

Annual Budget Tool

Organization Name:

Contact Name:

Date:

Current Balance in SOFS

Account:

as of (date): _____.

\$

Expenses			
Meeting Costs	Estimated	Actual	Difference
Food			
Speakers			
Room Reservations			
Subtotals			

Events	Estimated	Actual	Difference
Subtotals			

* Please refer to the Event Budget Tool for an estimation of event expenses/income.

Travel	Estimated	Actual	Difference
Insurance			
Vehicle Rental			
Lodging			
Food			
Admission			
Incidentals			
Subtotals			

Office Supply Costs	Estimated	Actual	Difference
Subtotals			

Publicity	Estimated	Actual	Difference
Graphic Design			
Photocopying/Printing			
Advertisements			
Other			
Subtotals			

* Make sure to add your event or organization to unlife.com and to use the Creation Station in Student Involvement.

Other Expenses	Estimated	Actual	Difference
National Dues			
Subtotals			

Estimated Expenses	Estimated	Actual	Difference
Totals			

Income			
General Income	Estimated	Actual	Difference
Rollover Funds			
Dues			
Donations			
Fundraisers/Sales			
Subtotals			

Estimated Income	Estimated	Actual	Difference
Totals			

Totals			
	Estimated	Actual	Difference
Estimated Expenses			
Estimated Income			
Total Profit/Loss			