

# Budget Planner

Work through the budget template below, adding all the costs you can think of. You can refer to Chapter 4 of the *Choir Starter Kit* book and the worked example on page 3 to help you gather all the information you need.

This budget assumes that you will be looking to your singers to fund the running of the choir. You can re-work the final box on page 2 if that's not the case for your choir.

SET-UP COSTS	Cost	No. of years to recover	Amount to be transferred to fixed costs (costs / no. of years)
<b>Total</b>			

FIXED COSTS	Cost per rehearsal	No. of rehearsals per year	Annual costs (cost x no. of rehearsals)
<b>Total</b>			

PER-HEAD COSTS	Estimated cost per singer
<b>Total</b>	

Don't forget: over-estimate costs, under-estimate income!

# Choir Starter Kit

INCOME REQUIRED	Total annual costs	No. of singers	Fixed costs to be covered per singer (costs / no. of singers)	Add per-head costs	Total min. annual charge to each singer (fixed costs + per-head costs)
<b>Scenario 1</b> (min. expected no. of singers)					
<b>Scenario 2</b> (med. expected no. of singers)					
<b>Scenario 3</b> (max. expected no. of singers)					

Don't be too concerned if your budget doesn't immediately look viable. Consider where you might be able to reduce your set-up, fixed or per-head costs. Alternatively (or additionally) think about where additional sources of funding might be found, eg sponsorship, grants etc.

# Choir Starter Kit

## Worked budget example

SET-UP COSTS	Cost	No. of years to recover	Amount to be transferred to fixed costs
Sound equipment	£500.00		
Music stand	£50.00		
Printing	£150.00		
Advertising	£150.00		
<b>Total</b>	<b>£850.00</b>	<b>2</b>	<b>£425.00</b>

FIXED COSTS	Cost per rehearsal	No. of rehearsals per year	Annual costs
Venue	£30.00	36	£1,080.00
Accompanist	£35.00	36	£1,260.00
Travel	£5	36	£180.00
Public liability insurance			£200.00
Web hosting			£40.00
Telephone			£75.00
Licences			£100.00
Sheet music (for leader)			£50.00
50% set-up costs			£425.00
Contingency 20%			£682.00
<b>Total</b>			<b>£4,092.00</b>

PER-HEAD COSTS	Estimated cost per singer
Sheet music	£30.00
Folders	£10.00
Uniform	£20.00
<b>Total</b>	<b>£60.00</b>

INCOME REQUIRED	Total annual costs	No. of singers	Fixed costs to be covered per singer	Add per-head costs	Total min. annual charge to each singer
Scenario 1	£4,092.00	25	£163.68	£60.00	£223.68
Scenario 2	£4,092.00	30	£136.40	£60.00	£196.40
Scenario 3	£4,092.00	35	£116.91	£60.00	£176.91

NB: We're in the UK, so we've created this worked example in British pounds. Exactly the same process will apply whichever currency you wish to work in. Simply substitute your currency, and the prices in your country, when you work through the blank budget planner.