

COUNCIL PROGRAM ACTIVITY BUDGET FORM

Program: _____

Event: _____

Account #: _____

Start Date: _____

Days:

End Date: _____

Early Bird Date

#####

Registration Closes

#####

Minimum # Part. Req.

Staff Adv.: _____

Event Chair/Director: _____

INCOME Sources		PARTICIPATION		COST PER ITEM	TOTAL INCOME	
		Projected #	Actual #		Projected	Actual / Final
Registration (Early Bird)	1-6801-			x (per) =	\$ -	\$ -
Registration (Regular)	1-6801-			x (per) =	\$ -	\$ -
Registration (Late)	1-6801-			x (per) =	\$ -	\$ -
Registration Adult (Early Bird)	1-6801-			x (per) =	\$ -	\$ -
Registration Adult(Regular)	1-6801-			x (per) =	\$ -	\$ -
Registration Adult(Late)	1-6801-			x (per) =	\$ -	\$ -
Sponsorships, Other revenue	1-6831-			x (per) =	\$ -	\$ -
Other: TP/Concessions	1-6806-			x (per) =		
Total Youth Participants		0				
Total Participants		0	0		\$ -	\$ -

EXPENSES ITEM		QUANTITY		COST PER ITEM	TOTAL EXPENSES	
		Projected #	Actual #		Projected	Actual / Final
Contingency - 5%**				5% Contingency	\$ -	
Council Operations***				20% Operations	\$ -	
Recognition (Patches)*	1-9153-			x (per) =	\$ -	
Insurance	1-9322-			x \$1.00 (per) =	\$ -	
Program Supplies	1-8103-			x (per) =	\$ -	
Supplies, other	1-8131-			x (per) =	\$ -	
Facilities Use / Rental Fee	1-8402-			x (per) =	\$ -	
Supplies (TP/Concessions)	1-6812-			x (per) =	\$ -	
Postage / Mail	1-8301-			x (per) =	\$ -	
Printing #Pgs (In-house)	1-8601-			x (per) =	\$ -	
Food supplies	1-8104-			x (per) =	\$ -	
Equipment Rentals	1-8501-			x (per) =	\$ -	
Medical supplies	1-8101-			x (per) =	\$ -	
				x (per) =	\$ -	
				x (per) =	\$ -	
				x (per) =	\$ -	
					\$ -	\$ -
					Projected	Actual / Final
NET BALANCE (Income less Expenses)					\$ -	\$ -

Activity Chair/Director Approval Signature: _____

Activity Chair/Director Final Signature: _____

Notes:

The Activity Planning Guide should be reviewed and followed with any Event/Activity.

* Events minimum # required to hold event is based on 30% of budgeted participants registered by the Early Bird Deadline.

** Contingency of 5% is included to absorb any unforeseen expenses.

*** Council Operations provides general support to operate the Council and provide activity support for its Districts and Units.

Actual / Final Report MUST be submitted within 30 days of the completion date of the activity.

Revised draft budgets should be submitted to the DFS a MINIMUM of 90 days prior to the event's start date or before the event and fee are "advertised."