



Service Unit Event Financial Worksheet

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Event: _____ Service Unit: _____

Date: _____ Site: _____

Event Manager : _____ Phone: _____

Event Coordinator: _____ Phone: _____

Income:

_____ x \$ _____ = \$ _____
 # of participants registered fee income

Attendance:

Girls: _____ Adults: _____ Non-Girl Scouts: _____

Expense:

	Budget	Actual Expense
Food	\$ _____	\$ _____
Office supplies	\$ _____	\$ _____
Health supplies	\$ _____	\$ _____
Program supplies	\$ _____	\$ _____
Telephone	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Occupancy	\$ _____	\$ _____
Printing	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Event Net Balance: \$ _____ - \$ _____ = \$ _____
 Income Expenses Net balance