**Extension Event Budget Template**

**Handout Sections:**

1. General information
2. Operating costs
3. Funds available
4. Calculations:
   1. Before the event:

Event fee = (operating costs – funds available) / minimum attendance + adjustments

* 1. After the event:

Event balance = funds collected - operating costs

1. Addendum: Public-to-private value ratio (PPVR) and miscellaneous charges

**SECTION 1: GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 100 | [Name and type of event] | | |
|  |  | Before  the event | After  the event |
| 200 | Event target (minimum) attendance (No.): |  |  |
| 300 | Actual pre-registered (No.): |  |  |
| 400 | Actual on-site registration (No.) |  |  |
| 500 | Actual total comp. registrations (No.) |  |  |
| 600 | Public-to-private ratio value for this event | 75:25 |  |

**SECTION 2. OPERATING COSTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. OPERATING COSTS | | | | | |
|  |  | Amount ($) | | Total ($) | |
| Estimated (Before) | Actual  (After) | Estimated (Before) | Actual  (After) |
| 1. | TRAVEL |  |  |  |  |
| 1a | Speaker(s) honoraria |  |  |  |  |
| 1b | Speaker(s) travel |  |  |  |  |
| 1c | Speaker(s) comp. registration |  |  |  |  |
| 1d | Agent(s) travel - planning |  |  |  |  |
| 1e | Agent(s) travel - delivery |  |  |  |  |
| 1f | Agent(s) travel - evaluation |  |  |  |  |
| 1g | Other travel expenses |  |  |  |  |
|  | TOTAL TRAVEL |  |  |  |  |
| 2. | EVENT PLANNING |  |  |  |  |
| 2a | Postage |  |  |  |  |
| 2b | Advertising |  |  |  |  |
| 2c | Marketing |  |  |  |  |
| 2d | Other event planning expenses |  |  |  |  |
|  | TOTAL EVENT PLANNING |  |  |  |  |
| 3. | EVENT DELIVERY |  |  |  |  |
| 3a | Facility/venue rental |  |  |  |  |
| 3b | Equipment rental |  |  |  |  |
| 3c | Audio/electronics rental |  |  |  |  |
| 3d | Room and table decorations |  |  |  |  |
| 3e | Ribbons, plaques, or trophies |  |  |  |  |
| 3f | Internet services |  |  |  |  |
| 3g | Attendees name tags |  |  |  |  |
| 3h | Other event delivery expenses |  |  |  |  |
|  | TOTAL EVENT DELIVERY |  |  |  |  |
| 4. | EVENT FOOD AND BEVERAGES |  |  |  |  |
| 4a | Food |  |  |  |  |
| 4b | Beverages |  |  |  |  |
| 4c | Catering services – food & beverage |  |  |  |  |
| 4d | Catering services – staff |  |  |  |  |
| 4e | Catering services – gratuity |  |  |  |  |
| 4f | Catering services – delivery |  |  |  |  |
| 4g | Linens, plates, flatware, napkins |  |  |  |  |
| 4h | Condiments |  |  |  |  |
| 4i | Hand Sanitizer & Food Safety Products |  |  |  |  |
| 4j | Other food and beverages expenses |  |  |  |  |
|  | TOTAL EVENT FOOD AND BEVERAGES |  |  |  |  |
| 5. | EVENT MATERIALS & SUPPLIES |  |  |  |  |
| 5a | Educational supplies |  |  |  |  |
| 5b | Educational materials |  |  |  |  |
| 5c | Other material and supplies expenses |  |  |  |  |
|  | TOTAL EVENT MATERIALS & SUPPLIES |  |  |  |  |
| 6. | EVENT EVALUATION |  |  |  |  |
| 6a | Postage |  |  |  |  |
| 6b | Materials |  |  |  |  |
| 6c | Labor (data collection, entry, analysis and reporting) |  |  |  |  |
| 6d | Other event evaluation expenses |  |  |  |  |
|  | TOTAL EVENT EVALUATION |  |  |  |  |
| 7. | EVENT INSURANCE |  |  |  |  |
| 7a | Event general liability insurance |  |  |  |  |
| 7b | Event cancellation insurance |  |  |  |  |
| 7c | Damage to premises insurance |  |  |  |  |
| 7d | Other event insurance expenses |  |  |  |  |
|  | TOTAL EVENT INSURANCE |  |  |  |  |
| 8. | OTHERS |  |  |  |  |
| 8a |  |  |  |  |  |
| 8b |  |  |  |  |  |
| 8c |  |  |  |  |  |
|  | TOTAL OTHERS |  |  |  |  |
|  | | | | | |
| [A] | TOTAL EVENT OPERATING COSTS |  |  |  |  |

**SECTION 3. FUNDS AVAILABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| B. Funds available | | | | | |
|  | | Amount ($) | | Total ($) | |
| Estimated (Before) | Actual  (After) | Estimated (Before) | Actual  (After) |
| 10. | DONATIONS AND COLLECTIONS |  |  |  |  |
| 10a | Sponsorships - Check |  |  |  |  |
| 10b | Sponsorships - Cash |  |  |  |  |
| 10c | Exhibitors' booth |  |  |  |  |
| 10d | Donations |  |  |  |  |
| 10e | Other donations & collections |  |  |  |  |
|  | TOTAL DONATIONS AND COLLECTIONS |  |  |  |  |
| 11. | REGISTRATION |  |  |  |  |
| 11a | Early registration (full price) |  |  |  |  |
| 11b | On-site registration (full x1.3) |  |  |  |  |
| 11c | Reduced registration (N/A) |  |  |  |  |
|  | TOTAL EVENT REGISTRATION |  |  |  |  |
| 12 | OTHER FUNDS FOR ALLOWABLE EXPENSES |  |  |  |  |
| 12a | Grants |  |  |  |  |
| 12b | Contracts |  |  |  |  |
| 12c | County funds |  |  |  |  |
| 12d | State funds |  |  |  |  |
| 12e | Federal funds |  |  |  |  |
| 12f | Foundation funds |  |  |  |  |
| 12g | Other funds |  |  |  |  |
|  | TOTAL OTHER FUNDS |  |  |  |  |
|  | | | | | |
| [B] | TOTAL EVENT REVENUE |  |  |  |  |

**SECTION 4. CALCULATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Before | After |
| [A] | TOTAL EVENT OPERATING COSTS (from bottom p.3; section 2) |  |  |
| [B] | TOTAL EVENT REVENUE (from bottom p. 4; section 3) |  |  |
| [C] | Event minimum attendance (from line 200; Section 1, p.1) |  |  |
|  |  |  |  |
| [D | Apparent Fee = ([A]-[B])/[C] = (total costs – total revenue) / Min. attendance ($/registration) |  |  |
| [E] | Total financial fees (credit card; EvenBrite; UF account fees): 11.11% |  |  |
| [F] | Financial fee ($/registration) = [D] \* 0.1111 |  |  |
| [G] | Program enhancement for a PPVR of 75:25: 15% |  |  |
| [H] | Program enhancement ($/registration) = [D] \* 0.15 |  |  |
| [I] | Miscellaneous revenue enhancement (for PPVR 75:25 = $4/registration) | 4 |  |
| [J] | Actual Program Fee (“full price”; $/registration) = [D] + [F] + [H] + [I] |  |  |
|  |  |  |  |
| [K] | Event Balance: [B] – [A] |  |  |

**Notes:**

**SECTION 5. ADDENDUM: PPVR AND MISCELLANEOUS CHARGES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Private to public value ratio (PPVR) Classes | | 1 | 2 | 3 | 4 | 5 |
| PPVR | | 100:0 | 75:25 | 50:50 | 25:75 | 0:100 |
| Description | | Total private interest |  | Half-and-half |  | Total public interest |
|  | | | | | | |
| 1  Revenue  enhan-cement | Agent's electronic tools and equipment |  |  |  |  |  |
| Non-electronic tools and equipment |  |  |  |  |  |
| Professional development plan |  |  |  |  |  |
| TOTAL 1 | 20% of registration | 15% of registration | 10% of registration | 5% of registration | 0% |
|  | | | | | | |
| 2  Miscella-neous  revenue  enhan-cement | ADA Compliance fund ($1/registration) | 1 | 1 | 0.75 | 0.25 | 0 |
| Program AC fund ($1/registration) | 1 | 1 | 0.75 | 0.25 | 0 |
| Extension office AC fund ($1/registration) | 1 | 1 | 0.75 | 0.25 | 0 |
| Extension office Communication fund ($1/regis-tration; Website, social media, notifications) | 1 | 1 | 0.75 | 0.25 | 0 |
| TOTAL 2 | $4/regis-tration | $4/regis-tration | $3 | $1 | $0 |
|  | | | | | | |
| 3  Financial  Charges | Credit Card fees (average: 6%) | 6% | 6% | 6% | 6% | 0% |
| Registration service handling fee (EvenBrite or other; estimated 3.5%) | 3.50% | 3.50% | 3.50% | 3.50% | 0% |
| UF fee on 182 funds (1.61%) | 1.61% | 1.61% | 1.61% | 1.61% | 0% |
| TOTAL 3 - financial charges (%) | 11.11% | 11.11% | 11.11% | 11.11% | 0% |
|  | | | | | | |
| 4  Personnel charges | Personnel charges |  |  |  |  |  |
| TOTAL 4 | Actual and justifiable | $0 | $0 | $0 | $0 |