

**BUDGET WORKSHEET**

Program Title: \_\_\_\_\_

UAN: \_\_\_\_\_

<b>Income</b>	<b>Projected</b>	<b>Actual</b>
Grants:		
Registrations:		
<b>TOTAL INCOME:</b>		
<b>Expenses</b>		
Direct Expenses		
Speakers		
Honorarium		
Travel Expenses		
Printing		
Announcements		
Handouts		
Mailing		
Announcements		
Statements of Credit		
Facility		
Room		
Food		
AV		
<b>SUBTOTAL DIRECT EXPENSES:</b>		
Indirect Expenses		
Professional Staff		
_____ hours x \$____.00/hr.		
Support Staff		
_____ hours x \$____.00/hr.		
General Overhead		
Office space, phone, misc., supplies		
<b>SUBTOTAL INDIRECT EXPENSES:</b>		
<b>TOTAL EXPENSES:</b>		
<b>PROFIT / (LOSS)</b>		

Comments: