

## CSSA BUDGET SHEET (Estimated cost & revenues)

**Event :** ..... **Date :** .....  
**Convener :** ..... **School :** .....  
**Phone :** (W) ..... (M) .....

<u>Description of Cost</u>	<u>Service Provider : Name &amp; Address</u>	<u>Estimated Cost</u> (which inc GST)
<b>Venue fees:</b> (Please itemise)	..... .....	..... .....
<b>Officials :</b>	..... ..... .....	..... ..... .....
<b>Awards :</b> Certificates Medals	..... ..... .....	..... ..... .....
<b>Refreshments :</b>	..... ..... .....	..... ..... .....
<b>First Aid Service :</b>	.....	.....
<b>Equipment Hire :</b>	..... .....	..... .....
<b>Gifts etc. :</b>	..... .....	..... .....
<b>Coordinator Costs :</b>	.....	.....
Postage	.....	.....
Photocopying	.....	.....
Telephone	.....	.....
Film/ Processing	.....	.....
Relief Day	.....	.....
Other	.....	.....
(please specify)	.....	.....

**ESTIMATED COST = \$ .....**

**+ 10% Contingency Costs \$ .....**

**TOTAL ESTIMATED COST (A) = \$ .....**

**ESTIMATED NUMBER OF COMPETITORS (B) .....**

**ESTIMATED COST PER COMPETITOR =A/B (Rounded upwards) \$ .....**

Please send the completed "CSSA BUDGET SHEET" (Estimated costs and revenues)  
to the CSSA Executive Officer at least 4 weeks before the event