

FUND RAISING ACTIVITY: EXPENSES WORKSHEET

Section 1: Projected Income . Fill in all that apply to your planned activity.

Ticket Cost: _____
 Item Cost: _____
 Donation Amount: _____

Section 2: Projected Expenses. Please itemize your planned expenses by category and amount.

Category	Specific Item	Planned Cost
Material Goods (decorations, t-shirts, etc)		
Service Providers (DJ, Photographer, Guest Speaker, etc)		
Food Items		
Rental Fees		
Transportation/Travel		
Prizes/Gifts		
Sales Tax 4% Clothing 8% All other		
Other		

Section 3: Project Profits (after expenses): _____

 Advisor

 Club President

 Advisor

 Club Treasurer