**--Sample Budget--**

Program Name:

|  |  |  |
| --- | --- | --- |
| Category | Item | Estimated Cost |
| Instruction |  |  |
|  | Stipends |  |
|  | FICA (7.65% of total wages) |  |
|  | Retirement (approx. 6.5% of wages for full-time Hendrix personnel) |  |
|  | **Total for Instruction** |  |
| Staff |  |  |
|  | Stipends |  |
|  | Director Stipend |  |
|  | FICA (7.65% of total wages) |  |
|  | **Total for Staff** |  |
| Supplies |  |  |
|  | Class |  |
|  | Activity |  |
|  | General |  |
|  | **Total for Supplies** |  |
| Printing/Copying |  |  |
|  | Class Materials |  |
|  | Flyers/Signs |  |
|  | General |  |
|  | **Total for Printing/Copying** |  |
| Meals/Snacks |  |  |
|  | Food/Drinks |  |
|  | Snacks |  |
|  | Meal Supplies |  |
|  | **Total for Meals/Snacks** |  |
| Promotion |  |  |
|  | Marketing/Advertising |  |
|  | **Total for Promotion** |  |
| Housing |  |  |
|  | Participant Rooms |  |
|  | Staff Rooms |  |
|  | **Total for Housing** |  |
| T-Shirts/Merchandise |  |  |
|  | T-Shirts |  |
|  | Other |  |
|  | **Total for Merchandise** |  |
|  | | |
| Budget Total | |  |