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.