



Budget Template: Guide for Sports Clubs



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Budget Template: Guide for Sports Clubs

This guide is designed to be used alongside the Budget Template for Sports Groups. Please get in contact with bristolsu-development@bristol.ac.uk if you have any questions or feedback to share. Similarly, if you have concerns about your club's finances or want to discuss your budget with us, please drop us an email.

*Please note – The template will not calculate properly if the formula's range is not extended to include additional rows. To avoid this, you can add any new rows into the template by copying a previous row and pasting it into a space that is not at the bottom of the list. *

How to use the template:

1. Fill in the balance you have (or expect to have) brought forward from the previous year.

That will cause your budget across all the months and final total to update.

Monthly		Year Summary	Aug-17			Sep-17			Oct-17			Nov-17		
			Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
	Bfwd Balance	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00

2. Fill in the different membership types you have and how many of each category you predict you will have next year (this can be done using this year's member statistics). You will notice the income box below automatically updates with how those members translate into income.

If you have extra categories of membership, add them in using copy and paste. Remember to add them in to the income list in the same order. (i.e. if its 1st team – 2nd team – 3rd team in the members' category, then it must be that order in the Income category for the formula to work.)

	Bfwd Balance		£1,000.00
	Fee		
Members	No. 1st team Full	£80.00	22
	No. Full (half season)	£40.00	5
	No. 2nd Team	£50.00	15
	No. 2nd team (half season)	£25.00	2
	No. 3rd team	£20.00	10
	No. Social/Development	£20.00	25
	Total Members		
Income	Membership		
	Full		£1,760.00
	Full (Half Season)		£200.00
	2nd Team		£750.00
	2nd team (half season)		£50.00
	3rd team		£200.00
Social		£500.00	

3. Fill in all your projected expenses and income for the year. Don't forget, when creating a new cost line to copy and paste a previous one to make sure it continues the formula and do not put it at the bottom. You'll now have a net profit for the year at the bottom (here it's £230) and a (projected) carried forward balance once last year's existing money is taken into account.

4. You'll now have a net balance for the year. Obviously, it's better if this is positive rather than negative, so if it's negative you've already got a red flag to have a look at!

Don't forget to add in any unpaid invoices from the previous year so that next year's treasurer has a clear picture of everything.

5. Next step is to try and put in *when* you think the money is going to be coming in, to help you better plan when you can pay for things. So, going along month by month write in the 'Budget' category how much of the whole amount you predicted you think you will get that month.

For example, you can assume most members will join in October or that you would get your sponsorship in the summer. You also know when you will be paying for things – league entry might be early in the year, whereas BUCS travel will be later. By entering it month by month you will know when to save money and when you can spend money on the extra stuff.

In the example below, the club has predicted when all the income and outgoings will happen for Aug-Dec '17 (you'll need to do it for the whole year). The club can see that the income for October is projected to be £3,290 which will be fine as the club predict they will have enough money, however for September they have costs of £350 yet no income, so that's something to keep an eye on. But by the end of Term 1 the club can see that they predict they will have 1310 left over in the club account.

You'll also see if you scroll to the right that your yearly budget will be displayed showing you how much you are predicted to have by the end of the year once everything is inputted.

Income	Membership		
	Full		£1,760.00
	Full (Half Season)		£200.00
	2nd Team		£750.00
	2nd team (half season)		£50.00
	3rd team		£200.00
	Social		£500.00
	Sponsorship		
	Resturant		£300.00
	Corporate company		£500.00
Fundraising			
Social events		£200.00	
Score tickets		£100.00	
Kit			
Stash		£250.00	
Total		£4,810.00	
Expenditure	Coaches		
	1st team coach		£500.00
	2nd team coach		£300.00
	3rd team coach		£200.00
	Facilities		
	Pitch Hire		£1,000.00
	Last year unpaid invoice		£1,000.00
	Travel		
	BUCS travel		£300.00
	Non-BUCS travel		£600.00
	Kit		
	Club Kit		£200.00
	Equipment		
	Balls		£50.00
	Administration		
	National League Entry		£200.00
	Flyers/Welcme Fair Materials		£30.00
Referees		£200.00	
		£0.00	
Total		£4,980.00	
NET		£230.00	
Carry forward balance		£1,230.00	

Monthly	Year Summary			Aug-17			Sep-17			Oct-17			Nov-17			Dec-17		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
Bfwd Balance		£1,000.00		£1,000.00	£0.00	£3,300.00	£1,200.00	£0.00	£3,200.00	£850.00	£0.00	£3,800.00	£1,760.00	£0.00	£1,760.00	£860.00	£0.00	£3,800.00
Members	Fee																	
	No. 1st team Full	£80.00	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. Full (half season)	£40.00	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. 2nd Team	£50.00	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. 2nd team (half season)	£25.00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. 3rd team	£20.00	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. Social/Development	£20.00	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Members			0	0		0	0		0	0		0	0		0	0	
Income	Membership																	
	Full	£1,760.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,760.00	£0.00	£-1,760.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Full (Half Season)	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	2nd Team	£750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	£0.00	£-750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	2nd team (half season)	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3rd team	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£180.00	£0.00	£-180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Social	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£-500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Sponsorship																	
	Resturant	£300.00	£300.00	£0.00	£-£300.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Corporate company	£500.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£500.00	£0.00	£-£500.00	
	Fundraising																	
	Social events	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£-£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Score tickets	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£-£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Kit																	
	Stash	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£250.00	£0.00	£-£250.00	£0.00	£0.00	£0.00	£0.00
	Total	£4,810.00	£300.00	£0.00	£-£300.00	£0.00	£0.00	£0.00	£3,290.00	£0.00	£-£3,290.00	£250.00	£0.00	£-£250.00	£500.00	£0.00	£-£500.00	
Expenditure	Coaches																	
	1st team coach	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00
	2nd team coach	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£300.00	£0.00	£300.00	£0.00	£0.00	£0.00	£0.00
	3rd team coach	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£200.00	£0.00	£200.00	£0.00	£0.00	£0.00	£0.00
	Facilities																	
	Pitch Hire	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Last year unpaid invoice	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Travel																	
	BUCS travel	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Non-BUCS travel	£600.00	£100.00	£0.00	£100.00	£100.00	£100.00	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	£100.00	£0.00	£0.00	£0.00	£0.00
	Kit																	
	Club Kit	£200.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Equipment																	
	Balls	£50.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Administration																	
	National League Entry	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Flyers/Welcme Fair Materials	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.00	£0.00	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Referees	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£50.00	£50.00	£0.00	£50.00	£50.00	£0.00	£50.00	£50.00
		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00
	Total	£4,580.00	£100.00	£0.00	£100.00	£350.00	£0.00	£350.00	£2,380.00	£0.00	£2,380.00	£1,150.00	£0.00	£1,150.00	£50.00	£0.00	£50.00	
NET		£230.00	£200.00	£0.00	£400.00	£-£350.00	£0.00	£350.00	£910.00	£0.00	£5,670.00	£-£900.00	£0.00	£1,400.00	£450.00	£0.00	£550.00	
Carry forward balance		£1,230.00	£1,200.00	£0.00	£300.00	£850.00	£0.00	£850.00	£1,760.00	£0.00	£860.00	£0.00	£1,310.00	£0.00	£0.00			

6. Next is staying on top of it all throughout the year. As the months go by, you should be inputting in the 'Actual' columns how much income and expenditure you actually had.

If we imagine it's the end of term 1 here's how my club's finances look. The club got sponsorship early which was good, but didn't find a corporate sponsor. The club didn't get as many 3rd team or social members but did get more 2nd teamers than predicted and so on and so forth. The variance column shows where the club got their prediction either wrong (red), correct (nothing in there) or got more income (black). As a treasurer this is useful to monitor where our finances are at – red writing is a red flag!

Monthly	Year Summary			Aug-17			Sep-17			Oct-17			Nov-17			Dec-17		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
Members	No. 1st team Full	£80.00	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. Full (half season)	£40.00	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. 2nd Team	£50.00	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. 2nd team (half season)	£25.00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. 3rd team	£20.00	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	No. Social/Development	£20.00	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Members			0	0		0	0		0	0		0	0		0	0	
Income	Membership																	
	Full	£1,760.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,760.00	£1,760.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Full (Half Season)	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	2nd Team	£750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00	£850.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	2nd team (half season)	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	3rd team	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£180.00	£120.00	£-£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Social	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£440.00	£-£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Sponsorship																	
	Resturant	£300.00	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Corporate company	£500.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£500.00	£0.00	£-£500.00	
	Fundraising																	
	Social events	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£80.00	£30.00	£0.00	£0.00	£0.00	£0.00			

7. Now imagining the year is over, the club can see the total across the board; where it made money and where it lost money. When planning for future years, your club can take this into account and hopefully learn from it! In this scenario we ended the year with a smaller net profit than we hoped, so our carry over to next year is smaller (see below)

Monthly			Year Summary		Total	
					Budget	Actual
Members	No. 1st team Full	£80.00	22	0	0	
	No. Full (half season)	£40.00	5	0	0	
	No. 2nd Team	£50.00	15	0	0	
	No. 2nd team (half season)	£25.00	2	0	0	
	No. 3rd team	£20.00	10	0	0	
	No. Social/Development	£20.00	25	0	0	
	Total Members					
Income	Membership					
	Full		£1,760.00	£1,760.00	£1,760.00	
	Full (Half Season)		£200.00	£0.00	£0.00	
	2nd Team		£750.00	£750.00	£850.00	£100.00
	2nd team (half season)		£50.00	£0.00	£0.00	
	3rd team		£200.00	£180.00	£120.00	£-60.00
	Social		£500.00	£500.00	£440.00	£-60.00
	Sponsorship					
	Resturant		£300.00	£300.00	£300.00	
	Corporate company		£500.00	£500.00	£0.00	£-500.00
	Fundraising					
	Social events		£200.00	£50.00	£80.00	£30.00
	Score tickets		£100.00	£50.00	£80.00	£30.00
	Kit					
	Stash		£250.00	£250.00	£0.00	£-250.00
	Total		£4,810.00	£4,340.00	£3,630.00	£-710.00
	Expenditure	Coaches				
1st team coach			£500.00	£500.00	£0.00	£500.00
2nd team coach			£300.00	£300.00	£0.00	£300.00
3rd team coach			£200.00	£200.00	£0.00	£200.00
Facilities						
Pitch Hire			£1,000.00	£1,000.00	£1,100.00	£-100.00
Last year unpaid invoice			£1,000.00	£1,000.00	£1,000.00	
Travel						
BUCS travel			£300.00	£0.00	£0.00	
Non-BUCS travel			£600.00	£300.00	£180.00	£120.00
Kit						
Club Kit			£200.00	£200.00	£180.00	£20.00
Equipment						
Balls			£50.00	£50.00	£40.00	£10.00
Administration						
National League Entry			£200.00	£200.00	£250.00	£-50.00
Flyers/Welcome Fair Materials			£30.00	£30.00	£30.00	
Referees		£200.00	£200.00	£150.00	£50.00	
		£0.00	£0.00	£0.00		
Total		£4,580.00	£3,980.00	£2,930.00	£1,050.00	
NET			£230.00	£360.00	£700.00	
Carry forward balance			£1,230.00	£1,360.00	£700.00	