

## **An Important Element to a Successful Event**

Creating a budget may not sound like the most exciting thing in the world to do, but it is vital in keeping your finances in order. When you are reporting back to sponsors and your neighborhood members it is crucial your records are clear.

Recruit a volunteer that is comfortable tracking and reporting funds. Have them work with a spreadsheet; most computers come with some basic spreadsheet software such as Microsoft Excel.

It is best to have a clear idea of your overall event and then write down everything that is needed for the event to be a success. Don't skip this part. Be reasonable but also aspirational. If you are unsure of cost for a particular line item make a few inquiries then add it to the budget. Leave room for incidentals, there are always a few unforeseen needs that arise.

In the following sample budget, you will see the coordinator has a column for the budget as an estimate as well as a column for budgeted items as they are known. This helps you see the overall picture up front as making sure you are on track for your event as expenses come in.

### **Paying for goods and services and getting reimbursed**

It is easiest if your treasurer can write checks directly to your various vendors. However this isn't always possible so it is important for everyone to get and turn in receipts for items they have purchased. Receipts should be kept with the treasurer and copies can be sent to funders if required.