

Additional Information

accounting data – this encourages adherence, too.

- ◆ Control cost – allow only approved expenditures
- ◆ Assess budget at any given point in time during the budgeted period.

A Sample Budget

(expressed in financial terms)

INCOME	Projected Income	Actual Income
Candy sales (2/ quarter)	\$600.00	
Dues(50 @ \$2/ year)	\$250.00	
Car wash	\$450.00	
Holiday Dance ticket sales	\$400.00	
TOTAL INCOME:	\$1,700.00	
EXPENSES	Projected expenses	Actual Expenses
Club Registration	\$30.00	
Ads in newspaper (2/quarter)	\$250.00	
D.J. for Dance	\$500.00	
Club Newsletter & Flyers	\$150.00	
Refreshments	\$300.00	
Supplies/ Misc.	\$100.00	
Graduation Gifts	\$200.00	
TOTAL EXPENSES	\$1,500.00	

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

Please note that Associated Students Accounting is available to maintain and service your account at no charge!

For more information on building your leadership skills or getting involved in a leadership role on campus, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

Dean of Students
(714) 278-3211, TSU 235

Student Leadership Institute
(714) 278-5999, TSU 235

Student Organization Area
(714) 278-7622, TSU 245

Associated Students Accounting
(714) 278-2404, TSU 224



CAL STATE
FULLERTON

California State University, Fullerton

Dean of Students Office

Titan Student Union 235

P.O. Box 6830, Fullerton, CA 92834-6830

714.278.3211

www.fullerton.edu/deanofstudents

CAL STATE FULLERTON

STUDENT AFFAIRS

We would like to thank the University of California, Irvine Office of the Dean of Students for use of their publication in creating this brochure.

Basic Organizational Budgeting

Basic organizational budgeting

One of the tasks you may face as treasurer or financial officer, especially if your organization transacts a lot of business, is that of preparing a budget. There are all sorts of methods for preparing budgets from flipping coins to using spreadsheets. No one method is best for all organizations. The method described below is fairly simple.

What is a budget?

A budget is an organizational tool used for planning and controlling within an organization. It is a formal written guideline for your future plans of action, expressed in financial terms within a set time period.

Basic components of a budget

- ◆ It can help refine goals that reflect realistic resources.
- ◆ It can compel members of the organization to use funds efficiently.
- ◆ It can provide accurate information to adjust, analyze, and evaluate programs and activities.

- ◆ It can aid in decision-making.
- ◆ It can provide a historical reference to be used for future planning.

Developing a budget

- ◆ A statement of the organization's goals, objectives and priorities (What do we want to accomplish? How will we accomplish this? How much will the program cost? How will the program be funded?)
- ◆ A specified time period to which the budget applies, (e.g., July 1-June 30.)
- ◆ A method of reviewing budget plans and procedures
- ◆ Budgeted financial statements: An estimated detailed income breakdown and an estimated detail expense breakdown.

Basic Component of a budget

- ◆ Prepare an outline of the organization's planned activities for the upcoming year.
- ◆ Determine available funds (carry over balance from previous years, cash on hand and funds in the A.S. account, interest, etc.)
- ◆ Do careful studies of funding sources, costs, estimated and probable fundraisers.
- ◆ Estimate expected income and when it is expected to be available (dues, t-shirts, sales, pinball, etc.)
- ◆ Define needed expense (advertising, printing, supplies, etc.)

- ◆ Get price quotations on certain expenditures, delegate certain responsibilities to members.
- ◆ Rank order by their relative importance, which activities are the wisest expenditures of funds.
- ◆ Choose and decide program initiate; ask yourselves, "How much is available to allocate?"
- ◆ Negotiate as necessary, eliminate less essential expenditures or limit certain 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 the planning process.
- ◆ Consult with your club advisor to maintain continuity and as a check and balance for your organization.

Managing the budgets

- ◆ Once approved, adopted and prepared it should be closely managed.
- ◆ Formulate general policies and procedures needed to achieve objectives.
- ◆ Keep an accurate log of financial transactions (income and expenses): maintain in your organization record book (check and balance records periodically).
- ◆ Set up internal control designed for safeguards and accurate