

How to develop a budget

In the context of an Annual Plan

Items before first draft

1. Does the period include recharter?
2. Will the unit be paying for adults?
3. Will the unit be paying for youth?
4. Will the charter organization be giving money?
5. What outings does the unit want to do?

First draft

- Go through the checkbook and put all the entries into buckets.
- Label all deposits in categories such as:
 - Charter organization payment
 - Participant payment for recharter
 - Participant payment for outings
 - Fundraising

Label expenses

- Recharter expense
 - Unit fee
 - Registration fees
- Outing expense
 - Travel
 - Food
 - Activity

Label expenses continued

- Administration expense
 - Items for unit meetings
 - Items for mailings, records
- Advancement
 - Awards
 - Court of Honor expense (Scouts BSA)

Expenses Continued

- Summer Camp
- Program materials
- Training
- Equipment
- Items for Service Projects
- Flowers or Cards for Someone

Expenses continued

- Scout Assistance
- Reserve Fund
- Miscellaneous

Comparison of plan going forward with past

- Look at the current budget and put in current numbers of youth and adults
- Revise fee amounts
- Look at the outings and summer camp
 - How many?
 - Cost for each?

Put in reasonable cost and income

- Does the budget balance?
- If not, what fundraising is needed?
- Look at what is paid by participant and what is paid by the unit in terms of registration, outings and summer camp.
- What is the difference?

What fundraising is available?

- Fall and Spring sales
 - Goal
 - Is this realistic?
- Other fundraising
 - Chicken dinners
 - Meat sticks
 - Other ideas?

Work to get a balanced budget

- If the outings are not financially feasible, communicate this to the youth leadership (ScoutsBSA)
- Be clear about whether or not fundraising is needed.
- Be clear about how much fundraising is needed (if yes above)
- Be clear about which items participants need to pay.

After the above is done

- Have a vote on the budget.
- Communicate to the unit, including parents.
- Review the status of the budget at all committee meetings.
- Revise the budget as necessary.

Questions?

- Indicate thoughts, concerns, etc.