

# Xavier University Club Sports Budget Worksheet

Due: Friday March 13<sup>th</sup>, 2009 by 5:00pm

Club: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Signature: \_\_\_\_\_

**Source**

**2008-2009 Amount**

**2009-2010 Expected**

**REVENUE: (Actual and projected through the rest of the year)**

|                           |          |          |
|---------------------------|----------|----------|
| 1. <u>Membership Dues</u> | \$ _____ | \$ _____ |
| 2. <u>Fundraising</u>     | \$ _____ | \$ _____ |
| 3. <u>Donations</u>       | \$ _____ | \$ _____ |
| 4. <u>Rollover Funds</u>  | \$ _____ | \$ _____ |
| 5. <u>Other:</u>          | \$ _____ | \$ _____ |
| 6. <u>Other:</u>          | \$ _____ | \$ _____ |

**Total:**      A.) \$ \_\_\_\_\_      D.) \$ \_\_\_\_\_

**EXPENDITURES: (Actual and projected through the rest of the year)**

|                                      |          |          |
|--------------------------------------|----------|----------|
| 1. <u>Uniforms/Apparel</u>           | \$ _____ | \$ _____ |
| 2. <u>Dues/Memberships</u>           | \$ _____ | \$ _____ |
| 3. <u>League Fees</u>                | \$ _____ | \$ _____ |
| 4. <u>Facility Rentals</u>           | \$ _____ | \$ _____ |
| 5. <u>Equipment</u>                  | \$ _____ | \$ _____ |
| 6. <u>Travel-Lodging</u>             | \$ _____ | \$ _____ |
| 7. <u>Travel-Gas</u>                 | \$ _____ | \$ _____ |
| 8. <u>Van Rental</u>                 | \$ _____ | \$ _____ |
| 9. <u>Officials/Umpires/Referees</u> | \$ _____ | \$ _____ |
| 10. <u>Coaches Fees</u>              | \$ _____ | \$ _____ |
| 11. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 12. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 13. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 14. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 15. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 16. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 17. <u>Other:</u>                    | \$ _____ | \$ _____ |
| 18. <u>Other:</u>                    | \$ _____ | \$ _____ |

**Total:**      B.) \$ \_\_\_\_\_      E.) \$ \_\_\_\_\_

**CSC Allocation (08-09)    CSC Request (09-10)**

C.) \$ \_\_\_\_\_      F.) \$ \_\_\_\_\_

**2008-2009 Budget Summary**

Income (A)                    \$ \_\_\_\_\_  
 CSC Allocation (C)        + \$ \_\_\_\_\_  
 Expenses (B)                - \$ \_\_\_\_\_  
 End of the year (07-08) = \$ \_\_\_\_\_  
 Surplus or Deficit (circle one)

**2009-2010 Expected Budget Summary**

Income (D)                    \$ \_\_\_\_\_  
 Expenses (E)                - \$ \_\_\_\_\_  
 CSC Request (08-09) (F) = \$ \_\_\_\_\_  
 (AKA CSC allocation request)

# General Information

## Summary of Events

(include practices, non practice events like club events, special events, and community service):

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Total Number of Competitions for this year (08-09) \_\_\_\_\_

## Additional Comments, Considerations, or suggested improvements for Club Sports Council:

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## Tips for Budget Hearing

- 1.) Schedule a time with Patty to review your budget, deposits, and expenses **at least 3 days prior** to the due date. (The council will review each line item so that any deposit or expense noted in this report will be tied to actual transactions recorded on each club account).
- 2.) Sign up for hearing (strongly encouraged).
- 3.) Be prepared to justify every item on your budget at the hearing (including accomplishments, goals, etc.)
- 4.) Update the roster as produced and circle whether participants are active or inactive, and updating with any discrepancies (this will also be reviewed during the hearing).