



# EVENT BUDGET WORKSHEET

The budget worksheet is used to keep track of the projected and actual number of participants, income and expenses for the Membership Area or Community Event. While planning your budget for the event please fill out the appropriate Projected Income and Expenses columns to project your total expenses. After the event is complete, please fill out the Actual Income and Expenses columns to determine the actual expenses of the event and compare it to the projected budgeted amount. This will help in the development of future similar events. Please keep this in the Community Event planning folder with all of the planning details.

\*NOTE: There may not be a number or amount in every line/category. Community Event Coordinators should ONLY COMPLETE lines/categories that apply to the event. Please retain this worksheet in your Community Event folder. It does not need to be submitted to Girl Scouts of WI – Badgerland Council.

- **Number of participants** refers to the number of individuals participating in the event. This number should be projected participation. Add actual event participation when the event is over.
- **Fee per person** refers to the fee each participant is paying to attend the event. This fee should remain constant for each category of participant on both the before and after event submission of this worksheet. This fee should be multiplied by the number of participants to calculate the income.
- **Budgeted income** refers to the anticipated income desired to support the event. The projected income reflects the projected number of participants multiplied by the fee per person. **Budgeted expenses** refers to the estimated cost needs associated with each category.
- **Actual income** refers to the exact amount of money that came in to support the event. The actual income reflects the actual number of participants multiplied by the fee per person. **Actual expenses** refers to the exact costs associated with each category.

Number of Participants			Fee per person	Budget Income	Actual Income
Girl Participants	Projected	Actual	\$	\$	\$
Adult Participants	Projected	Actual	\$	\$	\$
Total Income				\$	\$

Category	Budgeted Expenses	Actual Expenses
Awards (Journey Awards, Badges, fun patches)		
Transportation (vehicle rental, gas reimbursement, bus)		
Food and Beverages (meals, snacks, drinks, other)		
Program Supplies (supplies associated with event activities)		
Housekeeping / office supplies		
Insurance (additional activity insurance)		
Photography		
Postage (mailings related to Community Event)		
Printing (printing related to Community event; flyers, registration forms, other)		
Program Services (fees associated with event that you pay someone)		
Site Rental (fee charged for usage of building / property)		
T-shirts		
Utilities (fees charged for use of water, electricity, other)		
Other (List if applicable)		
Total Expenses	\$	\$
Balance (Income – Expenses)	\$	\$