

EXPENSES

How much do things cost?
Consider the following*:



*Not an exhaustive list. What other needs might your project have?

When preparing your budget...



If you don't know what things cost, do your research and find out if you can afford it.



Cost these things out and include a number in your expense sheet within your budget.



If you have never paid for a publicist before, call a few and compare quotes.

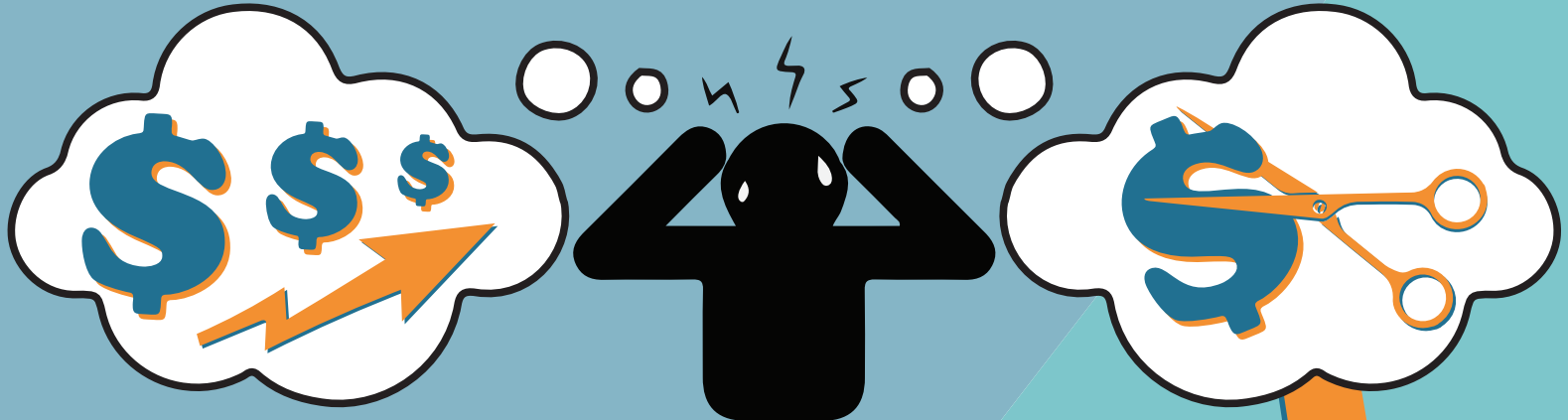


Don't forget to budget for HST!



How to Reduce Expenses

Sometimes your dream budget needs to be more realistic and some things have to be cut.



Are there items that you can buy at a lower rate?



Are there items that you can get donated?



Can you work with a smaller team?



Can you assemble a team of volunteers?



Know the difference between necessities and luxuries!

Keep track of the value of all in-kind contributions and make sure they are reflected on the revenues side of your budget as well.



Are there in-kind donations you can receive from larger arts organizations?



EXPENSE REPORTS



Keep track of all expenses throughout the project or the fiscal year.



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Excel works great for this!

Provide reports to each person who is spending money for the production.



THERE ARE TWO WAYS USED TO DISTRIBUTE THESE FUNDS

1



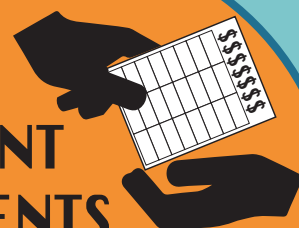
PETTY CASH

Spender is provided money and signs for it. They bring back change and receipts.



Remember to keep all receipts!
Get the itemized and proof of payment receipts.

2



UPFRONT PAYMENTS

Spender is given a set budget and spends their own money up to the limit. They keep their receipt for reimbursement.



Do not give out more cash than you can afford.



Ask your team what they think the budget should be.



You can even include the budget in the contracts.



Click here to learn more about Expenses

