

**Organization**

**Sample Budget for 2003-2004**

**Expenses:**

**Requested:**

**Allocated:**

**Expenditure 1**

Item 1	cost item 1
Item 2	cost item 2
Item 3	cost Item 3
<b>total:</b> total for Event 1	

**Expenditure 2**

Item 1	cost item 1
Item 2	cost item 2
Item 3	cost Item 3
<b>total:</b> total for Event 2	

**Total Expenses:**

**total expenses**

**Revenues:**

Income from any sources should be subtracted from expensi  
Parenthesis are used to represent negative numbers.

Income Source 1	(total income source 1)
Income Source 2	(total income source 2)

**Total Revenues:**

**total income**

**Total Requesting**

**total requesting**

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This is an example of what would appear under "Expenses" in a possible budge

<b>Picnic</b>	
Meat Products	\$ 80.00
Chips and snacks	\$ 30.00
Fruit	\$ 20.00
Soda Pop	\$ 25.00
Bottled Water	\$ 15.00
Cups, plates, & utensils	\$ 20.00
Wood	\$ 35.00
Clown (\$20 x 3 hours)	\$ 60.00
Advertising	\$ 10.00
Gift certificates (\$5 each x 3 total)	\$ 15.00
<b>total:</b>	<b>\$ 310.00</b>