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SAMPLE OF A DIVISION MID-YEAR CONFERENCE BUDGET

Urdu Language Division Mid-Year Conference Budget 1st Mid-Year Conference: April XX, 2005

Hotel Name • City Name, State Name

Items	Quantity		Itemized (\$)		Total (\$)	
	Estimated	Actual	Estimated	Actual	Estimated	Actual
Income						
Early-bird registration fee, division members			175.00	175.00	0.00	0.00
Early-bird registration fee, non-members			275.00	275.00	0.00	0.00
Early-bird registration fee, student			175.00	175.00	0.00	0.00
Regular registration fee, division members			275.00	275.00	0.00	0.00
Regular registration fee, non-members			375.00	375.00	0.00	0.00
Regular registration fee, students			275.00	275.00	0.00	0.00
Complimentary registration (speakers)			0.00	0.00	0.00	0.00
Subtotal					0.00	0.00
Income: Other						
Exhibitor Space					0.00	0.00
Inserts					0.00	0.00
Sponsor					0.00	0.00
Subtotal					0.00	0.00
Expenses						
Audiovisual equipment (see separate worksheet)					0.00	0.00
Meeting food: breakfast Friday					0.00	0.00
Meeting food: breakfast Saturday					0.00	0.00
Meeting food: break afternoon Friday					0.00	0.00
Meeting food: break afternoon Saturday					0.00	0.00
Meeting food: break morning Friday					0.00	0.00
Meeting food: break morning Saturday					0.00	0.00
Meeting handouts (copying)					0.00	0.00
Meeting space (room rental cost)					0.00	0.00
Meeting totes					0.00	0.00
Miscellaneous (see separate worksheet)					0.00	0.00
Program design					0.00	0.00
Program printing					0.00	0.00
Shipping					0.00	0.00
Speaker: hotel room nights					0.00	0.00
Speaker: travel to and from meeting					0.00	0.00
Subtotal					0.00	0.00
Profit-Loss Margin						
Total income					0.00	0.00
Total expense					0.00	0.00
TOTALS					0.00	0.00

Prepared By:
Date Prepared: