

Saint Cecilia Budget Planning Sheet  
 Version 1 January 1, 2004  
 Date: \_\_\_\_\_

Group or Department Name: \_\_\_\_\_

Revenues:	Budget	Actual
Admission Ticket Sales	_____	_____
Raffle Sales	_____	_____
Fees	_____	_____
Donations	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL REVENUES</b>	_____	_____
Expenditures:		
Books/Teaching Supplies	_____	_____
Newspapers/Subscriptions	_____	_____
Misc. Supplies/Materials	_____	_____
Printing/Postage	_____	_____
Equipment Purchase	_____	_____
Retreats/Conferences/Workshops	_____	_____
Continuing Education	_____	_____
Donations/Grants	_____	_____
Entertainment	_____	_____
Computer Maint./Supplies/Fees	_____	_____
Office Supplies & Materials	_____	_____
Advertising	_____	_____
Telephone	_____	_____
Building Maintenance	_____	_____
Utilities	_____	_____
Rentals of Equipment/Buildings	_____	_____
Program Services/Supplies	_____	_____
Transportation Allowances	_____	_____
Bus Rentals	_____	_____
Parish Community Services	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____
<b>NET REVENUE/(EXPENSES)</b>	_____	_____
<b>PARISH SUBSIDY</b>	_____	_____

Project Leader: \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Chair: \_\_\_\_\_ Date \_\_\_\_\_  
 Business Manager: \_\_\_\_\_ Date \_\_\_\_\_  
 Pastor: \_\_\_\_\_ Date \_\_\_\_\_