

**VISITS OUT OF SCHOOL
Financial plan**

Organiser: **Date of trip**

Costs considered

Transport/transfers

Insurance

Supply @ £200 per day (08/09) (**Any single period of cover initiates this cost**)

Cost of event/entrance

Incidentals

Bonds

Income sources

All trips must have a dated schedule for collecting in the money and this should be included in the parental letter.

(Details below or attached)

Income	Value	Expenditure	Value
Students How many() @ contribution ()		Venue	
Standards Fund		Travel	
Department		Entrance	
Fund raising		Supply Staff () @ £200 per day	
other		Insurance	

Income must exceed or be equal to expenditure

Names of staff involved:

Cover required:

Business managers signature	Date
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