

Budget Planning and Operating Budget

Instructions

aka Budget versus Actual

In the table labeled "Budget Planning" included on the next page, list the resources you will need to achieve your goal in the strategic plan and the costs to get and use the resources -- especially over the next year. You don't have to be exactly accurate -- besides, you may end up changing your budget as you give more attention to product design and planning. You should do a budget for each of the years included in the span of time covered by your strategic plan -- but give particular attention to the first year of the time span.

Look at each of your objectives. Think about how much revenue it might generate. Next, think about the expenses to run the program, such as human resources, facilities, equipment, special materials, marketing and promotions, etc. Include this information on your Budget Plan.

The following table may need to be modified to suit the needs and nature of your projects. (See the advice and materials suggested in the previous section.)

"The greatest wealth of this nation is not only the mergers of giant corporations or the possibility of further globalization of the infrastructure of the world. In the United States, our greatest single source of wealth is the minds and talent of our young people. Not to use it is stupid - to waste it is a crime."

~ Isaac Stern, renowned musician



Budget Planning

Committee Name _____

Committee Chair _____

Strategic Goal # _____

REVENUE:	2016	2017	2018
TOTAL REVENUE			
EXPENSES			
Central Administration -- Personnel:			
Total Central Administration -- Personnel Costs:			
Central Administration -- Facilities:			
Total Central Administration Facilities Costs:			

Budget Plan continued

Central Administration -- Equipment:				
Total Central Administration Equipment Costs:				
Central Administration -- Marketing and Promotions:				
Total Central Admin. Marketing & Promotions Costs:				
Other Expenses:				
Total Central Admin. Other Expenses/Costs:				
Product A -- Personnel:				
Total Product A -- Personnel Costs:				
Product B -- Other Expenses:				
Total Product B -- Other Expenses/Costs:				
TOTAL EXPENSES				
TOTAL SURPLUS (OR DEFICIT) (= revenue minus expenses)				

Operating Budget

The following multi-year budget is an example to help you think about the types of resources you may need to achieve the goals in our plan and to help you think about how you'll develop your operating budgets.

Note that the following budget includes 40% "fringe" -- this is the extra amount budgeted to cover benefits, for example, medical insurance, social security taxes, retirement contributions, etc. You should find estimates of the current fringe rate for salaries -- or, you can budget specific amounts for each of the specific benefits.

Also note that the following is a rather simple budget format and should be modified to suit the needs and nature of your specific goal and its underlying objectives



Marlon Magdalena performing on a traditional Eagle bone flute at the Jemez Historic Site, as part of the state Historic Sites concert series sponsored by the Department of Cultural Affairs, New Mexico Arts, New Mexico Music Commission, State Historic Sites, and AMP Concerts. Concerts took place at the Jemez, Lincoln, and Fort Selden State Historic sites during June of 2015.

"... the arts have been an inseparable part of the human journey; indeed, we depend on the arts to carry us toward the fullness of our humanity. We value them for themselves, and because we do, we believe knowing and practicing them is fundamental to the healthy development of our children's minds and spirits. That is why, in any civilization - ours included - the arts are inseparable from the very meaning of the term 'education.' We know from long experience that no one can claim to be truly educated who lacks basic knowledge and skills in the arts."

~ National Standards for Arts Education



Operating Budget

Committee Name _____

Committee Chair _____

Strategic Goal # _____

REVENUE:	2016	2017	2018
Product A Sales			
Product B Sales			
Earned Income			
TOTAL REVENUE			
EXPENSES:			
Central Administration -- Personnel:			
Chief executive officer (include yearly salary + 40% for benefits, etc.)			
Administrative assistant (include yearly salary + 40% for benefits, etc.)			
Travel			
Staff development			
Total Central Administration -- Personnel Costs:			
Central Administration -- Facilities:			
Rental of office space (central offices and 4 classrooms)			
Office furniture			
Utilities (electricity, water, heat)			
Telephone (local & long-distance)			
Maintenance and janitorial			
Total Central Administration Facilities Costs:			
Central Administration -- Equipment:			
Copier leasing			
Computer, printers, networking			
Training equipment, projectors, etc.			
Vans (4 for student transportation)			
Total Central Administration Equipment Costs:			

Operating Budget continued			
Central Administration -- Marketing and Promotions:			
	2016	2017	2018
Media plan (brochures, newspaper ads, etc.)			
Yearly meeting			
Annual report			
Build and maintain mailing list			
Web page development and maintenance			
Total Central Admin. Marketing & Promotions Costs:			
Other Expenses:			
General office supplies			
Liability insurance			
Subscriptions, books, etc.			
Total Central Admin. Other Expenses/Costs:			
Product A (a training package) -- Personnel:			
Program manager (include yearly salary + 40% for benefits, etc.)			
Consultant: curriculum design (3 months full-time; 9 months 2 hours per day)			
Consultants: teachers (4 full time and 4 half time)			
Consultants: psychologist/counselor (1 full time)			
Misc.			
Total Product A Personnel Costs:			
Product B -- Materials:			
GED testing packets (600)			
Grading services from Dept of Human Services (600 students)			
600 self-study guides			
Support group facilitator guides			
Total Product A Materials Costs:			
TOTAL EXPENSES			
TOTAL SURPLUS (OR DEFICIT) (= revenue minus expenses)			

Music enhances the process of learning. The systems they nourish, which include our integrated sensory, attention, cognitive, emotional and motor capacities, are shown to be the driving forces behind all other learning.

~ Konrad, R.R., Empathy, Arts and Social Studies, 2000