

# PODCAST BUDGET TEMPLATE

Key items to factor into your podcast budget are listed below. Use this template to plan your project budget. Use software (e.g. Excel or Google Spreadsheets) to efficiently track expenses and income. Expand and modify sections to fit your specific needs.

<b>GROSS BUDGET</b> ( $\$$ available for project)	<b>ESTIMATED INCOME</b> (e.g. ad revenue, future grants, crowdfunding for fiscal year or project span)	<b>AVAILABLE BALANCE</b> (expenses deducted)

<b>ITEMS</b> (Provide room for each line item to track expenses).	<b>COST</b>	<b>DATE PAID</b>	<b>PAID BY/TO</b>	<b>METHOD OF PAYMENT</b>	<b>RECEIPT? (Y/N)</b>	<b>REF NOTES</b>
<b>Recording Equipment</b> (e.g. computer, audio recorder, microphone(s), headphones, and accessories)						
<b>Editing Software</b> (e.g. Hindenburg or Pro Tools DAW subscription; external effect plugins)						
<b>Publication Costs</b> (e.g. Hosting service subscription, domain name, website hosting, transcription)						
<b>Promotional Costs</b> (e.g. ads, business cards, stickers, pins)						
<b>Personnel Costs</b> (e.g. graphic designer, host, musician, producer)						