

Sample Event Budget



COLORADO MESA
UNIVERSITY

Budget Summary		Summary of Expenses and Income		
Total Expenses	\$2,908.50	Expenses		
Total Actual Income	\$3,405.00	Location		\$1,500
Balance	\$496.50	Program		\$600
		Food & Drink		\$500
		Supplies		\$59
		Other		\$250
		Total	\$2,909	

Expenses				
Description	Category	Quantity	Unit cost	Amount
Room Rental	Location		1,500.00	1,500.00
Catering	Food & Drink		500.00	500.00
Speaker	Program		600.00	600.00
Custom Pens	Supplies	150	0.39	58.50
Books	Other	50	5.00	250.00
				-
				-
				-
				-
				-
				-

Total Expenses \$ 2,908.50

Income / Funding					
description	unit cost	estimate qty	estimate amt	actual qty	actual amount
Registration	45.00	100	4,500.00	75	3,375.00
Sales (Audio CDs)	10.00	15	150.00	3	30.00
			-		-
			-		-
			-		-

Total \$ 4,650.00

Total \$ 3,405.00