

# ABATE OF OHIO, INC.

## EVENT BUDGET

### **Characteristics:**

1. Category: Event.
2. Established by: Bylaws Article IV: Events; Section 1: Event Requirements (All Levels).
3. Purpose: To help plan, analyze and track the income, expenses and overall profitability of an event.
4. Audience: Event committees.
5. Required? Preferred.
6. PDF Format: [Click Here to Download](#).  
Excel Format: [Click Here to Download](#).

### **Header Directions:**

1. Region/County – indicate region number and county name, if applicable.
2. Event Name – name of event.
3. Event Date – day of event in mm/dd/yy format.
4. Event Type – description of event.
5. Event Location – description of event location.

### **Directions:**

1. Prior Year – in this column, list the actual income and expenses from the prior year in the appropriate category. Enter as a positive number. If this is a new event, leave blank.
2. Estimate – in this column, list a realistic estimate of the income and expenses for the event being planned in the appropriate category. Enter as a positive number. These amounts should be drawn from previous event reports and research.
3. Actual – in this column, list the actual income and expenses from the event in the appropriate category. Enter as a positive number. Should be updated as income is received and expenses are paid.

### **Special Cases:**

1. This form is required when monies are borrowed from the State Treasury.

### **Handling:**

1. Send to: BOD and RBO.
2. Deadline: RBO event approval, then BOD event sanctioning.