

# Sample Student Organization Program Budget

<b>INCOME/REVENUE</b>	<b>Estimated</b>	<b>Estimated total</b>	<b>Actual</b>	<b>Actual Total</b>
Allocation from Student Government	\$1,500		\$1200	
Money raised from Student Organization fundraiser	\$1,000		\$890	
		\$2500	\$2090	\$2090
<b>EXPENSES</b>				
<b>Facility and Equipment Rental</b>		\$510	\$210	\$210
Ballrooms ABC rental	\$300		Free	
Tables 20 @ \$1	\$20		\$20	
Chairs 100 @ \$.10	\$10		\$10	
Stage 24' x 8'	\$60		\$60	
Podium	\$10		\$10	
PA System small	\$25		\$25	
Microphone 1	\$5		\$5	
Building Attendant 1 @ \$11 per hour	\$55		\$55	
LCD Projector	\$15		\$15	
Screen	\$10		\$10	
<b>Professional Services</b>		\$350	\$75	\$75
Keynote Speaker	\$250		Free	
Photographer	\$100		\$75	
<b>Supplies and Equipment</b>		\$179	\$179.50	\$179.50
Table Cloths 20 @ \$2	\$40		\$38.50	
Decorations 18 @ \$5	\$90		\$81	
Paper Goods, cups, utensils	\$19		\$25	
Serving trays - 4@\$5	\$20		\$25	
Ice	\$10		\$10	
<b>Invitations</b>		\$127.50	\$159.40	\$159.40
Printing	\$75		\$80	
Postage	\$50		\$44.40	
Flyers	\$2.50		\$35	
<b>Food and Refreshments</b>		\$1,350	\$1,325	\$1325
Catering: 100 people @ \$10 per person	\$1,000		\$1000	
Refreshments: 100 @ \$3	\$300		\$300	
Drinks: punch & coffee	\$50		\$25	
<b>TOTAL:</b>		\$2516.50	\$1948.90	\$1948.90