

Student Organization Sample Budget

Student Organization: _____

Date: _____

Anticipated Income

Source of Income	Description	Estimated Amount	Notes
Membership Dues		\$	
Fundraising Events		\$	
Sponsorships/Donations		\$	
Other:		\$	
Other:		\$	
Other:		\$	
Total Anticipated Income		\$	

Anticipated Expenses

Programming & Events			
Expense Item	Estimated Cost	Actual Cost	Notes
Space Rental	\$	\$	
Food/Catering	\$	\$	

Decorations/Supplies	\$	\$	
Equipment Rental	\$	\$	
Performer/Speaker Fees	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Subtotal	\$	\$	

Operations			
Expense Item	Estimated Cost	Actual Cost	Notes
Supplies	\$	\$	
Software	\$	\$	
Banking/Transaction Fees	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Subtotal	\$	\$	
Marketing & Outreach			

Expense Item	Estimated Cost	Actual Cost	Notes
Flyers/Prints	\$	\$	
T-shirts	\$	\$	
Promotional Items	\$	\$	
Tabling Materials	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Other:	\$	\$	
Subtotal	\$	\$	

Travel			
Expense Item	Estimated Cost	Actual Cost	Notes
Registration Fees	\$	\$	
Transportation	\$	\$	
Lodging	\$	\$	
Meals	\$	\$	
Other:	\$	\$	
Other:	\$	\$	

Other:	\$	\$	
Subtotal	\$	\$	

Anticipated Expenses			
Expense Item	Estimated Cost	Actual Cost	Notes
Programming & Events	\$	\$	
Operations	\$	\$	
Marketing & Outreach	\$	\$	
Travel	\$	\$	
Total	\$	\$	

Budget Summary

Category	Estimated Cost	Actual Cost
Total Income	\$	\$
Total Expenses	\$	\$
Remaining Balance	\$	\$

Treasurer Signature: _____

Advisor Signature: _____