

BLD - PHOENIX

Event Budget for: _____

Venue: _____ Date of Event: _____

	Estimated	Actual	Remarks
INCOME:			
Candidates Fee (Number of Candidates times fee)			
Sponsoring Class Fee			
Auxiliary Fee			
Donations			
Love Offering (Reunions)			
Love Offering (Graduation)			
Fund Raisers:			
TOTAL INCOME			
LESS EXPENSES:			
Pastoral Team			
Air Fares:			
Name of Priest:			
Name of Sharers:			
1			
2			
3			
4			
5			
6			
Stipends:			
Name of Priest:			
Name of Sharers:			
1			
2			
3			
4			
5			
6			
Totals			
Venue			
RENT OF VENUE:			
Room Fees			
Conference Room			
Vigil Room			
Equipment			
Totals			
Sub-Total Expenses			

Continuation of Expenses for Event Budget for:

	Estimated	Actual	Remarks
Materials Cost			
Name tags/Plastic jackets			
Name tag holder			
Notebooks			
Ballpen			
Large envelopes			
Tissue-Small pkgs			
Rings (ME)			
Ribbons			
Dove pins (LSS)			
Finding New Life-Books (LSS)			
Totals			
Directory Printing (Encounters Only)			
Photocopying			
Printing			
Ink cartridges			
Paper supplies			
Pictures			
Directory Cover			
Totals			
Food			
Food:			
Breakfast			
Lunch			
Dinner			
Snacks			
Drinks			
Totals			
Miscellaneous & Other Expenses			
Transportation rentals			
Birthday cake			
Flowers			
Candles			
Stationery/office supplies			
Tissue box			
Hard candies			
Linens			
Totals			
Total Expenses			

Submitted By: _____ Date Submitted: _____