

Program Planning Budget Sheet

Name of program		Date of program	
Location of program	City	State	Zip
Report prepared by		Service Unit/Troop:	

Participant Information (Reflect the outcomes)	# of persons
Number of paying participants	
Number of non-paying participants	
Number of adult staff	
Number of Girl Scout staff	

Total number of people at event	
INCOME	\$ TOTAL
Number of girl participants	
Cost to attend \$	\$
Number of adult participants	
Cost to attend \$	\$
Other cash income (specify)	\$
Contributions (specify)	\$
TOTAL INCOME:	\$

EXPENDITURES	AMOUNT	EXPENDITURES	AMOUNT
Instructor/presenter fee	\$	Program supplies	\$
Site fee	\$	Patches/badges/T-shirts	\$
Equipment rental	\$	Telephone	\$
Printing/marketing	\$	Paper/copies/office supplies	\$
Mailing	\$	Housekeeping supplies	\$
Additional insurance	\$	First aid supplies	\$
Transportation (mileage)	\$	Recognition	\$
Photography	\$	Other (please specify)	\$
Food/drink	\$		
Subtotal expenditures			\$

TOTAL INCOME	\$
TOTAL EXPENDITURES	\$ - ()
TOTAL REVENUE (income minus expenditures)	=