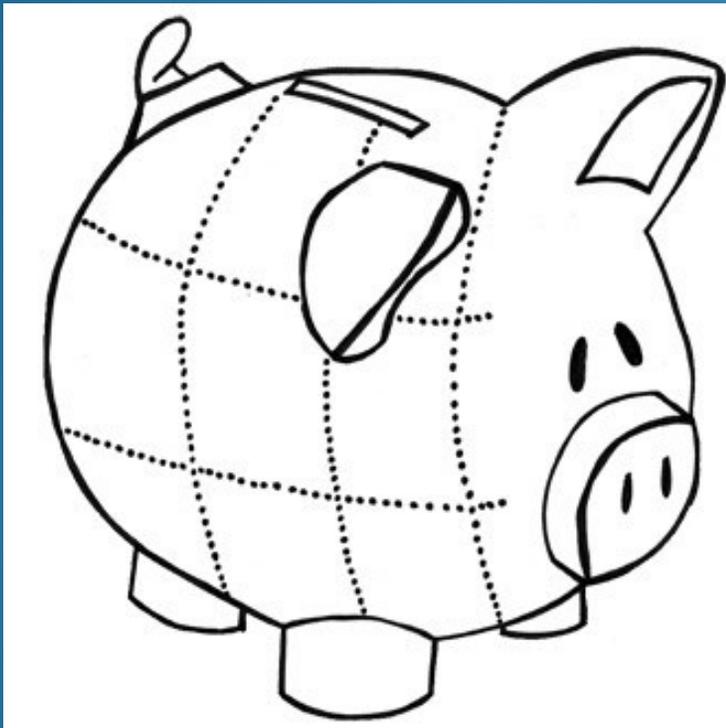
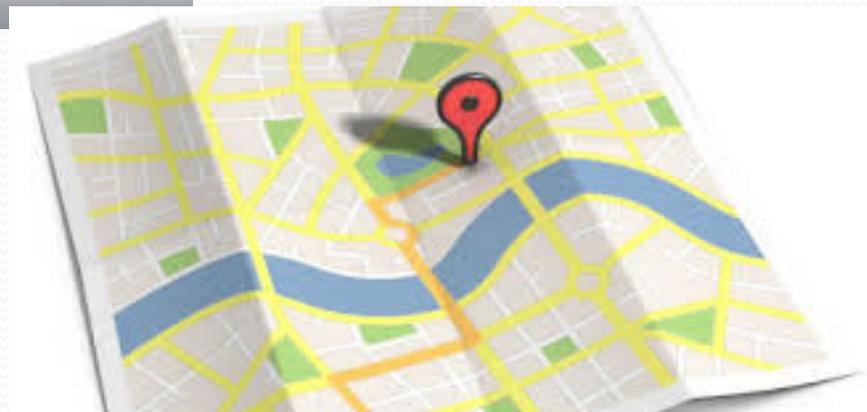


Non-Profit Budgeting Made Easy



A budget is your Chapter's GPS



Terminology

- **Budget**
 - A plan or guideline
 - What donations & support you think will come in
 - What expenses you think you're going to have to pay out

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- The amount of funds you expect to come in EQUALS what you expect to spend

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 - What donations & support you think will come in
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- **Balanced Budget**

- The amount of funds you expect to come in EQUALS what you expect to spend

- **Cash Flow**

- The timing of money coming in and going out

Reasons to prepare a Budget

- **Compliance with BSMA Financial Policies**

Section IV. A.4.

At the Chapter level, the proposed annual budget should be prepared . . . and presented . . . for membership approval by September 1 of each year.

Reasons to prepare a Budget

- **Compliance with BSMA Financial Policies**

Section IV. A.4.

At the Chapter level, the proposed annual budget should be prepared . . . and presented . . . for membership approval by September 1 of each year.

- Avoid confusion, debate & potential discord when planning any and every event all year long



Have readily available:

Chapter members



Have readily available:

- Most recent FS
- Cash balances
- Previous years' FS



Statement of cash flow		Statements of cash flows		
		Year ended December 31		
		20X3	20X2	20X1
Cash flows from operating activities:				
Net income (loss)		\$ (1,178)	\$ 5,234	\$ 5,463
Adjustments to reconcile net income to net cash provided by operating activities				
Depreciation and amortization expense		\$ 1,476	\$ 1,376	\$ 1,195
Goodwill impairment loss		\$ 4,069	\$ -	\$ -
		\$ (305)	\$ -	\$ -
		\$ (76)	\$ (10)	\$ 31
		\$ 59	\$ 100	\$ 108
		\$ 675	\$ (171)	\$ 290
		\$ (1,630)	\$ (463)	\$ (144)
		\$ (195)	\$ (15)	\$ (263)
		\$ 2,912	\$ 6,095	\$ 6,642

Balance sheet (statement of financial position)		As of December 31	
		20X2	20X1
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$ 2,345	\$ 2,947
Receivables, net		\$ 1,716	\$ 1,939
Inventories, net		\$ 948	\$ 943
Other current assets		\$ 395	\$ 224
Total current assets		\$ 5,004	\$ 6,053

Income statement		20X2	
Operating revenues		\$ 110,000	
Cost and expenses			
Cost of sales		\$ 100,000	
Plant operating expenses		\$ 5,000	
Selling expenses		\$ 500	
General and administrative expense		\$ 650	
Depreciation and amortization		\$ 1,300	
Total costs and expenses		\$ 107,450	
Operating income		\$ 2,550	
Interest and debt expense		\$ 420	
Income from operations		\$ 2,130	
Income tax expense		\$ 560	
Net income		\$ 1,570	

		20X2		20X1	
		\$ 1,551	\$ 1,811	\$ (2,790)	\$ (2,260)
		\$ 896	\$ 1,657	\$ (400)	\$ (591)
		\$ 1,729	\$ 4,138	\$ 463	\$ -
		\$ 9,179	\$ 13,659	\$ (25)	\$ (75)
		\$ 1,551	\$ 1,811	\$ 25	\$ 63
		\$ 896	\$ 1,657	\$ (944)	\$ -
		\$ 1,729	\$ 4,138	\$ (7)	\$ (19)
		\$ 9,179	\$ 13,659	\$ (2,886)	\$ (2,807)
		\$ 3,267	\$ 3,794	\$ (374)	\$ 1,782
		\$ 51	\$ 308	\$ -	\$ -
		\$ 344	\$ 344	\$ -	\$ (54)
		\$ 3,462	\$ 4,446	\$ (540)	\$ (4,300)
		\$ 1,252	\$ 1,289	\$ 16	\$ 89
		\$ 2,382	\$ 3,444	\$ (299)	\$ (271)
		\$ 1,122	\$ 1,451	\$ (4)	\$ (24)
		\$ 8,218	\$ 10,630	\$ (1,201)	\$ (2,654)
		\$ 978	\$ 978	\$ (1,095)	\$ 630
		\$ 901	\$ 889	\$ 1,487	\$ 957
		\$ 5,879	\$ 6,474	\$ 392	\$ 1,487
		\$ (749)	\$ 452	\$ 857	\$ 857
		\$ 7,009	\$ 8,793		
		\$ (6,048)	\$ (5,764)		
		\$ 961	\$ 3,029		
		\$ 9,179	\$ 13,659		

Have readily available:

- A spreadsheet or lots of scratch paper

	A	B	C	D
1	Date	Income	Expenses	Profit
2	2005-12-17	235 €	128 €	107 €
3	2005-12-18	311 €	124 €	187 €
4	2005-12-19	457 €	466 €	-9 €
5	2005-12-20	232 €	132 €	100 €
6	2005-12-21	122 €	134 €	-12 €
7	2005-12-22	128 €	223 €	-95 €
8	2005-12-23	432 €	218 €	214 €
9	2005-12-24	256 €	121 €	135 €
10		2.173 €	1.546 €	627 €
11				
12	Avg. Profit	=AVERAGE(D2:D9)		

- A willingness to listen and stay calm



CASH AVAILABLE

How much
do you have
to begin
next year's
journey?



Look at
your
Mission
statement

What's
important
to your
chapter?



Revenue, Donations & Support

\$\$

Revenue, Donations & Support

- Membership Dues*



Revenue, Donations & Support

- Membership Dues*



- General donations – Individuals & Businesses
- Fundraising Events
- United Way or CFC type funds
- Merchandise or Inventory sales
- Grants

Revenue, Donations & Support

- Membership Dues*



- General donations – Individuals & Businesses
- Fundraising Events
- United Way or CFC type funds
- Merchandise or Inventory sales
- Grants
- Expecting any Restricted Funds?



Expenses

Programs

Supporting services

Fundraising

Membership development

Expenses

Programs

(help you fulfill your mission)

Expenses - Programs

- Care packages
 - How many last year?
 - Postage
 - Contents



Expenses - Programs

- Care packages
 - How many last year?
 - Postage
 - Contents



Expenses - Programs



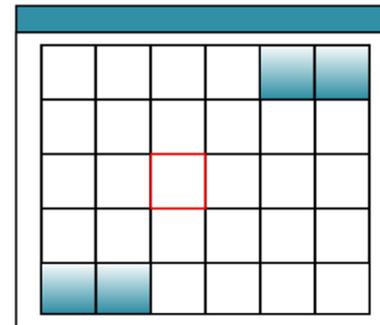
Expenses - Programs



- **Gold Star activities**



- **New programs**





Expenses

Supporting Services

Expenses – Supporting Services

- **Operation or Management of your Chapter**
 - **Annual commitments**
 - Licensing & registrations (State, City, etc.)
 - Insurance
 - VAVS contribution

Expenses – Supporting Services

- **Operation or Management of your Chapter**
 - **Annual** commitments
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 - **Monthly** commitments (Rent, etc.)

Expenses – Supporting Services

- **Operation or Management of your Chapter**
 - **Annual** commitments
 - Licensing & registrations (State, City, etc.)
 - Insurance
 - VAVS contribution
 - **Monthly** commitments (Rent, etc.)
 - Paper, printing, postage for **day to day** matters
 - **Membership dues***
 - **Website** maintenance & security

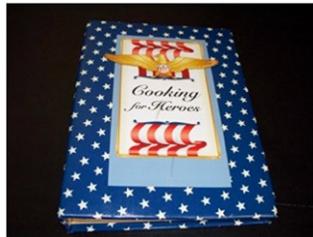


Expenses



FUND**RAISING**

Expenses - Fundraising



- **Specific annual events**
 - Out of pocket costs
 - Solicit community support



Expenses - Fundraising

- **Joint events with other Non-Profits**
 - Be sure to ask “who”, “how much” and “what”



- **Grant Proposals**



Expenses

Membership Development

Expenses – Membership Development



WE WANT YOU



- Vendor table at homecomings, recruiting offices, farmers markets, etc.



- Host a Lunch & Learn for your members



Basic Budgeting

Basic Budgeting

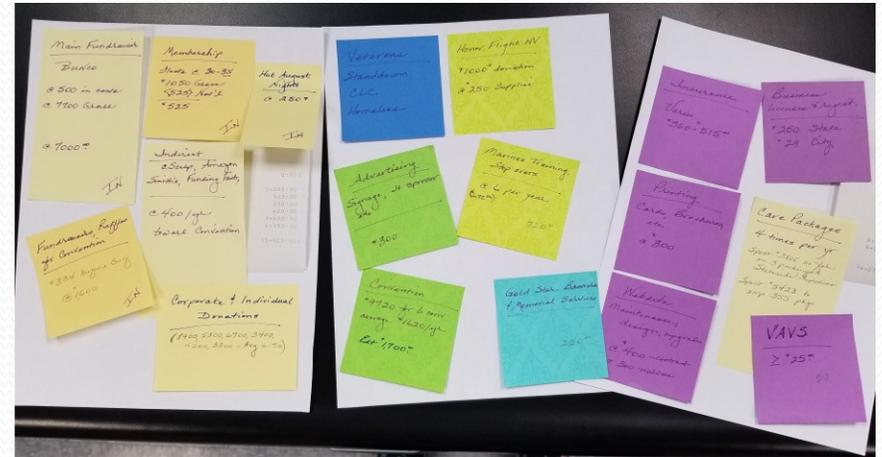
At the computer

budget proposal 2018-2019 final draft - Microsoft Excel

Blue Star Mothers of America, Inc.					
Budget vs. Actuals: 2018-2019 Budget - FY18 P&L					
September 2018 - August 2019					
2017-2018 Total					
	Actual	Budget	over Budget	% of Budget	2018-2019 Budget Proposal
Income					
25% LOGO USE DONATION	2.75	50.00	-47.25	5.50%	\$ 50.00
VAVS - Restricted Funds	4,950.00	4,000.00	950.00	123.75%	\$ 5,000.00
CONVENTION					
2019 Convention					\$ 40,000.00
2018 Convention		25,000.00	-25,000.00	0.00%	
2018 Convention Bag Sponsor	375.00		375.00		
2018 Convention Bus Donation	300.00		300.00		
2018 Convention Pres Receipt Donation	300.00		300.00		
2018 CONVENTION Registration	10,840.00		10,840.00		
2018 Donations/Sponsor/Fundraiser	8,955.63	3,000.00	5,955.63	298.52%	\$ 3,000.00
2018 I Stand T-Shirt	1,470.00		1,470.00		
2018 Silent Auction		3,500.00	-3,500.00	0.00%	\$ 5,000.00
2018 Vendor Tables	100.00	300.00	-200.00	33.33%	\$ 300.00
Denim & Diamonds Fund Night	1,295.00		1,295.00		
Total 2018 Convention	\$ 23,435.63	\$ 31,800.00	-\$ 8,364.37	73.70%	\$ 48,300.00
Total CONVENTION	\$ 23,435.63	\$ 31,800.00	-\$ 8,364.37	73.70%	\$ 48,300.00
DONATIONS/SPONSORSHIPS					
CFC Donations	4,082.31	3,500.00	582.31	116.64%	\$ 4,000.00

change from

At the kitchen table



Basic Budgeting

Expected Revenue, Donations & Support \$ xx,xxx

Less: Desired expenses

< xx,xxx >

RESULT

Basic Budgeting

Expected Revenue, Donations & Support \$ xx,xxx

Less: Desired expenses

< xx,xxx >

RESULT

If RESULT IS:

- *Positive number = budget surplus*
- *Negative number = budget deficit*
- *Zero = balanced budget*



Basic Budgeting – Fine tune it!

- **Surplus?**
 - Plan more programs or expand the one's you have
 - Build up a safety/emergency reserve (savings)

Basic Budgeting – Fine tune it!

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- **Deficit?**

- Trim back your planned expenses
- Figure out how to raise more money

Basic Budgeting – Fine tune it!

- **Surplus?**
 - Plan more programs or expand the one's you have
 - Build up a safety/emergency reserve (savings)
- **Deficit?**
 - Trim back your planned expenses
 - Figure out how to raise more money
- **Overall**
 - Separate “needs” from “wants”
 - Is this plan reasonable and actionable?

Your Chapter's Roadmap



Your Chapter's Roadmap



Your Chapter's Roadmap

- Funds on Hand now (current YE) \$ X,XXX
- Plus: Expected Rev, Donations & Support + XX,XXX
- Equals: Available Funding \$ XX,XXX



Your Chapter's Roadmap

- Funds on Hand now (current YE) \$ X,XXX
- Plus: Expected Rev, Donations & Support + XX,XXX
- Equals: Available Funding \$ XX,XXX
- Less: Planned Expenses < XX,XXX >
- **Expected Funds on Hand at next FYE:** \$ X,XXX





Are you locked in?





Are you locked in?



NO!

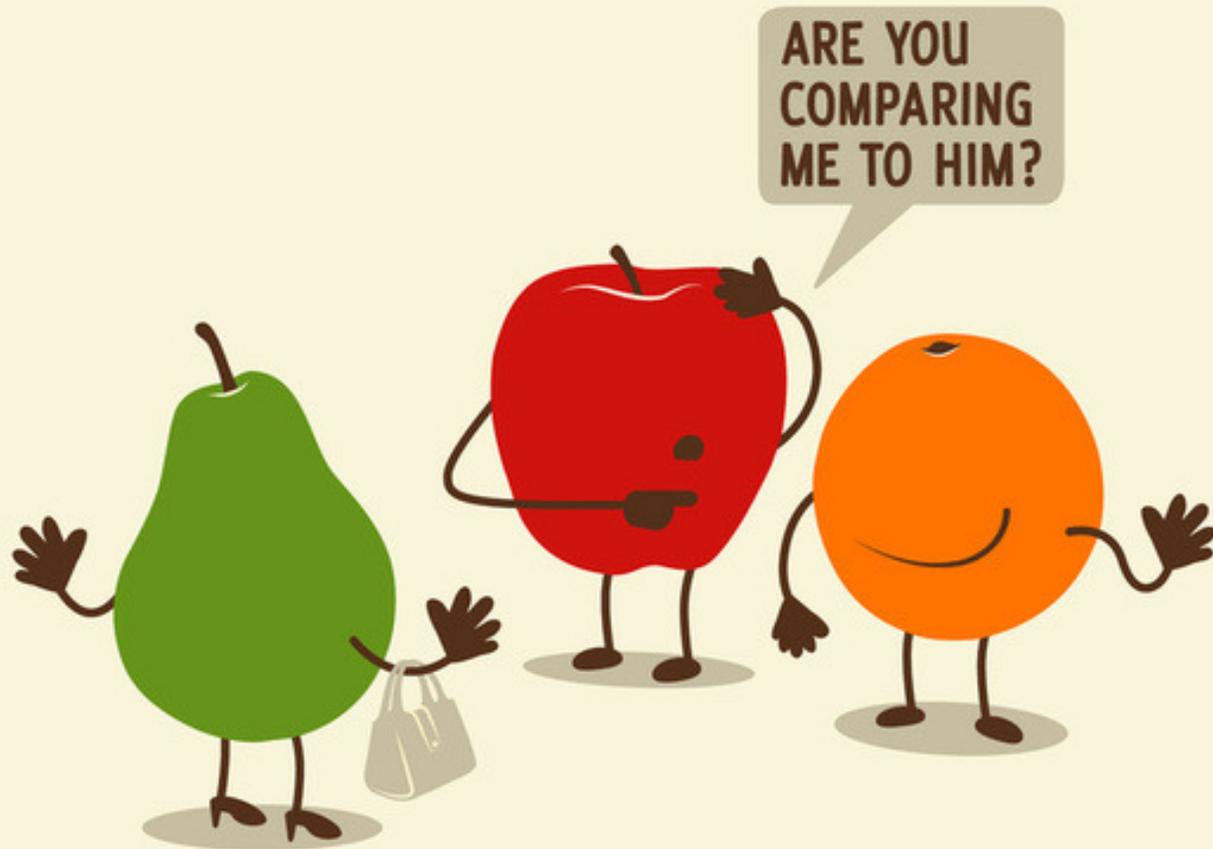


Are you locked in?

Budget = Guideline



As your year progresses



Actual \$

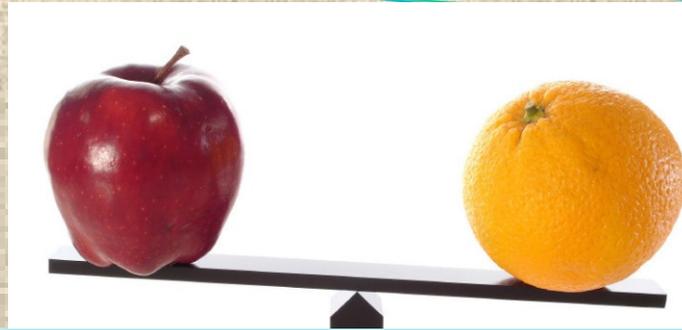


Budget \$

Missed it by a mile?



Actual \$



Budget \$

Close?



Non-Profit Budgeting Made Easy

