

THE BUDGET PLANNING PROCESS

a budget is the reflection of the planned activities of the chapter

- Budget development starts with the establishment of a calendar of Chapter events for the coming year - start by listing all events, functions, deadlines, etc. on a month-by-month basis (this calendar, once finalized, should be published and distributed to each member of the Chapter - especially the Chairmen of each event).
- E event must include the name of the person responsible (Chairman) for the event - only one person can be responsible for an event, but he may be assisted by others.
- Then list all activities for each event that must take place in order for the even to be successful - include 'start date', and 'end date' for each activity, the 'person responsible' for the activity, and the income and/or expenses involved for each activity (it is usually best to work backwards from the date of the event).
- Group all the events by the various committees and total the income, expenses and net difference (+/- revenue).
- The income and expense information from the above exercise, along with other known information, can now be used to put the year's budget together (obviously, income and expenses must equal: if expense exceeds income, we must raise additional income and/or cut expenses - it is okay to have greater income than expenses!) The ideal budget is based on a month-by-month estimate of revenue/expenses, then totaled for each semester and then the year.
- This information should be compared to the previous year's budget and 'actuals'.
- The activities for each event may be used to develop a "checklist" - this would be useful for the Internal and External Epiprytanis to coordinate committee activities and to ensure that the activities are happening on a timely basis (the checklist would list all the activities that must occur for each event, showing the 'start date', 'end date', and 'person responsible' - the list would be "sortable" by 'start date', 'end date' or 'person responsible'.