

Sample Event Budget for Event ABC

> Expenses

			Estimated	Actual	
Total Expenses			\$1,145.00	\$395.00	
Site	Estimated	Actual	Refreshments	Estimated	Actual
Room and hall fees	\$500.00	\$250.00	Food		
Site staff	\$400.00	\$50.00	Drinks		
Equipment			Linens		
Tables and chairs			Staff and gratuities		
Total	\$900.00	\$300.00	Total	\$0.00	\$0.00
Decorations	Estimated	Actual	Program	Estimated	Actual
Flowers	\$200.00	\$50.00	Performers		
Candles			Speakers		
Lighting			Travel		
Balloons			Hotel		
Paper supplies			Other		
Total	\$200.00	\$50.00	Total	\$0.00	\$0.00
Publicity	Estimated	Actual	Prizes	Estimated	Actual
Graphics work	\$45.00	\$45.00	Ribbons/Plaques/Trophies		
Photocopying/Printing			Gifts		
Postage			Total	\$0.00	\$0.00
Total	\$45.00	\$45.00			
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	Actual		Estimated	Actual
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
			\$1,936.00	\$1,831.00

Ads in program

Estimated	Actual		Estimated	Actual
		Covers @	\$0.00	\$0.00
		Half-pages @	\$0.00	\$0.00
		Quarter-pages @	\$0.00	\$0.00
			\$0.00	\$0.00

Exhibitors/vendors

Estimated	Actual		Estimated	Actual
		Large booths @	\$0.00	\$0.00
		Med. booths @	\$0.00	\$0.00
		Small booths @	\$0.00	\$0.00
			\$0.00	\$0.00

Sale of items

Estimated	Actual		Estimated	Actual
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
			\$0.00	\$0.00

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> Profit - Loss Summary

	Estimated	Actual
Total income	\$1,936.00	\$1,831.00
Total expenses	\$1,145.00	\$395.00
Total profit (or loss)	\$791.00	\$1,436.00

