


Event Finances

 <b>THE UNIVERSITY OF QUEENSLAND</b> AUSTRALIA			
<b>REUNION EVENT BUDGET</b>			
Please complete this spreadsheet at keep it for group reporting requirements			
<b>Event Name:</b>			
<b>Event Date:</b>			
<b>EVENT EXPENSES</b>			
ITEM	ESTIMATED EXPENSE	ACTUAL EXPENSE	NOTES
Invitation Design			
Invitation printing			
Invitation Postage (if appl)			
Venue hire			
Catering			
Beverages			
AV Equipment			
Other Equipment			
Decorations			
Entertainment			
Speaker(s)			
Prizes/gifts			
Transportation			
Other			
<b>Total Expenses (incl tax)</b>	\$ -	\$ -	
<b>EVENT INCOME</b>			
ITEM	ESTIMATED INCOME	ACTUAL INCOME	NOTES
Registrations			
Donations			
Sponsors			
In-kind Gifts			
Other			
<b>Total Income</b>	\$ -	\$ -	
<b>EVENT BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Completed by:			
Date:			