Activity Budgeting and Accounting Sheet

Council Event ____ District Event ____ District Name _____ Event Date _____

Type of Activity _____

Place _____ Estimated Participants _____

Prepared by _____ Date _____

Staff Advisor _____ Date _____

Ass't. Scout Exec. _____ Date _____

Expense	Budget	Actual	Notes
Subtotal			
15% Contingency Fee			
Total Expense			

Total Expense _____ divided by est. participants _____ =_____

Cost per participant

Income	Budget	Actual
Youth participants _____x$_____ =		
Adult participants _____x$_____=		
Total Income		
Balance or Deficit		

1. Follow Pee Dee Area Council budgeting procedures printed on the back.
2. Prepare pencil draft and submit for approval.
3. Develop your budget with the assistance of your District Executive or staff advisor.