

BUDGET SUMMARY

Transferring information from your master budget spreadsheet into a one page summary helps keep track of the budget spend.

DESCRIPTION	1 ST QUARTER SPEND	2 ND QUARTER SPEND	3 RD QUARTER SPEND	4 TH QUARTER SPEND
Personnel full time				
Personnel part time				
Contractors				
Outside Services *				
TOOLS				
Research				
Multi-social media				
Publications				
Peripheral construction**				
ACTIVITIES				
Conferences				
Tradeshows				
Industry Events				
Constituency mtgs				
Hosted events				
EXPENSES				
Cell phone				
Office				
Office equipment***				
Vehicle/Mileage				
Travel (outside the jurisdiction)				
Accommodations for inbound				
Accommodations for outbound				
Sub total				
Grants/Stipends				
Grand total				

Legend:

**Outside services: any work done by outside personnel, but not categorized.*

***Peripheral construction: zap screens, tradeshow booths, promotional items such as pens, etc.*

****Office equipment: desks, chairs, faxes, phones, copiers – all physical equipment in the office*