

## BCC Event Budget Worksheet

<b>Event Name</b>	<b>Time</b>
<b>Date</b>	<b>Estimated Attendee Number/Fee</b>

Expenses	Estimated	Actual	Difference
Food			
Supplies			
Labor			
Entertainment			
Advertising			
Other			
<b>Subtotal</b>			
<b>Overhead Cost Charge (20% of Total Expenses)*</b>			
<b>Total</b>			

\*Divide total expenses by estimated number of attendees to determine minimum attendee fee.

Income	Estimated	Actual	Difference
Admission/Attendee Fees			
Donations			
Raffle/Auction			
Food Sales			
BCC Account Name			
<b>Total</b>			

Profit Loss Summary	Estimated	Actual	Difference
Total Income			
Total Expenses			
<b>Total Profit (or Loss)</b>			
BCC Program to Credit			

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Chairperson Signature / Date