

Club Budget Planning (SAMPLE WORKSHEET)

General Operating Income			
1	Membership Dues		
2	Cost of Meals	\$ ____ x ____ Weeks x ____ Members	\$
3	International Dues	\$ ____ x 2 x ____ Members	\$
4	RI Insurance	\$ ____ x ____ Members	\$
5	Council on Legislation	\$ ____ x ____ Members	\$
6	Rotary Magazine	\$ ____ x ____ Members	\$
7	District Dues	\$ ____ x ____ Members	\$
8	Other		\$
9	Visitor Meals	\$ ____ x Estimated Number of Guests	\$
10	Induction Fees	\$ ____ x Estimated Number of New Members	\$
11	Interest Earned		\$
12	Accrual or Carryover		\$
13	Other		\$
Total Operating Income			\$

General Operating Expenses			
14	Meals	\$ ____ x ____ Weeks x ____ Attendees	
15	Room Rent / Meeting Facility Charges	\$ ____ x ____ Weeks	\$
16	Board Meetings	\$ ____ x ____ Board Members x ____ Board Meetings	\$
17	International Dues	From Line 3	
18	RI Insurance	From Line 4	\$
19	Council on Legislation	From Line 5	\$
20	Rotary Magazine	From Line 6	\$
21	District Dues	From Line 7	\$
22	TRF Contributions	From the club	\$
23	District Meetings	PETS, Conference, Mid-Year Assembly, Spring Assembly, Foundation & Membership Seminars, RI Convention	\$

24	Audit/Review		\$
25	Supplies	Awards, Speaker Gifts	\$
26	Other		\$
27	Contingency		\$
Total Operating Expenses			\$

Budget Planning Worksheet, *continued*

Projects Income			
28	Fundraising Project 1		
29	Fundraising Project 2		\$
30	Fundraising Project 3		\$
31	Fundraising Project 4		\$
32	Rotary Foundation		\$
33	Weekly Raffle		\$
34	Happy Dollars		\$
35	CART	Should Match Line 46	\$
36	Other Projects		\$
Total Projects Income			\$

Projects Expenses			
37	Rotary Foundation		
38	Community Service Project	Could be a District Simplified Grant	\$
39	District Service Project	Your contribution to District Project(s)	\$
40	International Project	Could be World Community Service Project or a Matching Grant Project	
41	Group Study Exchange	Host a dinner for the inbound team, sponsor one of their outings, buy them a souvenir	\$
42	Scholarships		\$
43	Interact/Rotaract Club		\$
44	Youth Exchange	Stipend for an inbound student	\$
45	RYLA	Send students to RYLA	\$
46	CART	Should Match Line 35	\$

47	District Governor Visit	Maybe invite club member partners to meal	\$
48	Local Donation 1		\$
49	Local Donation 2		\$
50	Other Projects Expenses		\$
51	Contingency		
Total Projects Expenses			\$