

EVENT ACCOUNTING STEP BY STEP GUIDE

EVENT INCOME



It is always useful to look back on a previous event and see where the money came from. Where possible keep all income separate so that you can track it. Ticket sales, raffle, food & drink should all be calculated separately where possible.

Tickets

- Keep track of number of tickets sold & ticket price
- Where possible number tickets and record who has bought each one. Depending on your event this may not be possible or convenient - don't stress about it, it is not essential!

Raffles

- Where possible note people's phone numbers on the back of each ticket so you can contact them if they win
- Keep raffle money separate until you have calculate the total sales

Stalls

- Stalls income should be noted separately

Food & Drink

- Calculate the costs of any food and drink served on the day. if providing your own catering this is your biggest operation to make a profit so it is important to know how much money you make.
- Calculate alcohol and deli stall income separately from general food and refreshments.

Donations

Every donation should be listed on the Donation Details form (on the second page) to include the name, date, cheque number and amount. This is to ensure that they are thanked from Head Office if appropriate, and that our fundraisers do not contact them inappropriately.

Sponsors should be listed separately.

EXTRA TIPS

While planning your event you might find it helpful to set up separate folders for things such as tickets, services, charity merchandise sales and sponsorship and donations

To avoid confusion floats for events should be kept separate and not supplied from other takings during the event.

EVENT EXPENDITURE

Retain all original receipts and invoices, for example for postage, venue hire and food and drinks costs; record them on the form, and list any cheques paid out, including reimbursements paid to volunteers for out-of pocket expenses.

Record the cost of the Temporary Events Notice (TEN) for drinks or other licences you need.

Add all the expenses together for Total Expenses.