

Event Budget Worksheet

This form is to be used to request approval for **any large group** activity. Service teams will review plans and budgets and may approve them or forward them to the council program department for approval. Final event records with the actual expenditures will be included with the end-of-year financial report of the service unit/cluster or troop/group.

Type of activity:	Theme/purpose:
Location:	
Age levels: _____ # of girls: _____ # of adults: _____ Maximum # at site: _____	
Person in charge:	Phone:

Determining activity fees: If maximum # attend: Cost per girl _____ Cost per adult _____
 If minimum # attend: Cost per girl _____ Cost per adult _____

What is your break-even point? How many registrations must you have to hold the event? _____

Income (# of participants x event fee)	Date	Budget Amount	Actual Amount
First deposit			
Second deposit			
Other income (describe)			
Total income		\$	\$

Adjustments (to be completed at conclusion of event)			
Income received from fees		_____	
Income from buy-backs/returns		_____	
Income, other		_____	
Total income			_____
Actual total budgeted expenses		_____	
Refunds		_____	
Actual unexpected expenses		_____	
Total expenses			_____
Final balance* (income minus expense)			_____
*If the balance is negative, who will make up the difference? _____			
*If there's a surplus, where will the money go? _____			

For Service Team Only:

This project is: approved disapproved

 Team Signature/Title

 Date

Comments: _____

Expenses	Budgeted Cost	Actual Cost
Printing (copies)		
Office supplies		
Postage		
Telephone		
Program supplies (total of all designated below):		
Pool fee		
Life guards		
Consultants		
Craft/program materials		
Admission fees		
Equipment rental		
General supplies		
Patches, buttons, T-shirts (participation)		
Recognition/thank you items		
Food (include snacks)		
Site rental		
Insurance (health & accident)		
Portable potties		
First aid supplies		
Kitchen rental/cook's fee		
Toilet paper, soap, etc.		
Bus rental		
Total expenses	\$	\$

In keeping with the council policy on financial responsibility, a final financial report must be prepared and turned in following the event.