



ACTIVITY BUDGET CONTROL FORM

REVISED 08/09

District: _____

Name of Event _____

Signature: _____

Date of Event: _____

Volunteer Event Director

Cost Center #: _____

Signature: _____

Approved: _____

District Chair

(Field Director for District Events)

Signature: _____

Approved: _____

Professional Advisor

(Council Program Director for Council Events)

Acct #	ANTICIPATED EXPENSES	
	ITEM	AMOUNT
8101	Medical Supplies	
8103	Staff Compensation	
8103	Program Supplies	
8104	Food	
8106	Office Supplies	
8108	Catering / Cooks	
8301	Postage	
8402	Use Fees <i>(TK/OK, Canoes, Kitchen)</i>	
8402	Site Fees <i>(Parks & Rec)</i>	
8409	Port-O-Lets	
8409	Dumpsters	
8501	Equipment Rental	
8601	In-House Printing	
8603	Photography	
8609	Outside Printing	
8711	Transportation <i>(Bus, car rental)</i>	
8803	Meeting Meals <i>(pre & post event)</i>	
8831	Camp School/Certification	
9152	Recognition/Awards - Adult	
9153	Recognition/Awards - Youth	
9153	T-Shirts	
9153	Patches	
9322	Insurance - <i>non registered Youth & Adult</i>	
9412	Permits	
9431	Trading Post <i>(Cost of Goods - soda etc.)</i>	
9404	Req'd Admin Fee \$1/person	
	Total Expenses	\$0

ACTUAL EXPENSES (Invoices or Receipts)		
ITEM	AMOUNT	
Medical Supplies		
Staff Compensation		
Program Supplies		
Food		
Office Supplies		
Catering / Cooks		
Postage		
Use Fees <i>(TK/OK, Canoes, Kitchen)</i>		
Site Fees <i>(Parks & Rec)</i>		
Port-O-Lets		
Dumpsters		
Equipment Rental		
In-House Printing		
Photography		
Outside Printing		
Transportation <i>(Bus, car rental)</i>		
Meeting Meals <i>(pre & post event)</i>		
Camp School/Certification		
Recognition/Awards - Adult		
Recognition/Awards - Youth		
T-Shirts		
Patches		
Insurance - <i>non registered Youth & Adult</i>		
Permits		
Trading Post <i>(Cost of Goods - soda etc.)</i>		
Req'd Admin Fee #1/person		
	Total Expenses	\$0

Acct #	ANTICIPATED REVENUE	
	SOURCE	AMOUNT
6801	Fees <i>(Including Tot Lot & aftercare)</i>	
6801	Discounted Fees	
6803	Sale of Meals	
6831	Trading Post	
6831	T-Shirt Sales	
6831	Patch Sales	
4501	Donations	
	Total Revenue	\$0

FOR ACCOUNTING USE ONLY		
SOURCE	AMOUNT	
Fees <i>(Including Tot Lot & aftercare)</i>		
Discounted Fees		
Sale of Meals		
Trading Post		
T-Shirt Sales		
Patch Sales		
Donations		
	Total Revenue	\$0

*Event Anticipated Net Income \$0
 Percentage of Revenue #DIV/0!

*Event Actual Net Income \$0
 Percentage of Revenue #DIV/0!

***NOTE: If Actual Net Income is 20% or more of Total Revenue, 2% of the Total Revenue can be credited to the District Account**

Event Budget and Expense Procedures Checklist

VOLUNTEERS ARE NOT EXPECTED TO AND SHOULD NOT INCUR OUT-OF-POCKET COSTS. THE GULF STREAM COUNCIL IS NOT OBLIGATED TO REIMBURSE ANY EXPENSES NOT INCURRED IN ACCORDANCE WITH THE POLICIES STATED BELOW OR NOT SUBMITTED WITHIN ONE WEEK OF THE CLOSE OF THE EVENT.

1. **Initial Meeting** (120-150 days prior) event Volunteer and Professional Advisor meet to clarify event budget and expense procedures.
2. **Submit Budget** (90-120 days prior) No expenses can be incurred prior to budget approval.
 - Event Volunteer signs
 - District Chair signs
 - Professional Advisor signs
 - Field Director (District Events) signs, distributes copies to all and bookkeeper
 - Council Program Director (Council Events) signs, distributes copies to all and bookkeeper
3. **Expense Procedures** Purchase Orders must be obtained for each vendor and cash advance by the Professional Advisor.

Invoicing:

- Vendor agrees to accept our Purchase Order and bill us for goods & services
- Professional Advisor obtains Purchase Order
 - Obtain and keep copies of invoices
 - Deliver original invoices to Council Bookkeeper immediately
- Consider the National Scout Shop first when ordering any design work; patches, t-shirts, hats, etc. or a local vendor or the National BSA Approved Vendor List (<http://www.bsalicensing.org/currentlicensees>) if necessary.

Council Credit Cards:

- Use businesses where the Council has a credit account
 - Home Depot, Office Depot, Office Max, Sam's, Staples, Wal-Mart
- Arrange well in advance with the Professional Advisor to make charges to these accounts
 - Advisor returns credit cards & receipts immediately to the Bookkeeper, keep copy

Cash Advance:

- Cash can be requested for the few remaining incidental expenses.
- Prof Advisor requests a check no later than 1 week or earlier than 4 weeks prior to the event.
- Sales Tax Exempt Certificate will be provided
- Checks will be made out to the Professional Advisor and must be accounted for by means of receipts receipts and/or unspent cash equaling the advance amount.

4. Closeout/Debriefing completed with Professional within one week of the close of the event.

- Pickup a Management Report from the Bookkeeper to view posted expenses/income to date
- Turn in fees/sales income taken at the event and receipted in a Field Receipt Book
- Turn in copies of all invoices/credit card receipts to the Council Bookkeeper
- Reconcile cash advance receipts and unspent cash and return for receipting.
- Professional Advisor completes all check requests authorizing refunds
- Prepare a draft budget for the next year
- Compile notes on the event and turn over to Professional Advisor
 - copy of the current approved budget with suggested improvements
 - copy of registration form with suggested improvements
 - list of vendors, items purchased and prices for future event reference
 - copy of program / agenda with suggested improvements
 - recommendations for next Volunteer Director and Staff
- Professional notifies bookkeeper that the event is closed and budget reconciliation is complete.



Price List for Tanah Keeta & Oklawaha

Reservations can be made through the program specialist at 561-694-8585 or Kelsey.Cupples@scouting.org

Use this form to plan your unit's budget for the upcoming year. Remember: 2-deep leadership is required at all times. Cub Scouts & Webelos should be one adult per Scout. **\$25 deposit required on all reservations to be applied to camp fees. Canoes must be fully prepaid.**

All fees are non-refundable for no-shows or if cancelled less than two weeks prior to scheduled arrival.

USE OF CAMP FACILITIES

Camp Users Fee In Council (IC) **\$10.00 per person, per weekend** or **\$6 per person for the day**

Camp Users Fee Out of Council (OC) **\$12.00 per person, per weekend** or **\$8 per person for the day**

Insurance for non-registered family members 40¢ per person, per day

Use of Kayaks (TK only) or Canoes with Paddles and Life-jackets ~ **all Prepaid** See (A) and (B) below

½ Day - **\$5** per canoe IC or **\$6** per canoe OC: _____ All day - **\$10** per canoe or **\$11** per canoe OC

Specify day and time 8-12 (morning) or 1-5 (afternoon)

PRE-PMT REQ Per Wkd - **\$150/rack of 10 IC (TK)** Per Wkd - **\$180/rack of 10 OC (TK)**

Per Wkd - **\$100/rack of 6 IC (OK)**

Use of Row Boats, Oars, Life-jackets See (A) and (B) below

½ Day - **\$5** each boat: _____ **Specify 8-12 or 1-5** All Day - **\$5** each boat **Specify day**

Use of Dorms (12 rooms sleeping 2 per room) **\$20 / room / night + camp fees**

Cabins (3 cabins sleeping 8 per cabin) **\$80 / room / weekend + camp fees**

Program Cabin **\$80 / room / weekend + camp fees**

Health Lodge **\$100 / room / weekend + camp fees** See (F) below

Per person charge (See (E) below) for use of: *(Note: Cap for in-council events —ICC—is \$500 per event)*

Hi-COPE - **\$10 IC or \$15 OC** Climbing Wall - **\$8 IC or \$10 OC** Lo-COPE - **\$5**

All three events in a day - **\$20**

\$50 charge per Range All Equipment Supplied See (C) below

BB Range

Archery Range + **\$5** lost/damaged arrow fee

Rifle Range + **5¢** per round **ICC—\$500**

Shotgun Range + **60¢** per round/clay **ICC—\$500**

For Kitchen, see (D) below

TK Kitchen: **Day: \$50 or Weekend: \$75**

TK Dining Hall **Day: \$75 or Weekend: \$125**

OK Pavilion: **Day: \$30 or Weekend: \$45**

User fee includes use of any of the following:

Amphitheater - **\$50** max. fee

OA Ring

Chapel

Athletic Field

Waterfront Pavilion

Swimming facilities See (B) below

Mike Machek Trail

HandiCrafts

Welcome Pavilion

Nature Lodge

IMPORTANT SAFETY REGULATIONS - FOOTNOTES

(A) **Adult Leader must present current certification for** Safety Afloat & a current CPR-trained adult with certification.

(B) Certified, card carrying Safe Swim Defense Adult Leader required. **Must present certification.**

(C) Certified Range Director required (Law Enforcement Instructor, National Rifle Association Instructor. BSA National Camp School Field Sports, Certified BB Range Officer) **Must present certification.**

(D) Use of kitchen requires someone with a "Safe Food" current certification. **Must present certification.**

(E) Use of COPE requires a BSA-certified COPE Director and Climbing Wall requires a certified Climbing Wall/COPE Director on site.

(F) Use of this facility only to **pre-approved Health Officers**. All accreditations/certifications should be presented to the Council Service Center at least two weeks prior to camp use.

