



Budgeting for community groups

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TREASURER BREAZE/BALLARAT TOOL LIBRARY

*A budget is a way to balance
income, expenses and financial
goals for a specific length of time*

Why Budget



Put simply, having a budget can help you set long-term financial goals, keep you from overspending, help shut down risky spending habits, and more.

A budget will give you an estimate of:

- the money you expect to earn that will be used to operation your organisation.
- bills you are committed to so that you know what you need to have when they come along.
- plans you have to expand or improve your organisation and how you will finance those plans.
- whether you will have a surplus or deficit based on those estimates and identify how you might rectify that.

How to budget

1. Gather your data – for the year ahead

Estimate your income:

- Fees and charges
- Donations
- Sale of items
- other income activities like raffles, events, etc.

Estimate your expenditure:

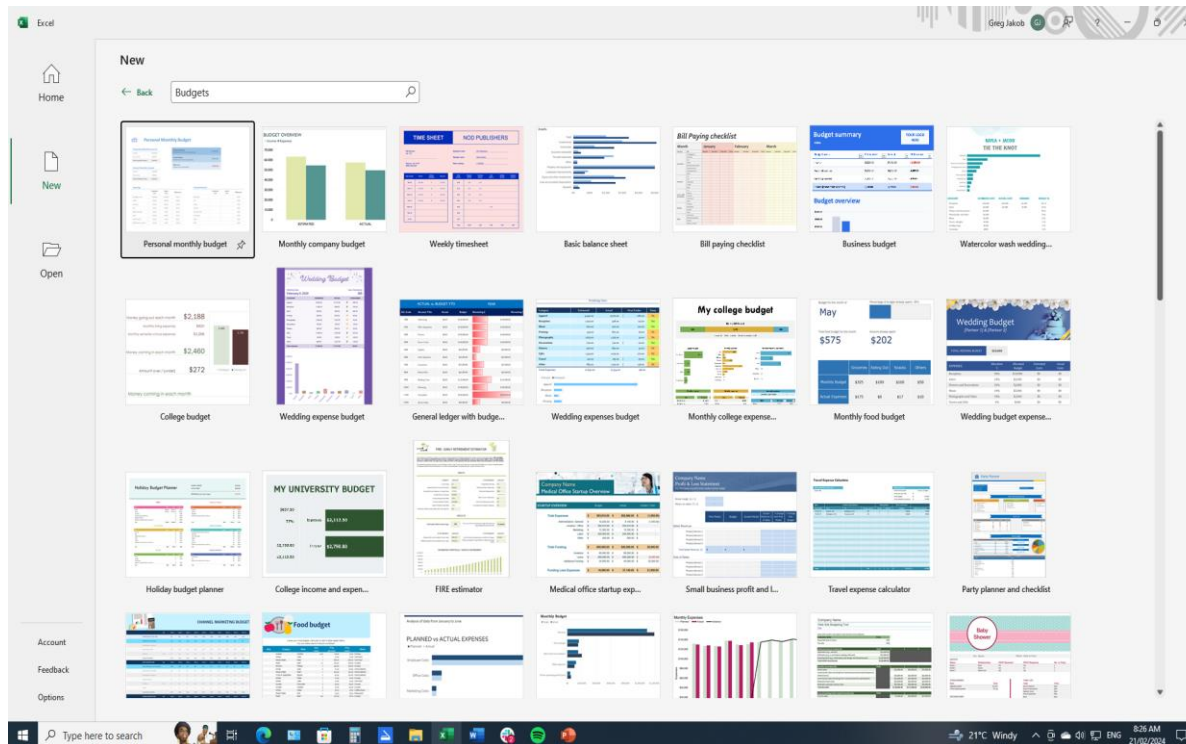
- Bills that you are committed to: rent, electricity, consumables, insurance.
- Things you would like to buy
- Projects to improve your organisation

Note: I do not budget for grants that fund activities until they are granted.

How to budget

2. Organise your data - Put it in a spreadsheet

Excel is your friend here – there are good templates to use



How to budget

3. Calculate your monthly and year to date estimates

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How to budget

4. Monitor your actual activity to budget

Questions



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