

SILENT AUCTION EVENT BUDGET TEMPLATE

Event Name: _____

Event Date: _____

EVENT DETAILS

Organization Name		Event Chair / Contact	
Venue	Expected Attendance	Number of Auction Items	
Fundraising Goal (Net)	Total Item Fair Market Value	Budget Version / Date	

INCOME

INCOME CATEGORY	PROJECTED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES
Item Revenue (Silent Auction Bids)				
Ticket / Admission Sales				
Sponsorship Revenue				
Fund-a-Need / Paddle Raise				
Raffle or Game Revenue				
Other Income				
TOTAL INCOME				

EXPENSES

EXPENSE CATEGORY	PROJECTED (\$)	ACTUAL (\$)	VARIANCE (\$)	VENDOR / NOTES
Venue Rental / Facility Fee				
Catering / Food & Beverage				
Printing & Signage				
Marketing & Promotions				
Technology / Bidding Software				
Decorations & Supplies				
Staffing / Entertainment				
Contingency (10-15%)				
Other / Miscellaneous				
TOTAL EXPENSES				

IN-KIND CONTRIBUTIONS (non-cash donated goods/services)

ITEM / SERVICE DONATED	DONOR / VENDOR	FAIR MARKET VALUE (\$)	NOTES
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STAFF USE ONLY — POST-EVENT CLOSE-OUT

Net Revenue (Total Income - Total Expenses)	vs. Fundraising Goal: Over / Under by (\$)	Budget Approved By
Finance / Treasurer Sign-Off	Date of Final Reconciliation	Filed With (document location)