## Sample Budget Format

*A guide to help you set up your initial budget*

### INCOME:

**Contributions:**
- IE Department: $__________________
- IIE Headquarters: $__________________
- Senior Chapter: $__________________
- Corporate Sponsors: $__________________
- Other: $__________________
  - Other: $__________________

**Fees Charged:**
- Registration: $__________________
  - *(FEE x No. of attendees)*

**TOTAL REVENUE** $__________________

### EXPENSES

- Award Money: $__________________
- Banquets: $__________________
- Other meals, catering: $__________________
- Postage: $__________________
- Printing Costs: $__________________
- Registration Packets: $__________________
- Transportation: $__________________
- T-shirts, mugs, gifts: $__________________
- Social Activities: $__________________
- Equipment Rentals: $__________________
- Supplies: $__________________
- Other: $__________________
  - Other: $__________________

**TOTAL EXPENSES** $__________________

**NET GAINS (LOSSES)** $ (Revenue – Expenses)