

# Comprehensive Conference Budget Planning Matrix

## A. Income

Source	Description	Estimated Amount	Actual Amount
Registration Fees			
Sponsorship			
Exhibitor Fees			
Grants			
Other Income			
Total Income			

## B. Expenses

Category	Description	Estimated Cost	Actual Cost
Venue Rental			
Audio/Visual Equipment			
Catering			
Speaker Fees & Expenses			
Marketing & Promotion			
Conference Materials			
Travel & Accommodation			
Staff & Volunteers			
Insurance			
Other Expenses			
Total Expenses			

## C. Summary

Net Income (Total Income - Total Expenses)	
--	--