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## 15.1 SAMPLE PRELIMINARY BUDGET

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### 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	\$ _____
( <i>FEE</i> 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*)