**Event & Camp Costing 2023**

**It is 1st Burghfield & Sulhamstead policy that all events and camps should aim to cover their costs.  There should be no significant profit or loss.**

**The lead volunteer/volunteers must ensure that**

* Events are planned and costed prior to bookings being taken. Assistance can be given with this by the GSL and treasurer.
* Events and budgets should be prepared and agreed with GSL BEFORE the fee for any event is taken
* Budgets which span financial years for special events must be discussed, with the Treasurer and GSL, to identify cash flow requirements across financial years
* Actual ‘v’ Budget variance is monitored and that significant variances are explained and raised with the GSL
* Budgets are reviewed at the end of the event
* Full receipts to be drawn up and passed to treasurer as soon as possible after events. This should identify income received and expenditure.
* Any surplus or deficit money from events will be managed by the Group

**Additional Factors**

* An event with a budget greater than £5000 must submit greater financial information/planning and progress will be regularly monitored by Lead volunteer for the event, GSL & Treasurer
* Gift Aid – remember this type of activity **cannot** be gift aided
* A financial statement for camp and activities, showing the budgeted expenses versus actual expenses should be prepared by the treasurer at least three times a year and then reviewed by the board of trustees

If any help is required with any part of this process, then please contact the treasurer or GSL, gsl@1stbands.org.