

Develop & Manage Budget

- I. Make a comprehensive list of all the things the club wishes to accomplish during the budget year. Include programs, events, services, purchases and more.
- II. Assign a cost to each of the items and rank them by priority.
- III. Define and itemize ALL of your potential revenue streams. Include fundraiser projections realistically, grants and incentives.
- IV. Balance your budget by eliminating activities/events, opting for less expensive options, etc.
- V. Review projections throughout the year to ensure goals are achieved and adjust as necessary.