

Unit Budgets

JOHN VENEY
CHARTERED ORGANIZATION REP.
WESTMINSTER PRESBYTERIAN CHURCH
PACK / TROOP / CREW 61

Property Of Chartered Organization

A Unit's Assets belong to the Chartered Organization

- This includes all your property (ie: tents, trailers)
- And include any funds (money) the unit has.

The Unit Committee is responsible for the assets

- Within guidelines that may be prescribed by the Chartered Org

Units should have their own checking account (unless otherwise directed by Chartered Org)

- Should require 2 signatures on checks (though rarely enforceable, still a good policy)
- Recommend that the Chartered Org Finance Director, or other authorized member be involved in the banking relationship (Adult leaders come and go)



Definitions

1. **Budget** – An estimate of income and expenditure for a set period of time.
2. **Income** – Money received, especially on a regular basis, for work or through investments.
3. **Expenditure** – The action of spending funds (money).
4. **Expenses** – The cost for something, the money spent on something.



The Budget...

- A unit's budget is a part of its annual program plan.
- Should list the EXPENSES you plan to incur.
- Should determine sources of INCOME to pay for the expenses.
- Will help determine how much FUNDRAISING is needed.

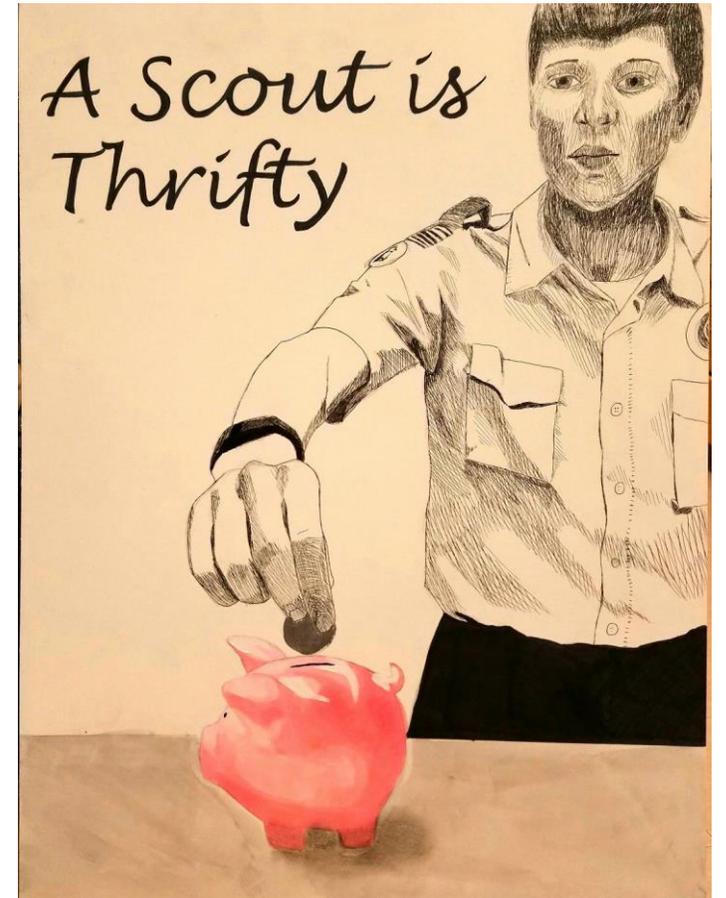
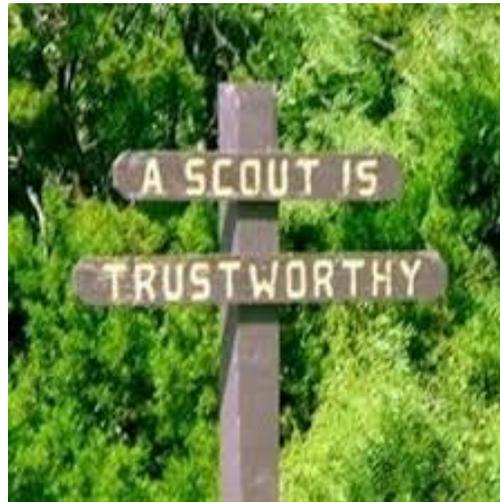


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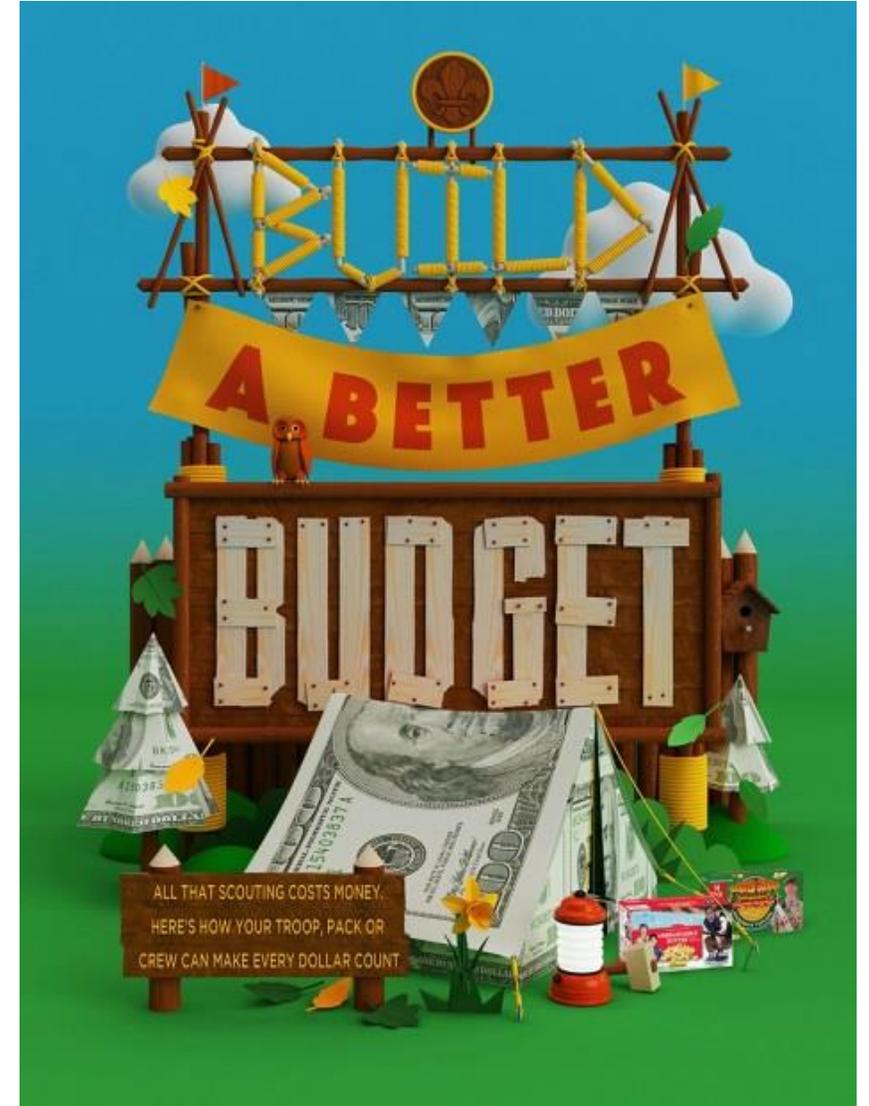
Why Create A Budget

Because...



The budget is part of your annual program plan

- It is a numerical representation of your unit's annual plan, and how you will afford the activities you will be doing.
- It will help you determine if and how to afford the fun your unit wants to have.
- It helps Scouts understand the cost of activities.
- Gives the parents a view into the annual cost of scouting so they can incorporate the cost into their family's budget.
- It allows everybody to understand what you expect to spend your funds on and help get them involved in fund raising.
- It provides confidence that the funds are being well spent.





Who is Responsible?

Cub Scouts: Adult Leaders (and Parents) create the annual program plan and budget,

Troop: Youth Leaders should create (with lots of help from adult leaders)

Crew: Youth Leaders should create (with guidance from adult leaders)



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It is too
much
work

Six Steps to Creating a Budget

Based on the article by Bryan Wendell from the March / April 2018 issue of *Scouting* magazine

1) Plan your units' annual program

<https://scoutingmagazine.org/2018/02/build-better-budget/>

1) Plan units' annual program

- You can't have a budget without a program plan.
- This is a vision of your next six, 12 or 18 months of Scouting fun.
- Your calendar should list meetings, weekend campouts, high-adventure trips and more. It should include day camp, resident camp and summer camp. Don't forget district, council and national Scouting events.
- Be sure someone brings the school district's calendar, a list of holidays (when is Easter this year?), and schedules for sports or extracurricular activities.

Six Steps to Creating a Budget

- 1) Plan your units' annual program
- 2) Make it fun

2) Make it fun.

- Bring snacks
- Play some music
- Plan a fun post-planning activity.
- Work's always better when it doesn't feel like work.

Six Steps to Creating a Budget

- 1) Plan your units' annual program
- 2) Make it fun
- 3) Develop a budget

3) Develop a budget.

- So you know how much money you'll need to achieve the program.
- Remember to include costs beyond camping trips.
- Consider handbooks, awards and recognition items, program materials, scholarships for low-income families, contingency expenses and more.
- Determine which expenses are paid by the unit, and which are passed through to the scout / family.

Six Steps to Creating a Budget

- 1) Plan your units' annual program
- 2) Make it fun
- 3) Develop a budget
- 4) Look for projects

4) Look for projects.

- Ways the unit can bring in more funding
- Flags
- Board of Elections
- Assisting other non-profits with events

(These are methods of additional funding, that is not fundraising)

Six Steps to Creating a Budget

- 1) Plan your units' annual program
- 2) Make it fun
- 3) Develop a budget
- 4) Look for projects
- 5) Figure out how much product you'll need to sell

5)
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to sell.

- If you're peddling a product like **popcorn...**
- Determine how much each member should try to sell to cover your income goal.

Six Steps to Creating a Budget

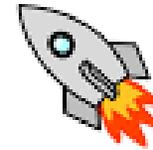
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- 3) Develop a budget
- 4) Look for projects
- 5) Figure out how much product you'll need to sell
- 6) Get commitments

6) Get commitments.

- Communicate your budget
- Help Scouts and families understand what the funds are being used on
- Get a commitment from parents, leaders and youth to help achieve your income goals.

Six Steps to Creating a Budget

- 1) Plan your units' annual program
- 2) Make it fun
- 3) Develop a budget
- 4) Look for projects
- 5) Figure out how much product you'll need to sell
- 6) Get commitments



**KEEP
CALM
IT'S NOT
ROCKET
SCIENCE**

Expenses

According to form 510-275...

There are 12 basic Scouting expenses

1. Registration fees
2. Charter fee
3. *Boys' Life* magazine
4. Accident and sickness insurance
5. Advancement and recognition
6. Activities
7. Camp
8. Program Materials
9. Training
10. Uniforms
11. Reserve Fund
12. Other Expenses

Planning Your Troop's Annual Program Budget

What is the unit budget plan? It is implementing the elements of a complete annual Scouting program for youth, committing as a unit to incorporate these elements, and then providing adequate funding for them.

If you like to raise money every month, plan your program as you go, limit your activities based on the unit's income, or not involve the youth members in the planning process, then this format may not be for you! Those leaders who want a meaningful, exciting, and comprehensive youth program that achieves the objectives of the Scouting program will find this format the ideal way to go.

The result is a well-managed, well-financed unit.

Recognizing this, the BSA recommends the following recipe:

1. Plan your troop's complete annual program.
2. Develop a budget that includes enough income to achieve the program.
3. Identify the amount of product (popcorn, for example) that will need to be sold per youth member to reach the income goal.
4. Identify service projects that the troop can participate in to bring income to the unit.
5. Get commitments from parents and youth.

BASIC EXPENSES

3] *Boys' Life.* *Boys' Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12, which is half the newsstand rate. (Prorated fees are available for youth who join a unit during the year.) Every boy should subscribe to *Boys' Life* because of the quality reading content and the articles related to your unit's monthly program. It is part of a boy's growth in Scouting, and research proves he will stay in longer and advance further if he reads *Boys' Life*.

4] Unit Accident and Liability Insurance. Protecting the leadership and parents from financial hardship due to high medical bills from an unfortunate accident is a must for all involved in Scouting. Specific details on insurance programs are available from the local council.

5] Advancement and Recognition. Every youth member should earn and advance a rank each year. (Boy Scouts can do even more.) The Boy Scout advancement program has a number of options that include achievements, rank advancement, and merit badges.

6] Activities. Well-conceived and well-planned activities are critical to a successful annual program plan. Traditionally, such activities as Boy Scout hikes, camping, or high-adventure trips are financed by the youth and his family over and above the dues programs. It is suggested that the complete cost of these outings be built into the unit's budget.

According to form 510-275...

These expenses help you think through the costs for you unit, and make sure you include them in your budget.

You can see the details by downloading the form:

<https://filestore.scouting.org/filestore/boyscouts/pdf/510-275.pdf>

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Dig a Little Deeper

Annual Troop Budget Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Sample Troop Budget										Actual Budget				
2	Annual Cost Per Scout/Unit		No. of Scout s/ Adults		Total Unit Cost	Troop Operating Budget				Annual Cost Per Person		No. of Scouts/ Adults		Total Unit Cost	
3						PROGRAM EXPENSES:									
4	\$ 60.00		35		\$ 2,100.00	Registration	Total youth @ \$60 ea.			\$ 60.00				\$ -	
5	\$ 36.00		10		\$ 360.00	Registration	Total adults @ \$33 ea.			\$ 33.00				\$ -	
6	\$ 1.00		45		\$ 45.00	Insurance Fee	Total participants @ \$1 ea.			\$ 1.00				\$ -	
7	\$ 12.00		25		\$ 300.00	Boys' Life	Total subscriptions @ \$12 ea.			\$ 12.00				\$ -	
8	\$ 40.00		1		\$ 40.00	Unit charter fee	Yearly flat fee @ \$20							\$ 40.00	
9	\$ 9.00		25		\$ 225.00	Advancement	Ideally, 100% of youth included in badges and ranks (example @ \$9 ea.)			\$ 9.00				\$ -	
10															
11						Camping trips	Location								
12	\$ 15.00		25		\$ 375.00	(1) Camping trip								\$ -	
13	\$ 15.00		25		\$ 375.00	(2) Camping trip								\$ -	
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16	\$ 15.00		25		\$ 375.00	(5) Camping trip								\$ -	
17	\$ 15.00		25		\$ 375.00	(6) Camping trip								\$ -	
18	\$ 20.00		25		\$ 500.00	District events	Camporees (2)							\$ -	
19	\$ 15.00		25		\$ 375.00		Other (1)							\$ -	
20	\$ 15.00		25		\$ 375.00	Special activities	Merit badge day, first aid rally, etc.							\$ -	
21	\$ 10.00		10		\$ 100.00	Field trips	Location							\$ -	
22	\$ 180.00		1		\$ 180.00	Handbooks	One for each new youth @ \$10 ea.			\$ 10.00				\$ -	
23	\$ 25.00		5		\$ 125.00	Adult leader training	Outdoor Skills							\$ -	
24	\$ 20.00		2		\$ 40.00	Unit equipment purchases	Tents, cook stoves, etc.							\$ -	
25	\$ 50.00		2		\$ 100.00	Leader camp fees								\$ -	
26	\$ 50.00		1		\$ 50.00	Leader recognition	Thank yous, veterans awards, etc.							\$ -	
27					\$ 7,165.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:								\$ 40.00	

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Start with filling in your units "re-charter fees"

This will likely be your units' single largest expense.

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Determine your Advancement & Court of Honor Costs.

In our troop, this number runs significantly higher than \$9.00 per scout.

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Fill in information for your camping trips / related outings.

If your unit is doing it right, you'll need more rows in this section.

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27			\$ 7,165.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:											\$ 40.00	

Determine other expenses you plan to incur and fill in.

Again, you should need additional rows.

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
		Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost
PROGRAM EXPENSES:				
Registration	Total youth @ \$60 ea.	\$ 60.00	30	\$ 1,800.00
Registration	Total adults @ \$33 ea.	\$ 33.00	25	\$ 825.00
Insurance Fee	Total participants @ \$1 ea.	\$ 1.00	50	\$ 50.00
Boys' Life	Total subscriptions @ \$12 ea.	\$ 12.00	30	\$ 360.00
Unit charter fee	Yearly flat fee @ \$20		20	\$ 40.00
Advancement	Ideally, 100% of youth included in badges and ranks (example @ \$9 ea.)			\$ 600.00
Camping trips	Location			
Camping trip	January - Klondike	\$ 15.00	35	\$ 525.00
Hotel Trip	February - Ski Trip	\$ 100.00	50	\$ 5,000.00
Camping trip	March - Survival Outing	\$ 10.00	35	\$ 350.00
District events	April - District Camporee	\$ 15.00	35	\$ 525.00
Camping trip	May - Good Turn	\$ 10.00	45	\$ 450.00
Camping trip	June - DC Trip	\$ 75.00	70	\$ 5,250.00
Summer Camp	July - Summer Camp - Youth	\$ 335.00	20	\$ 6,700.00
Summer Camp	July - Summer Camp - Adults	\$ 140.00	10	\$ 1,400.00
Camping trip	August - Ohio Power	\$ 10.00	35	\$ 350.00
Camping trip	September - Canoe Trip	\$ 10.00	40	\$ 400.00
District events	October - District Camporee	\$ 15.00	25	\$ 375.00
Camping trip	November - Tuscazoar	\$ 10.00	40	\$ 400.00
Outing	December - Troop Lockin	\$ 5.00	25	\$ 125.00
Handbooks	One for each new youth @ \$10 ea.	\$ 10.00	5	\$ 50.00
Adult leader training	Outdoor Skills	\$ 10.00	2	\$ 20.00
Unit equipment purchases	Tents, cook stoves, etc.			\$ 500.00
Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

This was spent by the troop for this year's re-charter.

In August, when we do the 2021 budget, we will adjust these for the expected renewals next January.

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
		Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost
PROGRAM EXPENSES:				
Registration	Total youth @ \$60 ea.	\$ 60.00	30	\$ 1,800.00
Registration	Total adults @ \$33 ea.	\$ 33.00	25	\$ 825.00
Insurance Fee	Total participants @ \$1 ea.	\$ 1.00	50	\$ 50.00
Boys' Life	Total subscriptions @ \$12 ea.	\$ 12.00	30	\$ 360.00
Unit charter fee	Yearly flat fee @ \$20		20	\$ 40.00
Advancement	Ideally, 100% of youth included in badges and ranks (example @ \$9 ea.)			\$ 600.00
Camping trips	Location			
Camping trip	January - Klondike	\$ 15.00	35	\$ 525.00
Hotel Trip	February - Ski Trip	\$ 100.00	50	\$ 5,000.00
Camping trip	March - Survival Outing	\$ 10.00	35	\$ 350.00
District events	April - District Camporee	\$ 15.00	35	\$ 525.00
Camping trip	May - Good Turn	\$ 10.00	45	\$ 450.00
Camping trip	June - DC Trip	\$ 75.00	70	\$ 5,250.00
Summer Camp	July - Summer Camp - Youth	\$ 335.00	20	\$ 6,700.00
Summer Camp	July - Summer Camp - Adults	\$ 140.00	10	\$ 1,400.00
Camping trip	August - Ohio Power	\$ 10.00	35	\$ 350.00
Camping trip	September - Canoe Trip	\$ 10.00	40	\$ 400.00
District events	October - District Camporee	\$ 15.00	25	\$ 375.00
Camping trip	November - Tuscazoar	\$ 10.00	40	\$ 400.00
Outing	December - Troop Lockin	\$ 5.00	25	\$ 125.00
Handbooks	One for each new youth @ \$10 ea.	\$ 10.00	5	\$ 50.00
Adult leader training	Outdoor Skills	\$ 10.00	2	\$ 20.00
Unit equipment purchases	Tents, cook stoves, etc.			\$ 500.00
Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

This can be done immediately after we complete our annual planning meeting. (in August, each year)

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
		Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost
PROGRAM EXPENSES:				
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Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

This can be done immediately after we complete our annual planning meeting. (in August, each year)

We estimate how many will attend each event. Some we know will have families; others tend to bring out alumni.

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
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Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

Driven by the current years Webelos we expect will cross over.

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
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PROGRAM EXPENSES:				
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Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

I added consumable supplies. This is primary the things we use up off the trailer. -- toilet paper, cleaning supplies ...

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
		Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost
PROGRAM EXPENSES:				
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Unit equipment purchases	Tents, cook stoves, etc.			\$ 500.00
Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

If you unit has been doing annual budgeting, this process is pretty straight forward. Can pretty much "Save As" on last years budget and update for the changes in your annual program.

Example For My Troop

Troop 61 Operating Budget (2020)		Actual Budget		
		Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost
PROGRAM EXPENSES:				
Registration	Total youth @ \$60 ea.	\$ 60.00	30	\$ 1,800.00
Registration	Total adults @ \$33 ea.	\$ 33.00	25	\$ 825.00
Insurance Fee	Total participants @ \$1 ea.	\$ 1.00	50	\$ 50.00
Boys' Life	Total subscriptions @ \$12 ea.	\$ 12.00	30	\$ 360.00
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Adult leader training	Outdoor Skills	\$ 10.00	2	\$ 20.00
Unit equipment purchases	Tents, cook stoves, etc.			\$ 500.00
Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00

If this is the first time you've done a unit budget, you will be amazed at the total cost to run a unit.

Example For My Troop

Troop 61 Operating Budget (2020)		Annual Cost Per Person	No. of Scouts/ Adults	Total Unit Cost	Scout Cost	Net Troop Cost
PROGRAM EXPENSES:						
Registration	Total youth @ \$60 ea.	\$ 60.00	30	\$ 1,800.00		\$ 1,800.00
Registration	Total adults @ \$33 ea.	\$ 33.00	25	\$ 825.00		\$ 825.00
Insurance Fee	Total participants @ \$1 ea.	\$ 1.00	50	\$ 50.00		\$ 50.00
Boys' Life	Total subscriptions @ \$12 ea.	\$ 12.00	30	\$ 360.00		\$ 360.00
Unit charter fee	Yearly flat fee @ \$20		20	\$ 40.00		\$ 40.00
Advancement	Ideally, 100% of youth included in badges and ranks (example @ \$9 ea.)			\$ 600.00		\$ 600.00
Camping trips	Location					
Camping trip	January - Klondike	\$ 15.00	35	\$ 525.00	\$ 525.00	\$ -
Hotel Trip	February - Ski Trip	\$ 100.00	50	\$ 5,000.00	\$ 5,000.00	\$ -
Camping trip	March - Survival Outing	\$ 10.00	35	\$ 350.00	\$ 350.00	\$ -
District events	April - District Camporee	\$ 15.00	35	\$ 525.00	\$ 525.00	\$ -
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Camping trip	September - Canoe Trip	\$ 10.00	40	\$ 400.00	\$ 400.00	\$ -
District events	October - District Camporee	\$ 15.00	25	\$ 375.00	\$ 375.00	\$ -
Camping trip	November - Tuscazoar	\$ 10.00	40	\$ 400.00	\$ 400.00	\$ -
Outing	December - Troop Lockin	\$ 5.00	25	\$ 125.00	\$ 125.00	\$ -
Handbooks	One for each new youth @ \$10 ea.	\$ 10.00	5	\$ 50.00		\$ 50.00
Adult leader training	Outdoor Skills	\$ 10.00	2	\$ 20.00		\$ 20.00
Unit equipment purchases	Tents, cook stoves, etc.			\$ 500.00		\$ 500.00
Consumable Supplies				\$ 1,000.00		\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -		\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00	\$ 21,850.00	\$ 5,245.00

Income

Annual Troop Budget Worksheet

		\$6,590.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
			INCOME:			
1.00	25	\$ 1,000.00	Annual dues (monthly amount x 10 or 12 months)			\$ -
1.00	1	\$ 500.00	Surplus from prior year (beginning fund balance)			\$ -
		\$ -	Other income source			\$ -
		\$ 1,500.00	INCOME SUBTOTAL:			\$ -
		\$ 5,090.00	TOTAL FUNDRAISING NEED:			\$ -

Now that you have a general idea what costs will be for the coming year

It is time to start determining how to pay for the fun....

Paying for the fun...

In addition to fundraising, Units pay for the fun in various ways:

- Funding from Chartered Organization
- Charging Scouts Dues / Annual Fee
- Treating Events as Passthroughs (ie: \$10.00 to camp)
- Using Reserves / Donations
- ...

In reality – most units are using some hybrid method to make the funding work.



Paying for the fun...

You'll need to do what works for you unit.

- Most Units just keep doing the way they always have.
- Should review and update as needed.



Annual Troop Budget Worksheet

		\$6,590.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
			INCOME:			
1.00	25	\$ 1,000.00	Annual dues (monthly amount x 10 or 12 months)			\$ -
1.00	1	\$ 500.00	Surplus from prior year (beginning fund balance)			\$ -
		\$ -	Other income source			\$ -
		\$ 1,500.00	INCOME SUBTOTAL:			\$ -
		\$ 5,090.00	TOTAL FUNDRAISING NEED:			\$ -

Make sure you subtract out any “rainy day fund” or reserves your troop intends to keep from the surplus amounts.

Annual Troop Budget Worksheet

		\$6,590.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
			INCOME:			
\$ 40.00	25	\$ 1,000.00	Annual dues (monthly amount x 10 or 12 months)	\$ 25.00	55	\$ 1,375.00
\$ 500.00	1	\$ 500.00	Surplus from prior year (beginning fund balance)			\$ 2,500.00
		\$ -	Other income source			\$ -
		\$ 1,500.00	INCOME SUBTOTAL:			\$ 3,875.00
		\$ 5,090.00	TOTAL FUNDRAISING NEED:			\$ 23,220.00
\$ 12,857.00 x 31% = \$ 3,985.67			POPCORN SALE TROOP GOAL:	\$ 81,270.00	/ 31%	\$ 25,193.70
			___% includes qualifying for all bonus dollars	Need	Commission	Unit goal
\$ 12,857.00	/ 25	= \$ 514.28	POPCORN SALES GOAL PER MEMBER:	\$ 81,270.00	/ 30	\$ 2,709.00
Unit Goal	No. of Members	Member Goal		Sales goal	No. Scouts	Scout goal

Once your income is figured out, you can start to set some fundraising goals.

Annual Troop Budget Worksheet

		\$6,590.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
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Unit Goal	No. of Members	Member Goal		Sales goal	No. Scouts	Scout goal

Looks like these scouts will be busy selling popcorn...

Fundraising...

Annual Troop Budget Worksheet

		<u>\$ 6,590.00</u>	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
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		\$ -	Other income source			\$ -
		<u>\$ 1,500.00</u>	INCOME SUBTOTAL:			\$ 3,875.00
		<u>\$ 5,090.00</u>	TOTAL FUNDRAISING NEED:			\$ 23,220.00
<u>\$ 12,857.00</u> x 31% = <u>\$ 3,985.67</u>			POPCORN SALE TROOP GOAL:	<u>\$ 81,270.00</u> /	<u>31%</u>	<u>\$ 25,193.70</u>
			___% includes qualifying for all bonus dollars	Need	Commission	Unit goal
<u>\$ 12,857.00</u> /	<u>25</u>	= <u>\$ 514.28</u>	POPCORN SALES GOAL PER MEMBER:	<u>\$ 81,270.00</u> /	<u>30</u>	<u>\$ 2,709.00</u>
Unit Goal	No. of Members	Member Goal		Sales goal	No. Scouts	Scout goal

We would like to believe that each unit would go out and sell enough popcorn to cover all the fun they want to have. As unit leaders, we know this often isn't the reality. Other sources of funding will be required to make the unit go.

Annual Troop Budget Worksheet

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This might be Spaghetti Suppers, Fair Parking, Pancake Breakfasts, Cake Auctions, Mulch Sales

Rules

Remember, units aren't allowed to solicit money by requesting contributions from individuals or the community.

And if you're not doing a council-sponsored fundraiser, you'll need to fill out the Unit Money-Earning Application (bit.ly/BSAmoneyapp) before proceeding.



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Finalizing...

Annual Troop Budget Worksheet

		\$6,590.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
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____% includes qualifying for all bonus dollars				Need	Commission	Unit goal
\$ 12,857.00 / 25 = \$ 514.28			POPCORN SALES GOAL PER MEMBER:	\$ 81,270.00	/ 30	\$ 2,709.00
Unit Goal	No. of Members	Member Goal		Sales goal	No. Scouts	Scout goal
Camp Fees Budget						
\$ 240.00	x 25	= \$ 6,000.00	*Resident camp	*Total youth @ \$240 ea.		\$ 500.00
		\$ 500.00	Additional popcorn sales that would cover summer camp costs	Additional camp sales goal per Scout		
UNIT DETAIL:						
Date budget completed:	July 1		Leader:		Date budget completed:	
Unit No.:			Assistant Leader:		Unit No.:	
District:			Committee chair:		District:	
Projected No. of Scouts:	25		Treasurer:		Projected No. of Scouts:	
			Popcorn chair:			
			Approved By Chartered Organization:		Date:	

Once the budgeting process is complete and the parties agree, it is a good practice to sign off on the budget

This makes sure the leadership of the unit is all on the same page.

Annual Troop Budget Worksheet

		\$6,590.00	TOTAL UNIT BUDGETED PROGRAM EXPENSES:			\$ 27,095.00
			INCOME:			
\$ 40.00	25	\$ 1,000.00	Annual dues (monthly amount x 10 or 12 months)	\$ 25.00	55	\$ 1,375.00
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\$ 12,857.00 x 31% = \$ 3,985.67			POPCORN SALE TROOP GOAL:	\$ 81,270.00	/ 31%	\$ 25,193.70
____% includes qualifying for all bonus dollars			____% includes qualifying for all bonus dollars	Need	Commission	Unit goal
\$ 12,857.00 / 25 = \$ 514.28			POPCORN SALES GOAL PER MEMBER:	\$ 81,270.00	/ 30	\$ 2,709.00
Unit Goal	No. of Members	Member Goal		Sales goal	No. Scouts	Scout goal
Camp Fees Budget						
\$ 240.00	x 25	= \$ 6,000.00	*Resident camp	*Total youth @ \$240 ea.		\$ 500.00
		\$ 500.00	Additional popcorn sales that would cover summer camp costs	Additional camp sales goal per Scout		
UNIT DETAIL:						
Date budget completed:	July 1		Leader:		Date budget completed:	
			Assistant Leader:			
Unit No.:			Committee chair:		Unit No.:	
			Treasurer:			
District:			Popcorn chair:		District:	
Projected No. of Scouts:	25				Projected No. of Scouts:	
Approved By Chartered Organization:			Date:			

Don't forget, your Chartered Organization also needs to approve your budget.

All Done !!!

Well....

You've worked hard.

Gotten all the right people involved.

Got the annual program plan put together.

Spent the time to get the budget put together.

Got all the leaders to agree. -- Even got approval from the Chartered Organization.

Everything is signed off.

Boy it feels good to be done. ...



All Done !!!

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Well, Almost Done

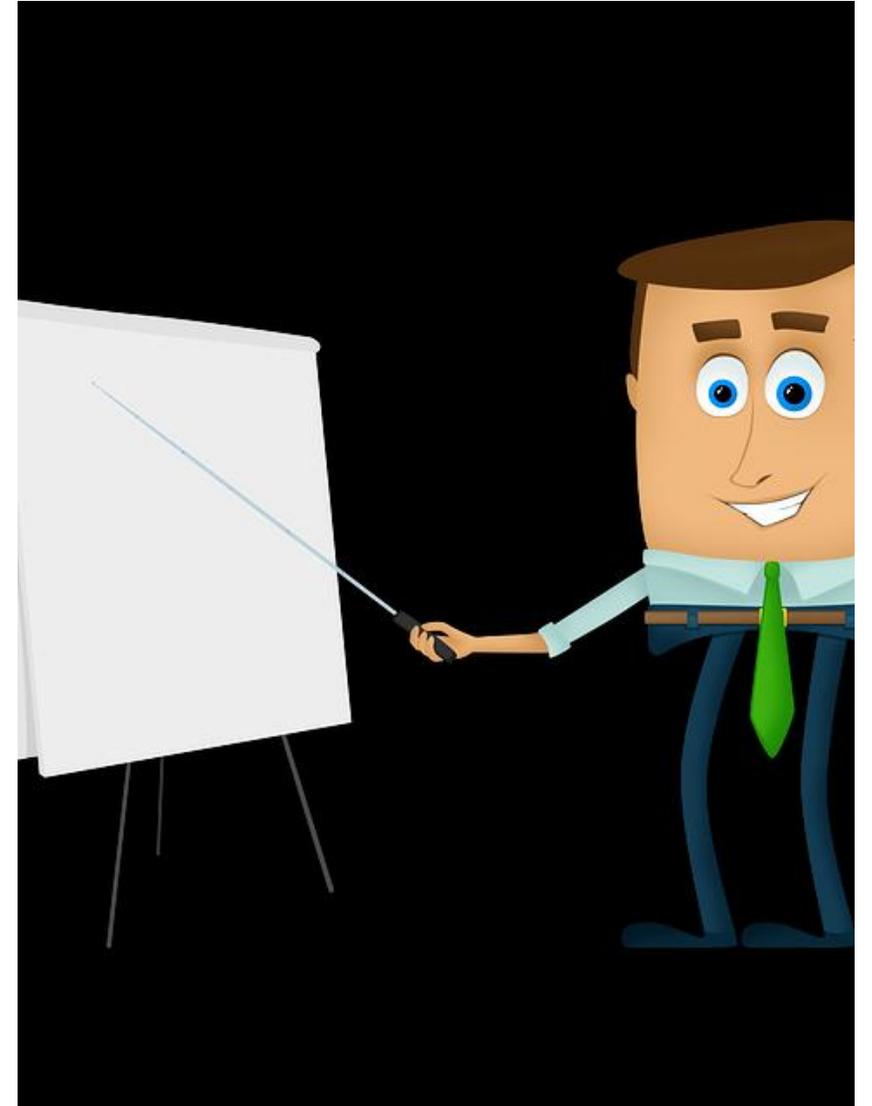
COMMUNICATE YOUR PLAN

Communication of your troops annual plan should also include communication of the budget.

Scouts / Families / Friends are much more willing to help the unit that is well organized.

Let everybody know what you plan to do, what it costs, and how it will be paid for.

Be transparent about the money. It will build support and trust.





COMMUNICATE YOUR PLAN

You should regularly review your plans and budget with your unit.

- Pack Meetings
- Courts of Honor

Summary

- ❑ Each Unit Should Create A Program Budget To Accompany Their Annual Program Plan.
- ❑ Don't Do It Alone – Involve Others, Make it Fun.
- ❑ Communicate – The Plan and The Budget to all interested parties
 - ❑ When completed
 - ❑ During the year to keep families engaged
 - ❑ Get commitments from families to help support the Plan and Budget
- ❑ Don't Re-Invent the Wheel – Lots of templates and help out there. Good Units can start with last years and simply update with new information.
- ❑ Fundraising (outside selling popcorn) requires additional paperwork.

Sample Troop Budget			Actual Budget			
Annual Cost Per Scout/Unit	No. of Scouts/Adults	Total Unit Cost	Annual Cost Per Person	No. of Scouts/Adults	Total Unit Cost	Unit Cost
\$ 60.00	35	\$ 2,100.00				
\$ 36.00	10	\$ 360.00				
\$ 1.00	45	\$ 45.00				
\$ 12.00	25	\$ 300.00				
\$ 40.00	1	\$ 40.00				
\$ 9.00	25	\$ 225.00				
\$ 15.00	25	\$ 375.00				
\$ 15.00	25	\$ 375.00				
\$ 15.00	25	\$ 375.00				
\$ 15.00	25	\$ 375.00				
\$ 15.00	25	\$ 375.00				
\$ 15.00	25	\$ 375.00				
\$ 20.00	25	\$ 500.00				
\$ 15.00	25	\$ 375.00				
\$ 180.00	1	\$ 180.00				
\$ 25.00	5	\$ 125.00				
\$ 20.00	2	\$ 40.00				
\$ 50.00	1	\$ 50.00				
\$ 40.00	25	\$ 1,000.00				
\$ 500.00	1	\$ 500.00				
		\$ -				
		\$ 1,500.00				
		\$ 5,090.00				
\$ 12,857.00	x 31%	= \$ 3,985.67				
\$ 12,857.00	/ 25	= \$ 514.28				
Unit Goal	No. of Members	Member Goal				
Camp Fees Budget						
\$ 240.00	x 25	= \$ 6,000.00				
		\$ 500.00				
Date budget completed:	July 1					
Unit No.:						
District:						
Projected No. of Scouts:	25					
\$ 600.00	12	\$ 7,200.00				

Troop 61 Operating Budget (2020)				
PROGRAM EXPENSES:		Annual Cost Per Person	No. of Scouts/Adults	Total Unit Cost
Registration	Total youth @ \$60 ea.	\$ 60.00	30	\$ 1,800.00
Registration	Total adults @ \$33 ea.	\$ 33.00	25	\$ 825.00
Insurance Fee	Total participants @ \$1 ea.	\$ 1.00	50	\$ 50.00
Boys' Life	Total subscriptions @ \$12 ea.	\$ 12.00	30	\$ 360.00
Unit charter fee	Yearly flat fee @ \$20		20	\$ 40.00
Advancement	Ideally, 100% of youth included in badges and ranks (example @ \$9 ea.)			\$ 600.00
Camping trips	Location			
Camping trip	January - Klondike	\$ 15.00	35	\$ 525.00
Hotel Trip	February - Ski Trip	\$ 100.00	50	\$ 5,000.00
Camping trip	March - Survival Outing	\$ 10.00	35	\$ 350.00
District events	April - District Camporee	\$ 15.00	35	\$ 525.00
Camping trip	May - Good Turn	\$ 10.00	45	\$ 450.00
Camping trip	June - DC Trip	\$ 75.00	70	\$ 5,250.00
Summer Camp	July - Summer Camp - Youth	\$ 335.00	20	\$ 6,700.00
Summer Camp	July - Summer Camp - Adults	\$ 145.00	10	\$ 1,450.00
Camping trip	August - Ohio Power	\$ 10.00	35	\$ 350.00
Camping trip	September - Canoe Trip	\$ 10.00	40	\$ 400.00
District events	October - District Camporee	\$ 15.00	25	\$ 375.00
Camping trip	November - Tuscarora	\$ 10.00	40	\$ 400.00
Outing	December - Troop Lockin	\$ 5.00	25	\$ 125.00
Handbooks	One for each new youth @ \$10 ea.	\$ 10.00	5	\$ 50.00
Adult leader training	Outdoor Skills	\$ 10.00	2	\$ 20.00
Unit equipment purchases	Tents, cook stoves, etc.			\$ 500.00
Consumable Supplies				\$ 1,000.00
Leader recognition	Thank yous, veterans awards, etc.			\$ -
TOTAL UNIT BUDGETED PROGRAM EXPENSES:				\$ 27,095.00
INCOME:				
Annual dues (monthly amount x 10 or 12 months)		\$ 25.00	55	\$ 1,375.00
Surplus from prior year (beginning fund balance)				\$ 2,500.00
Other income source				\$ -
INCOME SUBTOTAL:				\$ 3,875.00
TOTAL FUNDRAISING NEED:				\$ 23,220.00
POPCORN SALE TROOP GOAL:		\$ 81,270.00 / 31%		\$ 25,153.70
___% includes qualifying for all bonus dollars		Need	Commission	Unit goal
POPCORN SALES GOAL PER MEMBER:		\$ 81,270.00 / 30		\$ 2,709.00
		Sales goal	No. Scouts	Scout goal
*Resident camp	*Total youth @ \$240 ea.			\$ 500.00
Additional popcorn sales that would cover summer camp costs				Additional camp sales goal per Scout
UNIT DETAIL:				
Leader:	_____	Date budget completed:	_____	
Assistant Leader:	_____	Unit No.:	_____	
Committee chair:	_____	District:	_____	
Treasurer:	_____	Projected No. of Scouts:	_____	
Popcorn chair:	_____			
Approved By Chartered Organization:	_____	Date:	_____	
OPTIONAL OPPORTUNITIES:				
High adventure	Philmont, Sea Base, jamboree, etc. approx \$1,200 ea.			\$ -

* Many units include all or a portion of the resident camp fee in the annual budget. This helps ensure that all Scouts have the opportunity to attend.