

Budget Making Tips



a program of the Jane Goodall Institute

Creating a budget is one of the most important parts of planning a project. A budget helps you to identify all the materials and finances your group will need for a specific project. So start early!

Tips for Budgeting

1. Assign a group member (treasurer) to be responsible for creating project budgets. One person dealing with all of the group finances reduces confusion and duplicate work.
2. Treat budgets as ongoing tasks. Treasurers have an ongoing job of creating new and improved budgets each project.
3. Gather information from treasurers of other groups (e.g. other Roots & Shoots groups, school clubs and local charities) to use as a model for how to set up your own group's budget.
4. Get input from other members. Decide as a group what your funding needs and priorities are each project.
5. Be sure to budget for recognition and fun stuff! (e.g. thank you cards, leadership acknowledgments and pizza parties)

Sample Project Budget

The chart on the next page is an example of how to keep track of what you need, what it will cost, what donations you receive, what you have raised so far and what you still need to raise. This will help you create a fundraising plan if needed. Download the Project Budget spreadsheet in the Resource Center to create your own project budget. Remember to be specific and detailed.

Sample Project Budget

Mary's R&S group has decided to make and donate Happy Socks (to find out more about Happy Socks visit <http://www.operationhappysock.com/>) for cats at the local animal shelter.

Project Needs	Cost per Unit	Quantity	Estimated Cost	In Kind Support/ Donations	Fundraised	Outstanding
<i>Socks</i>	<i>\$2.33 (for one pair)</i>	<i>5 pairs of socks</i>	<i>\$11.65</i>	<i>5 pairs of socks donated by members (\$11.65)</i>	<i>\$11.65</i>	<i>\$0</i>
<i>Stuffing for socks</i>	<i>\$2.99</i>	<i>1 bag</i>	<i>\$2.99</i>	<i>Use stuffing from Mary's old ski pants (\$2.99)</i>	<i>\$2.99</i>	<i>\$0</i>
<i>Catnip</i>	<i>\$2.99</i>	<i>1 tub</i>	<i>\$2.99</i>	<i>\$0</i>	<i>\$0</i>	<i>\$2.99</i>
<i>Markers</i>	<i>\$4.99</i>	<i>1 pack of markers</i>	<i>\$4.99</i>	<i>\$0</i>	<i>\$0</i>	<i>\$4.99</i>
<i>Ride to animal shelter</i>	<i>\$6.00 (\$.50 per mile)</i>	<i>12 miles</i>	<i>\$6.00</i>	<i>Mary's parents (\$6.00)</i>	<i>\$6.00</i>	<i>\$0</i>
<i>Snack for 2 people</i>	<i>\$.89</i>	<i>2 cookies</i>	<i>\$1.78</i>	<i>Henry's parents (\$1.78)</i>	<i>\$1.78</i>	<i>\$0</i>
<i>Totals</i>			<i>\$30.40</i>	<i>\$17.62</i>	<i>\$22.42</i>	<i>\$7.98</i>

From this sample project budget, Mary can easily see that her group needs to raise \$7.98 to be able to donate Happy Socks to the local animal shelter.