

# Additional Funding 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> |
|---------------|-------------------------|-----------------------|
| <b>Income</b> |                         |                       |
| <b>1</b>      | Council Allocation      | 1,070                 |
| <b>2</b>      | Fundraising             | 300                   |
| <b>3</b>      | Program Specific Funds  | 550                   |
| <b>4</b>      |                         |                       |

2. Your total Income will then be given.

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

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.

|                 |              |        |
|-----------------|--------------|--------|
| <b>Expenses</b> |              |        |
| <b>5</b>        | Flights      |        |
| <b>6</b>        | Registration |        |
| <b>7</b>        | Hotel        |        |
| <b>8</b>        | Food         | 550.00 |
| <b>9</b>        |              |        |
| <b>10</b>       |              |        |
| <b>11</b>       |              |        |
| <b>12</b>       |              |        |
| <b>13</b>       |              |        |
| <b>14</b>       |              |        |
| <b>15</b>       |              |        |

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.

|           |                  |        |
|-----------|------------------|--------|
| <b>16</b> | Sashes           | 300.00 |
| <b>17</b> | Shirts           | 70.00  |
| <b>18</b> | Speakers         | 100.00 |
| <b>19</b> | Socials          | 700.00 |
| <b>20</b> | Food for Speaker | 200.00 |
| <b>21</b> |                  |        |
| <b>22</b> |                  |        |
| <b>23</b> |                  |        |
| <b>24</b> |                  |        |
| <b>25</b> |                  |        |

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

# Additional Funding Budget Request Walkthrough

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

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

|                     |       |
|---------------------|-------|
| <b>Total Income</b> | 1,920 |
|---------------------|-------|

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|                      |       |
|----------------------|-------|
| <b>Total Expense</b> | 1,920 |
|----------------------|-------|

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|                      |   |
|----------------------|---|
| <b>Total Request</b> | - |
|----------------------|---|

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

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

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.

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

# Additional Funding Budget Request Walkthrough

| Budget Line Item    |                        | Current Budget | Amount Requested For Program |
|---------------------|------------------------|----------------|------------------------------|
| <b>Income</b>       |                        |                |                              |
| 1                   | Council Allocation     | 1,070          |                              |
| 2                   | Fundraising            | 300            |                              |
| 3                   | Program Specific Funds | 550            | 550                          |
| 4                   |                        |                |                              |
| <b>Total Income</b> |                        | 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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| <b>Expenses</b> |              |          |
|-----------------|--------------|----------|
| 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.

| <b>Expenses</b> |              |          |
|-----------------|--------------|----------|
| 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.

| <b>Expenses</b>      |                  |          |
|----------------------|------------------|----------|
| 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                   |                  |          |
| <b>Total Expense</b> |                  | 6,050    |

# Additional Funding Budget Request Walkthrough

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

|                      |       |       |
|----------------------|-------|-------|
| <b>Total Expense</b> | 1,920 | 6,050 |
|----------------------|-------|-------|

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|                     |       |     |
|---------------------|-------|-----|
| <b>Total Income</b> | 1,920 | 550 |
|---------------------|-------|-----|

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|                      |   |       |
|----------------------|---|-------|
| <b>Total Request</b> | - | 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**.

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

# Additional Funding Budget Request Walkthrough

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.

Page 1

| 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.