# Kensington Elementary PTO
## Event Cost Worksheet

Name of Event or Project

***Budget is $ Net Profit***

**Cost and Income Projections and Actuals**

Projections are based on ticket sales of = 

Actual ticket sales = 

| EXPENSES | Projected | | | | Actuals | |
|---|---|---|---|---|---|---|
| VARIABLE COSTS | [A] Unit Cost | X [B] Quantity | = | [C] Projected Cost | Notes | Actual Cost |
| *e.g.: Hot Dogs* | *$ 0.33* | *390* | | *$ 128.70* | *400 hot dogs* | *$ 96.07* |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| | $ - | | | $ - | | $ - |
| **Total Variable Costs** | | | | **$ -** | | **$ -** |
| **FIXED COSTS** | | | | | | |
| *e.g.: Decorations* | | | | *$ 50.00* | | *$ 36.75* |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| | | | | $ - | | $ - |
| **Total Fixed Costs** | | | | **$ -** | | **$ -** |
| **Total Cost for Event** | | | | **$ -** | | **$ -** |
| **Cost per Attendee** | | | | | | |
| **INCOME** | Price of Ticket | | | | | |
| Ticket Sales | | | | **$ -** | | **$ -** |
| **PROFIT** (or INVESTMENT) | | | | **$ -** | | **$ -** |

| SUBMITTED BY (EVENT or PROJECT CHAIRPERSON): | DATE: |
|---|---|
| | |
| APPROVED BY (PTO OFFICER): | DATE: |
| | |