



Steps In Developing The Branch Budget

- 1. Define your purpose and outcomes**
This should give an overview of what needs to be costed.
- 2. List all the activities to be costed**
This will include all special projects, ongoing programs and administrative costs (which will include many of the branch overheads, such as secretarial costs, telephone, internet.)
- 3. List all the sources of funds that are available to your branch**
These will include one-off funding (AIQEF), sponsorships and function income
- 4. Work out the basis for calculating the budget**
The starting point should always be current year figures. These will be modified for expected or planned changes such as inflation, expansion of your activities and anticipated function attendance.
- 5. Complete the budget worksheet**
Calculate the dollar value of each line item in the budget using the Budget Template worksheet, which list all the categories used in your accounts (you may vary these according to your changing needs – for example combining a number of insignificant categories or sub-dividing a major area of expenses into its component parts).
- 6. Build excess into the budget**
Always allow for unexpected variations and add a realistic margin to some items in your expenditure categories.
- 7. Calculate the budget**
If the budget doesn't balance, you can consider seeking additional funding or otherwise increasing your income. You will probably need to draft your budget a number of times before a satisfactory compromise between your best and worst case scenarios can be achieved and the budget made to balance.
- 8. Budget submission**
The final version of your budget should be approved by your Branch Committee by the latest, 30th April of each year.
- 9. Branch approval**
Branch committee approval should be based on a consideration of whether the budget is:-
 - realistic (can it be achieved?)
 - viable (based on profit and not loss)
 - the best use of resources (there is no waste or diversion from key outcomes)
 - consistent with the organisation's Vision, Mission, Values and Goals.
- 10. Revised Budget**
Mid-year, the budget will be revisited based on actual outcomes and performance during the first six months.