



Chapter Event Budget Planning

Chapter Name: _____ Event Date: _____

INCOME

BUDGET ACTUAL

MEETING REGISTRATION FEES

Member Rate Qty _____ @ \$ _____ \$ _____ \$ _____

Non-Member Rate Qty _____ @ \$ _____ _____

Other (list major items):

Income \$ _____ \$ _____

EXPENSES

Room Rentals \$ _____ \$ _____

Food/Beverage _____

Gifts/Prizes _____

Other (list major items):

Expenses \$ _____ \$ _____

SURPLUS or (DEFICIT) (total income less total expenses) \$ _____ \$ _____

Attach supporting documents such as invoices, receipts, etc. to final report.