

BUDGET WORKSHEET



The fee for each event is determined by the event planning team and is based upon: (1) the costs of the planned activities, (2) the number of days that the event is in session and (3) the number of participants. Careful budgeting is essential so that costs do not exceed income. Fees should be kept as low as possible so that the event can be available to all girls. Financial aid is often available through GSCM to those in need.

EXPENSES

The number of people times the number of items per person times the cost per item equals the total item expense. Don't forget to include staff, helpers, and tagalong when appropriate.

CONSULTANTS: honoraria, person paid for a service	
FOOD & BEVERAGE: training and event meals, snack, beverage	
OFFICE SUPPLIES	
FIRST AID SUPPLIES	
TRAINING SUPPLIES	
PROGRAM SUPPLIES: T-shirt or visors Patches, badges or buttons Crafts Admission fees (museum, parks, etc.) Swimming / pool fees, horseback riding Miscellaneous program expenses	
POSTAGE	
TELEPHONE	
MILEAGE	
SITE RENTAL	
BUS RENTAL	
PRINTING/COPYING	
INSURANCE	
THANK YOU GIFT AND AWARDS	
MISCELLANEOUS	
TOTAL EXPENSES	

INCOME

Base income estimates on 80 % of the anticipated number of participants times the fee for that group (adult, girl, tagalong, etc.)

PARTICIPANT FEES	
STAFF FEES	
TAGALONG FEES	
SPECIAL FEES	
GRANTS and LOANS	
MISCELLANEOUS INCOME	
TOTAL INCOME	

ESTIMATED INCOME	
ESTIMATED EXPENSES	
BALANCE	

If the balance is negative (total expenses exceeds total income) you need to do some more planning. Participant fees may have to be increased. Expenses may have to be reduced. Service may have to be reduced. When purchasing for Girl Scout events, don't forget to ask for a discount, use the GS tax exemption number and ask for donations or for businesses to help sponsor your event.

