QUICK TIPS

One task groups face is the development of a plan to be fiscally responsible. 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- Provide a historical reference to be used for future planning

LEADING BITS TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - 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

Leading BITS is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the O|SA in MSC1 or by calling extension 3127.

The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002
LeTourneau University
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 the previous year, cash on hand, funds in the bank, interest).
Estimate expected income and when it is expected to be available (dues, sales).
Define needed expenses (advertising, rentals, printing, supplies).
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 the 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/expense); 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.

INCOME

<table>
<thead>
<tr>
<th>Membership Dues</th>
<th>ANTICIPATED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(100 members at $15)</td>
<td>$ 1,500.00</td>
<td>Complete this section after the budget period has elapsed.</td>
</tr>
<tr>
<td><strong>Fundraisers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweater sale</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Craft sale</td>
<td>700.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt sales</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td><strong>Ticket Sales</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Event</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Spring Event</td>
<td>1,250.00</td>
<td></td>
</tr>
<tr>
<td><strong>Corporate Sponsorship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall event</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Spring event</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Student Senate funding</strong></td>
<td>1,000.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL INCOME $ 7,150.00

EXPENDITURES

<table>
<thead>
<tr>
<th>Advertising - Newspaper Ads</th>
<th>ANTICIPATED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Drive</td>
<td>$ 500.00</td>
<td>Complete this section after the budget period has elapsed.</td>
</tr>
<tr>
<td>Fall event</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Spring event</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td><strong>Advertising - Flyers/Posters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Drive</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>Fall event</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>Spring event</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment/Room Rental</strong></td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Printing</strong></td>
<td>1,400.00</td>
<td></td>
</tr>
<tr>
<td><strong>Refreshments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>Fall event</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Spring event</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL EXPENDITURES $ 7,150.00

Remember, finances can make or break an organization, and careful maintenance of the books is essential to the organization’s effective operation. Spending limits and the need for signatures assist in the flow of finances and provide greater security for the funds.