

<b>Income and Expenditure Estimate</b>
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Date: \_\_\_\_\_(d/m/y)

Project/Event Name:

Applicant (Organization) Name:

Representative:

I hereby report the project/event income and expenditure as follows.

- Money Unit: 1,000,000YEN

## INCOME

(Please enter included budgets, donations, admission fees, subsidies, etc..)

Item	Total Amount	Item Details	Amount Details
<b>TOTAL</b>	0		

## EXPENDITURE

(Please enter venue rents, labour, transportation and other costs.)

Item	Total Amount	Item Details	Amount Details
<b>TOTAL</b>	0		

<b>Balance:</b>	0
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- 1: Add lines as needed if not enough. (No limit for font-types, font-sizes or total pages.)
- 2: If deficit occurs, the applicant and/or host organization will bear responsibility for it.
- 3: If surplus occurs, it will be donated to trustworthy charities or charity projects/events, or reserved for upcoming non-profit projects/events.
- 4: Closing accounts and other reports will be submitted as soon as possible after the project/event has concluded.

# Income and Expenditure Estimate **ENTRIES EXAMPLE**

In case of multiple donations etc., by several organizations, report details for each organization separately.

I hereby report the project's income and expenditure as follows.

• Money Unit: 1,000,000YEN

Please report included budgets, if any.

## INCOME

(Please enter included budgets, donations, admission fees, subsidies, etc.)

Item	Total Amount	Item Details	Amount Details
Project/Event budget	9		
Financial support	30	C Fund	10
		D Association	25
		E Co.Ltd.	5
Admission fees	1	• Junior High School Students or under (800YEN x 100 persons)	
		• High School and University Students (1,000YEN x 200 persons)	
		• General Admission (1,800YEN x 400 persons)	1
<b>TOTAL</b>	<b>40</b>		

If there are admission charges, please also report the expected number of visitors etc..

Date: 01/04/2013 (d/m/y)

Project/Event Name: A Cultural Exchange Meeting

Applicant (Organization) Name: B NPO

Representative: John Smith

Date of the document creation.

## EXPENDITURE

(Please enter venue rents, labour, transportation and other costs.)

Item	Total Amount	Item Details	Amount Details
Venue costs	15	F Venue rental fees	6
		Equipment rental fees	4
		Arrangement expenses	5
Guests transportation costs	3		
Guests accommodation costs	2		
Labor costs etc.	10		
Advertisement costs	6	Brochures: 1,000 pieces	3
		Posters	2
		Publication commissions to other media	1
Other expenses	4		
<b>TOTAL</b>	<b>40</b>		

**Balance:**

0

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