

D70 AREA AND DIVISION CONTEST BUDGET v2.2

Area/Division: _____ Host Club: _____

Contest Date: _____ Contest Venue: _____

Submit budget at least **21 days** prior to the contest.

If you are doing this form on paper, fill in **all** boxes.

If you are filling this form online, fill in the **white** boxes only. Excel will fill out the rest.

Once completed, print the form. The form is to be signed by the Area Governor and the host Club

President and sent to the Budget and Claims Officer

INCOME

Amount you will charge per guest	\$				
Number of paying guests		people @	\$	each =	\$
Contributions from clubs (attach minutes or acknowledgement signed by each Club President)					\$
Other income eg donations (does not include raffle)					\$
Total Income (A)					\$

CATERING EXPENSE

Budgeted cost to charge per head	\$				
Number of paying guests		people @	\$	each =	\$
Number of NON-paying guests					
Area/Div Governors		people @	\$	each =	\$
Judges		people @	\$	each =	\$
Chief Judge		people @	\$	each =	\$
Target Speaker		people @	\$	each =	\$
Special Guests		people @	\$	each =	\$
Total Catering Expense (B)					\$

OTHER EXPENDITURE

Division/District contestants (mandatory)	\$
Trophies (purchase from D70 Supplies)	\$
Engraving	
Room Hire	\$
Equipment Hire	\$
Gifts/Thank You cards	\$
Printing	\$
Telephone	\$
Decorations	\$
Certificates/Certificate Holders and Contest Forms (purchase from D70 Supplies)	\$
Other (specify)	\$
Total Other Expenditure (C)	\$
Total Expenditure (B+C)	\$
FUNCTION SURPLUS/LOSS (A - B - C)	\$

Excel colours this total red if the figure shows a loss.

This budgeted figure must be a surplus (**\$1 to \$50**) for the budget to be approved

If the contest results in a deficit, reimbursement will only be made if the budget has been approved.

Area Governor (name, signature & date)

Host Club President (name, signature & date)

Name _____
 Signature _____
 Date _____

Name _____
 Signature _____
 Date _____