



# Intent to Event Budgeting & Purchasing

## Budget Planning and Budget Worksheet

Please complete the following budget worksheet. If the event makes a profit, the profit will be placed in the region's account or a check will be sent to the troop in the case of a Money Earning Activity. Complete the Event Wrap-Up Form (found on gssgc.org) within 7 days of the event to indicate the actual income and expenses for this event. Submit with expense totals to Regional Event and Finance Chairs who will review and confirm the event close-out. The Event Director on the Intent to Event Application will be held financially responsible for any costs that were over the approved budget, unless approved by the Regional Finance Chair in advance. This approval must be in writing. Consider using excel or other spreadsheet program to create comparison budgets (Only make sure to include all the following):

What is your: Expected number of girls? \_\_\_\_ Maximum number of girls this event can hold? \_\_\_\_ Minimum number of girls needed to run this event? \_\_\_\_.

### Budget Worksheet

Projected Expense		Expected Amount	Maximum Amount
<b>Expenses:</b>			
Food		\$	\$
Craft Supplies (or include in program supplies)		\$	\$
Patches		\$	\$
Other Program Supplies		\$	\$
Program Professional Fee's		\$	\$
Site rental		\$	\$
Insurance		\$	\$
T-Shirts		\$	\$
Badges/Recognitions		\$	\$
Other:		\$	\$
<b>Total Expenses:</b>		\$	\$
<b>Revenue:</b>			
	<b>Fee per category:</b>		
# of Girls x fee	\$	\$	\$
# of Adults x fee	\$	\$	\$
# of Volunteers x fee	\$	\$	\$
# of Program Aids x fee	\$	\$	\$
# of Tagalong x fee	\$	\$	\$
Other: Please explain below x fee	\$	\$	\$
Other: Please explain below x fee	\$	\$	\$
Other: Outside Sponsorships/Donations		\$	\$
Other: Regional Sponsorship		\$	\$
<b>Total Revenue:</b>		\$	\$

What is your break even number of participants (point where girl revenue will match girl expenses)? To determine use this equation: Total Projected Expenses: \$\_\_\_\_ Divided by: # of participants \_\_\_\_ = \$\_\_\_\_ fee per participant.

What is included in the program supplies line item? Please include approximate cost(s)/reasoning.

What is included in the program professional fee's? Please include approximate cost(s)/reasoning.

What type of crafts or activities do you plan to create?

Please, explain any revenue in the other line items?

Anything else we need to know to approve the budget?

**Purchasing (optional)**

Please check with Regional Finance Chair to determine if needed or your local process

If using please list the information below for purchases for this event. Remember, all purchases require an approved Purchase Order\* issued by the Regional Finance Chair. The Regional Finance Chair or Events Coordinator will use this form to complete those purchase orders on your behalf; however, you must request your Area Events Coordinator to submit your Purchase Order requisitions via the online Web Portal. Complete this form based on the Expected and/or Maximum number of attendees.

Vendor Name	Payment Method**	Description i.e. food, patches, supplies	Not to Exceed Amount	Date Needed

\* Purchase Orders (PO's) will be written as they appear above. Alert Regional Finance Chair to any changes.

\*\* Payment method is for check, council credit card, walmart card, GSSGC purchase (ie shop), or PO only



# Intent to Event Event Wrap-up Worksheet

## Event Wrap-up Worksheet

\*Fill out the Event Wrap-Up section 10 days after the event is over to indicate the actual income and expenses this event incurred and submit to Regional Event and Finance Chairs or follow the procedure and use the approved form of your region. They will close your event.

What was your: Actual number of participants? \_\_\_\_\_ .

Would you offer this program again? Why or Why not (optional question)

Anything the regional leadership team or council should know about this event?

## Actual Revenue/Expenses

Projected Expense		Amount Budgeted	Actual Amount
<b>Expenses:</b>			
Food		\$	\$
Craft Supplies (or include in program supplies)		\$	\$
Patches		\$	\$
Other Program Supplies		\$	\$
Program Professional Fee's		\$	\$
Site rental		\$	\$
Insurance		\$	\$
T-Shirts		\$	\$
Recognitions/Awards/Gifts		\$	\$
Other:		\$	\$
<b>Total Expenses:</b>		\$	\$
<b>Revenue:</b>			
	<b>Fee per category:</b>		
# of Girls x fee	\$	\$	\$
# of Adults x fee	\$	\$	\$
# of Volunteers x fee	\$	\$	\$
# of Program Aids x fee	\$	\$	\$
# of Tagalong x fee	\$	\$	\$
Other: Please explain below x fee	\$	\$	\$
Other: Please explain below x fee	\$	\$	\$
Other: Outside Sponsorships/Donations		\$	\$
Other: Regional Sponsorship		\$	\$
<b>Total Revenue:</b>		\$	\$