

# Amador Valley High School

## Club Budget

The purpose of a working budget is to assist in program planning and activities. It is a working **estimate** of funds to be expended for the purpose of the organization.

Fundraising is not an ends, but a means. Clubs are to budget and spend what they need for the current year. Excessive carry-overs are discouraged. Deficit spending is not allowed. All expenditures must be done by ASB requisition; all fundraising must have ASB approval. Cash is not to be kept by officers or advisors and every transaction must have a receipt. An account statement can be requested from the Activities Secretary in the Activities Office.

**Club Name:** \_\_\_\_\_

1. Beginning Balance.....\$ \_\_\_\_\_

2. Proposed Income / Fundraising Activities

<i>Activity</i>	<i>Amount</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Proposed Income.....\$ \_\_\_\_\_

3. Proposed Expenses / Activity Expenditures

<i>Activity</i>	<i>Amount</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Proposed Expenses.....\$ \_\_\_\_\_

4. Proposed Ending Balance [(1 + 2) – 3].....\$ \_\_\_\_\_

*NOTE: Proposed approximate income must equal approximate expenses.*

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_