

1st Easingwold (Forest of Galtres) Scout Group Activity Funding

This form provides the Scout Council and Executive with a record of numbers participating in activities and an audit trail of the costs associated with them.

Non-shaded sections are completed by the organising leader at the planning stage.

Expected shortfalls of more than £XX must be approved by the GSL prior to the activity taking place.

Shaded sections are completed by the leader when all monies are received. The signed form is then sent to the Group treasurer with receipts attached.

Activity name	Date	Leader in charge
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	Beavers	Cubs	Scouts	Explorers
Numbers expected to participate:				
Cost per member:	£	£	£	£
Total income expected per unit:	£	£	£	£
	Other income expected:			£
	Total income expected			(A) £

Expected expenditure details (food, entry fees etc)	
	£
	£
	£
	£
	£
	Expected total expenditure: (B) £

Expected total surplus/shortfall - A minus B:	£
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If shortfall expected please state source of additional funding (i.e. group funds):

Treasurer's use only

This section is completed after the activity and both pages are submitted to the Group Treasurer with cash/cheques and receipts.

Activity name	Date	Leader in charge
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	Beavers	Cubs	Scouts	Explorers
Actual number of participants:				
Income received per unit:	£	£	£	£

Other income (details):	£
Total income received:	(C) £

Total cash/cheques submitted with this form:	(D) £
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If C does not equal D please give reason:

Actual Expenditure details Please attach receipts and use separate sheet if necessary	Already paid from C above	To be reimbursed
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total paid out from monies received:	(E) £	

Total being claimed from Treasurer (with receipts attached):	(F) £
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Total Expenditure (E plus F):	(G) £
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Shortfall/Surplus (C minus G)	£
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Signed:	Date:
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Treasurer's use only
