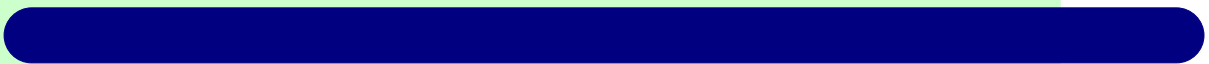




4-H

BUDGET RESOURCE GUIDE



Preparing a Budget

Each year your club will need to present a plan of what it wants to do and how it wants to do it. The plan will show how much each activity will cost and how the club will raise the money to pay for it. The treasurer's job will be to write a plan that lists estimates of both the costs and the money to be raised. The plan is called a BUDGET. It will be the foundation of what the club will do this year and must include:

- The budget results from last year (how much money you had leftover)
- The plan for this year (name of this year's fundraising activities and other income sources)
- How much each activity is expected to raise, and how much you expect to be spending for equipment, food, supplies, event fees, etc.)

In order to develop a club budget you will need to have proposed budgets from each of the project groups. Provide each project leader with the following:

- Last years Project ledger (income & expenses)
- Beginning balance in the sub-account
- Project Group Budgeting Steps
- Project Fund Raiser Planning Guides
- Fundraising Guidelines
- 4-H YDP Project Group Proposed Budget form and examples



The treasurer's role is to look at all the project budgets and make sure that there are no groups that are planning the same fundraisers or donor solicitations. If there are, then you will need to have those groups work together to see how the duplication can be resolved.

Once you have the project groups proposed budgets you can work with a committee to develop a proposed community club budget. This budget is submitted to club members for approval. A copy of the approved club budget will then need to be submitted to the County 4-H office by November 1st.

4-H Club Financial Management Timeline

May:

Elect next year's officers so they can start planning for the next club year.

July:

Beginning in 2008, clubs will need to send monthly bank statements to the County 4-H office for review.

August:

Form an audit committee of two members and two leaders. The audit committee should not include the current or next year's treasurers. Have the treasurer's book audited so that it can be turned over to the new treasurer.

The signatures on file at the bank should be changed.

The new treasurer distributes the Project Group Proposed Budget Form and the Project Group

Fundraising Planning Guide to the current project groups. Treasurer should provide the current balance in each project group's sub-accounts as well as the income and expenditures from last year.

September:

Project groups develop budgets and fundraising plans and submit them to the treasurer. Treasurer works with officers or Budget Committee to develop a club budget.

October:

Club members vote on the proposed budget.

November:

Copies of the approved Club budgets are submitted to the 4-H County office

Any group that is proposing a fundraiser or donor solicitation that was not part of the submitted club budget, must submit a mid-year fundraising approval form to the 4-H County office 30 days prior to the planned event for approval.

Project Group Budgeting Steps

The project group's budget should be based on a plan that the members and leaders develop for the project year. The plan should include what knowledge and skills the members will gain. The budget is developed to support those goals.

- After identifying the educational goals for the year, the project group should identify what activities and resources will help them meet those goals. These might include field trips, conferences, project equipment and resource manuals. Next, if there is a cost associated with these activities or resources, the group needs to decide how to pay for them. Each member could pay a portion of the cost or the Project Group may have money left over from last year or the group may need to plan a fundraising event.
- A committee may be formed to develop the budget based on the input from the group.
- The committee should begin by reviewing last year's project expenditures, income and remaining funds.
- Estimate the costs associated with activities and resources the project group proposed. Remember that if the group is proposing a fundraiser, there may be costs associated with carrying out this activity such as buying supplies for the event.
- Estimate the income the group will generate to cover the estimated expenses. Fill in the Project Group Proposed Budget Form and the Project Group Fundraising Planning Guide.
- If the budget was developed by a committee, the proposed budget needs to be presented to the group and then submitted to the Community Club Treasurer. The Community Club Treasurer will include the project budget in the budget presented to the entire community club for the members approval.

4-H YDP PROJECT GROUP PROPOSED BUDGET

Club Name: _____ Project: _____

Club Year: Sept. 1, _____ to Aug 31, _____ Total Opening Balance: \$ _____

ESTIMATED INCOME	BUDGETED
Balance in last years sub-account	\$ _____
Fundraiser: _____	\$ _____
Fundraiser: _____	\$ _____
Collected from each member	\$ _____
Donations	\$ _____
Total possible Income:	\$

ESTIMATED EXPENSES	BUDGETED
Transportation	\$ _____
Displays	\$ _____
Club Meetings (Supplies)	\$ _____
Administration (Stamps, Copying, Paper)	\$ _____
Repairs	\$ _____
Misc.	\$ _____
Misc.	\$ _____
Total expected Expenses:	\$

Expected Year-end Balance: \$

4-H YDP PROJECT GROUP PROPOSED BUDGET- EXAMPLE #1

Club Name: Clover Kids

Project: Beef Group

Club Year: Sept 1, 2008 to Aug 31, 2009

Total Opening Balance: \$ 99.00

ESTIMATED INCOME

BUDGETED

Fundraiser: Food Booth- Area Learning Day

\$250.00

Fundraiser

\$

Collected from each member

\$

Balance in last years sub-account

\$99.00

Donations

\$200.00

Total possible Income:

\$549.00

ESTIMATED EXPENSES

BUDGETED

Transportation to Learning Day

\$65.00

Displays (Barn Display)

\$75.00

Club Meetings (Supplies and Refreshments)

\$

Administration (Stamps, Copying, Paper)

\$

Repairs

\$

Misc. Supplies- Set of Clippers

\$100.00

Misc. Supplies- Blocking Stand

\$250.00

Total expected Expenses:

\$490.00

Expected Year-end Balance:

\$59.00

4-H YDP PROJECT GROUP PROPOSED BUDGET- EXAMPLE # 2

Club Name: Clover Kids

Project: Sewing Group

Club Year: Sept 1, 2008 to Aug 31, 2009

Total Opening Balance: \$ 15.00

ESTIMATED INCOME

BUDGETED

Fundraiser: <u>Craft Sale</u>	\$100.00
Fundraiser	\$
Collected from each member: <u>(\$2.00 each x 12 members)</u>	\$24.00
Balance in last years sub-account	\$15.00
Donations	
Total possible Income:	\$139.00

ESTIMATED EXPENSES

BUDGETED

Transportation	\$
Displays	\$
Club Meetings (Supplies and Refreshments)	\$
Administration (Stamps, Copying, Paper)	\$
Repairs- <u>Sewing Machine Repair</u>	\$ 116.00
Misc. Supplies-	\$
Misc. Supplies-	\$
Total expected Expenses:	\$116.00

Expected Year-end Balance: \$ 23.00

Project Group Fundraising Planning Guide

To be returned to club treasurer with proposed budget. One of these must be filled out for each fundraising activity or donor solicitation the project group is proposing:

Project Group: _____ Date: _____

Contact Person: _____ Phone#: _____

Date of Activity: _____

Estimated Income: \$ _____

Outline the activity or solicitation your group is proposing including products to be sold, services to be rendered, people or businesses to be solicited, and anticipated use of funds. Use additional sheets of paper if necessary.

Fundraising Guidelines

Fundraising should be done to support the educational goals of 4-H Project Groups and Community Clubs. By raising funds as a group, a club can help make sure it's affordable for all the members. Fundraising should be kept to a minimum and be part of the planned annual club budget. Fundraisers should be planned and conducted by the members to provide them the educational experience.

Some expenses for which fundraisers may be appropriate are:

- group tours or trips
- group recreation
- program equipment
- community service projects
- conference scholarships
- project resource materials
- club fair exhibit materials



Some fundraising ideas are:

- running a refreshment stand or bake sale (review food safety procedures)
- yard sales
- recycling drives
- performing services such as raking leaves, mowing lawns, washing windows or pet grooming services
- craft fairs
- walkathons or bikeathons
- auction of items made by 4-H members (baked items or crafts)
- spaghetti dinner or pancake breakfast

Donations

Soliciting donations is another form of fundraising. Donations may be for money or services. Care must be taken so that individuals and organizations are not asked more than once per year for a donation from a particular 4-H club. 4-H members, not adults, should be the ones asking for the donations. Individual donations of \$1000.00 or more must be reported to the County 4-H office.

Things to remember about 4-H fundraising:

- Games of chance such as raffles or bingo type games are not allowed according to state Law
- Never use the 4-H name or emblem in connection with sales of commercial products without the approval of the County 4-H office
- Do not sign a sales agreement or contract for the club or project. Send contracts to the County 4-H office (30 days prior to fundraising activity) to be signed.
- Because of safety concerns, door-to-door selling should be avoided
- 4-H groups should only raise funds to cover their expected annual expenses
- Any fundraiser that was not part of the club budget and is expected to raise \$100.00 or more, must submit a mid-year fundraising approval form 30 days or more before the fundraiser



Steps for Developing a Club Budget

Make up a worksheet on paper or on the computer (See 4-H YDP Club Budget).

The worksheet should have space for:

- Beginning balance
- Estimated fees to be paid to the club (program fees, conference fees, project fees)
- Estimated money from fundraisers
- Estimated other income from both community club and project groups (for example; contributions and interest from savings)
- Subtotal of money earned
- Estimated operating expenses (supplies, refreshments, paper, copying)
- Estimated expenses for the year from both community club and project groups (community service projects, scholarships, etc.)
- Subtotal of estimated expenses
- Subtotal of estimated income
- Estimated closing balance
- An additional column for *ACTUAL* amounts. One column will show the estimated amount and the other will show the actual amount when you know for sure. For instance, you budgeted to earn \$100.00 for a car wash fundraiser. The actual income was \$79.00. You would be able to report that you are "under" budget. If you earned more than what you budgeted, you would be able to report you are "over" budget. Keeping track of what you planned and what actually happened will help you improve your budget planning in the future.



Your club members must approve the budget at the beginning of the club year. The approved budget must be submitted to the County 4-H office by November 1st.

4-H YDP CLUB BUDGET

(Example)

Club Name: **Clover Kids 4-H**

Club Year: Sept 1, **2008** to Aug 31, **2009**

Total Opening Balance: **\$234.85**

ESTIMATED INCOME (Source, Use, Purpose)	BUDGETED	ACTUAL
Enrollment Fees	\$ 1,300.00	\$
Family Contributions	\$	\$
Candy Sales	\$ 2,000.00	\$
Fair Fees	\$ 600.00	\$
Fundraiser:	\$	\$
Projects (Sub Accounts)		
Sewing Project	\$ 139.00	\$
Beef Project	\$ 549.00	\$
Total Income:	\$ 4,588.00	\$

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED	ACTUAL
County Council Fees and Insurance	\$ 800.00	\$
Fair Fees	\$ 600.00	\$
Club Meetings (Supplies)	\$ 200.00	\$
Administration (Stamps, Copying, Paper)	\$ 100.00	\$
Recognition Night	\$ 300.00	\$
Candy Costs	\$ 1,000.00	\$
County Candy Sales percentage	\$ 420.00	\$
Projects (Sub Accounts)		
Sewing Project	\$ 116.00	\$
Beef Project	\$ 490.00	\$
Total Expenses:	\$ 4,026.00	\$
Estimated Closing Balance:	\$ 562.00	\$

We certify that this budget was approved by the club, meeting on (date) _____

Club President Signature: _____

Treasurer's Signature: _____

Club Leader's Signature: _____

Submit to County 4-H

Office by November 1st!

4-H YDP CLUB BUDGET - INCOME WORKSHEET

Club Name: _____

Club Year: Sept 1, _____ to August 31, _____

Total Opening Balance: \$ _____

ESTIMATED INCOME	BUDGETED	ACTUAL
Enrollment Fees	\$	\$
Family Contributions	\$	\$
Candy Sales	\$	\$
Fundraiser	\$	\$
other	\$	\$
other	\$	\$
Projects (Sub Accounts)		
Project: _____	\$	\$
Project: _____	\$	\$
Project: _____	\$	\$
Project: _____	\$	\$
Project: _____	\$	\$
Total Income:	\$	\$

4-H YDP CLUB BUDGET - EXPENSE WORKSHEET

Club Name: _____

Club Year: Sept 1, _____ to August 31, _____

Total Opening Balance: \$ _____

ESTIMATED EXPENSES	BUDGETED	ACTUAL
Fees: County Council Fees/ Insurance	\$	\$
Recognition Night	\$	\$
Club Meetings (Supplies)	\$	\$
Administration(Stamps, Copying, Paper)	\$	\$
Newsletter	\$	\$
other-	\$	\$
Projects (Sub Accounts)		
Project-_____	\$	\$
Project-_____	\$	\$
Project-_____	\$	\$
Project-_____	\$	\$
Project-_____	\$	\$
Total Expenses:	\$	\$

Closing Balance:\$

We certify this budget was approved by club members, meeting on (date) _____

Club President Signature: _____

Club Leader's Signature: _____

Treasurer's Signature: _____

Submit copy of approved club budget to County 4-H office by Nov 1st