

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)