

Budget Proposal Form

Club Budget Proposal Form For The Year _____

Name of the club: _____ Date: _____

Address: _____

City _____ State _____

Zip code _____ Office telephone number: _____

Fax number: _____ E mail id: _____

Name of the president of the club: _____

Email id: _____

Name of the treasurer: _____

Email id: _____

Number of active members in the club: _____

Number of inactive members in the club: _____

Amount of donation received last year: _____

Budget prepared by _____ as on _____

Expense breakdown:

Membership fees: _____ Legal expenses: _____

Travelling expenses: _____ Insurance expenses: _____

Cost of purchasing equipment: _____ Office cost: _____

Total expenses: _____

I, _____ assure you that the above mentioned estimated expenses are accurate and true to the best of my knowledge. I also agree that the Committee may require additional information if they feel that the budget is not complete as incomplete budget will lead to delay in allocation of funds.

Signature: _____

Revenue Details:

Source of revenue _____ Amount _____

Source of revenue _____ Amount _____

Source of revenue _____ Amount _____

Budget Proposal accepted by:

Name: _____ Designation: _____

Signature: _____ Dated: _____