## Expenditure & Income template

This Expenditure & Income template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Expenditure & Income template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

|  |  |  |
| --- | --- | --- |
| Income | Budget | Actual |
| Advertising sales |  |  |
| Auctions |  |  |
| Competitions |  |  |
| Donations |  |  |
| Raffles |  |  |
| Sponsorship |  |  |
| Stall fees |  |  |
| Ticket sales |  |  |
|  |  |  |
|  |  |  |
| Total Income |  |  |

|  |  |  |
| --- | --- | --- |
| Expenses | Budget | Actual |
| Consumables |  |  |
| Entertainment |  |  |
| Equipment hire |  |  |
| Marketing and advertising |  |  |
| Prizes |  |  |
| Risk management (e.g. licences, permits) |  |  |
| Venue hire |  |  |
|  |  |  |
|  |  |  |
| Total expenses |  |  |
| Net Profit (income minus expenses) |  |  |