

COUNCIL PROGRAM ACTIVITY BUDGET FORM

Program: Activities

Event: _____
 Start Date: _____ # Days: _____
 Early Bird Date: ##### Registration Closes #####
 Minimum # Part. Req. _____
 Event Chair/Director: _____

Account #: _____
 End Date: _____
 Staff Adv.: _____

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 Participants					\$ -	\$ -
Total Revenue					\$ -	

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) =	\$ -	
Health & Safety Supplies	1-8101-			x (per) =	\$ -	
Facilities Use / Rental Fee	1-8402-			x (per) =	\$ -	
ECC Camp Use Fee	1-6704-			x \$ 4.00 (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) =	\$ -	
Audio/Visual	1-8107-			x (per) =	\$ -	
Tshirts	1-8103-			x (per) =	\$ -	
PORTA POTTIES				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."