



## BUDGET PLANNING AND ACCOUNT SHEET

Prepare: 1) For any district or council activity or training event. 2) Minimum of ninety (90) days prior to activity.  
 3) Submit all copies of estimated budget to Director of Program.\* 4) Actual report due within thirty (30) days following the activity to the Director of Program.

Event Name _____ Date of Event _____ District _____		
Event Location _____ Cost Center # _____ -20		
Attendance: Estimated:	Youth _____ Adults _____ Staff _____	
Actual:	Youth _____ Adults _____ Staff _____	
LINE ITEMS	ESTIMATED AMOUNT	ACTUAL AMOUNT
<b>INCOME:</b>	<u>Account#</u>	
_____ Adult Fees at \$ _____ (6801 or 6815)	_____	_____
_____ Youth Fees at _____ (6801)	_____	_____
Miscellaneous _____ (6831)	_____	_____
Miscellaneous _____ (6831)	_____	_____
<b>TOTAL INCOME</b>	_____	_____
<b>EXPENSES:</b>	<u>Account#</u>	
Program Materials/Printing (8103)	_____	_____
Entertainment (8103)	_____	_____
Transportation Fares (8711)	_____	_____
Postage (8301)	_____	_____
Food/Refreshments (8104)	_____	_____
Catering (only for district dinner type events) (8803)	_____	_____
Facility Rental (8402)	_____	_____
Camping Fees (per person) (8402)	_____	_____
Equipment Rental (8501)	_____	_____
Printing (8601)	_____	_____
Recognition - Adult / Youth (9152)	_____	_____
Gifts-In-Kind (Attach List)	_____	_____
<b>Sub Total Expenses</b>	_____	_____
Contingency (15% of total income)	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____
<b>BALANCE</b> (net to offset other events)	_____	_____

Prepared by: (Volunteer) \_\_\_\_\_ Date \_\_\_\_\_  
 (Professional) \_\_\_\_\_ Date \_\_\_\_\_  
 Director of Program Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Submitted to Accounting: \_\_\_\_\_ Date \_\_\_\_\_

\*Budget approval must be secured before any purchases, ordering, etc.

Note: Following final approval make 3 copies, original copy goes to event file through staff leader, one copy to program department, one copy to activities committee staff adviser, and one copy to Accounts Payable.

