

WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA
 Nebraska Synodical Women's Organization



EVENT BUDGET FORM

Event _____

Date _____

Registration Fee \$ _____

Expected Attendance _____

INCOME

Registrations (fee x expected attendance)		\$ _____
Additional Income (if any) _____	(explanation) _____	\$ _____
_____	(explanation) _____	\$ _____
	Total Income	\$ _____

EXPENSES

Meals, paid		\$ _____
Meals, complimentary		\$ _____
Mileage		\$ _____
Honorariums, Speaker		\$ _____
Honorariums, Remainder		\$ _____
Printing/Office Supplies		\$ _____
Postage		\$ _____
Additional Expenses (if any) _____	(explanation) _____	\$ _____
_____	(explanation) _____	\$ _____
	Total Expense	\$ _____
	Balance	\$ _____

Submit to the NSWO Treasurer by the deadline:

Spring Gatherings, February 1 – Other Events, no later than two months prior

Submitted by: _____

Treasurer Received: _____