

# BUDGET

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Name of Event: \_\_\_\_\_

Amount budgeted for event: \_\_\_\_\_

Who will manage the budget for this event? \_\_\_\_\_

Is a fee being charged to the children/youth?                      Yes                      No

Amount: \_\_\_\_\_

Is a fee being charged to the adult volunteers?                      Yes                      No

Amount: \_\_\_\_\_

**Breakdown of expenses:**

**Projected**

**Actual**

Food	_____	_____
Program	_____	_____
Supplies	_____	_____
(to include decorations or any other materials not related to the program)		
Promotions	_____	_____
Transportation	_____	_____
Off-campus costs		
Lodging	_____	_____
Fees	_____	_____
Gas	_____	_____
Other-	_____	_____
Other-	_____	_____
Other-	_____	_____
Other-	_____	_____
Other-	_____	_____
<i>TOTAL EXPENSES</i>	_____	_____

**Income**

Fees from children/youth	_____	_____
Fees from adult vols	_____	_____
Funds from budget	_____	_____
Other	_____	_____
<i>TOTAL INCOME</i>	_____	_____

Total Income	_____
- <u>total expenses</u>	_____
Profit/loss	_____

**Request from Office**

- 1) Copy of church's tax exempt form for volunteers to purchase needed supplies
- 2) Copy of church's reimbursement form & procedures needed to turn in receipts