

## Budget

LifeSkills is an inexpensive way to spread the word about important post-graduate skills like managing money, navigating insurance options and setting goals. In fact, some of the only costs involved in this program are printing and mailing expenses and the few supplies necessary to implement the course. This program is designed to break even at a minimum. At JMU, this program has even generated revenue for the College of Business.

Of course, your implementation strategy may eliminate various costs (by printing in house, for example) or require extra expenses. Additional costs may include speaker gifts, snacks to serve during seminars and various fees specific to your school, including copying fees, supply usage, advertising fees, etc.

Use this sample budget as a starting point for your specific program:



<b>Expenses</b>	<b>Total</b>
<b>Supplies</b>	
Envelopes	
Letterhead	
Binders	
Pens	
Other	
Subtotal	
<b>Printing Costs</b>	
Brochure	
Dean's letter	
Table tents	
Subtotal	
<b>Mail Services</b>	
Folding/stuffing	
Postage/handling	
Other	
Subtotal	
<b>Other</b>	<b>Total</b>
Subtotal	
<b>Income</b>	<b>Total</b>
Registration fees	
Subtotal	
<b>Net Gain/Loss</b>	<b>Total</b>