early and often.

Income

- | | | |
|--|--------------|------|
| <input type="checkbox"/> Player entries | Owner: _____ | Done |
| <input type="checkbox"/> Team packages | Owner: _____ | Done |
| <input type="checkbox"/> Sponsorships | Owner: _____ | Done |
| <input type="checkbox"/> Donations | Owner: _____ | Done |
| <input type="checkbox"/> Auction and raffle income | Owner: _____ | Done |

Costs

- | | | |
|--|--------------|------|
| <input type="checkbox"/> Course or green fees | Owner: _____ | Done |
| <input type="checkbox"/> Food and beverage | Owner: _____ | Done |
| <input type="checkbox"/> Prizes | Owner: _____ | Done |
| <input type="checkbox"/> Printing and signage | Owner: _____ | Done |
| <input type="checkbox"/> Payment processing fees | Owner: _____ | Done |

Controls

- | | | |
|---|--------------|------|
| <input type="checkbox"/> Set fundraising target | Owner: _____ | Done |
| <input type="checkbox"/> Track committed vs expected income | Owner: _____ | Done |
| <input type="checkbox"/> Approve costs before purchase | Owner: _____ | Done |
| <input type="checkbox"/> Record donated value | Owner: _____ | Done |

Reporting

<input type="checkbox"/> Gross income	Owner: _____	Done
<input type="checkbox"/> Total costs	Owner: _____	Done
<input type="checkbox"/> Net funds raised	Owner: _____	Done
<input type="checkbox"/> Top sponsor contributions	Owner: _____	Done

What repeat organizers remember

- Separate committed income from hoped-for income.
- Put a real number beside donated items.
- Track small fees and print costs before they pile up.

Tip: add owner names and dates before sending this to your committee. A checklist becomes useful when someone is responsible for each line.