1075 Shalimar Drive, Winston-Salem, NC 27107
Rev. Dr. Herbert Miller II, Pastor \& Teacher

## EVENT BUDGET WORKSHEET

SUMMARY OF PROFIT/LOSS

| TOTALS | Estimated | Actual |
| :--- | :--- | :--- |
| Total Income |  |  |
| Total Expenses |  |  |
| Total Profit (or loss) |  |  |

EXPENSES

| Site (Room, fees, staff, equip, tables, chairs, tables, etc) | Estimated | Actual |
| :--- | :--- | :--- |
| Room |  |  |
| Staff |  |  |
| Equipment |  |  |
| Tables/Chairs |  |  |
|  |  |  |
| Totals |  |  |


| Refreshments | Estimated | Actual |
| :--- | :--- | :---: |
| Food |  |  |
| Drinks |  |  |
| Ice |  |  |
| Totals |  |  |


| Employees | Estimated | Actual |
| :--- | :--- | :--- |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Publicity | Estimated | Actual |
| :--- | :--- | :--- |
| Printing |  |  |
| Postage |  |  |
| Radio |  |  |
| TV |  |  |
| Social Media |  |  |
| Totals |  |  |


| Decorations | Estimated | Actual |
| :--- | :--- | :---: |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Transportation | Estimated | Actual |
| :--- | :--- | :---: |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Office Supplies | Estimated | Actual |
| :--- | :--- | :---: |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Entertainment/Programming | Estimated | Actual |
| :--- | :--- | :---: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Awards/Rewards/Prizes | Estimated | Actual |
| :--- | :--- | :---: |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Transportation | Estimated | Actual |
| :--- | :--- | :--- |
|  |  |  |
|  |  |  |
| Totals |  |  |


| Miscellaneous | Estimated | Actual |
| :--- | :--- | :---: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |


| Total Expenses | Estimated |  | Actual |
| :--- | :--- | :--- | :--- |


| Estimated | Actual | Unit | Price |  |  |
| :---: | :---: | :---: | :---: | :--- | :--- |
|  |  | Adult @ |  |  |  |
|  |  | Children @ |  |  |  |
|  |  | Other @ |  |  |  |
|  |  |  |  |  |  |

## Totals

| Estimated | Actual | Unit | Price |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Items @ |  |  |  |
|  |  | Items @ |  |  |  |
|  |  | Other @ |  |  |  |
|  |  |  |  |  | Totals |


| Estimated | Actual | Unit | Price |  |  |
| :--- | :--- | :---: | :---: | :--- | :--- |
|  |  | Vender Fee @ |  |  |  |
|  |  | Vendor Fee @ |  |  |  |
|  |  | Vendor Fee @ |  |  |  |
|  |  | Vendor Fee @ |  |  |  |

Totals

|  |  |
| :--- | :--- |

## Donations (Monetary \& In-Kind)

Estimated
Actual

| Estimated | Actual | Unit | Price |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: |
|  |  | Qty. <br> Item/Amt. |  |  |  |
|  |  | Qty. <br> Item/Am. |  |  |  |
|  |  | Qty. <br> Item/Amt. |  |  |  |
|  |  | Qty. <br> Item/Amt. |  |  |  |
|  |  |  |  |  |  |

Totals

| Total Income | Estimated | Actual |
| :--- | :--- | :--- | :--- |

