

Budget Form for Sub-committee Event

A copy of this form should be retained by the Subcommittee to check after the event.

Committee..... Date of Event

Event:

Venue:

Organiser Telephone:

*Date(s) the Event will be in County News

Enclosure? Yes/No

Do you wish to sell Publications?

Please underline, circle or highlight which Objects and Ideals of the WI this event will further:-

Objects: 'To improve and develop conditions of rural life, to advance their education in citizenship, in public questions both national and international, in music, drama and other cultural subjects and in all branches of agriculture, handicrafts, home economics, health and social welfare. It seeks to give women the opportunity of working together through the WI, and of putting into practice those ideals for which it stands. The ideals of the WI are truth, justice, tolerance and friendship'

I. Please fill in all your estimated costings.

(You will fill in the actual costings on your retained copy after the event)

Costings	Estimate(£)	Actual(£)
Venue hire		
Venue 'extras' (e.g. Kitchen, heating, lighting, caretaker)		
Equipment (e.g. Hire of microphone, OHP, tables)		
Speakers' Fee(s)		
Speakers' Travel		
Enclosure (£15 but not usually necessary)		
Materials (Tutor's/speaker's requirements e.g. flowers)		
Photocopying		
Prizes/awards		
(Number of Committee members working =		
Committee members' Travel		
Committee members' Post		
Committee members' Telephone		
If using Chy Noweth an Conteth out-of-office-hours add £15 to cover keyholders' travel costs to unlock/lock		
Any other (<i>Please spec</i>)		
Contingency (<i>Please include an adequate "cushion", e.g. £20</i>)		
COSTINGS TOTAL		

2. Please fill in the minimum number required to make this event viable.

Minimum viable number

3. To work out how much to suggest that members should pay please complete the table below.

	(£)
Costings Total (from above) divided by minimum viable number	£
CFWI administration charger per head	+£1 .00
Other cost per head (<i>please specify</i>)	+
Increase per head to help meet your Committee's budget and running CFWI (<i>important</i>)	+
Total per head (This is the Minimum charge to members)	= £

Now please complete the information overleaf.

4. Please fill in the maximum possible number

5. Please fill in the **minimum** amounts in the table below (You will fill in the actual amounts on your retained copy after the event)

	Minimum(£)	Actual (£)
Income from the minimum viable number [] (as in section 2 overleaf) paying the Minimum charge of £.....(as in section 3 overleaf)	£	
Any other income (please specify)	+f	
Income Sub-total	= £	
<hr/>		
Less the Costings Total (as in section 1 overleaf)	- £	
Minimum profit for the event	= £	

Has a Risk Analysis Form been completed? (A Risk Analysis Form must be completed for each event)

Any other relevant details:

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(Reminder: Have you indicated overleaf which Objects and Ideals of the WI this event will further?)

Form completed by

TelephoneDate.....

- **One copy of this form should be sent to the Federation Treasurer *in time for her to check it before the appropriate Office and Finance Meeting.* Please leave the boxes below blank.**
- *The event organiser should send full details for 'County News' to the editor by the 1st of the month before the edition you want your event to first appear in (e.g. if for the June edition, details to editor by May and this form to the Treasurer before the April Office and Finance Meeting at the latest, preferably in time for the March meeting) and re-submitted for each edition.*
- *Sending by email is preferable.*
- *Closing dates for events are usually 6 weeks before the event.*
- **Details cannot be published in 'County News' until the Executive Committee approved them.**

The boxes below are for completion at Office and Finance Meeting

Costings Total (Section 1)	£	Accepted	Amended to £
Minimum charge (Section 3)	£	Accepted	Amended to £
Minimum profit (Section 5)	£	Accepted	Amended to £

Date discussed at Office and Finance Meeting