

EXAMPLE OF BUDGET BREAKDOWN
BUDGET PROCESS 2013-2014

Club name here.

Total: \$_____

Fall Term: \$_____

Event Name.....\$ cost

Description of event here. Tell us all the important details, or at least the ones you can predict. We know you might not be able to tell us the date, but tell us what it's about, what you'll do, if you've done it before, etc.

- Here you should itemize the list of costs as much as possible
- Try to use your best guess as to everything so you can give us as accurate an amount as possible

Example:

Trip to Chicago art museum.....\$900

Since our club is all about art, this would be a great way for club members to see what's happening in the art world today. Last year we had 20 participants, but this year we expect to have more like 30. We plan to leave on a Friday, spend the night at a hotel, go to the museum Saturday and come back. People are paying for their own food and tickets to the museum.

- Travel: 4 rental cars= \$300
- Gas= \$200
- Hotels=\$400

Winter Term: \$_____

Event Name.....\$ cost

Description of event here. Tell us all the important details, or at least the ones you can predict. We know you might not be able to tell us the date, but tell us what it's about, what you'll do, if you've done it before, etc.

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Spring Term: \$____

Event Name.....\$ cost

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