

Mid-Year Budget Request Walkthrough

***Please Reference the Example Budget as you go through this walkthrough.**

1. Line Items 1-4 under **Current Budget** should consist of:
 - a. Council Allocation: Funds approved to you by your council from your annual budget.
 - b. Fundraising- Money that your club has fundraised. Please project for future fundraisers.
 - c. Program Specific Funds- Any source of income specifically related to this program. Ex: personal contribution, sponsorships, Dues, etc.

	<u>Budget Line Item</u>	<u>Current Budget</u>
Income		
1	Council Allocation	1,070
2	Fundraising	300
3	Program Specific Funds	550
4		

2. Your total Income will then be given.

	<u>Budget Line Item</u>	<u>Current Budget</u>
Income		
1	Council Allocation	1,070
2	Fundraising	300
3	Program Specific Funds	550
4		
Total Income		1,920

3. Line Items 5-15 (Varies based on program needs) under **Current Budget** consists of the breakdown of your program and how you plan to contribute to that program.

Expenses		
5	Flights	
6	Registration	
7	Hotel	
8	Food	550.00
9		
10		
11		
12		
13		
14		
15		

4. Line Items 16-25 **Current Budget** consists of your Current Approved Budget. Whatever money you did not disburse in line items 5-15, disburse it amongst line items 16-25.

16	Sashes	300.00
17	Shirts	70.00
18	Speakers	100.00
19	Socials	700.00
20	Food for Speaker	200.00
21		
22		
23		
24		
25		

***Do not use the values from your annual budget. Your values will be based on your **Total Income** that you provide.**

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5. Line Items 5-15 + Line Items 16-25 = Total Expense.

Expenses		
5	Flights	
6	Registration	
7	Hotel	
8	Food	550.00
9		
10		
11		
12		
13		
14		
15		
16	Sashes	300.00
17	Shirts	70.00
18	Speakers	100.00
19	Socials	700.00
20	Food for Speaker	200.00
21		
22		
23		
24		
25		
Total Expense		1,920

6. Be Sure **Total Expense = Total Income** under **Current Budget**.

*Your **Current Budget** must be balance budget. **Total Request** must equal to 0.

Total Income	1,920
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Total Expense	1,920
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Total Request	-
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7. Under **Amount Requested For Program**, declare what funding you plan to use for your program. Amount put in the right column can't exceed the values in the left column. Your **Total Income** will be given.

Budget Line Item	Current Budget	Amount Requested For Program
Income		
1 Council Allocation	1,070	
2 Fundraising	300	
3 Program Specific Funds	550	550
4		
Total Income	1,920	550

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Budget Line Item		Current Budget	Amount Requested For Program
Income			
1	Council Allocation	1,070	
2	Fundraising	300	
3	Program Specific Funds	550	550
4			
Total Income		1,920	550

8. **Total Income** under **Amount Requested For Program** should equal to the values given in line items 5-15 under **Current Budget**. This Details what funds you plan to use and how you plan to use the funds.

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Expenses		
5	Flights	4,300.00
6	Registration	550.00
7	Hotel	650.00
8	Food	550.00
9		
10		
11		
12		
13		
14		
15		

9. In Line Items 5-15 under **Amount Requested For Program**, you will provide the actual expenses of your program.

Expenses		
5	Flights	4,300.00
6	Registration	550.00
7	Hotel	650.00
8	Food	550.00
9		
10		
11		
12		
13		
14		
15		

10. After you input your program expenses, your **Total Expense** will be calculated.

Expenses		
5	Flights	4,300.00
6	Registration	550.00
7	Hotel	650.00
8	Food	550.00
9		
10		
11		
12		
13		
14		
15		
16	Sashes	300.00
17	Shirts	70.00
18	Speakers	100.00
19	Socials	700.00
20	Food for Speaker	200.00
21		
22		
23		
24		
25		
Total Expense		6,050

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11. **Total Expense** – **Total Income** = Your **Total Request** you plan to receive from ASI.

Total Expense	1,920	6,050
-		
Total Income	1,920	550
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Total Request	-	5,500

12. After your budget sheet is filled out completely, move on to the next tab called **Line Item Explanation**.

13. Income Lines 1-3 are the specific funds that your organization will put forth for the program. Be sure to specific **Program Specific Funds**.

Income Line 1	
Council Allocation	Total
Money from our Council Allocation will be used for this program	\$ -
Income Line 2	
Fundraising	Total
Money from our Fundraising will be used for this program.	\$ -
Income Line 3	
Program Specific Funds	Total
11 of our members participating will be putting in \$50. 11 people x \$50	\$ 550.00
Income Line 4	
0	Total
	\$ -
Total Income	
	\$ 550.00

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14. Expense Lines 5-15 (Depending on the amount of line items for your program) consists of the detailed breakdown of each cost for your program.

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Expense Line 5	
Flights	Total
Flights to travel to (Destination) will cost 11 members \$4,300.	
11 members x 390.91	\$ 4,300.00
Expense Line 6	
Registration	Total
Registration for (conference) will cost 11 members \$550. Registration costs are \$50 a person	
11 members x \$50.	\$ 550.00
Expense Line 7	
Hotel	Total
(Hotel) will cost \$650 for the weekend. Rooms are \$108.33 a night.	
3 rooms x \$108.33 x 2 days	\$ 650.00
Expense Line 8	
Food	Total
We budgeted \$550 for the weekend on food.	
	\$ 550.00
Expense Line 9	
0	Total
	\$ -
Expense Line 10	
0	Total
	\$ -

15. Once you have filled out your line item explanation, please fill out the questionnaire to the best of your ability.