



THE PAS ROTARY CLUB PROJECT AGENDA

PROJECT NAME: _____

DESCRIPTION: _____

START DATE: _____

COMPLETION DATE: _____

COMMITTEE CHAIRPERSON: _____

PROJECT CHAIRPERSON: _____

COMMITTEE MEMBERS

RESPONSIBILITY

1. _____

2. _____

3. _____

4. _____

ATTACHED BUDGET PREPARED BY: _____

EXECUTIVE APPROVAL

PRESIDENT: _____

PRESIDENT ELECT: _____

TREASURY: _____

SECRETARY: _____

The Pas Rotary Budget Worksheet

EVENT/PROJECT: _____

Date Report Submitted: _____

Report Submitted By: _____

Total Operating Budget: \$ _____

Expenses

Site	Estimated	Actual	
Room and hall fees	\$	\$	
Site staff	\$	\$	
Equipment	\$	\$	
Totals	\$	\$	

Refreshments	Estimated	Actual	
Food	\$	\$	
Drinks	\$	\$	
Permits	\$	\$	
Special Food (Lobster)	\$	\$	
Totals	\$	\$	

Publicity	Estimated	Actual	
Graphics work	\$	\$	
Photocopying/Printing	\$	\$	
Postage	\$	\$	
Totals	\$	\$	

Decorations	Estimated	Actual	
Flowers	\$	\$	
Lighting	\$	\$	
Balloons	\$	\$	
Paper supplies	\$	\$	
Totals	\$	\$	

Programming	Estimated	Actual	
Performers	\$	\$	
Music	\$	\$	
Travel	\$	\$	
Hotel	\$	\$	
Totals	\$	\$	

Prizes	Estimated	Actual	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Totals	\$	\$	

Miscellaneous	Estimated	Actual	
Transportation	\$	\$	
Cleanup	\$	\$	
Security	\$	\$	
Stationery supplies	\$	\$	
Licenses	\$	\$	
Totals	\$	\$	
Total Expenses	\$	\$	

Income

Admissions – Ticket Sales				
Estimated	Actual		Estimated	Actual
		Adults @	\$	\$
		children @	\$	\$
		other @	\$	\$
Totals			\$	\$
50/50 Draw				
Estimated	Actual		Estimated	Actual
		@	\$	\$
		@	\$	\$
		@	\$	\$
Totals			\$	\$
Bar Sales				
Estimated	Actual		Estimated	Actual
		Beer @	\$	\$
		Liquor @	\$	\$
		Wine @	\$	\$
		Coolers @	\$	\$
Totals			\$	\$
Sale of Items				
Estimated	Actual	Items	Estimated	Actual
		@	\$	\$
		@	\$	\$
		@	\$	\$
		@	\$	\$
Totals			\$	\$
Total income:			\$	

Summary of Profit/Loss:

Totals	Estimated	Actual
Total income	\$	\$
Total expenses	\$	\$
Total profit (or loss)		