

(Committee Name) \_\_\_\_\_

Point of Contact for Questions \_\_\_\_\_ Phone \_\_\_\_\_

***This budget information is to be submitted to the Master Activities Committee Treasurer at the regularly scheduled MAC meeting on Wednesday 12 March 2025 at 3:00 PM. If there has been a change to the committee chair, the outgoing chair should offer assistance to the new, incoming chair to prepare the budget.***

1. **Do you need to contract for any services?** Yes \_\_\_ No \_\_\_ If yes, define the type of services needed (entertainment, bands, food service, etc.) and complete section 4 on page 2.

2. **Expenses:** Include a description in the space provided – itemize on a separate page if needed. (See note 1)

1. Total contract costs\* (performers, food catering, services etc.) (See note 2)

\* If anticipated contract services **exceed \$500** and include more than one contract, \$ \_\_\_\_\_  
 please itemize on Projected Cost for Contracted Events form (separate).

2. Food, beverages, consumable items, condiments not obtained from Central Supply \$ \_\_\_\_\_

3. Office supplies, copies, programs etc. not obtained from Central Supply \$ \_\_\_\_\_

4. Central Supply items and services (beverages, consumables, condiments, copies, ink, paper etc.) \$ \_\_\_\_\_

5. Equipment (durable and short- term use, IT and specialty, repair costs) \$ \_\_\_\_\_

6. Other costs (startup funds, raffle prizes, STW payout, license/use fees, badges) \$ \_\_\_\_\_

7. Travel costs (itemize) \$ \_\_\_\_\_

8. Florida taxes (7.5% of tickets and food sales income) \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES** \$ \_\_\_\_\_

3. **Income:** Include a description in the space provided – itemize on a separate page if needed. (See note 1)

(The "Projected Cost for Contracted Events form" provides a way to estimate this income and record projected attendance and ticket prices. Ticket prices and food/drink prices must be high enough to cover Florida sales tax.)

1. Ticket sales/ entry fees (describe projected attendance and prices) \$ \_\_\_\_\_

2. Soft drink/food sales by Café or at dances etc. \$ \_\_\_\_\_

3. Funds from Sun Communities or benevolent sources \$ \_\_\_\_\_

4. Share the wealth (STW), raffles, fund raisers, bingo, bake sales, leader dog \$ \_\_\_\_\_

5. Dues, reservation fees and other income sources (describe) \$ \_\_\_\_\_

6. In-house reimbursement for central supply items, copies, OSS purchases \$ \_\_\_\_\_

**TOTAL ESTIMATED INCOME** \$ \_\_\_\_\_

(Committee Name) \_\_\_\_\_

**FOR MAC USE ONLY:**

<i>Contract Status (note 3)</i>	<i>Operating Expense Exempt (note 4)</i>	<i>Other Notes</i>

**Complete the following if applicable:**

4. **Section A Contracts:** If requesting authority to obligate MAC funds by entering contracting with service providers, provide the following information:

Person requesting the authority to sign contracts:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

If more than one contract, list all planned contracts for the MAC year on the Projected Cost for Contracted Events form.

**FOR MAC USE ONLY**

<i>MAC Approval</i> _____	<i>Date</i> _____
<i>Dollar Limit Each Contract</i> \$ _____	
<i>Total Contracts Dollar Limit</i> \$ _____	

5. **Section B Request to be exempt from routine MAC review of Operating Funds Expenses**

Description of Ongoing Operating Expenses:

**FOR MAC USE ONLY**

<i>Are described ongoing operating expenses for this committee exempt from routine MAC approval per Bylaws?</i>			
<i>Yes</i> _____	<i>No</i> _____	<i>MAC Approval</i> _____	<i>Date</i> _____

Note 1 The MAC income and expense "account number definitions" provide a more complete listing of the income and expenses to be included in the budget categories.

Note 2 Any contract not included in the description provided in item 1 on page 1 or on the Projected Contract Event Cost Form will require MAC approval prior to payment.

Note 3 **"None"** – means this committee is not authorized to enter into contracts for MAC  
**"Approved"** means the above contracting officer is authorized to enter into contracts for MAC within the dollar limits itemized in section A above.

Note 4 **"Exempt"** – means this committee is not required to come to MAC for ongoing operating expenses described in section B above as long as the total cost of such expenses remain within the projected operating expense budget on page 1  
**"Not Exempt"** – means this committee is required to submit all expenses in excess of \$50 to MAC for approval in accordance with the bylaws.

Other \_\_\_\_\_