

Budget Questions: How to Get There

1. What does our budget this year look like?
 - a. What was funded
 - b. What was spent
 - c. What events did we have vs. what we thought we would have
 - d. Did the budget get spent**
 - i. Yes: Think about whether we want to maintain or grow / where we want to grow
 - ii. No: What went wrong? Were we overambitious or just planning the wrong programming? How can we make it better next year?
2. What do we want to do (before thinking about funding) next year?
 - a. Continuing events: are they doing well or do they need to grow
 - b. New events: what can we do as an org
 - c. Old events: as you increase new line items, decrease line items you might not need anymore. This will help your organization to secure new items from the Committee
 - d. Marketing: do we need it? What do we want to do?
3. What budget do I need to do the things I want to do?
 - a. Consider that not spending a larger budget sets an organization back much more than slowly growing a small budget
 - b. How guaranteed is it that the new events happen? If its not guaranteed, consider applying for Programming Fund money when relevant as opposed to getting it through the annual budget
 - c. Actually budget out each item. What is a reasonable honoraria expectation? Look at estimates potentially, or base on historical experience you have. What do you want to use for marketing and how much does that cost based on internet quotes?
4. Of the things I need, what can Finance Committee actually fund?
 - a. Remove any requests disallowed (see Note 1: What NOT to Request on the website)
 - b. If a new event will more than double your budget, consider focusing on other things and funding that event through the Programming Fund
5. Potentially, what does my Committee Liaison think?
 - a. Your Committee liaison is your advocate on the finance committee. Ask what they think of the budget you've proposed!
6. Looking at your established budget, do you think it's reasonable? Do you think this is an amount of money the committee will fund? Of the budget, what are your priorities (what do you absolutely need)?