

# Troop Budget Planning Worksheet

**Step 1:** Use the results from your Girl Scout Adventure Planning sheet to estimate your expenses and include projected income by filling out a budget worksheet below.

Estimated Income		Estimated Expenses	
<b>Fall Program Sale</b>  (troop profit per item X number of items sold)	\$ _____	<b>Membership Fees</b>	\$ _____
<b>Cookie Sales Program - Regular Cookies Sale</b>  (troop profit per box X number of boxes sold)	\$ _____	<b>Recognition items</b>  (Journey Awards, pins, badges, patches, uniform)	\$ _____
<b>Cookie Sales Program - Booth Cookies Sale</b>  (troop profit per box X number of boxes sold)	\$ _____	<b>Troop Travel</b>	\$ _____
<b>Income Subtotal:</b>	\$ _____	<b>Activity, Outing, Event</b>  (program entry fees, registration, small trips, etc.)	\$ _____
<b>Money-Earning Project*</b>  (optional)	\$ _____	<b>Camping</b>	\$ _____
<b>Troop Dues-yearly*</b>  (optional)	\$ _____	<b>Meeting Supplies</b>  (first aid kit, craft supplies such as scissors, markers, etc.)	\$ _____
<b>Donations*</b>  (optional)	\$ _____	<b>Service Project</b>	\$ _____
<b>GSEF Income</b>  (optional)	\$ _____	<b>Miscellaneous Contingency</b>  (spur-of-the-moment ideas, unexpected opportunities)	\$ _____
<b>Other:</b>	\$ _____	<b>Other:</b>	\$ _____
<b>Total Income:</b>	\$ _____	<b>Total Expenses:</b>	\$ _____

**Step 2:** If your income subtotal is less than your expenses, subtract your **Income Subtotal** from your **Expenses Total**. Your answer is the amount that will need to be covered by troop dues (or a money-earning project)

\$ \_\_\_\_\_

**If you are collecting dues, follow steps 3 and 4**

**Step 3:** Divide your answer in Step 2 by the number of girls in your troop. This is the total amount of dues needed per girl for the year.

\$ \_\_\_\_\_

**Step 4:** Divide your answer in Step 3 by the number of meetings you'll hold this year. This is the amount of dues you'll need to collect from each girl at each troop meeting.

\$ \_\_\_\_\_

**Is the amount in Step 4 reasonable?** If not, increase your Fall Sale or Cookie Program goals, or have your troop plan an additional money-earning project. Your troop will need to participate in the Cookie program before planning an extra money-earning project.