

QUICK TIPS

One task groups face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of group funds.

A BUDGET is:

A tool for planning and controlling organizational funds

A formal written guideline describing your organization's future goals expressed in financial terms within a set period of time

A detailed statement of estimated income and expenses

A historical record of the organization's activities during a given period

A BUDGET can:

Help refine goals that reflect the realistic resource environment

Compel organization members to use funds efficiently and appropriately

Provide accurate information to adjust, analyze and evaluate programs and activities

Aid in decision making

Provide a historical reference to be used for future planning

Adapted from a University of Michigan Student Organization Development Center handout.

LEADER BITS

are available on the following topics:

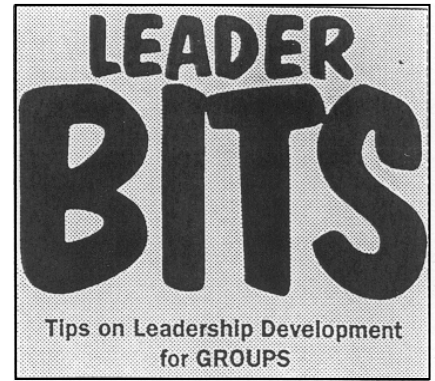
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADER BITS

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SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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FINANCIAL SERIES

B U D G E T I N G

ORGANIZATION MONEY

DEVELOPING A BUDGET

Begin preparations a month or more before the close of the current year.

Prepare an outline of the organization's planned activities for the coming year

Do careful studies, investigations and research of funding, cost, resources

Determine available funds (carry over balance from previous year, cash on hand, funds in the bank, interest, etc.)

Estimate expected income and when it is expected to be available (dues, sales, etc.)

Define needed expenses (advertising, rentals, printing, supplies, etc.)

Get price quotations on big expenditures, delegate responsibilities to members

Rank order by their relative importance, which activities/programs are the wisest expenditures of funds

Choose programs to initiate; ask yourselves how much is available to allocate

Negotiate as necessary; eliminate or limit less essential expenditures

Revise, review, coordinate, cross-reference and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning

Vote to approve budget

MANAGING THE BUDGET

Once approved, adopted and prepared, it should be monitored closely

Set and maintain a minimum cash balance

Formulate procedures and policies needed to achieve objectives

Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly)

Set up internal controls designed for safeguards and accurate accounting data

Control cost - allow only approved expenditures

ASSESS BUDGET REGULARLY

After the budget period has elapsed, determine the outcome of each expense and revenue. Make suggestions for next year.

Adapted from a University of Michigan Student Organization Development Center handout

Sample Annual Organization Budget

(Expressed in financial terms)

INCOME	<u>ANTICIPATED</u>	<u>ACTUAL</u>
Membership Dues (100 members at \$15)	\$ 1500.00	Complete this section after the budget period has elapsed
Fundraisers		
Sweater sale	\$ 500.00	
Craft sale	\$ 700.00	
T-shirt sales	\$ 200.00	
Ticket sales		
Fall event	\$ 1000.00	
Spring event	\$ 1250.00	
Corporate Sponsorship		
Fall Event	\$ 500.00	
Spring Event	\$ 500.00	
Student Senate Funding	\$ 1000.00	
TOTAL INCOME	\$ 7150.00	
EXPENDITURES	<u>ANTICIPATED</u>	
Advertising - Newspaper Ads		Complete this section after the budget period has elapsed
Membership Drive	\$ 500.00	
Fall Event	\$ 300.00	
Spring Event	\$ 300.00	
Advertising - Flyers/Posters		
Membership Drive	\$ 200.00	
Fall Event	\$ 250.00	
Spring Event	\$ 250.00	
Equipment/Room Rental	\$ 1000.00	
Printing	\$ 1400.00	
Refreshments		
Meetings	\$ 200.00	
Fall Event	\$ 500.00	
Spring Event	\$ 500.00	
Supplies	\$ 1000.00	
Telephone - Long Distance	\$ 250.00	
Miscellaneous	\$ 500.00	
TOTAL EXPENDITURES	\$ 7150.00	

Sample Program/Event Budget

(Expressed in financial terms)

INCOME	<u>ANTICIPATED</u>	<u>ACTUAL</u>
Ticket sales - Fall event	\$ 1000.00	Complete this section after the budget period has elapsed
Corporate Sponsorship - Fall Event	\$ 500.00	
Student Senate Funding	\$ 500.00	
TOTAL INCOME	\$ 2000.00	
EXPENDITURES	<u>ANTICIPATED</u>	<u>ACTUAL</u>
Advertising		Complete this section after the budget period has elapsed
Newspaper Ads	\$ 300.00	
Flyers/Posters	\$ 250.00	
Equipment/Room Rental	\$ 300.00	
Printing	\$ 300.00	
Refreshments	\$ 500.00	
Supplies	\$ 250.00	
Miscellaneous	\$ 100.00	
TOTAL EXPENDITURES	\$ 2000.00	