



DEVELOPING A BUDGET FOR YOUR 4-H CLUB

Near the beginning of each club year, a portion of a club meeting should be dedicated to budget planning. A budget is simply a written plan for raising and spending money for 1 year. When members of the club vote to approve a budget at the beginning of the fiscal year, the treasurer is able to make payment for all budgeted items without seeking further approval of the club members. If the club does not have a budget, or items arise that are not a part of the budget, each item must be presented to members for approval before payment is made. An annual budget accomplishes two things. First, all expenditures of club funds are made with full approval of the club. Second, it is a great way for members to learn how money flows in and out of an organization.

The budget can either be discussed and voted on at a club meeting by the entire membership or appointed to a committee and brought before the entire club for approval. The members may find it helpful to have the following information available during the budgeting process:

- Financial summary from previous year (if available)
- Calendar of club activities for the budget year
- List of 4-H projects the club offers

Although income should be listed before expenses when the budget is presented, the youth developing the budget may find it beneficial to determine the expenses for the group first and then decide how best to raise funds. The fund-raising guidelines for 4-H clubs lends to proceeding through the process in this order also; as fund-raising should be done to support the financial needs of the group to conduct educational programming and not be the main focus of group activities. In other words, all money generated by the club should be used only for expenses identified in the budget.



4-H Club Expenses

Club members should carefully consider all club activities for the year when budgeting. Each club's expenses will be unique. Use the list on reverse to help start formulating your budget. Members should not consider this a complete list of possible expenses. Write in an estimate of what you expect to pay for each item based on current rates or the club's financial summary from the previous year. Items that do not apply to your club should be left blank.

4-H Club Incomes

Now that members know what expenses will be incurred over the course of the year they can decide how best to meet the financial needs of the club. Income to cover club expenses can come from a variety of sources (see reverse side). Write in an estimate of what you expect to receive for each item. Items that do not apply to your club should be left blank.



4-H Club Expenses

- _____ Meeting location rental fee
- _____ Refreshments for regular club meetings (# of meetings planned ____)
- _____ Refreshments for special club meetings (Christmas party, club picnic, club banquet)
- _____ Recognition and awards
- _____ Postage
- _____ Printing
- _____ Field trips (where/when) _____
- _____ Field trips (where/when) _____
- _____ Field trips (where/when) _____
- _____ Community service
- _____ Donations
- _____ Participation fee payment
- _____ Project expenses _____
- _____ Project expenses _____
- _____ Project expenses _____
- _____ Project expenses _____
- _____ Project expenses _____
- _____ Fair decorations
- _____ Member and leader training
- _____ Member participation in county, regional, state, national experiences
- _____ Fundraising expenses

4-H Club Incomes

- _____ Member dues
- _____ Member participation fee payments
- _____ Member project fees
- _____ Grant (name of grantor, what for) _____
- _____ Grant (name of grantor, what for) _____
- _____ Donors and sponsors
- _____ Fund-raiser (what) _____
- _____ Fund-raiser (what) _____

Putting It All Together

With a complete list of incomes and expenses the club is ready to put their budget together. The total estimated receipts should equal the total estimated expenses, thus producing a balanced budget. If the club has any funds that will be carried over from the previous year they should be listed first, followed by income. Expenses should be listed after income. If there is a balance expected at the end of the fiscal year it should be listed last and carried over to the next year. The final proposed budget should list each specific income or expense, along with the source, date, and estimated amount.

Club members should also verify that the proposed budget adequately addresses the cash flow needs of the club. The club should plan fund-raising events or collect dues and project fees near the beginning of the fiscal year prior to incurring expenses.