

Budget Worksheet for Girl Scout Events



Every event is different and there is no “one size, fits all” budget.

That said, the basic process for determining a participation fee and completing the final budget is always the same. You should feel comfortable adjusting the rows of the worksheet to fit your event while still following the outlined steps to help you have a successful event.

Part 1

Part 1 of this budget worksheet will walk you through the steps of using your

- planned expenses,
- income,
- and expected number of participants

to determine an appropriate and inclusive participation fee for Girl Scouts and adults.

Budget transparency is key, so make sure to share this planning budget with the event team and service unit team as early as possible during your planning phase!

Part 2

Part 2 is the Event Finance Report. This is where you report your actual expenses once they are known.

Within two weeks after the event, submit the Event Finance Report to your service unit team and service unit treasurer for record keeping. Be sure to include itemized receipts, [deposit slips](#), and [requests for payment/reimbursement](#) to support each transaction, as appropriate.

Part 1: Anticipated Budget and Calculating Participation Fee

Step 1: Estimate Your Expenses

Use these tables to estimate how much you will spend.

- In general, **Group Expenses** are the same no matter how many participants attend.
 - However, some items change based on total group size, but not at the per-person level. Pay special attention to these items!
 - You may need to calculate the total group costs multiple times to understand how these items affect the total expenses when the number of participants changes.
- Per-person Expenses** are items you pay for based on the number of people attending.
- Remember to seek out **in-kind donations** when possible. Include donated items and services in the table and mark their costs as \$0. Submit the [donation form](#).

Type of Group Cost	Cost for Group
Postage/mailing	
Copy/printing (group e.g., flyers)	
Program/training supplies (group)	
Site rental/maintenance/custodian	
Service projects	
Donations	
Insurance	
Recruitment/membership	
Equipment purchase/rental (group)	
Lifeguards or instructors	
First aid supplies	
Cleaning supplies	
Hospitality for event staff	
T-shirts for event staff	
Thank yous for committee/staff	
Cost of hosting non-paying individuals*	
Other:	
Other:	
ESTIMATED TOTAL GROUP COSTS	

Type of Per-Person Cost	Cost Per Person
Food/drinks	
Printing (per person e.g., confirmations)	
Program supplies (per person)	
Awards/recognitions (Badges/patches/pins)	
T-shirts	
Admission/ticket	
Other:	
Other:	
ESTIMATED TOTAL PER-PERSON COSTS	
Multiply by # paying persons	X
	=
Add Est. Total Group Costs	+

EST. TOTAL EXPENSES	=	
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*guests, event volunteers, participants receiving financial aid, and any others who do not pay

Step 2: Estimate Your Income

Now that you have an estimation for your total expenses, estimate your income. Start by using this tool to calculate income from the participation fee for the estimated number of paying participants. Remember, the participation fee should be reasonable, affordable, and accessible for most families given what is being offered.

Participation fee per person		ESTIMATED # of paying participants		EST. TOTAL PARTICIPATION FEE INCOME
	X		=	

If applicable, repeat the above calculations for each type of participation fee (e.g., if adult attendees have a different fee).

Now list all your income sources, including participation fees, in this table to calculate your estimated total income.

Income Source	Amount
Total participation fees	
Donations/contributions	
Money-earning activities	
Service unit contribution	
Other:	
ESTIMATED TOTAL INCOME	

Step 3: Balance Your Budget

Subtract your estimated total expenses from your estimated total income. This is the estimated **surplus** (positive number) or **shortfall** (negative number) for your event. In general, service unit events should strive to break even. In other words, you should avoid a shortfall, but do not structure the event to generate a large surplus.

Estimated Total Income		Estimated Total Expenses		ESTIMATED TOTAL AFTER EVENT
	-		=	

If the event is estimated to have a **shortfall**, revisit the budget. Consider ways to cut expenses, solicit additional donations, or increase income without adding an undue burden to participants.

If the event is estimated to have a **surplus**, note that the excess income will remain in the service unit account (unless the event has been designated as a [money-earning event](#)). If the surplus is substantial, the participation fee should be reduced.

Step 4: Calculate Numbers for Different Participation Levels

Repeat Steps 2 and 3 to determine the **minimum number of participants needed** for the event to break even. If during the registration period it seems this minimum will not be met, consider increasing advertising, opening the event to participants from outside the service unit, or cancelling the event.

Minimum number of participants needed: _____

Repeat Steps 2 and 3 with the **maximum number of participants** that the event can accommodate. Confirm that serving the maximum number of participants will not result in a shortfall.

Maximum number of participants: _____

Part 2: Event Finance Report

Name of Event: _____

Event Date: _____

All Event Planners Names and Emails:

Participation Fees Collected

Type of Participant	Fee Amount	Number of Paying Participants	Total Collected
Youth			
Adult			
Other:			
Other:			
TOTAL PARTICIPATION FEES			

Actual Income (attach an additional page if needed)

Income Source	Amount
Total participation fees	
Donations/contributions	
Money-earning activities	
Service unit contribution	
Other Income (itemize on a separate page)	
FINAL TOTAL INCOME	

Actual Expenses (attach an additional page if needed)

Description of Expense	Total Cost
Postage/mailing	
Copy/printing	
Program/training supplies	
Food/drinks	
Site rental/maintenance	
Equipment purchase	
Service projects	
Awards/recognitions	
Donations	
Insurance	
Recruitment/membership	
Other expenses (itemize on a separate page)	
FINAL TOTAL EXPENSES	

Total Income – Total Expenses	
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Explain any shortfall or large surplus:

Explain any variance from the estimated budget:

Please submit this Event Finance Report to the service unit team and service unit treasurer **no later than two weeks after the event**. Be sure to include itemized receipts, [deposit slips](#), and [requests for payment/reimbursement](#) to support each transaction, as appropriate.