



## 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.

<b>Type of activity:</b>	<b>Theme/purpose:</b>
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)			
<b>Total income</b>		\$	\$

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			_____
<b>Final balance*</b> (income minus expense)			_____
*If the balance is negative, who will make up the difference? _____			
*If there's a surplus, where will the money go? _____			

<b>For Service Team Only:</b>			
This project is: <input type="checkbox"/> approved <input type="checkbox"/> disapproved	_____	_____	_____
	Team Signature/Title		Date
Comments: _____			

