

Example Budget

Budget 2019/2020 (£)

1. Income and Expenditure for Committee expenses, chargeable events and non-chargeable events.

For chargeable events; please complete a Chargeable Events Breakdown sheet for each event and include on the relevant lines below.

Income Account Name	Code	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total
Other Income <i>(Specify in bid background)</i>	1600													0.00
Publications	170													0.00
Sponsorship	1704		300.00						300.00					600.00
Events Registration Fees	1708		3,250.00						3,250.00					6,500.00
Donations	1711													0.00
Total Income		0.00	3,550.00	0.00	0.00	0.00	0.00	0.00	3,550.00	0.00	0.00	0.00	0.00	7,100.00

Expenditure Account Name	Code	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Total
Travel Costs <i>(Committee ONLY)</i>	3010		300.00			100.00			300.00			100.00		800.00
Printing <i>(Specify in bid background)</i>	4000		500.00						500.00					1,000.00
Room Hire	4110													0.00
Speakers expenses	4130		500.00						500.00					1,000.00
Catering	4150		1,500.00			150.00			1,500.00			150.00		3,300.00
Publicity	4212		50.00						50.00					100.00
Sponsorship Expense <i>(Specify in bid background)</i>	4291	800.00												800.00
Other Expenditure <i>(Specify in bid background)</i>	4900		300.00						300.00					600.00
Student Prizes & Membership <i>(Existing ONLY, no new)</i>	5102											500.00		500.00
Equipment <i>(Specify in bid background)</i>	7100													0.00
Total Expenditure		800.00	3,150.00	0.00	0.00	250.00	0.00	0.00	3,150.00	0.00	0.00	750.00	0.00	8,100.00

Net Running Costs **1,000.00**

2. Requests for potential additional expenditure (not recorded in budget above).

These requests are subject to the submission of a Supplementary Funding Request (SFR) form. Please complete further information box in Bid Background Info tab

Sponsorship of local event											1,000			1,000.00
Potential Additional Request 2														0.00
Potential Additional Request 3														0.00
Total Potential Additional Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00

Total Net Spend/(Income)

800.00	(400.00)	0.00	0.00	250.00	0.00	0.00	(400.00)	0.00	1,000.00	750.00	0.00	2,000.00
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Request for Funding 2019/2020

Example Budget

Income	7100
Expenditure	8100
Net Running Costs	1000
Potential Additional Expenditure	1000
Student Prizes	500
Total Net Spend/(Income)	2000

Additional Nominal Code Information Required

Please provide further information to the nominal codes below;

Other Income	
Printing	<i>Please see chargeable events breakdown</i>
Sponsorship Expense	
Other Expenditure	<i>Please see chargeable events breakdown</i>
Equipment	

Requests for Potential Additional Expenditure Background

Please provide a description, and estimated cost, of each additional expenditure, including benefits to BCS's charitable objectives and strategies. If you require further boxes please speak to your co-ordinator.

Potential Request 1	Sponsorship of local event - briefly explain additional information	£	1,000.00
Potential Request 2		£	-
Potential Request 3		£	-
		£	1,000.00

Difference to front sheet £ -

Budget Bid Background

Please provide an overview of any planned activities to support your budget bid. This should include the way the Group benefits BCS's charitable objectives and pillars of its strategy.

Budget Bid Background: Please provide additional information

Supporting Information

Please use the box below to enter any further supporting information for your budget bid which you wish to make your Co-ordinator and CBFC aware of.

Supporting Information: Please provide additional information

Community Groups Team Comments ONLY

Community Groups Team may wish to enter comments relating to the Branch/Group and their submission to assist with awarding funds.

CG Team Comments:

Budget 2019/2020: Chargeable Events

Please complete a separate tab for each chargeable event. Once complete, enter figures from column E into the relevant lines on the main Budget Request tab, in the month your event is expected to occur.

If you require further tabs please contact your co-ordinator.

Branch/Group/Section	Example Budget	Event No.	1
Date of event	October 2019		
Venue	BCS, Southampton Street		
Provisional Title	Example Chargeable Event 1		
Joint event with? (If applicable)	N/A		

Income Account Name			Total
1600 - Other Income <i>(Please specify below)</i>			0.00
1704 - Sponsorship <i>(Please list potential sponsors below)</i>			300.00
1708 - Events Registration Fees	No.	Price (excl VAT)	
BCS Members	30	75.00	2,250.00
Non- Members	8	100.00	800.00
Students	4	50.00	200.00
Other <i>(Please specify below)</i>	8	0.00	0.00
1711 - Donations			0.00
Total Income			3,550.00

Expenditure Account Name		Total
3010 - Travel Costs <i>(Committee ONLY)</i>		300.00
4000 - Printing <i>(Please specify below)</i>		500.00
4110 - Room Hire		0.00
4130 - Speakers expenses		500.00
4150 - Catering		1,500.00
4212 - Publicity		50.00
4900 - Other Expenditure <i>(Please specify below)</i>		300.00
Total Expenditure		3,150.00

Surplus/(Deficit) **	400.00
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**** Please provide a full explanation of the reasons for budgeting at a deficit;**

Additional Nominal Code Information Required	
<i>Please provide further information to the nominal codes below;</i>	
1600 - Other Income	
1704 - Sponsorship	<i>Sponsors - ABC</i>
1708 - Events Reg Fees (Other)	<i>Group officials and speakers</i>
4000 - Printing	<i>£500 Agendas</i>
4900 - Other Expenditure	<i>£300 Sponsored Conference Folders</i>

Event Funding	
<i>Please provide a brief description of the event including case for funding</i>	<i>Please provide additional information</i>

Budget 2019/2020: Chargeable Events

Please complete a separate tab for each chargeable event. Once complete, enter figures from column E into the relevant lines on the main Budget Request tab, in the month your event is expected to occur.

If you require further tabs please contact your co-ordinator.

Branch/Group/Section	Example Budget	Event No.	2
Date of event	April 2020		
Venue	BCS, Southampton Street		
Provisional Title	Example Chargeable Event 2		
Joint event with? (If applicable)	N/A		

Income Account Name			Total
1600 - Other Income <i>(Please specify below)</i>			0.00
1704 - Sponsorship <i>(Please list potential sponsors below)</i>			300.00
1708 - Events Registration Fees	No.	Price (excl VAT)	
BCS Members	30	75.00	2,250.00
Non- Members	8	100.00	800.00
Students	4	50.00	200.00
Other <i>(Please specify below)</i>	8	0.00	0.00
1711 - Donations			0.00
Total Income			3,550.00

Expenditure Account Name		Total
3010 - Travel Costs <i>(Committee ONLY)</i>		300.00
4000 - Printing <i>(Please specify below)</i>		500.00
4110 - Room Hire		0.00
4130 - Speakers expenses		500.00
4150 - Catering		1,500.00
4212 - Publicity		50.00
4900 - Other Expenditure <i>(Please specify below)</i>		300.00
Total Expenditure		3,150.00

Surplus/(Deficit) **	400.00
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**** Please provide a full explanation of the reasons for budgeting at a deficit;**

Additional Nominal Code Information Required	
<i>Please provide further information to the nominal codes below;</i>	
1600 - Other Income	Group officials and speakers
1704 - Sponsorship	Sponsors - ABC
1708 - Events Reg Fees (Other)	
4000 - Printing	£500 - Agendas
4900 - Other Expenditure	£300 - Sponsored Conference Folders

Event Funding	
<i>Please provide a brief description of the event including case for funding</i>	<i>Please provide additional information</i>