

Budget Sheet for The Villages Parrot Heads Activities/Events

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Place of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Additional Information:

Income [Estimated]

Number of tickets to be sold \_\_\_\_\_

Ticket price \_\_\_\_\_

50/50 \_\_\_\_\_

Baskets \_\_\_\_\_

Other Income (list) \_\_\_\_\_

Total Income \_\_\_\_\_

Expenses [Estimated]

Room rental \_\_\_\_\_

Food Total \_\_\_\_\_ [ Tax: \_\_\_\_\_ Gratuity \_\_\_\_\_ ]

Drinks \_\_\_\_\_

Entertainment \_\_\_\_\_

Printing \_\_\_\_\_

Decorations \_\_\_\_\_

Other (list) \_\_\_\_\_

Total Expenses \_\_\_\_\_

Amount requested from The Club \_\_\_\_\_

Presented to EXCOMM for Approval :

Amount Approved \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Activity/Event Chair: \_\_\_\_\_

Original copy to Treasurer...Please make a copy for your records