

Annual Club Budget Template

Income and expense categories used by real clubs, with columns for last year, budget, and actuals.

Club name

Fiscal year

Prepared by

Approved by board on

Income

Category	Last year actual	This year budget	Actual to date
Membership dues			
Fundraiser proceeds (net)			
Event revenue (registrations, tickets)			
Sponsorships and grants			
Donations			
Other income			
Total income			

Expenses

Category	Last year actual	This year budget	Actual to date
Dues remitted to district / national			
Service projects and programs			
Scholarships and charitable giving			
Event costs (venue, food, supplies)			
Meeting costs			
Insurance			
Administration (software, PO box, supplies)			
Website and communication			

Category	Last year actual	This year budget	Actual to date
Officer training and conventions			
Miscellaneous			
Total expenses			

Summary

	Last year	This year budget	Actual to date
Total income			
Total expenses			
Net surplus / (deficit)			
Reserves at year end			

Tip. If dues collection is a chronic gap in the income line, the problem is usually friction, not willingness – clubs that invoice members online with card payment collect faster and chase less.