### **B – BUDGET REPORT**

**Budget Summary Report**

**I. Expenses**

a. Travel & Accommodation $ Click here to enter text.

(Only self-generated funds)

b. Honorarium $ Click here to enter text.

c. Equipment $ Click here to enter text.

d. Publicity $ Click here to enter text.

e. Office Expenditures $ Click here to enter text.

f. Facilities Rental $ Click here to enter text.

g. Tournament Fees $ Click here to enter text.

h. Affiliation Fees $ Click here to enter text.

i. Other $ Click here to enter text.

**Total Expenses** $ Click here to enter text.

**II. Revenue**

a. Membership Dues $ Click here to enter text.

b. Donations $ Click here to enter text.

c. Fundraising $ Click here to enter text.

d. Other $ Click here to enter text.

**Total Revenue** $ Click here to enter text.

**III. Total Request**

Expenses – Revenue: $ Click here to enter text.

**Itemized Budget Report**

Please itemize the information that you reported in the Budget Summary Report. This will allow the Club Sports Council to understand the justification for each item. If you need more space, please use the last page.

**I. Expenses**

**a. Travel & Accommodation**

Please fill out a trip itinerary form for each planned trip for the coming year and attach to the budget request form. Please see **APPENDIX I** for Trip Itinerary Form.

1. **Honorarium**

Coaches $Click here to enter text.

Instructors/Monitors $Click here to enter text.

**c. Equipment**

Rentals

1. Click here to enter text. $ Click here to enter text.

2. Click here to enter text. $ Click here to enter text.

3. Click here to enter text. $ Click here to enter text.

Repairs

1. Click here to enter text. $ Click here to enter text.

2. Click here to enter text. $ Click here to enter text.

3. Click here to enter text. $ Click here to enter text.  
 Purchases

1. Click here to enter text. $ Click here to enter text.

2. Click here to enter text. $ Click here to enter text.

3. Click here to enter text. $Click here to enter text.

4. Click here to enter text. $ Click here to enter text.

5.Click here to enter text. $ Click here to enter text.

**d. Publicity**

Newspaper Ads $ Click here to enter text.

Posters $ Click here to enter text.

Others $ Click here to enter text.

**e. Office Expenditures**

Copying $ Click here to enter text.

Postage $ Click here to enter text.

Phone Calls $ Click here to enter text.

Other $ Click here to enter text.

**f. Rental of Facilities**

Place Click here to enter text. $ Click here to enter text.

Place Click here to enter text. $ Click here to enter text.

**g. Tournament Fees**

Where: Click here to enter text. $ Click here to enter text.

Cost per player/team: Click here to enter text. $ Click here to enter text.

Where: Click here to enter text. $ Click here to enter text.

Cost per player/team: Click here to enter text. $ Click here to enter text.

**h. Affiliation**

Organization Click here to enter text. $ Click here to enter text.

Fees per year Click here to enter text. $ Click here to enter text.

**i. Other**

Item Click here to enter text. $ Click here to enter text.

Item Click here to enter text. $ Click here to enter text.

**Total Expenses $** Click here to enter text.

**II. Revenue**

1. **Membership Dues**

Student/Faculty/Staff $ Click here to enter text.

1. **Donations**

Source Click here to enter text. $ Click here to enter text.

Source Click here to enter text. $ Click here to enter text.

1. **Fundraising**

Source Click here to enter text. $ Click here to enter text.

Source Click here to enter text. $ Click here to enter text.

1. **Other**

Item Click here to enter text. $ Click here to enter text.

Item Click here to enter text. $ Click here to enter text.

**Total Revenue $** Click here to enter text.

Please use this space for any comments, feedback or as extra for the budget summary forms.

Click here to enter text.**­­­­­­­­­­­­**

**For Use Only:**

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Club Sports Coordinator/Club Sports Staff)