



FINANCIAL TRAINING

Budgeting & Allocating

Arizona Association of Conservation Districts

District Training Program

2018

Specific Training Modules

BUDGETING & ALLOCATING FUNDING- THIS MODULE



OTHER MODULES LISTED BELOW FIND ONLINE - WEBSITE: www.aacd1944.com

- ❧ Fiduciary Duties
- ❧ Financial Planning
- ❧ Available Funding Mechanisms
- ❧ Fundraising
- ❧ Grant Contracts & Agreements
- ❧ Audits & Reporting
- ❧ Financial Policies & Procedures
- ❧ Accounting Methods & Financial Statements
- ❧ Internal Controls
- ❧ Personnel & Contractors
 - ❖ Records & Reporting

Budgeting & Allocating Funding



- ❧ What's in this Training Module?
 - ❧ Steps to Develop a Budget
 - ❧ Examples of Budgets
 - ❧ Financial Committee Structure

10 Steps to Develop a Budget



- ❧ 1) Develop Strategic or Long Range Plan
- ❧ 2) Set Goals & Objectives (Projects)
- ❧ 3) Project Revenues
- ❧ 4) Project Fixed Costs
- ❧ 5) Project Variable Costs
- ❧ 6) Annual Goals & Objectives (Projects) Expenses
- ❧ 7) Target Profit/Net Income
- ❧ 8) Get Board Approval
- ❧ 9) Annual Budget Review
- ❧ 10) Deal with Budget Variances Annually

Examples of Budgets



🔗 Link to Budget Examples:

<https://www.template.net/business/budget-templates/sample-project-budget/>

Financial Committee Structure



Financial Committee Purpose:

Definition

- Another set of eyes looking at budgeting, financial planning, internal audits etc.

REMEMBER:

Financial Committee can comprise of more than Board of Supervisor members

- Consider local community members to help on committee (this helps spread the knowledge of Districts functions and contributions)
- Consider Bank Managers, Business Owners, CPAs, Bookkeepers etc.
- These same individuals can be asked to help with fundraisers