

SSMU Clubs Sample Annual Budget

Notes/Tips

- Include revenues, NOT profits.
- Do not include the SSMU funding that you're applying for.
- All revenues and expenses from the event/initiative you're applying for should be included here, but you can use less detail.
- You may choose to use this as a template for your budget, but make sure to tailor it to your event (add and remove line entries as needed, erase and re-write the notes and numbers, etc.).
- If you use this as a template, the columns I-L are hidden and they contain fields for actual expenses and revenues, you can use these for your Second Instalment Report (to unhide select both columns H and M, right click, press unhide).

Highlighting Common Mistakes

Opening/closing balance explanation	Include both of these and justify them if they are large or if they vary (if you want your closing balance to be much higher than your opening balance explain why).
Include the event/initiative you're applying for	All of the associated expenses and revenues should be included, but you can consolidate similar line items here.
Participant contributions	If members are contributing, include the expense and revenue (if they're paying for their own hotel rooms include that expense and that revenue, so we can see what their contribution is)

Sample Annual Budget (for a Club with one annual conference, monthly general meetings, fundraising, and a trip)

General Category	Specific Expense	Projected Revenues	Projected Expenses	Notes
Bank Balances	Opening balance	780		We try to maintain an opening balance of \$500 to cover start of year expenses
	Target closing balance		500	
Fundraising	Samosa sale 1	150	90	Base numbers on quotes for samosas and past experience
	Samosa sale 2	150	90	
	Coat check at Gerts	200		
	Membership fees	220		
Operating Expenses	Office supplies		20	Pens, pencils, tape
	Printing and postage		20	For donation letters and sponsorship materials
	Clothing sale	550	550	A \$25 sweater per member, paid for by members
General Meetings	Room bookings		80	\$10 a week, 8 weeks, in Burnside
	Food		120	\$15 worth of timbits and coffee each meeting, 8 meeting
	Equipment rental		80	\$10 a week to rent a projector
Conference (as shown in sample event specific budget)	Ticket sales	1,300.00		100 pre-ordered tickets @ \$10 each, 20 at the door tickets @15 each Based on sales from similar event last year
	Food/drink sales	300		
	Sponsorship	1,100.00		
	Departmental contribution	500		
	Food/drinks		1,000.00	
	Venue		1,300.00	Room at Carleton hotel, 2 nights, security, and decorations
	Key note speaker		430	Speaker's fee, hotel, food allowance, honorarium
	Judge's honorariums		120	
Misc		230	Lanyards, posters, markers, etc.	
Entertainment		600	DJ, comedian	
Toronto Trip	Megabus tickets		320	\$40 round trip, 8 people, quotes attached
	Hotel	400	400	2 rooms, 2 nights, paid by participants
	Conference fees		80	\$10 each, 8 people
Totals		5,650.00	6,090.00	
	Total Revenues	5,650.00		
	Total Expenses	6,090.00		
	Surplus(deficit)		-440	

Revised 2019-08-01

