

Knights of Columbus  
Bishop Peterson Council 4442

***Event Budget***

Event Name: \_\_\_\_\_

Scheduled Date: \_\_\_\_\_

<u><b>EXPENSES</b></u>	ESTIMATED COSTS	ACTUAL COSTS
Food	_____	_____
Music	_____	_____
Entertainment	_____	_____
Misc. Goods	_____	_____
Prizes, Gifts, etc.	_____	_____
Other	_____	_____
<b>Total</b>	_____	_____

<u><b>INCOME</b></u>	ESTIMATED INCOME	ACTUAL INCOME
(# of) _____ Paid Guests @ \$ _____	\$ _____	# _____ Guests \$ _____
(# of) _____ Free Guests		# _____ Free Guests <u>\$ 0.00</u>
	TOTAL: \$ _____	TOTAL: \$ _____

Advance Money Requested \$ \_\_\_\_\_ 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.