



StEPs-UT Management Management: An Introduction

HANDS-ON ACTIVITY #2 = 60 minutes Moving Toward Your Ideal Budget

Instructions:

Based on what you've learned this morning, work through the initial process of drafting your ideal budget.

- 1) Organize yourselves into three groups:
 - Nonprofit: Ft Douglas, Cache DUP, Alf Engen (with Natalie and Steve)
 - Municipal: Uintah County, Murray City (with Greg and Karen)
 - Municipal: Hyrum City, Union Station (with Kevin and Pam)
- 2) In your museum team and with your current organizational budget in hand, use the attached template to break out your existing budget into these new building blocks. As a reference, find overleaf a copy of the Museum of Good, Bad, and Ugly (not!) Turkeys budget. Keep track of the gaps you see and the hurdles you encounter in thinking about your finances in this way (20 minutes).
- 3) Within your three groups, discuss your budget and revision issues with instructors and mentors. This might be a group discussion or individual consultations – you decide what is needed most in your group (30 minutes).
- 4) Each of the three groups reports out to the room one major point of discussion that rose to the top in your group (10 minutes).

NOTES & OBSERVATIONS

Museum of the Good, the Bad & the Ugly Turkeys – Completed Example

		Administration (unrestricted)	Adopt a Turkey Public Program	Turkey Exhibition	Journal of Turkey Stories	TOTAL
INCOME	Individuals	\$2,000				\$2,000
	Institutions	\$1,500		\$1,000*		\$2,500
	Foundations / Grants	\$3,000	\$2,000*			\$5,000
	Special Events	\$2,500				\$2,500
	Membership	0				
	Earned Income	0				
	Govt. Funding	0				
	Total Income	\$9,000	\$2,000	\$1,000	\$0	\$12,000
PROGRAM COSTS	Acquisitions					
	Project Staff / Honoraria					
	Trans. (van rental)		\$300	\$375		
	Travel (gas)		\$100	\$250		
	Food		\$600	\$1,125		
	Supplies & Equip (rental)		\$200			
	Printing				\$500	
	Marketing					
	Training					
	Insurance		\$150	\$125		
	Fees (day use & camp)		\$50	\$50		
	Program Subtotal	\$0	\$1,400	\$1,925	\$500	\$3,825
ADMINISTRATION (FIXED) COSTS	Rent	\$1,800				\$1,800
	Salaries	\$1,350				\$1,350
	Utilities	\$600				\$600
	Telephone	\$600				\$600
	Supplies	\$600				\$600
	Postage & Shipping	\$300				\$300
	Website Hosting	\$120				\$120
	Fundraising Costs	\$600				\$600
	Liability Insurance	\$1,200				\$1,200
	Prof. Services	\$600				\$600
	Conservation					
	Training					
	Collections Insurance					
	Facility Maintenance					
	Misc	\$600				\$600
Fixed Costs Subtotal	\$7,770	\$0	\$0	\$0	\$7,770	
CAPITAL COSTS	Computer/ Phone Equip	\$750				\$750
	Office Furniture	\$150				\$150
	Camping Equipment		\$750			\$750
	Capital Subtotal	\$900	\$750	\$0	\$0	\$1,650
START-UP COSTS	Printing	\$300				\$300
	Website	\$250				\$250
	Telephone	\$75				\$75
	Fees	\$35				\$35
	Startup Subtotal	\$660	\$0	\$0	\$0	\$660
	TOTAL EXPENSES	\$9,330	\$2,150	\$1,925	\$500	\$13,905
	NET ANNUAL REVENUE					(\$1,905)

* Anticipated restricted income

Possible “Ideal Budget” Example – Template

		Administration (unrestricted)	Program 1	Program 2	Program 3	TOTAL
INCOME	Individuals					
	Institutions					
	Foundations / Grants					
	Special Events					
	Membership					
	Earned Income (admissions, shop, etc)					
	Govt. Funding					
	Total Income					

		Administration (unrestricted)	Program 1	Program 2	Program 3	TOTAL
PROGRAM COSTS	Acquisitions					
	Project Staff / Honoraria					
	Trans. / Travel / Food					
	Supplies & Equipment					
	Printing					
	Marketing					
	Training					
	Insurance					
	Program Subtotal					
ADMINISTRATION COSTS	Rent					
	Salaries					
	Utilities					
	Telephone					
	Supplies					
	Postage & Shipping					

		Administration (unrestricted)	Program 1	Program 2	Program 3	TOTAL
ADMINISTRATION COSTS – cont'd	Website Hosting					
	Fundraising Costs					
	Liability Insurance					
	Prof. Services					
	Conservation					
	Training					
	Collections Insurance					
	Facility Maintenance					
	Misc					
	Fixed Costs Subtotal					
CAPITAL COSTS	Computer/Phone Equip					
	Office Furniture					
	Camping Equipment					
	Capital Subtotal					
START-UP COSTS	Printing					
	Website					
	Telephone					
	Fees					
	Startup Subtotal					
	TOTAL EXPENSES					
	NET ANNUAL REVENUE					

* Anticipated restricted income- mark with an asterisk to easily identify