



Checklist for Unit Funding/Budget Plan

This resource is to assist in creating your unit budget. After determining what the annual unit program plan will be, it is time to fund the plan!

Unit Funding/Budget Considerations

1. Start with last year's expenses. Then, take a look at this year's plan. Compare last year's plan with this year's. List what you spent by event and by other significant categories (e.g. awards, banquets, registration, training, etc.).
2. List the funds the unit took in from all sources and how the unit obtained those funds. Does the unit expect the same funds this year?
3. How much money was the unit under or over at the end of the program year (or on a monthly basis)? Did the unit have to ask for more funds from parents or Scouts?
4. How much money does the unit need to start the program year (e.g. bank account balance at the beginning of the program year)?
5. Line up the funding plan with the program plan. Have all activities and meetings on the program plan that have an associated cost been accounted for in the funding plan?
6. What are the unit's long range expenses, such as new equipment? Is this consistent with other units at your charter organization? Have you considered contacting other units to identify if they are selling any items you are interested in?
7. Does the unit have any more expensive items (e.g. unit trailer) coming up in the next year?
8. How much money does the unit need (e.g. total expenses) to properly fund the program plan?
9. How will the unit obtain that money? Assess parents and/or Scouts, fund raiser, etc.? Does the unit establish a fundraising/contribution goal per Scout?

Other Considerations

10. How much does the Committee include the Scouts in on budget issues? Is this an appropriate level of involvement?
11. Does the unit have individual Scout accounts?
12. What if the unit has extra or not enough funds?



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13. How does the unit fund Den/Patrol activities? How much and from where?