Montgomeryshire Area Scout Council
Financial Planning for Area Events

The following template is provided to help you budget for Area Events (or non Area Events) to help ensure that activities are cash positive.

Organisers of Area Events should complete this template as well as operational plans before presenting to the District/Area Commissioner, who will then submit the proposal to the Area Executive Committee for approval.

If you do not have access to Microsoft Excel, then please print off the Adobe PDF version of this form and email your Montgomeryshire Area Scout Council Treasurer at treasurer@montgomeryshirescouts.org.uk who will be pleased to assist you.

Complete all the boxes in this colour

Name of Event	
Date of Event	
Event Organiser	
Who is it for (e.g. Beavers, cubs, scouts)	
Leaders assisting with the event	

STEP 1 - Participants

Question:
How many paying participants do you think will attend?

Question:
How many **NON** paying participants for whom costs are incurred do you think will attend? (i.e. helpers or special guests)

STEP 2 - Costs

What are your costs? There two types of costs 'Fixed' and 'Variable', list them below.

Fixed Costs (costs that do not vary regardless of participant numbers)

	Description	How much
e.g.	Hire of Campsite	£400.00
e.g.	Purchase of maps	£60.00
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Sub total	

Variable Costs Per Person (costs that vary dependant on participant numbers)

	Description	Per Person Cost	Total Cost
e.g.	Food	£3.00	£0.00
e.g.	Badges	£1.00	£0.00
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Average variable cost per person		

STEP 3 - Total expected costs

Based on your inputs your expected total costs are

STEP 4 - Contingency

Your contingency for unforeseen costs is:

Question:
What contingency would you like to set for unforeseen costs? (recommend no less than 15% of total expected costs)

Based on your input your lowest variable costs are:

Question:
What is the least number of paying participants that you think will attend? (think worst case, or only enter the number of definite confirmed participants)

STEP 5 - Recommended participant cost

Based on your inputs, the recommended cost you should charge per paying participant is