Budget Planning Tool

Projecting Income

Typically an Awana® ministry’s six sources of income are dues, the church, leaders, uniforms and handbooks, fundraisers and supplies.

•• Dues – Determine how much to charge and how you will accept payment (lump sum or per week or option for either).

•• Church – Find out whether your church presently helps fund the Awana ministry. If not, determine criteria for requesting funding.

•• Leaders – Often leaders are willing to pay for or donate funds toward their uniforms, training materials, conference fees, supplies or snacks. Remember, however, that some leaders are not able or willing to budget their personal funds for the ministry.

•• Uniforms and handbooks – Consider whether the ministry will make money, lose money or break even on handbooks or uniforms. Most clubs charge for these items and subsidize all or a portion of the cost for children who may not be able to afford them.

•• Fundraisers – If your church doesn’t help fund the ministry, plan a fundraiser. Dollar drives work well if you want to purchase a particu-lar item such as game equipment.

•• Supplies – This account often is referred to as an In/Out Account because it is used for expenses that will be recovered. This account records money spent on orders for materials sold to kids and money received in payment for those items.

Projecting Expenses

Try to determine expenses for the coming year. Below is a sample of expense items.

Materials & Supplies

•• Awana handbooks and entrance booklets

•• Uniforms

•• Resources

•• Office supplies

•• Game equipment

•• Awards

•• Parent brochures

•• Leader training materials

Publicity & Printing

•• Banners

•• Flyers

•• Photocopies

•• Pictures

•• Registration cards

Conferences & Transportation

•• Registration fees for leaders

•• Transportation costs for vans and buses if needed

Special Events

•• Registration fees for AwanaGamesTM, Bible Quizzing, Awana Grand Prix™

•• Special incentives for events

Shortfall from In/Out Account

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Develop a Working Spreadsheet for Your Budget

Note: This is only a sample. Dollar figures will vary greatly based on size of church and club.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Projected Income | Dues | Church | Leaders | Uniforms & Handbooks | In/Out | Total |
| Sept. – Nov. | $2200 | $250 |  | $197 |  | $2,647 |
| Dec. – Feb. | $400 | $250 | $125 | $62 |  | $837 |
| March – May | $100 | $250 |   | $250 |  | $600 |
| June – Aug. |  | $250 |  | $100 |  | $350 |
| Total | $270 | $1000 | $125 | $609 |  | $4434 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Projected Expenses | Materials & Supplies | Publicity & Printing | Training | Special Events | In/Out Shortfall | Total |
| Sept. – Nov. | $1100 | $700 | $100 | $250 |  | $2150 |
| Dec. – Feb. | $450 | $200 | $100 | $400 | $90 | $1240 |
| March – May | $250 | $200 |   | $150 | $53 | $653 |
| June – Aug. |  | $50 | $50 | $200 | $91 | $391 |
| Total | $1800 | $1150 | $250 | $1000 | $234 | $4434 |

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