

**ATTACHMENT A – Summer Camp Business Plan Template**  
**Summer Camp Business Plan**  
**(Non Grant-Funded)**

**REVENUES:**

<u>Account</u>	<u>Description</u>	<u>Amount</u>
4027000	Registration Fees ( ____ x \$ _____/individual)	\$ _____
	Other	\$ _____
		\$ _____
	<b>TOTAL REVENUES</b>	<b>\$ _____</b>

**EXPENSES:**

<u>Account</u>	<u>Description</u>	<u>Amount</u>
	Payroll – Camp Director (Name: _____)	\$ _____
	Payroll – Camp Counselor (Name: _____)	\$ _____
	Payroll – Camp Counselor (Name: _____)	\$ _____
	Payroll – Camp Aide (Name: _____)	\$ _____
6650400	Supplies	\$ _____
6650300	Food (Needs to be coordinated with Budget)	\$ _____
6450900	Background Checks	\$ _____
6451000	Advertising	\$ _____
6200100	Printing (Vendor)	\$ _____
6450900	Transportation / Buses	\$ _____
6650400	Admission Fees (Movie Theaters, Museums, etc.)	\$ _____
6050100	Travel (In-District)	\$ _____
6050200	Travel (Out of District)	\$ _____
6400500	Fuel – Vehicular (i.e., College van)	\$ _____
6500700	OPS Contract Expenses (Guest Speakers, etc.)	\$ _____
	<b>TOTAL EXPENSES</b>	<b>\$ _____</b>
	<b>CAMP PROFIT / LOSS</b>	<b>\$ _____</b>

This Business Plan was completed by: \_\_\_\_\_, Camp Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Budget Office

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vice President

Date received in Human Resources: \_\_\_\_\_ For internal use only

# Sample Summer Camp Budget

**Jicheng Xie**



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