

Budgeting 101: The Basics

A Sample Budget::

Income	Projected
Candy Sales	\$600
Dues	\$250
Car Wash	\$450
Holiday Dance	\$400
Total	\$1,700

Expenses	Projected
Club Registration	\$30
Newspaper ads	\$250
DJ for dance	\$500
Newsletter/flyers	\$150
Refreshments	\$300
Supplies/Misc.	\$100
Gifts for grads	\$200
Total	\$1,530

After the budget period has elapsed, determine the outcome of each expense & revenue. Judge and review actual cost in order to establish priorities for the next budget period.

Student Involvement Center

229C Bone Student Center

Dean of Students Office

studentorganizations@ilstu.edu

Budgeting is important for many reasons. It can act as a guide for what is and isn't appropriate for your organization programs, serve as a historical reference, help to refine goals based on realistic resources, and be a strong motivator for members to use funds efficiently.

To Develop a Budget for Your Organization:

- ◆ Begin preparations at least one month prior to the close of the current year
- ◆ Prepare an outline of all planned activities for the upcoming year
- ◆ Determine available funds (carry over balance from previous years, funds in bank)
- ◆ Estimate expected income and when it is expected to be available (dues, t-shirts, etc.)
- ◆ Define needed expenses (advertising, printing, supplies)
- ◆ Shop around for the best price on certain expenditures, and delegate certain responsibilities to members
- ◆ Rank activities in order by their importance to determine the wisest expenditure
- ◆ Negotiate and eliminate less essential expenditures or limit certain ones
- ◆ Revise, review, coordinate, cross reference and then assemble into a final budget

To manage the budget, be sure to closely manage all funds, set and maintain a minimum cash balance, keep an accurate log of financial transactions, and control costs by allowing only approved expenditures. Also to ensure the safety of your fund, always have other members sign off on purchases or review monthly statements.