

Fylde Decorative and Fine Arts Society						
Calculation of cost of Special Interest Days/ Outings etc						
Event				Date of Event		
	COSTINGS PROFORMA for SIDs & VISITS			Jan-14		
Fixed Costs						
	Coach			£		
	Lecturer			£		
	Lecturers Expenses			£		
	Accommodation			£		
	Room Hire			£		
	Printing			£		
	Organisers miscellaneous expenditure*			£		
	Gratuities			£		
	Postage			£		
	Other			£		
Total Fixed Costs				0.00		
Maximum number (including organiser)						
				cost		
				per attendee		
Cost per attendee if 66.67% of maximum attend						
Variable Costs						
	Entry to Museum		£			
	Meals		£			
	Teas/Coffees etc		£			
Total cost per attendee				0.00		
Amount to be charged				£		
Prepared by:				Organiser		
Authorised By:				Treasurer		
Notes:						
*	please specify e.g preparation visit, Thank you card etc					