BUDGET TEMPLATE BEST PRACTICES
Budgeting Weekend 2016 -2017

Note: *It is advised to plan your presentation outline first as much as possible. It will be helpful to consider your plan for next year as you refer to your previous budget and make changes. Your budget from last year and "Guidelines for Budgeting" can be found at* http://www.hope.edu/student/life/congress/appropriations/

I. Naming the Doc

1. <u>Please use the blank Budget template provided</u>, not any previous version of the budget.
2. Start by saving the document by changing the name to your club/organization. The title should be: **GroupName**_Budget_2016.2017
3. Change the group name and fund number in the header in rows 1-3.

II. Constructing Your Budget

4. Begin by typing each line item name, categorized properly by subcode. These should be concise but descriptive. More detailed information and rationale can be provided in the budget outline.
5. The corresponding amounts will fall under the "requested" column. Any column with "funded" is for Appropriations Committee use only.
6. Please remember, <u>DO NOT copy and paste</u>. This may alter source formatting and make things difficult for you later. This also serves as a good exercise to think about each individual line item.
7. Ask yourself:
    o Is the item is still needed? Did we use this last year?
    o Is the request outdated? (i.e. Postage, printing that can now be electronic etc.)
    o Should the amount change based on attendance or change in price(s)?
    o Was this event successful last year? Is there an alternative?
    o What would we like to change or improve upon?
    o What else might we need that we haven't considered in the past?
8. Add new rows as necessary.

III. Formatting and Other Tips

9. Hitting the <u>alt and enter</u> keys will allow you to wrap text in a single cell. Please do not extend the length or rows or columns.
10. We use Hope College pricing for college services. Check the hope transportation, dinning services or Hayworth Inn website for common pricing (See quick reference guide in appendix).
11. Make use of formulas. Excel will do the heavy lifting for you. For example if you need 2 vans (cost of $90 each) for transportation on five separate occasions, enter: =2*90*5. This will also make it easier for Appropriations to determine you reasoning for a particular amount.

IV. Finalizing the Budget

12. There may be subcodes you do not use. Delete them to clean up the document. For example, you may not need equipment repair or film rental for your group's particular needs.
13. If you added additional line items, allow one space between the last line item in a subcode and the next subcode. Otherwise, you may leave the default three lines (See simple budget example below).
14. Make sure all the totals add up for each subcodes and total requested at the bottom. Formulas may have shifted when you were editing the document. Note: income is subtracted from the total.

APPENDIX

Pricing Quick Reference Guide

Item	Price
Car	$37.00/day
Mini-van	$55.00/day
Van	$90.00/day
Bus	$2.40/Mile or minimum $135
Haworth Room (Student Rate0	$100.00/Night

Simple Budget Example

	Subcode/Category	Requested	Funded	Subcode Requested	Subcode Funded
	HOPE COLLEGE CLUB				
	Budget by Account for 2015-2016				
	Fund # 18419				
7020	*Student Travel*			$1,580.00	$0.00
	Transportation to Volunteer (2 vans, 5 events)	$900.00			
	Transportation to Event (2 Vans)	$180.00			
	Weekend Conference & Lodging	$500.00			
7150	*Copying/Printing*			$25.00	$0.00
	Fliers for Activity Fair	$25.00			
7590	*Food Service*			$500.00	$0.00
	Food for Event #1	$300.00			
	Food for Event #2	$200.00			
				TOTAL REQUESTED	$2,105.00
				TOTAL FUNDED	$0.00