**PROJECT BUDGET WORKSHEET**

**Income**

 Fundraising money

 Allocation from club budget

 Co-sponsorship income

 Food or clothing sales

 School Funding

 Other

 **Total income**

**Expenses**

 Program materials

 Presenter’s fee

 Publicity

 Travel

 Postage

 Housing

 Food

 Rentals

 Awards, certificates

 Other

 **Total expenses**

INCOME – EXPENSES = NET PROFIT or NET LOSS

 **Net profit or loss**

Submit a copy of this proposal to the treasurer to request funds.

Save and submit all receipts.

\*\*Work with your club treasurer on all financial matters!\*\*