

EVENT BUDGET

This form must accompany any Church Activity/Room Request
that will have a financial impact on the church.

Name of Event: _____ Date of Event: _____

| <u>Income:</u> | <u>\$ Amount</u> | <u>Expenses:</u> | <u>\$ Amount</u> |
|---------------------------|------------------|---|------------------|
| Tickets | _____ | Supplies | _____ |
| Donations | _____ | Food | _____ |
| _____ | _____ | Equipment | _____ |
| _____ | _____ | Music | _____ |
| _____ | _____ | Decorations | _____ |
| _____ | _____ | Transportation | _____ |
| _____ | _____ | Other: _____ | _____ |
| _____ | _____ | _____ | _____ |
| Total Income: | _____ | Subtotal of Expenses: | _____ |
| _____ | | Overhead Expenses (For Accounting Only) | _____ |
| Ministry Leader Signature | | _____ | _____ |
| _____ | | Total Expenses: | _____ |
| Today's Date | | | |

Form.Event Budget Form.doc 3/16/11

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