



Budget 101 for School Fundraising Groups

Preparing and having the board or membership approve an annual budget and program plan is one of the most important legal responsibilities of nonprofit groups. A parent-led fundraising group budget may be fairly simple, setting forth the main sources of income, and the expected amounts for each, and the main categories of expenses and amounts of each. Reports should be prepared regularly throughout the year that show actual income and expenses compared to the budget. For example, a simple school fundraising group budget might look like the following:

Sample Budget Worksheet	Budget July 1 - June 30	Actual to Date* * November 1
INCOME		
Contributions, Gifts, Grants		
Donations	\$1,000.00	\$500.00
Corporate Grants	\$1,000.00	\$1,000.00
Fundraising		
Fundraiser 1 - Fall Festival	\$8,000.00	\$8,200.00
Games		\$6,800.00
Food		\$1,400.00
Fundraiser 2 - Book Fair	\$6,000.00	\$ -
Fundraiser 3 - Concessions	\$3,000.00	\$3,200.00
Auction	\$17,000.00	\$ -
Dues		
Membership dues	\$1,000.00	\$750.00
TOTAL INCOME	\$36,000.00	\$13,650.00
EXPENSES*		
Administrative and Operations	\$800.00	\$605.00
Insurance	\$295.00	\$250.00
Legal and Professional	\$500.00	\$350.00
Bank Fees	\$5.00	\$5.00
Fundraising	\$8,200.00	\$4,750.00
Fundraiser 1 - Fall Festival	\$2,500.00	\$2,000.00
Fundraiser 2 - Book Fair	\$2,000.00	\$ -
Fundraiser 3 - Concessions	\$3,700.00	\$2,750.00
Programs	\$26,000.00	\$4,500.00
Grant 1 (e.g., field maintenance)	\$4,000.00	\$3,000.00
Grant 2 (e.g., band competitions)	\$4,000.00	\$1,000.00
Grant 3 (e.g., robotics supplies)	\$4,000.00	\$500.00
Playground Fund	\$14,000.00	\$ -
TOTAL EXPENSE	\$35,000.00	\$9,855.00

Booster Budget Report

DP Hallahan



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Table of Contents Booster Budget Report

1. Understanding the eBook Booster Budget Report
 - The Rise of Digital Reading Booster Budget Report
 - Advantages of eBooks Over Traditional Books
2. Identifying Booster Budget Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Booster Budget Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from Booster Budget Report
 - Personalized Recommendations
 - Booster Budget Report User Reviews and Ratings
 - Booster Budget Report and Bestseller Lists
5. Accessing Booster Budget Report Free and Paid eBooks

- Booster Budget Report Public Domain eBooks
- Booster Budget Report eBook Subscription Services
- Booster Budget Report Budget-Friendly Options
- 6. Navigating Booster Budget Report eBook Formats
 - ePub, PDF, MOBI, and More
 - Booster Budget Report Compatibility with Devices
 - Booster Budget Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Booster Budget Report
 - Highlighting and Note-Taking Booster Budget Report
 - Interactive Elements Booster Budget Report
- 8. Staying Engaged with Booster Budget Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Booster Budget Report
- 9. Balancing eBooks and Physical Books Booster Budget Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Booster Budget Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Booster Budget Report
 - Setting Reading Goals Booster Budget Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Booster Budget Report
 - Fact-Checking eBook Content of Booster Budget Report
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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