**Religious Organizations**

**Estimated Budget and Year-End Financial Report**

**Directions:**  Use this form to submit all organization budget and financial reports. To be eligible for Campus Ministry Funding, Column 1 (Estimated Budget) is due by October 15. Column 2 (Year-End Financial Report) is due on May 31. Please complete the top portion of the form both times you submit. Keep the Estimated data in Column 1 when you submit your Year-end Report. Please print, fill in data, acquire required signatures, sign and send to Crystal Sullivan, Liberty 101, csullivan1@udayton.edu by appropriate due dates to be eligible for future funding.

**NOTE: NEW SIGNATURES ARE REQUIRED EACH TIME YOU SUBMIT THIS FORM**

**Religious Organization:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICERS:** PRESIDENT: PHONE:

 TREASURER: PHONE:

Signature of Person Completing form (REQUIRED):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature (REQUIRED):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization ACCOUNT(S):**

* BURSAR ACCT.# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ CURRENT BALANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (where?) ACCT.#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CURRENT BALANCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beginning of Year Balance, fall \_\_\_\_\_\_\_\_\_\_\_\_**  TOTAL FOR ALL ACCOUNTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCOME For Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity****(examples only, adjust the entries in this column to reflect your group’s activities)** | **ESTIMATED INCOME for Current Academic Year****(Due Oct 15)** | **Year End ACTUAL INCOME for Current Academic Year.****(Due May 31)** |
|  | Campus Ministry semesterly donation ($100/semester if budget turned in) |  |  |
|  |  |  |  |
|  | DUES COLLECTED |  |  |
|  |  T-shirt sales |  | $0.00 |
|  | Bake Sale |  | $0.00 |
|  | FUNDRAISERS– please specify |  | $0.00 |
|  | DONATIONS TO organization**From whom (please list)** |  | $0.00 |
|  | GRANTS RECEIVED**From whom (Please list)** |  | $0.00 |
|  | OTHER INCOME– specify |  | $0.00 |
|  | OTHER INCOME– specify |  | $0.00 |
|  | OTHER INCOME– specify |  | $0.00 |
|  | OTHER INCOME – specify |  | $0.00 |
|  |  |  |  |
|  | **TOTAL INCOME:** |  |  |

**EXPENSES for Academic Year \_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY (examples, feel free to adjust headings to match your actual categories)** | **ESTIMATED EXPENSES for current academic year****(Due Oct 15)** | **Year-End ACTUAL EXPENSES for current academic year****(Due May 31)** |
|  | VEHICLE RENTAL ($.85 FOR VAN - $.80 FOR CAR) |  |  |
|  | ADDITIONAL GAS (TRIPS) |  |  |
|  | OTHER TRANSPORTATION |  | $0.00 |
|  |  |  |  |
|  | UP THE ORGS/Campus AWARENESS |  | $0.00 |
|  | MISC SUPPLIES |  | $0.00 |
|  | PAPER/LETTERHEAD/ENVELOPES |  | $0.00 |
|  | STAMPS/POSTAGE |  | $0.00 |
|  | PUBLICITY |  | $0.00 |
|  |  |  |  |
|  | FOOD/BEVERAGE |  |  |
|  | GUEST SPEAKERS |  | $0.00 |
|  | CONFERENCE REGISTRATION PAID BY CLUB |  | $0.00 |
|  | CONFERENCE HOTEL PAID BY CLUB |  | $0.00 |
|  | CHRISTMAS ON CAMPUS |  | $0.00 |
|  | OTHER SPECIAL EVENTS– specify |  | $0.00 |
|  | OTHER SPECIAL EVENTS– specify |  | $0.00 |
|  | OTHER SPECIAL EVENTS– specify |  | $0.00 |
|  |  |  |  |
|  | DUES TO NAT’L ORGANZATION |  | $0.00 |
|  | DONATIONS MADE BY CLUB |  | $0.00 |
|  |  |  | $0.00 |
|  | SOCIAL EVENTS– please specify |  | $0.00 |
|  | SOCIAL EVENTS– please specify |  | $0.00 |
|  | SOCIAL EVENTS– please specify |  | $0.00 |
|  | OTHER PROGRAM EVENTS  |  | $0.00 |
|  | **TOTAL EXPENSES:** |  |  |