

Preparing a Budget

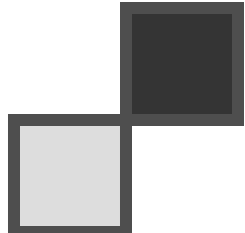



TelecomPioneers
2007



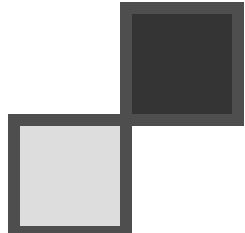



What Is a Budget?

- A budget is a summary of intended expenditures along with proposals for how to meet them
- The budget you prepare will outline the financial plan for your chapter
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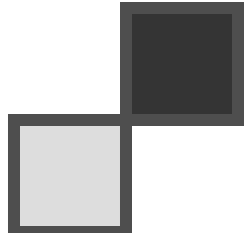



What Is a Budget cont'd

- **The budget you prepare should reflect not only the goals on a chapter level but also on the region / council, and club levels.**
 - **It establishes maximum amounts the chapter as a whole can spend for each project.**
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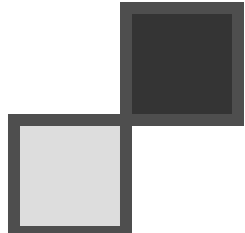


What Is a Budget Plan cont'd

- For us, the chapter budgets will be used by the **Region Executive Director, Stephen Kohn**, to show our parent companies how the grant money will be spent.
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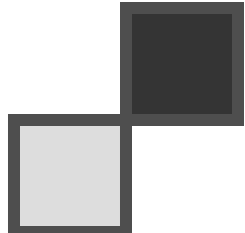



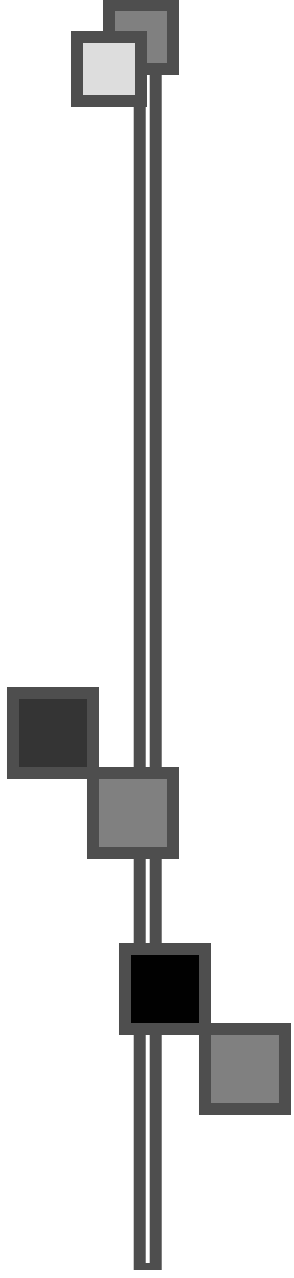
Why Do We Need a Budget?

- Again, with our tax status of 501C3, it is imperative we maintain good operating practices for auditing purposes.
 - We need a vehicle/tool to plan how we will operate. A budget gives us goals and guidelines to follow.
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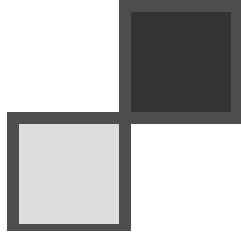
How To Get Started?

- You need to make decisions about what your chapter will be doing in the coming year.
 - You need to have all your projects and associated costs lined up.
 - Your budget should reflect your goals for the chapter.
 - All projected income and expenses should show on your budget.
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How To Get Started? Cont'd

- The best way to get started is to put together a very basic list of your income and expenses. Just give it your best guess.
- Stick to listing things you can easily identify: dues, grant money, donations, fundraisers (you get the picture).
- As time goes by you can add more detail.





Gathering Information

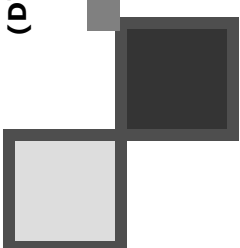
- You should have talked to your club presidents and council/region presidents explaining the need for a chapter business plan.
- So, you have data from them to add to the chapter level's expected income and expenses.
- Add their projects to the chapter projects you have identified for the coming year.



Let's Get Started

(Distribute Budget Template with notes)

Start with the P&L (Diane to distribute actual and explain).

- The P&L Diane is providing shows the gross (or actual) figures for the 2006 year to date for each of your chapters.
 - The budget template follows the same format.
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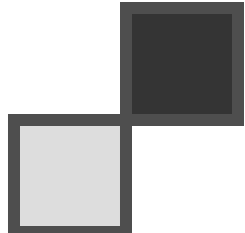



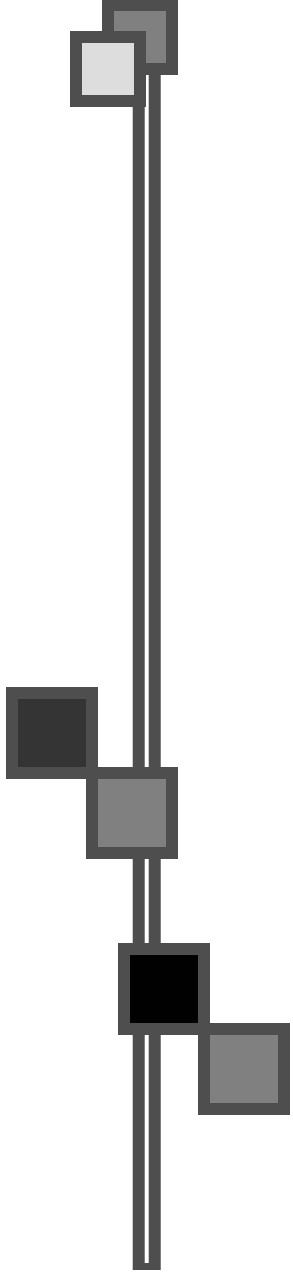
Determining Net Amounts

- For each project, use the P&L and subtract the expense from the income to get the actual amount. We do this because we “filter” all monies through the Pioneer Accounting Center.
- Example: On Maryland’s P&L, Hershey Park shows an income of \$275,000.00 but there was an expense of \$219,000.00 paid to Hershey Park so the actual income was \$56,000.00.



Resources

- Your incoming executive board may have input to help in preparing your chapter's budget.
 - If this is your first time as chapter president, rely on the knowledge of your past presidents.
 - Any member of the Finance committee
 - Diane Nelson or Steve Kohn
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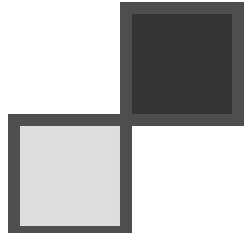

Expected Completion

- Due to region commitments to the Verizon Foundation, Steve Kohn will need your chapter's completed budgets no later than December 1, 2006.



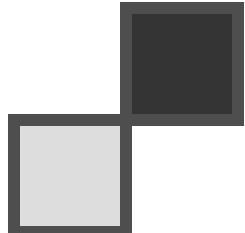



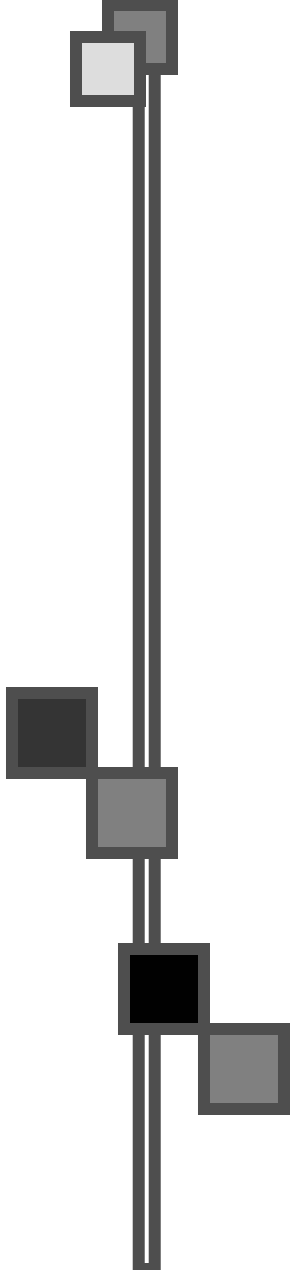
Using Data For Your Budget

- Again, it is strongly urged to prepare your business plan first and then your budget. A lot of the budget information can be taken right from the business plan you prepare.
 - Make it easy on yourself!
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Reconciling Your Budget

- You need to keep track of your actual income and expenses incurred during the year.
 - It will be easy for things like dues, fundraisers, etc. but the tough part will be the miscellaneous expenses incurred throughout the year.
 - If you don't have a memory like a steel trap, write them down as they are incurred.
 - By recording these expenses throughout the year, you will be able to reconcile the budget thus insuring the continued success of your Pioneer chapter.
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Pioneer Accounting Center

- Utilize the Pioneer Accounting Center. They are there for us and can give us breakdowns, and even track projects for you. Just let Diane and Cathy Ann know what you need.

