



## Checklist: Creating a Budget for a Committee

Committee: \_\_\_\_\_

Year (time period): \_\_\_\_\_

- Develop annual goals for your committee**
  - Check current SCCDS Strategic Plan
- Plan the next calendar year budget**
  - Develop list of projects or events being planned.
  - Check Master SCCDS calendar.
    - Note: Remember a budget is a guide. It may be necessary to amend the budget.
- Review last year's budget and projects:**
  - Cost of each project or event.
  - Expectation of each project or event.
  - Outcome of each project or event.
  - Evaluate the cost of each project or event against outcomes. Was it worth the cost?
  - Budget expectations.
- Develop a cost analysis for each project and event.**
- Prioritize each project or event (A, B, C...).**
- Finalize a yearly budget: Utilizing planned projects and events, expectations, and priority ranking.**
  - Prepare justifications to present to ED, and perhaps SCCDS Board for increases and decreases to the budget.
- Present budget and goals to the SCCDS Board if needed.**
- Bring changes and/or notes from the Board to the committee for final review and follow through.**

**Budgets are not written in stone**



## **Guidelines: Creating a Budget for a Committee**

### **1. Creating a Committee Budget**

- a) Develop annual goals for your committee.
  - This should be developed from the current Strategic Plan of the society or for a current need of the society.
- b) Make a plan for the next budget calendar year.
  - Remember a budget is a guide. It may be necessary to amend the budget.
  - What projects or events does this committee need to develop to achieve its yearly goal or mission?
  - Check with the master calendar so that the projects or events can be scheduled.
- c) Develop a cost analysis for each project and event. Decide on the importance of each project.
  - Label the projects in level of importance (A, B, C...)
- d) Look at last year's budget and the projects that were accomplished last year.
  - What was the cost of each event or project?
  - How was the project or event perceived and what was the outcome?
  - Could we save money on the event? Should we spend more to increase its value? Or, should we not do event again?
  - Can we accomplish this year's goals within the same budget or do we need to increase or decrease our budget?
- e) Develop your yearly budget totaling those events and projects you want to accomplish using your ranking of A, B, and C. Present this to the ED, and perhaps the Board when the next year's budget is developed.
  - Have justifications ready for increases and decreases.
  - If the board asks for details of budget plan be prepared to share the committee's goals and plans.
  - Depending on the financial position of the society your committee may need to decrease certain projects or you may be able to increase your budget. If you can increase the budget it is important to know where you would use these additional funds.
- f) It is not necessary to spend your whole budget. These budget dollars can be used in other areas if the needs are greater.

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