

Knights of Columbus
Bishop Peterson Council 4442

Event Budget

Event Name:

Scheduled Date:

<u>EXPENSES</u>	ESTIMATED COSTS	ACTUAL COSTS
Food	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
Music	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
Entertainment	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
Misc. Goods	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
Prizes, Gifts, etc.	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
Other	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>
Total	<input style="width: 130px; height: 20px;" type="text"/>	<input style="width: 130px; height: 20px;" type="text"/>

<u>INCOME</u>	ESTIMATED INCOME	ACTUAL INCOME
(# of) <input style="width: 50px;" type="text"/> Paid Guests @ \$ <input style="width: 80px;" type="text"/> \$ <input style="width: 100px;" type="text"/>	#Guests <input style="width: 80px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
(# of) <input style="width: 50px;" type="text"/> Free Guests	# <input style="width: 80px;" type="text"/> Free Guests	<u>\$ 0.00</u>
Est. TOTAL: \$ <input style="width: 130px;" type="text"/>	Actual TOTAL \$ <input style="width: 130px;" type="text"/>	

Advance Money Requested \$ Date by:

Submitted By: Date:

Note: A copy of this form must be presented to the Grand Knight **prior** to requesting any advance funds, and not less than **two weeks** before the scheduled event. Also, a final copy of the form, with closing expense numbers, **must** be submitted to the Grand Knight within **two weeks** after the event.