



SCCA NATIONAL CONVENTION  
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# Budgeting: Being Fiscally Responsible

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I joined SCCA in 2010. My primary interest is autocross, but I have participated in rally cross and road rally (I especially love the social rallies). I became Solo Chair in 2013 after having been Timing and Scoring chief. I have also held different positions within our Board of Directors, Membership Chair and Secretary. When I'm not doing things with SCCA, my full time job is a Merchandising and Inventory Manager with PetSmart.

## What can I learn about budgets?

- Learn the importance of your region and programs having a budget
- Learn how to create different types of budgets
- What type of budget is best for your region?



Goals: What should you get out of this presentation?

I want to show you importance of having a budget

I want to teach you how to create different types of budgets

And I want you to think about what type of budget is best for your region

## Why does my region need a budget?

- Regions and the National Office receive yearly dues from members
- Regions hosting competition events take in entry fees
- Regions will handle thousands of dollars every year
- Things to think about:
  - Who is responsible for those funds?
  - What are the funds used for?
  - Are we using the funds to the benefit of the membership?
- Having a budget and planning out the years expenses and incomes helps assure member dues/entry fees are being used to benefit the members



- Every region within the SCCA and the National Office take in money from members and non-members
  - Each region receives dues yearly from each member
  - If a region is hosting events you are most likely taking an entry fee of some kind
- Regions will handle thousands of member and non-member dollars every year
- Who is responsible for those funds?
  - Now I'm sure you all of a treasurer, and it's their job to track the funds. However, it is not their sole job to decide the happenings of the money. This fall on the shoulders of the regions Board of Directors and the Program Directors.
- Where does it go?
- What is it used for?
  - Are the funds going to purchase new equipment for programs, helping fund club day outs, year-end trophies for programs.
- Are we using the funds to the benefit of the membership?
  - Having a budget and planning out the years expenses and incomes helps

- assure member dues/entry fees are being used to benefit the members
- As region leaders we are responsible for all of the memberships money and we need to make educated decisions on what we are doing with that money
  - Without a budget we are essentially making guesses and “gambling” with membership dollars. If members don’t feel we are responsibly handing their investments into the club, they could remove future investments and leave the club/events

## Types of Budgets

- Annual Region (or Administration) Budget
- Annual Program Budget
- Individual Event Budget/Recaps



- The main categories of budgets regions will deal with are Annual Region Budget, Program Budgets and Event Budgets
- For some regions using one type of budget may be sufficient as they only have one competition program funding the club and can combine this with membership dues
- I feel that a properly established and executed budget for regions hosting multiple types of events needs to utilize all of the different budget options
- Budgets can be created in different formats as well
  - I prefer to use an Excel spreadsheet so I can continue to add information and have it figure where I am within my budget as I go
  - Others prefer pre-made sheets that are filled out by hand or on the computer

## Annual Region Budget

- Can also be called an Administration Budget
- Main income source is membership dues
- Focuses on aspects outside of the individual programs
  - Annual awards banquet
  - National Convention ambassadors
  - Official club publication printing and postage



- This budget will generally look at the entire income from each program, as well as the income received from membership dues.
- Some regions will consider this an Administration Budget and focus mainly on the membership dues as income
  - This allows the individual programs to use their income for their own program's growth
- A region budget will look at things like the annual awards banquet, whether the region is paying for members to go to convention, printing of the club publication, as well as how each individual program does as a whole
  - If you are starting a new program you can expect a deficit for the first year or two and may rely on another program that does well every year to help balance that



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		<b>Projected - 2018</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	
3		<b>Income</b>														
4		Membership Dues	\$ 560.00	\$ 727.50	\$ 705.00	\$ 947.50	\$ 930.00	\$ 975.00	\$ 512.50	\$ 515.00	\$ 871.00	\$ 597.50	\$ 265.00	\$ 480.00	\$ 8,086.00	
5		World of Wheels	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
6		Banquet	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	
7		Karting League	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	
8		Credit Card Points	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
9		Interest	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ 150.00	
10		<b>Sub Total</b>	<b>\$ 4,560.00</b>	<b>\$ 1,727.50</b>	<b>\$ 1,755.00</b>	<b>\$ 947.50</b>	<b>\$ 930.00</b>	<b>\$ 1,025.00</b>	<b>\$ 512.50</b>	<b>\$ 515.00</b>	<b>\$ 921.00</b>	<b>\$ 597.50</b>	<b>\$ 1,265.00</b>	<b>\$ 1,980.00</b>	<b>\$ 16,736.00</b>	
11																
12		<b>Expenses</b>														
13		World of Wheels	\$ (1,475.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,475.00)	
14		Banquet	\$ (4,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,000.00)	
15		National Convention	\$ (4,300.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,300.00)	
16		Karting League	\$ (1,000.00)	\$ (1,000.00)	\$ (1,200.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,050.00)	\$ (1,000.00)	\$ (5,250.00)	
17		Storage	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (1,824.00)	
18		FedEx	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (600.00)	
19		Supplies	\$ (149.00)	\$ (49.00)	\$ (49.00)	\$ (149.00)	\$ (49.00)	\$ (49.00)	\$ (149.00)	\$ (49.00)	\$ (49.00)	\$ (149.00)	\$ (539.00)	\$ (49.00)	\$ (1,478.00)	
20		Ballots	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200.00)	\$ (200.00)	
21		Taxes	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100.00)	
22		Other	\$ (30.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (30.00)	
23		--Member Jacket	\$ (30.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24		--	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25		<b>Sub Total</b>	<b>\$ (11,186.00)</b>	<b>\$ (1,251.00)</b>	<b>\$ (1,551.00)</b>	<b>\$ (351.00)</b>	<b>\$ (251.00)</b>	<b>\$ (251.00)</b>	<b>\$ (351.00)</b>	<b>\$ (251.00)</b>	<b>\$ (251.00)</b>	<b>\$ (351.00)</b>	<b>\$ (1,791.00)</b>	<b>\$ (1,451.00)</b>	<b>\$ (19,287.00)</b>	
26																
27		<b>Total</b>	<b>\$ (6,626.00)</b>	<b>\$ 476.50</b>	<b>\$ 204.00</b>	<b>\$ 596.50</b>	<b>\$ 679.00</b>	<b>\$ 774.00</b>	<b>\$ 161.50</b>	<b>\$ 264.00</b>	<b>\$ 670.00</b>	<b>\$ 246.50</b>	<b>\$ (526.00)</b>	<b>\$ 529.00</b>	<b>\$ (2,551.00)</b>	
28																



Here is an example of an Administration Budget. This one is fairly detailed breaking things down by month, and having categories of where income is coming from and where expenses are.

This is showing projected income of membership dues which you would generally come up with by looking at years past and either holding those numbers steady or try to predict growth/loss of membership.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Actual - 2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
30	Income													
31	Membership Dues	\$ 335.00	\$ 880.00	\$ 495.00	\$ 945.00	\$ 880.00	\$ 1,170.00	\$ 610.00	\$ 555.00	\$ 570.00	\$ 480.00			\$ 6,920.00
32	World of Wheels				\$ 400.00									\$ 400.00
33	Banquet		\$ 2,404.08											\$ 2,404.08
34	National Convention													\$ -
35	Karting League		\$ 930.00		\$ 720.00	\$ 660.00								\$ 2,310.00
36	Weekend Membership													\$ -
37	Credit Card Points													\$ -
38	Interest									\$ 409.33	\$ 1.33			\$ 410.66
39	Facebook Promotion Reimbursement												\$ 741.68	\$ 741.68
40	Other					\$ 96.80								\$ 96.80
41	Region Grant			\$ 1,500.00										\$ 1,500.00
42	Sub Total	\$ 335.00	\$ 4,214.08	\$ 1,995.00	\$ 2,065.00	\$ 1,636.80	\$ 1,170.00	\$ 610.00	\$ 555.00	\$ 570.00	\$ 889.33	\$ 1.33	\$ 741.68	\$ 14,783.22
43	Auto Check	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090.00	\$ (741.68)
44														\$ 348.32
45	Expenses													
46	World of Wheels	\$ (478.02)	\$ (961.73)											\$ (1,439.75)
47	Banquet	\$ (1,890.80)			\$ (2,365.00)									\$ (4,255.80)
48	National Convention	\$ (874.31)								\$ (1,538.90)				\$ (2,413.21)
49	Karting League	\$ (930.00)	\$ (720.00)	\$ (660.00)								\$ (930.00)		\$ (3,240.00)
50	Storage	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)	\$ (152.00)		\$ (1,672.00)
51	FedEx	\$ (54.33)	\$ (58.91)		\$ (0.36)	\$ (104.51)			\$ (260.52)	\$ (125.99)			\$ (26.67)	\$ (631.29)
52	Board Polos				\$ (488.67)									\$ (488.67)
53	Supplies		\$ (411.65)								\$ (51.81)			\$ (463.46)
54	Ballots													\$ -
55	Taxes					\$ (96.25)								\$ (96.25)
56	Facebook Promotion			\$ (160.00)	\$ (109.33)	\$ (17.09)	\$ (130.00)	\$ (34.33)	\$ (208.63)	\$ (82.30)				\$ (741.68)
57	Other	\$ (64.00)	\$ (62.95)	\$ (32.45)	\$ -	\$ (115.00)	\$ -	\$ -	\$ -	\$ -	\$ (22.00)	\$ -	\$ -	\$ (296.40)
58	--Weekend Membership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59	--Mamber Jacket	\$ (64.00)	\$ (62.95)	\$ (32.45)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (159.40)
60	--Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	--Other	\$ -	\$ -	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100.00)
62	--Membership	\$ -	\$ -	\$ -	\$ -	\$ (15.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15.00)
63	--Business Entity Update	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (22.00)	\$ -	\$ -	\$ (22.00)
64	--Donation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65	Sub Total	\$ (4,443.46)	\$ (2,367.24)	\$ (1,004.45)	\$ (3,115.36)	\$ (484.85)	\$ (282.00)	\$ (186.33)	\$ (621.15)	\$ (1,899.19)	\$ (225.81)	\$ (1,108.67)	\$ -	\$ (15,738.51)
66	Auto Check	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,135.01)	\$ (349.83)	\$ (1,484.84)
67														
68	Total	\$ (4,108.46)	\$ 1,846.84	\$ 990.55	\$ (1,050.36)	\$ 1,151.95	\$ 888.00	\$ 423.67	\$ (66.15)	\$ (1,329.19)	\$ 663.52	\$ (1,107.34)	\$ 741.68	\$ (955.29)
69														
70														



This is showing the Actual numbers for the same projected budget. The is all of the same excel worksheet so that you can compare as you go.

As you can see there were some unexpected expenses that popped up, which can always happen but should still be logged. This way you can try to plan for those potential happenings in your next years budget.

## Program/Event Budget

- Looks at income and expenses of an individual program
- Income and expenses can be broken down as yearly totals or by event
- Help determine entry fees or program upgrades
- Large expenses are pre-voted on and approved



- This budget will look at the income and expense of an individual program
- Income and expenses can be broken down as yearly totals, or down to the individual event
  - Some yearly expenses are
    - Bus insurance
    - New Cones
    - General equipment maintenance
  - Some event specific expenses are
    - Ice
    - Toilets
    - Santion and Insurance
    - Tents or dumpsters
    - Food provided
- Why use a Program Budget?
  - You can use your program budget to help you determine the cost of your events. This way you aren't overcharging or undercharging for your events.

- Determine if you will be able to buy that new equipment upgrade to better your program.
- Be able to determine large expenses and have the budget voted on at the beginning of the year. This will save time later if a large expense comes up. If it is within your budget than there is no need to revote on the expense at a Board Meeting.

Description	Expenses	Current Yr. Budget 2018	Prior Yr. Budget 2017	Prior Yr. Actual 2017	Target Month
<b>SOLO Director Expenses</b>					
Convention	January Meeting Exp	700	450		MAR
Spring Training	Gas & Room		175		MAY
Roundtable	SOLO Spring Training, Gas & Room	175	175		MAR
Other Training	Prints, Schedule	50	100	0	MAR
Printing & Postage	Print Cartridges	85	40	0	MAR
Office Supplies	SOLO Planning Meeting	150	150	150	MAR
Other					
<b>TOTAL</b>		<b>1120</b>	<b>1190</b>		
<b>SOLO Supplies Expenses</b>					
Print Cartridges	NEW (K&S) ACCOUNT	500	500		
Drywall or Crayons	NEW RESULTS STYMPLES	200	70		
	REGISTRATION SUPPLIES	100	100		
	NEW EDS AWARDS 50 X	100	1000		
	2ND AWARDS SUPPLIES	120	120		
	SOLO AWARDS	180	180		
<b>TOTAL</b>		<b>1600</b>	<b>1970</b>		
<b>SOLO Maintenance Expenses</b>					
Travel Repairs					
<b>TOTAL</b>					
<b>SOLO Capital Equipment Expenses</b>					
Flyers			1250		
Generator					
	LAPTOP	530	500		
	4X6/6 DISCA SANDER	170			
<b>TOTAL</b>		<b>700</b>	<b>80</b>		
<b>Furniture Maintenance Expenses</b>					
Oil Change		50	50		
Generator Repairs					
Roof Repairs	V ROOF		150		
	INSURANCE	1068	1068		
<b>TOTAL</b>		<b>200</b>	<b>200</b>		
	REPAIRS	4938	458		



Here is an example of a simple fill in form. You don't have to be fancy with your budgets. As long as you have a way of keeping track of things is what's important. It breaks things down into different expense types for the program. Again this is only showing the projected expenses and it is generally nice to see what you would expect for an income as well to see how you stand as a whole for the entire year.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>2018 Solo Budget</b>															
2		PAPA Event	DragCross/Fun event	Driver's School	Points 1	Test N Tune	Points 2	DragCross/Points 3-4	Points 5	CAM Challenge	Test N Tune	Solo Trial/Points 7	Points 8	DragCross/Fun Event	Totals	
3	<b>Income</b>															
4	Member Entries	\$ -	\$ 3,240	\$ 1,500	\$ 2,400	\$ 3,000	\$ 2,400	\$ 5,250	\$ 2,400	\$ -	\$ 3,000	\$ 3,600	\$ 2,400	\$ 3,240	\$ 32,430	
5	Non-Member Entries	\$ -	\$ 1,350	\$ -	\$ 900	\$ 650	\$ 900	\$ 2,025	\$ 900	\$ -	\$ 650	\$ 1,125	\$ 900	\$ 1,350	\$ 10,750	
6	Other	\$ 1,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 2,718	
7																
8	<b>Expenses</b>															
9	Sanction/Insurance	\$ 1,040	\$ 1,495	\$ 416	\$ 1,040	\$ 650	\$ 1,300	\$ 80	\$ 1,300	\$ -	\$ 650	\$ 1,495	\$ 1,300	\$ 1,495	\$ 12,261	
10	Weekend Memberships	\$ 200	\$ 300	\$ 150	\$ 100	\$ 100	\$ 200	\$ 450	\$ 200	\$ -	\$ 100	\$ 250	\$ 200	\$ 300	\$ 2,550	
11	Site Rental	\$ 2	\$ 800	\$ 400	\$ 400	\$ 1,800	\$ 1,070	\$ 1,600	\$ 1,100	\$ -	\$ 1,800	\$ 800	\$ 1,070	\$ 800	\$ 11,642	
12	Toilets	\$ 160	\$ 160	\$ -	\$ 160	\$ 160	\$ 160	\$ 320	\$ -	\$ -	\$ 160	\$ 160	\$ 160	\$ 160	\$ 1,760	
13	Trophies	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 250	\$ 100	\$ -	\$ -	\$ 150	\$ 100	\$ -	\$ 900	
14	Charity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	
15	Bus Fuel	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600	
16	Generator Fuel	\$ 10	\$ 10	\$ -	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 10	\$ 15	\$ 10	\$ 115	
17	Water	\$ 32	\$ 32	\$ 16	\$ 16	\$ 18	\$ 16	\$ 48	\$ 16	\$ -	\$ 18	\$ 32	\$ 16	\$ 32	\$ 292	
18	Ice	\$ 24	\$ 24	\$ 12	\$ 12	\$ 36	\$ 12	\$ 36	\$ 12	\$ -	\$ 36	\$ 24	\$ 12	\$ 24	\$ 264	
19	Hats	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20	Food	\$ -	\$ -	\$ 820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 820	
21	Dumpster	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175	
22	Tent/Table/Chairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	
23																
24	<b>Event Profit/Loss</b>	\$ -	\$ 1,619	\$ 181	\$ 1,417	\$ 821	\$ 387	\$ 1,651	\$ 517	\$ 1,145	\$ 821	\$ 1,754	\$ 387	\$ 1,719	\$ 12,419	
25																
26	<b>Other Expenses</b>															
27	Bus Insurance	\$ 2,500														
28	Bus/Equipment Maintenance	\$ 2,000														
29	Generator	\$ 750														
30	Supplies	\$ 1,750														
31	EOY Trophies	\$ 1,750														
32	New Cones	\$ 500														
33	Chief Shirts	\$ 300														
34	Marketing	\$ 300														
35																
36	<b>Total Profit Loss</b>	\$ 2,569														
37																



This program budget breaks things down by event. Entry totals are determined by attendance from last years comparable events and take in to account if there was bad weather in that year or not.

Each event has different expenses. Some you'll go through more water. Larger events you may want to rent a tent and dumpster. What nice with using Excel is that I can go in and change the entry fee for an event within the formula line and it will update the entire spreadsheet to account for that change. This way if you have an event that the venue cost is much higher than others you can see how potential fee adjustments can change that.

You can even make this even more detailed by showing the Entry Fee and number of Entries as separate lines that get calculated to the dollar totals.

Below you see more yearly expenses or just general non-event specific expenses.

Then it notes whether the program will end the year with either a surplus or deficit, which is better terminology here that profit/loss since we are a not-for-profit organization.

	A	B	C	D	Formula Bar	F	G	H	I	J
1										
2										
3										
4		<b>Projected - 2018</b>	<b>Track Day April</b>	<b>Track Day August</b>	<b>Total</b>		<b>Actual - 2018</b>	<b>Track Day April</b>	<b>Track Day August</b>	<b>Total</b>
5		<b>Income</b>					<b>Income</b>			
6		MotorsportReg	\$ 16,500.00	\$ 16,500.00	\$ 33,000.00		MotorsportReg	\$ 11,104.08	\$ 15,475.00	\$ 26,579.08
7		Members Onsite	\$ -	\$ -	\$ -		Members Onsite			\$ -
8		<b>Sub Total</b>	<b>\$ 16,500.00</b>	<b>\$ 16,500.00</b>	<b>\$ 33,000.00</b>		<b>Sub Total</b>	<b>\$ 11,104.08</b>	<b>\$ 15,475.00</b>	<b>\$ 26,579.08</b>
9										
10		<b>Expenses</b>					<b>Expenses</b>			
11		Site Rental	\$ (11,000.00)	\$ (11,000.00)	\$ (22,000.00)		Site Rental	\$ (11,000.00)	\$ (11,000.00)	\$ (22,000.00)
12		Food	\$ (125.00)	\$ (125.00)	\$ (250.00)		Food	\$ (644.09)		\$ (644.09)
13		Water	\$ (25.00)	\$ (25.00)	\$ (50.00)		Water			\$ -
14		Sanction Fees	\$ (1,200.00)	\$ (1,200.00)	\$ (2,400.00)		Sanction Fees	\$ (612.50)		\$ (612.50)
15		Weekend Member Fees	\$ (100.00)	\$ (100.00)	\$ (200.00)		Weekend Member Fees	\$ (170.00)		\$ (170.00)
16		Marketing Printing	\$ (150.00)	\$ (150.00)	\$ (300.00)		Marketing Printing			\$ -
17		FB Promotions	\$ (250.00)	\$ (250.00)	\$ (500.00)		FB Promotions	\$ (235.00)		\$ (235.00)
18		Other	\$ -	\$ -	\$ -		Other			\$ -
19		MotorsportReg Fees	\$ (810.00)	\$ (810.00)	\$ (1,620.00)		MotorsportReg Fees	\$ (540.42)	\$ (752.25)	\$ (1,292.67)
20		<b>Sub Total</b>	<b>\$ (13,660.00)</b>	<b>\$ (13,660.00)</b>	<b>\$ (27,320.00)</b>		<b>Sub Total</b>	<b>\$ (13,202.01)</b>	<b>\$ (11,752.25)</b>	<b>\$ (24,954.26)</b>
21										
22		<b>Total</b>	<b>\$ 2,840.00</b>	<b>\$ 2,840.00</b>	<b>\$ 5,680.00</b>		<b>Total</b>	<b>\$ (2,097.93)</b>	<b>\$ 3,722.75</b>	<b>\$ 1,624.82</b>
23										
24										
25										



This is an example of a Track Event annual budget. The program was hosting two events that year. You can see very nicely the Projected and Actual right next to each other.

## Event Budget/Recaps

- Each event has a different expected income and expenses
- Event recap is a way to see how the event did to compared your proposed budget
- Event recap can be broad or detailed
  - Walk ups vs Pre register
  - Member vs Non member
  - Payment type
  - Different event expenses



- Each event has different expected incomes and expenses depending on location and type of event.
- This will help you determine potential change of entry fee for a certain event.
- Event recaps are a great way to see how the event did compared to your budget
- Event recaps can be very basic or you can go very in depth
  - Walk ups vs Pre register
  - Member vs Non member
  - Payment type
  - Different event expenses
- Will need to assure the registration chair records fees/entries correctly to make the detailed recap accurate

DETROIT REGION SCCA EVENT BUDGET - SOLO						
Event:	Getting Ready for Nationals GLSS Solo		Event Date(s):		August 17 -19 2012	
Chairperson(s):	Ray Jason & Steve Ayer		Website Info Sent:			
	Last Year		This Year		This Year	
	Actual	Budget	Actual	Budget	Actual	Budget
<b>INCOME</b>						
Entry fees:						
One Day	@	\$ -	5 @ \$ 40.00	\$ 200.00	@	\$ 40.00 \$ -
Two Day	@	\$ -	75 @ \$ 60.00	\$ 4,500.00	@	\$ 60.00 \$ -
Tue W Tune Fri	@	\$ -	3 @ \$ 20.00	\$ 60.00	@	\$ 20.00 \$ -
TNT weekend	@	\$ -	15 @ \$ 15.00	\$ 225.00	@	\$ 15.00 \$ -
Jr Kart 1 Day	@	\$ -	@	\$ 20.00 \$ -	@	\$ 20.00 \$ -
Jr Kart 2 Days	@	\$ -	5 @ \$ 30.00	\$ 150.00	@	\$ 30.00 \$ -
Temporary Memberships:						
Council	@	\$ -	@ \$ 5.00	\$ -	@	\$ 5.00 \$ -
No affiliation	@	\$ -	\$ 15.00	\$ -	@	\$ 15.00 \$ -
Other Income	\$	\$ -	\$	\$ -	\$	\$ -
<b>Total Income:</b>		<b>\$ 6,225.00</b>		<b>\$ 5,135.00</b>		<b>\$ -</b>
<b>EXPENSES</b>						
Insurance:	99 @ \$ 5.50	\$ 544.50	85 @ \$ 6.00	\$ 510.00	@	\$ 6.00 \$ -
Sanction Fee:	99 @ \$ 4.50	\$ 445.50	85 @ \$ 5.00	\$ 425.00	@	\$ 5.00 \$ -
Printing/Artwork:	\$	\$ -	\$	\$ -	\$	\$ -
Postage:	\$	\$ -	\$	\$ -	\$	\$ -
Supplies:	\$	\$ -	\$ 50.00	\$ -	\$	\$ -
Telephone:	\$	\$ -	\$	\$ -	\$	\$ -
Trophies:	\$ 250.00	\$ -	\$ 250.00	\$ -	\$	\$ -
Give-aways:	\$	\$ -	\$	\$ -	\$	\$ -
Rentals: Truck:	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$	\$ -
Other (porta-potties, etc.):	\$ 300.00	\$ -	\$ 300.00	\$ -	\$	\$ -
Fuel (region truck, etc.):	\$ 80.00	\$ -	\$ 80.00	\$ -	\$	\$ -
Worker Points	@ \$ 5.00	\$ -	@ \$ 5.00	\$ -	@	\$ 5.00 \$ -
Fun/Mover Allowance	\$	\$ -	\$	\$ -	\$	\$ -
New Member Fund	\$	\$ -	@ \$ 5.00	\$ -	@	\$ 5.00 \$ -
Miscellaneous:	\$	\$ -	\$	\$ -	\$	\$ -
Lunch for Saturday	\$ 253.22	\$ -	\$ 300.00	\$ -	\$	\$ -
Dumpster:	\$ 100.00	\$ -	\$ 100.00	\$ -	\$	\$ -
Worker points used	\$ 120.00	\$ -	\$	\$ -	\$	\$ -
Motorsporting fees	\$ 186.66	\$ -	\$ 125.00	\$ -	\$	\$ -
SVK spot	\$ 1,472.56	\$ -	\$ 997.50	\$ -	\$	\$ -
<b>Total Expense:</b>		<b>\$ 4,752.44</b>		<b>\$ 4,137.50</b>		<b>\$ -</b>
<b>Surplus (Loss):</b>		<b>\$ 1,472.56</b>		<b>\$ 997.50</b>		<b>\$ -</b>

When gray shaded cell (entry fee) is filled in, balance of entry fees is automatically calculated. Insurance, sanction and new member fund (yellow shaded cells) are automatically calculated based on number of entries.  
 Reverse side of form to be used for additional explanations and comments as needed.  
 Budgeted statement must be submitted at least 60 days prior to event. For "Last Year Actual" figures, contact Treasurer and Registrar.  
 Final statement must be submitted to the Detroit Region Board of Directors within 30 days of event.  
 Expenses reimbursed only with receipts.



Here is an event budget for a multi day event. This shows how many entrants they expect to have and the entry costs associated with those. Then below the have the expected insurance costs, track rental, and supplies for that event.

This shows columns for previous year event, current year event budget and then a column to fill in after the event to see how it compares to what was expected.

	A	B	C	D
1	<b>Points Event 2</b>	6/18/2017	Indiana State Fairgrounds	
2	<b>Income:</b>			
3				
4	Cash	\$1,280		
5	Card (Pay Pal)	\$145.94		
6	Card (MSR)	\$1,427.83		
7				
8	<b>Total Income</b>			<b>\$2,854</b>
9				
10				
11				
12	<b>Expenses:</b>			
13		Number	\$	Total
14	Site Rental			\$ 1,000.00
15	Sanction/Insurance	86	\$ 13.00	\$ 1,118.00
16	Weekend Members	28	\$ 10.00	\$ 280.00
17	Toilets			\$ 160.00
18				
19				
20				
21				
22	<b>Total Expenses</b>			<b>\$ 2,558.00</b>
23				
24				
25	<b>Profit/Loss</b>			<b>\$ 295.77</b>
26				
27				



This event recap is very basic. It's only looking at the total dollars taken in and the dollars going out. This is good for see the overall success of the event, but it really doesn't tell you much more. By adding more detail to the recap you can see trends on pre-reg numbers and how people are paying.

	A	B	C	D	E	F
1	<b>Points Event 1</b>	5/7/2017 Grissom Aeroplex				
2	<b>Income:</b>					
3		Cash	Card	Check	\$	Total
4	Members Pre-Registered	30	2	5	\$ 30.00	\$ 1,110.00
5	Members Pre-Reg/Pre-Paid		25		\$ 28.27	\$ 706.75
6	Non-Members Pre-Registered	3	1	1	\$ 45.00	\$ 225.00
7	Non-Members Pre Reg/Pre-Paid		5		\$ 42.56	\$ 212.80
8	Members Walk-up	18			\$ 35.00	\$ 630.00
9	Non-Members Walk-up	10	1		\$ 50.00	\$ 550.00
10	No-Show Pre Pairs				\$ 42.56	\$ -
11	No-Show Pre Pairs		1		\$ 28.27	\$ 28.27
12						
13	Chief Discounts	6			\$ 10.00	\$ 60.00
14	Free Events (Chair)	1				
15	Free Events	4				
16						
17	<b>Total Income</b>					\$ 3,402.82
18						
19	CASH Total					\$ 2,105.00
20						
21	<b>Expenses:</b>					
22		Number	\$	Total		
23	Site Rental			\$ 400.00		
24	Sanction/Insurance	107	\$ 13.00	\$ 1,391.00		
25	Weekend Members	21	\$ 10.00	\$ 210.00		
26	Toilets			\$ 160.00		
27						
28						
29						
30						
31	<b>Total Expenses</b>			\$ 2,161.00		
32						



Here's an example of the more detailed recap. This breaks things down into Pre-Reg, Pre-Pay, how they paid, and discounts applied.

This is definitely where you need to make sure you have a detailed and organized registration chair and workers.

What type of budget is best for your region?

Questions?



- After seeing some different options, what do you think will benefit your region the most?
- Does anyone use a different method to budget their event/region?
- What works for you?

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