

PAPILLION RECREATION ORGANIZATION BUDGET PROCEDURE

OVERVIEW:

This procedure is referenced in PRO Bylaws Article XIV and Sports Program Guideline #18. To facilitate maximum participation, growth, and effective management; each individual sport program organized by PRO will provide a preliminary budget prior to PRO's Annual Membership Meeting for approval at the Annual Meeting and a final budget prior to the commencement of their games for majority approval by PRO Board.

PRO's Operating Budget also known as General Funds shall be prepared in accordance with PRO Bylaws Article XIV Section 2.

PROCEDURE: The purpose of this procedure is to define the process of estimating revenues and expenses to formulate an expected budget. There will be no disbursement of funds for any purposes without an approved budget.

Steps to creating a budget

1. Obtain prior years actual
 - a. Income
 - b. Expenses
 - c. Number of players
 - d. Number of teams
 - e. Number of games
 - f. Final equipment inventory
2. Review each expense account one at a time, identify any adjustments needed due to expected increase, decrease in items, or amount.
3. Review each income account one at a time, identify any adjustments needed due to expected changes in participants then adjust fees
4. Final net income should be positive and at least \$3 per number of participants.

Example of a sports program budget can be found in Appendix A.

A general ledger list of authorized accounts with legend is in Appendix B.

Appendix A. Budget Example

GL #	Description	2 yrs Prior Actuals	Prior Yr Actuals	Current Yr Actuals	Current Yr Budget	Difference
101	Registration Income	0	0	0	0	0
102	Donations Income	0	0	0	0	0
103	Fundraisers Income	0	0	0	0	0
104	Concession Income	0	0	0	0	0
105	Tournament Income	0	0	0	0	0
106	Equipment Sales	0	0	0	0	0
107	Field Maintenance Income	0	0	0	0	0
108	Interest	0	0	0	0	0
109	City Fees	0	0	0	0	0
	Total Income	0	0	0	0	0
6	Officiating Fees	0	0	0	0	0
7	Equipment	0	0	0	0	0
8	Uniforms	0	0	0	0	0
9	Tournament Fees	0	0	0	0	0
10	League Fees	0	0	0	0	0
11	Field Maintenance	0	0	0	0	0
12	Awards	0	0	0	0	0
13	Clinics	0	0	0	0	0
14	Telephone	0	0	0	0	0
15	Office	0	0	0	0	0
16	Background Checks	0	0	0	0	0
17	Printing	0	0	0	0	0
18	Advertising	0	0	0	0	0
19	Insurance	0	0	0	0	0
20	PRO Assessment	0	0	0	0	0
21	City Assessment	0	0	0	0	0
22	Donations	0	0	0	0	0
23	Fundraiser Expense	0	0	0	0	0
24	Concession	0	0	0	0	0
25	Tournament Expense	0	0	0	0	0
26	Food & Entertainment	0	0	0	0	0
29	CPA Fees	0	0	0	0	0
30	Web Fees	0	0	0	0	0
31	Postage	0	0	0	0	0
32	Data Processing	0	0	0	0	0
33	Capital Improvements	0	0	0	0	0
34	Promotion s	0	0	0	0	0
35	Equipment Purchase	0	0	0	0	0
38	Rental	0	0	0	0	0
39	Bank Fees	0	0	0	0	0
40	Equipment Repairs	0	0	0	0	0
	Total Expenses	0	0	0	0	0
	Net Profit/Loss	0	0	0	0	0

Appendix B. Budget Legend

Incomes		
101	Registration Income	
102	Donations Income	
103	Fundraisers Income	
104	Concession Income	
105	Tournament Income	
106	Equipment Sales	
107	Field Maintenance Income	
108	Interest	
109	City Fees	
Expenses		
1	not used	
2	not used	
3	not used	
4	not used	
5	not used	
6	Officiating Fees	Officials fee(pay), certifications
7	Equipment	Purchase of sports equipment
8	Uniforms	
9	Tournament Fees	team registration/entry fees
10	League Fees	league or sanctioning body fees
11	Field Maintenance	
12	Awards	individual sports trophies and awards, PRO recognition awards
13	Clinics	Coaches and player clinics
14	Telephone	voicemail services
15	Office	paper, ink,pens
16	Background Checks	
17	Printing	
18	Advertising	School paper, signs, Papillion Times
19	Insurance	liability
20	PRO Assessment	
21	City Assessment	\$2 in city limits or \$10 SID or Papillon non-resident
22	Donations	to schools, City (scoreboards) other organizations
23	Fundraiser Expense	banners, tables expenses incurred to facilitate fundraising events
24	Concession	
25	Tournament Expense	PRO hosted tournaments (advertising, sanctioning fees, city fees
26	Food & Entertainment	NO ALCOHOL has to be an event with pre-approval of PRO Board
27	not used	
28	not used	
29	CPA Fees	This is only used by PRO General

30	Web Fees	
31	Postage	
32	Data Processing	
33	Capital Improvements	
34	Promotions	Baseball/Softball Opening Day
35	Equipment Purchase	Non sport equipment purchases
36	not used	
37	not used	
38	Rental	Storage facilities, tables, PO box, indoor field usage
39	Bank Fees	Service charges
40	Equipment Repairs	Pitching machine, catchers mitts etc..

A copy of the current version of this Procedure will be posted and available on the PRO web site.

A disciplinary hearing may be called upon discovery of any member not in compliance with this Procedure.

Approved February 18, 2010