Budget Planning:  
Step by Step

1. Figure out how much you were allocated by Club Council for your event  
   a. Whether Club Council Budget Allocation or Club Council Special Allocation
2. Contact your Club’s appointed Club Council representative if you have questions regarding your allocation  
   a. Unsure of your Club Council representative? Email club.council@fandm.edu
3. Request a special allocation from Club Council if you were not funded  
   a. This can be done through the Club Council Budget Site
4. Note: Always make sure your clubs budget is fiscally able to support the event

Once you have your allocation or overall spending budget for your event

1. Make a list of all of your expenses for the event (do your research first):  
   a. Food/ Catering $____________
   b. Decorations $____________
   c. Miscellaneous Supplies $____________
      i. __________
      ii. __________
      iii. __________
   d. Performer Fee $____________
   e. Outside Vendor Fee $____________
   f. Transportation $____________
   g. Location Rental $____________
   h. Marketing / Advertising $____________
   i. **Total Event Cost** $____________

2. Will you make any income from your event (think realistically):  
   a. Tickets/ Registration  
      i. Students $____ x (#)______ = __________
      ii. Public $____ x (#)______ = __________
   b. Merchandise Sales  
      i. T-Shirts $____ x (#)______ = __________
      ii. Other Merch. $____ x (#)______ = __________
   c. **Total Event Income** $____________

3. Will you have anyone (Department or Club) Co-Sponsor the event?  
   a. Income  
      i. Co-Sponsor 1 $____ x (#)______ = __________
      ii. Co-Sponsor 2 $____ x (#)______ = __________
   b. **Total Event Income from Co-Sponsors** $____________

4. Now that you know what it will cost to put on your event:
   a. Figure out if your total event cost matches up with your allocation/ overall spending budget
      i. If it does stick to it
      ii. If it does not, see where costs can be cut; think about what are the necessities you need to have the event function

5. Stick to the Spending Limit
   a. Make sure everyone who is involved with the spending is aware of their limit
   b. Hold them accountable if they go over their limit

6. Once the spending starts, get organized
   a. Use the clubs Google Folder to house copies of receipts, disbursement vouchers, etc.
   b. Utilize your resources
      i. Make an Excel Budget Sheet to keep track of spending
      ii. Talk with your Club’s Club Council Representative if you have questions
      iii. Reach out to the Office of Student Engagement & Leadership
   c. Constantly be updating your budget and deducting what was spent as receipts come in
   d. Make returns if someone over spent or make cuts elsewhere in the budget to cover what was overspent

7. Reimbursement / Disbursement
   a. If a member of your club bought someone for the event and needs to be reimbursed, send them to the 2nd floor of the SCC with their receipt(s) and the Office Coordinator will gladly help them be reimbursed
   b. If you are looking to pay an outside vendor or performer, once your contract comes back as being approved and the W-9 has been submitted to the business office the payment process can begin
      i. All paperwork for checks to be cut must be in by the Thursday before noon in order to have the check to be issued by the following Thursday at 4:30 pm
      ii. Your check for the vendor or performer can be picked up from the Business Office before your event or it can be mailed after your event is completed
         1. Check to see how the vendor or performer would like to be paid
   c. Note you should NEVER pay a performer or vendor before services are rendered!

8. Budget Wrap Up
   a. When you evaluate your event, make sure to also evaluate your budget:
      i. Was it too much or not enough?
      ii. What did you not account for?
   b. Make these notes so the next time you ask for funding from Club Council you know how to ask accordingly