

Sample Club Budget Outline:

As you are setting up your club budget &/or if you have been allocated funds by the Student Life Budget Committee (SLBC), you will want to create a budget to help track your expenses as a club or organization. This is one model for creating a club/organization budget. We encourage you to use Microsoft Excel, which has formulas to automatically add/subtract totals. Here's a helpful Youtube clip on [Excel basic formulas](#).

Student Life Club Budget

Total Budget: \$2,000.00

<i>Purchased Item</i>	<i>Vendor</i>	<i>Cost</i>	<i>Date</i>
Fall Camping Fees	State of Minnesota	\$ 54.23	8/30/2015
Balloons and Supplies	Party City	\$ 26.95	9/4/2015
Pizza for Club Meeting	Tiffin Man	\$ 63.25	10/8/2015
Coffee for Club Event	Dunn Brothers	\$ 402.69	4/12/2016
Conference Registration	MSFPC	\$ 703.65	4/12/2016
Ice Cream Social Supplies	Target	\$ 56.95	5/18/2016
Buttons Button	Supply Shop	\$ 84.21	5/20/2016
Total Spent		\$ 1,391.93	
Total Remaining		\$ 608.07	

If you need help setting up a budget or have other questions about spending club or organization funds, please contact a Student Life staff member at student.life@minneapolis.edu.