

Event Budget for [Event Name]

Expenses

				Estimated		Actual	
Total Expenses				\$700.00		\$300.00	
Site	Estimated		Actual	Refreshments	Estimated		Actual
Room and hall fees		\$500.00		Food			
Site staff				Drinks			
Equipment				Linens			
Tables and chairs				Staff and gratuities			
Total		\$500.00	\$0.00	Total		\$0.00	\$0.00
Decorations	Estimated		Actual	Program	Estimated		Actual
Flowers		\$200.00	\$300.00	Performers			
Candles				Speakers			
Lighting				Travel			
Balloons				Hotel			
Paper supplies				Other			
Total		\$200.00	\$300.00	Total		\$0.00	\$0.00
Publicity	Estimated		Actual	Prizes	Estimated		Actual
Graphics work				Ribbons/Plaques/Trophies			
Photocopying/Printing				Gifts			
Postage				Total		\$0.00	\$0.00
Total		\$0.00	\$0.00				
Miscellaneous	Estimated		Actual				
Telephone							
Transportation							
Stationery supplies							
Fax services							
Total		\$0.00	\$0.00				

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Income

	Estimated	Actual
Total income	\$1,936.00	\$1,831.00

Admissions

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income	
	300	278	Adults @	\$5.00	\$1,500.00	\$1,390.00
	197	195	Children @	\$2.00	\$394.00	\$390.00
	42	51	Other @	\$1.00	\$42.00	\$51.00
	Total			\$1,936.00	\$1,831.00	

Ads in program

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
			Covers @	\$0.00	\$0.00
			Half-pages @	\$0.00	\$0.00
			Quarter-pages @	\$0.00	\$0.00
	Total			\$0.00	\$0.00

Exhibitors/vendors

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
			Large booths @	\$0.00	\$0.00
			Med. booths @	\$0.00	\$0.00
			Small booths @	\$0.00	\$0.00
	Total			\$0.00	\$0.00

Sale of items

Estimated No.	Actual No.	Type	Price	Estimated Income	Actual Income
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
	Total			\$0.00	\$0.00

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Profit - Loss Summary

	Estimated	Actual
Total income	\$1,936.00	\$1,831.00
Total expenses	\$700.00	\$300.00
Total profit (or loss)	\$1,236.00	\$1,531.00

