



Income & Expense Statement for Chapter Meeting/Event Template

Program Title: _____

Program Date: _____

REVENUE

Registrations:	
Members	\$ _____
Non-Members	\$ _____
Other Income:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REVENUE	\$ _____

EXPENSES

Program Development	\$ _____
Speaker Fee, Travel, Accommodations	\$ _____
Phone Calls	\$ _____
Copying	\$ _____
Postage	\$ _____
Printing/Photocopying	\$ _____
Badges	\$ _____
Meeting Room/Facility Rental	\$ _____
Board Travel (parking, accommodations)	\$ _____
Audio/visual equipment rental	\$ _____
Food & Beverage	\$ _____
Other Expenses:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____

SURPLUS (DEFICIT) **\$ _____**