

Monmouth Fair Area Budget

Year: _____

Area: _____

Submitted by: _____

Item

General Operating Expenses

Requested

	Each	Total	Actual	Difference
Total				

Maintenance

Total				

Premiums/Ribbons/Trophies

Ribbon				
Trophies				
Base from Previous year				
Request for increase				
New Contest/s				
Total				

Improvements

Total				

Instructions: Budget requests are to be submitted to the Finance Committee at February Meeting
 fill in if you know the cost - if not we will help to update for your reports

- 1) General Operating Expenses - what is needed to run your area for the fair, ex. lime, straw, signage, drinks
- 2) Maintenance - equipment repairs, paint for buildings, fill for show ring, floor repair
- 3) Premiums - what was paid in previous year, requested increases, new contests, cash/item prizes
- 4) Improvements - new equipment, building expansions, upgrade electrical

Please make notations of actual costs and if you may be seeking a donation to cover the expense
 Actual Expenses - report of actual expenses is due at September meeting with differences noted for area
 You are responsible for recording all receipts/charges for your area (with the exception of premiums/ribbons)
 If it is a charge on a fair account or out of pocket the receipt/copy needs to be turned into the Treasurer