

Durham Parks and Recreation – Program Proposal Sample Expense Report

Expense Items

Staff and Volunteer (list per hour rate(s) and # of hours of work proposed)	Provider to pay expense	DPR requested to pay expense
Sub-Total	\$	

Materials and Equipment (list items and cost for each set/group of items)	Provider to pay expense	DPR requested to pay expense
Sub-Total	\$	

Marketing (list expenses and cost of each)	Provider to pay expense	DPR requested to pay expense
Sub-Total	\$	
Grand Total of Expenses	\$	

Revenues and Fees to be charged (list each fee with a description)	Provider received revenue	DPR received revenue
Total Revenues	\$	