

# Program Cost Recovery Worksheet

DIRECT COSTS:		Estimated	Actual
1.	Publication/other printed material costs	\$	\$
2.	Resource Staff fees and expenses where applicable	\$	\$
3.	Food, beverage costs ie., breaks, meals including meal cost, gratuity, tax	\$	\$
4.	Lodging	\$	\$
OTHER DIRECT COSTS			
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
(A) TOTAL DIRECT COSTS		\$	\$
Income/Revenue			
(C) Registration fees times participants _____ x _____ =		\$	\$
(D) Private sponsorship		\$	\$
(E) Other		\$	\$
(F) Total Revenue (add lines C, D, and E)		\$	\$
(G) Direct Cost (from line A)		\$	\$
(J) NET PROFIT OR LOSS (subtract G from F)		\$	\$
IN KIND CONTRIBUTIONS			
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$