

Cash Collected

Event _____

Date _____

Breakdown of Cash

Start Up	
\$20	
\$10	
\$5	
\$1	
Q	
D	
N	
P	
Total	
Signature	
Signature	

Sample Budget (VERY BASIC)

	2015 Budget	2016 Budget	2015 Actual
Projected Income			
Popcorn Sale	1000	1000	1265
Bake Sale	1100	1100	1225
Interest	15	15	12
Carry Over	300	300	300
Dues	850	850	825
Miscellaneous	0	0	275
Total Income	3265	3265	3902
Expenses			
Recharter	300	300	272
Advancements	320	320	232
Outings	1000	1000	875
Carry Over	300	300	300
Equipment	500	500	562
Insurance Policy	100	100	99
Leadership Training	300	300	140
Miscellaneous	445	445	292
Total Expenses	3265	3265	2772

NOTE: List details and explanations of each category for what is expected for each

Request for Reimbursement- *Staple receipts to back of form*

Your Name _____ Today's Date _____

Event	Purchase Description	Amount
Total Amount Requested		

For Treasurer's Records: Date Approved _____ Check # _____