

## Project & Program Cost Report

In an effort to promote program based budgeting and a more effective reporting of the expenses and effectiveness of programs and services, the Association is asking that for each product, program or service, the following evaluation form be completed and forwarded to the Executive Vice President. This form should be submitted in a timely manner at the end of each project; or, if the project is ongoing, at periodic intervals. The responsibility for completion of this form is that of the project manager in partnership with the TAAR business manager. The form will then be conveyed to the Directors for evaluation purposes, and will be on record for future use.

**Name of Project:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Expenses:**

Types	Cost in Dollars
Room/Facility Rental	
Equipment Rental	
Food, Beverages, Amenities	
Speaker, Entertainment Fees	
Supplies (Name Tags, Copier, Etc.)	
Mailings and Postage	
Advertising (Flyers, Etc.)	
Staff Time (In \$)	
Mileage	
Other (Explain)	

**Total Expenses:** \_\_\_\_\_

**Project Income:** \_\_\_\_\_

**Description:**

Ticket Sales/User Fees	
Donations	
Other (Explain)	

**Total Income:** \_\_\_\_\_

**Net Income or Expense** \_\_\_\_\_

**Additional Information:**

1. Cost per hour and/or attendee: \_\_\_\_\_

2. Total Volunteer Hours Donated: \_\_\_\_\_