



# Holy Brook Associates

## Budgeting checklist for charities

Author: Rachel Eden



## Training | Consultancy | Events

This checklist can be used to help brain storm the areas of spend that need to be considered in building a charity's budget.

Not all of these will be relevant for every charity but it is a good way of testing your thinking.

### Activities

- Are you planning to introduce any new activities or projects next year?
- Are you expecting to increase or reduce any of your current activity levels?
- Are there any activities that your charity currently undertakes that you are likely to stop?

### Costs

#### Staffing Costs

- Are you planning an inflationary pay rise?
- Are any of your staff likely to receive promotions?
- Are you likely to make adjustments to match the market pay rates in your area?
- Are you planning to create any new posts?
- Are you planning any redundancies – what payments will this involve and what is the impact of the deletion of associated posts?
- What sickness levels are you expecting and what are the financial impacts – e.g. temporary cover and statutory sick pay?
- What recruitment do you expect to undertake whether due to staff turnover or new posts and what associated costs will you incur?
- What pension contributions do you expect to make?



- Are there National Insurance changes that will affect your charity?
- What mileage and other expenses will your staff incur?
- What training costs will you incur?

### Buildings costs

- Is there likely to be a rent increase?
- What is likely to happen to utility costs based on inflation and any energy efficiency measures implemented?
- What is likely to happen to telephone and internet costs based on a review of usage and rates?
- What routine maintenance do you expect?
- What major works are likely to be required or desirable?
- If you are moving office, what costs are likely to be associated with the move?

### Projects

- What consultancy fees are you likely to incur?
- What additional rental or room hires will be required?
- What materials will be required?
- What will be the cost of sessional workers?
- What overtime will your staff work?

What will be the cost of any sub-contractors?

### Sundry costs

- Thank yous and expenses for volunteers?
- What software subscriptions will need renewing or buying?
- Will you be advertising your services?



- What website costs – including domain, hosting, refresh/design should you allow for?
- What will the cost of fundraising activity be?

### Governance costs

- What trustees' expenses do you expect?
- What room hire and associated costs will you need for governance meetings?
- What is your Independent examiner's or auditor's fee?
- What consultancy fees might you incur e.g bookkeeper?
- What fee will you pay to the Clerk to Trustees or similar?

### Direct costs of providing services

- What fees will you pay to contractors?
- What pay will you give to sessional staff?
  - What will the cost of purchases or equipment be?
  - Will inventory levels be increased or reduced?

### Income

#### Fees charged

- What price will you charge your service users or beneficiaries?
- What are your activity levels (see above)?
- Will you charge cancellation fees?
- Will you make payment compulsory, a suggested donation or completely optional – how do you estimate the average price someone will pay?
- Will you offer discounts for particular groups of service users and if so what proportion of them will be entitled to it?



## Trading income

- What sales of services will be made?
- Are there any new lines of work planned?
- If the organisation runs a shop what will be the impact of changes in volume and price?

## Donations

- What current regular donations (e.g. direct debits) are likely to continue?
- What new regular donations are likely following fundraising campaigns etc. (e.g. direct debits)
- What income will regular fundraising events bring in?
- Are there any special or one off fundraising events planned?
- Are there any special donations expected – for example Christmas/direct mail campaigns, company special ?

## Grants

- What grants have already been won for next year?
- Which grants are you currently applying for and what is your chance of winning them?
- What grants do you currently receive and what is the chance that they will continue?
- Are there grants that you are aware of that you may to apply for?

## Commissioned services

- Which commissioned services do you currently provide that will continue?
- Which commissioned services do you currently provide that may stop or reduce?
- Are there opportunities for gaining new commissioned services or increasing existing ones?



## Other income

- Do you receive income from endowments?
- Do you receive room or letting rental income?
- What bank interest do you expect to receive?

*Have we missed something? If you have any suggestions or ideas for what could be added to this list email [Rachel.eden@holybrook-associates.co.uk](mailto:Rachel.eden@holybrook-associates.co.uk)*

## Further information:

Holy Brook Associates publishes free resources to help charities and small businesses run more effectively. The best way to get hold of these is to join our newsletter group here: <http://eepurl.com/ctBmcX>

(C) Copyright Holy Brook Associates Ltd 2017

- **Attribution** – You must give **appropriate credit**, provide a link to the license. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- **NonCommercial** – You may not use the material for **commercial purposes**.
- **NoDerivatives** – If you **remix, transform, or build upon** the material, you may not distribute the modified material.