



BUDGET FORM FOR SUB-COMMITTEE EVENT

PLEASE PRINT CLEARLY / ALL RELEVANT AREAS MUST BE COMPLETED BEFORE SUBMITTING FOR APPROVAL

Sub-committee:	
Name of event:	
Event venue:	
If the event is using an outside organiser or venue, will CFWI be fully refunded if the event is cancelled? <input type="checkbox"/> Y <input type="checkbox"/> N	
Day and date of event:	Time of Event:
Name of organiser:	
Telephone number:	Email:
Name(s) of sub-committee member(s) working at event:	
Month(s) to be in County News:	Flyer (other than application) required? <input type="checkbox"/> Y <input type="checkbox"/> N
Closing day and date (no less than 4 weeks prior to the event):	
Will applicants need to send a SASE? <input type="checkbox"/> Y <input type="checkbox"/> N	Risk Assessment attached? <input type="checkbox"/> Y <input type="checkbox"/> N
Any other relevant details:	

1 COSTINGS	ESTIMATED COSTINGS
Venue hire	
Venue extras (e.g., kitchen, heating, lighting, caretaker)	
Equipment (e.g., hire of microphones, projector, tables)	
Speakers' fee(s)	
Speakers' travel	
Additional costs for materials	
Photocopying	
Prizes/awards	
Sub-committee members' travel	
Sub-committee members' other expenses (postage, phone, etc.)	
If using Chy Noweth out of office hours, add £15 to cover keyholder's travel costs to unlock/lock	
Any other expenses (please specify)	
CFWI administrative charge (£2 per event)	£2.00
Contingency (please add an adequate "cushion", minimum £20)	
ESTIMATED COSTINGS TOTAL	£

SEE OVER

2 Minimum number of attendees required to make event viable: _____

Maximum number of attendees possible: _____

3 Calculate the suggested minimum charge per attendee using the table below

Total costings (Section 1) £ _____ divided by minimum viable number (Section 2) _____	£
Other costs per person (e.g., lunches, admission fees)	+ £
Increase per person to help meet your sub-committee's budget (this is essential)	+ £
TOTAL PER PERSON MINIMUM CHARGE	= £

4 Calculate the minimum profit for your event using the table below

Income from minimum viable number (Section 2) _____ paying minimum per person charge (Section 3) £ _____	£
Any other income (please specify)	+ £
Income Subtotal	= £
Less Total costings (Section 1)	- £
MINIMUM PROFIT FOR THE EVENT	= £

Form completed by: _____

Signature: _____ Date: _____

This form must be countersigned by the sub-committee Chairman or Vice-Chairman

Name: _____

Signature: _____ Date: _____

One copy of this form should be sent to the Federation Office for checking at least one week before the appropriate Board of Trustees meeting.

This portion of the form is for the use of the Board of Trustees. Please leave blank.

Costings Total (Section 1)	£	Accepted	Amended to £
Minimum Charge (Section 3)	£	Accepted	Amended to £
Minimum Profit (Section 4)	£	Accepted	Amended to £

Date discussed at Board of Trustees meeting: _____