

## BUDGET FORM

EVENT INCOME	CASH/IN-KIND	ACTUAL
Donations/contributions (gift, door prizes, money, etc.)	\$	\$
Keepsakes (photo album, T-shirt)	\$	\$
Membership dues/fees	\$	\$
Sponsorships	\$	\$
Door prizes/awards	\$	\$
Scholarships (contributions for members on a limited income)	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>

PRE-EVENT EXPENSES/DEPOSITS	CASH/IN-KIND	ACTUAL
Banking fees	\$	\$
Registration supplies	\$	\$
Phone calls	\$	\$
Postage	\$	\$
Awards/certificates/prizes	\$	\$
Printing (program, registration, survey)	\$	\$
Rentals (a/v, sports equipment, tents, wheelchairs, etc.)	\$	\$
Decorations/banners/signs/displays/flowers/paper goods	\$	\$
Deposits (room, equipment, entertainment, caterer, etc.)	\$	\$
Tours and local guides	\$	\$
Transportation	\$	\$
Meals	\$	\$
Keepsakes	\$	\$
Other	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>

EVENT DAY EXPENSES	CASH/IN-KIND	ACTUAL
Entertainers/musicians/band/DJ, etc.	\$	\$
Photographer/videographer	\$	\$
Meals (breakfast, lunch, dinner, snacks)	\$	\$
Beverages	\$	\$
Final payments (room, equipment, caterer, etc.)	\$	\$
Local sales & occupancy tax (check with accommodations for tax rate)	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>

POST-EVENT EXPENSES	CASH/IN-KIND	ACTUAL
Printing (post-reunion newsletter)	\$	\$
Postage	\$	\$
Pictures/developing	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>
<b>Total</b>	<b>\$</b>	<b>\$</b>