



# SAMPLE BUDGETS

## MAN-EATING PIRANHA'S SWIM CLUB

### Expenses for "Hard Money" Budget

#### Coaching Needs:

Head Coach Salary	\$ 40,000
Age Group Coach Salary	28,000
Part-Time Hourly Assistants	15,000
Payroll Taxes & Salary Expense	7,000
Coaches' Travel Expenses	8,000
Prof. Development/Education	4,000
Insurance & Misc.	<u>6,500</u>
Total Salary Exp:	\$108,500

#### Pool Rental:

Pool # 1 in Winter	8,500
Pool #1 in Summer	3,500
Pool #2 in Winter	5,200
Pool #2 in Summer	<u>2,600</u>
Total Pool Rental:	\$ 19,800

#### General & Admin. Expense:

Telephone/Email/Website	3,500
Office Supplies & Printing	3,600
Postage	1,200
Accounting & Legal	2,000
USA-S Registration	8,500
Dues/Subscriptions & Misc	800
Social Events & Awards Day	1,800
Publicity/Marketing	2,300
Equipment	<u>3,000</u>
Total G & A Exp:	\$ 26,700

**Total "Hard Money" Expenses:** \$ 155,000

### Revenues for "Hard Money" Budget

#### Fees:

Team Registration Fee	\$ 13,200
165 swimmers x \$80	
National Team: 15 swimmers	
\$120/month x 11 months	19,800
Senior Team: 35 swimmers	
\$90/month x 11 months	34,650
Age Group I: 50 swimmers	
\$55/month x 11 months	30,250
Age Group II: 50 swimmers	
\$40/month x 11 months	<u>22,000</u>

Total Fees: \$ 119,900

#### Swim America Learn-to-Swim Program:

Revenue: 500 swimmers x \$50	25,000
Salary Expense	(10,500)
Gen & Admin Expense	<u>(1,500)</u>
Swim America Net:	\$ 13,500

#### Swim Meets:

February Meet Revenue	14,000
February Meet Expense	(7,900)
June Meet Revenue	12,500
June Meet Expense	<u>(6,700)</u>
Swim Meet Net:	\$ 11,900

Total prior to Fundraising: \$ 145,300

#### Fund Raising:

Swim-A-Thon Net	12,500
Flyer Distribution Net	<u>6,500</u>
Total Fundraising:	\$ 19,000

**Total "Hard Money" Revenue:** \$ 164,300

**Net Year Revenue (Expense):** \$ 9,300

### ASSUMPTIONS USED TO CREATE "HARD MONEY" BUDGET

1. Parent-owned team with 150 swimmers with two full time coaches. Project registration revenue and expense from 165 swimmers to maintain 150 level.
2. Typical full-service team offering programs from learn-to-swim to national level.
3. The team rents two pool facilities to conduct all programs.
4. Goals for the year: Add 40 new swimmers; add a new workout location and part-time coach; start an adult fitness group; purchase video system, send 9 swimmers to U.S. Open and 4 swimmers to Nationals.

**“HARD MONEY” vs. “PROGRAM ENRICHMENT” BUDGET**

The “Hard Money” portion of the budget represents revenues that you are confident you will receive and expenses that you will incur in the basic operation of the existing program. The “Program Enrichment” budget (outlined below) is where you really get to dream and to plan. It is where you make progress in building your program. This portion of the budget represents a real attempt to fulfill your vision. However, in this portion of the budget, you only incur expenses as corresponding revenue is realized.

<b>Expenses for “Program Enrichment”</b>	
<b>Coaching Needs:</b>	
Additional Asst. Coach for Pool #3 \$10/hour x 400 hours	\$ 4,000
<b>Pool Rental:</b>	
10 hours/week at Pool #3 @\$21/hour= \$210/week x 30 weeks for the winter plus 10 weeks in the summer	8,400
<b>National Team Travel:</b> Airfare for 4 swimmers to Nationals @ \$400/swimmer	1,600
Airfare for 9 swimmers to Juniors @ \$400/swimmer	3,600
<b>Video Camera &amp; System:</b>	
Used for Stroke Analysis	5,000
<b>Total Program Enrichment Expense:</b>	<b>\$ 22,600</b>

<b>Revenues for “Program Enrichment”</b>	
<b>Fees at Pool #3:</b>	
a. Short-term: Start adult fitness program to in 2 lanes of poolwhile team uses the other 4 lanes. Project 15 Fitness Memberships at \$30/mo x 10 months	\$ 4,500
b. Long-term: Age Group III 40 swimmers @ \$25/mo for 10 months	10,000
<b>Sponsorships &amp; Advertising:</b>	
a. Sell sponsorships for Natl Team Warm-ups and travel	1,600
b. Sell advertising for swim meet Heats sheets	2,500
<b>Stroke Analysis:</b>	
a. Secure bank loan for video system	
b. Offer video analysis on Sat AM for \$15/half hour	4,000
<b>Total Program Enrichment Revenue:</b>	<b>\$ 22,600</b>

Above adapted from information provided by the American Swimming Coaches Association. Used with permission.

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 The following six pages is an actual budget worksheet that was presented to a board of directors a number of years ago for approval.  
 Every page of the budget includes:

- actual budget expenditures for two years prior
- budget for the current year
- actual expenditures for the current year
- proposed budget for the following year

The first section of the budget is a summary report of major categories in the budget. The second section of the budget is the detail report that lists all expenditures under each category. While not every club may wish or need to have a budget this detailed it might give you an idea of things to consider when preparing a budget. There are explanations throughout the budget of items included in the budget.

**Summary Page**

(Actual Budget Detail follows)

Account Name	Actual -2 Years	Actual Last Year	Budget This Year	Actual This Year	Budget Next Year
<b>Income:</b>					
Monthly Dues	73,070	82,546	108,700	118,994	119,000
Team Registration	29,139	26,044	27,000	31,595	30,000
Team registration was a \$150 fee that was charged and collected up front at registration. It gave the club operating cash at the beginning of the year					
Advertising & Sponsors	11,731	5,370	8,000	6,666	8,000
Fund Raising	7,574	15,444	9,000	17,736	13,000
Grocery Certificates/Scrip	3,060	7,635	9,600	12,414	10,000
<i>Grocery stores sold gifts certificates to the club at a reduced price (approximately 5% below face value). Similar to a "Scrip" program</i>					
Interest Income	1,894	1,607	1,080	1,456	1,500
Bank Loan		35,000			
Bank Loan was to purchase bubble for additional pool					
Other Income	(49)	1,500		342	300
Regular Income Totals	126,419	175,146	163,380	189,203	181,800
Nov. Meet Totals	10,133	12,971	11,000	8,551	9,500
Jan. Meet Totals	15,445	21,655	20,000	17,341	15,850
SC State Meet Totals	20,435	10,948	9,800	13,614	12,190
LC Meet Totals	16,613	8,215	7,500	6,250	6,700
Meet Inc/Exp Misc	15	(40)	(50)	561	(100)
Swim Meet Totals	62,641	53,749	48,250	46,317	44,140
In/Out Item Totals	(700)	308	(1,000)	59	(500)
<i>In/Out refers to money that comes in then goes right back out again (i.e. entry fees, USA Swimming membership, etc)</i>					
Summer Lessons Totals	11,160	11,325	10,850	11,747	10,900
Winter Program Totals	10,063	4,328	6,900	5,537	7,500
<b>TOTAL INCOME</b>	<b>209,583</b>	<b>244,856</b>	<b>228,380</b>	<b>252,863</b>	<b>242,840</b>
<b>Expense:</b>					
Salaries, Taxes, FICA	117,195	113,267	125,227	124,374	128,585
Insurance	8,159	10,013	10,863	11,917	11,610
Office & Office Supplies	10,656	9,881	10,947	13,633	15,000
Pool Equipment	1,887	912	1,000	2,022	1,000
Purchases	14,718	55,600		8,606	
Purchases above were for: copier bubble computers					
Coaches Expenses	15,435	9,644	16,738	13,983	14,450
Awards	6,881	7,516	7,250	6,989	8,400
High School Scholarship		1,500	2,000	2,096	2,000
Pool Rental & Operation	17,102	49,637	46,797	43,647	51,215
<i>Pool rental/operation increased significantly last year because club started operation of an additional pool with a bubble over it</i>					
Advertising-Expense	114	75	300	159	500
National Team Travel	4,542	3,827	4,200	4,650	4,500
Miscellaneous Expenses	1,851	1,134	2,168	2,395	3,000
Bad Debt Expense	512	2,389	1,500	-	2,000
Social	850	293	500	986	1,000
<b>TOTAL EXPENSES</b>	<b>199,902</b>	<b>265,688</b>	<b>229,490</b>	<b>235,458</b>	<b>243,260</b>
<b>NET</b>	<b>9,681</b>	<b>(20,832)</b>	<b>(1,110)</b>	<b>17,406</b>	<b>580</b>

**Budget Detail**

Acct #		Actual -2 Years	Actual Last Year	Budget This Year	Actual This Year	Budget Next Year
<b>Income:</b>						
4000	Monthly Dues	73,070	82,546	108,700	118,994	119,000
4100	Team Registration	29,139	26,044	27,000	31,595	30,000
4200	Advertising & Sponsors	11,731	5,370	8,000	6,666	8,000
4300	Fund Raising	7,574	15,444	9,000	17,736	13,000
4310	Grocery Certificates/Scrip	3,060	7,635	9,600	12,414	10,000
4400	Interest Income	1,894	1,607	1,080	1,456	1,500
	Bank Loan for bubble purchase		35,000			
4450	Other Income	(49)	1,500		342	300
	Regular Income Totals	126,419	175,146	163,380	189,203	181,800
IN/OUT Items (In/Out refers to money that comes in then goes right back out again)						
4800	USA-S Registration-Income	4,986	4,609		5,283	
4801	USA-S Registration-Expense	(4,949)	(4,649)		(5,299)	
4810	Team Apparel-Income	3,753	2,430		4,981	
4811	Team Apparel-Expense	(3,804)	(2,088)		(5,796)	
4820	Meet entry-Income	57,125	54,888		62,569	
4821	Meet entry-Expense	(57,811)	(54,882)	(1,000)	(61,679)	(500)
	Total of IN/OUT Item	(700)	308	(1,000)	59	(500)
Summer Lessons						
4840	Summer Lessons-Income	17,937	19,300	18,950	21,155	19,000
4850	Summer Lessons-Salaries	(5,815)	(5,864)	(6,000)	(6,644)	(6,000)
4860	Summer Lessons-Misc. Expens	(962)	(2,111)	(2,100)	(2,764)	(2,100)
	Summer Lessons Totals	11,160	11,325	10,850	11,747	10,900
Winter Lessons						
4865	Winter Lessons-Income	12,233	10,622	19,500	12,170	13,000
4866	Winter Lessons-Salaries	(2,965)	(6,496)	(12,600)	(8,330)	(8,000)
4867	Winter Lessons-Misc Expense	(221)				
4870	Water Aerobics-Income	2,716	2,795		547	500
4871	Water Aerobics-Expense	(1,700)	(2,543)			
4872	Diving		(50)		1,150	2,000
	Winter Program Totals	10,063	4,328	6,900	5,537	7,500
	Swim Meet Totals (see next section for swim meet detail)	62,641	53,749	48,250	46,317	44,140
	<b>Total Income</b>	<b>209,583</b>	<b>244,856</b>	<b>228,380</b>	<b>252,863</b>	<b>243,840</b>

**SWIM MEET DETAIL**

*All swim meets were held at a 50m facility that could run two courses at the same time for Short Course meets*

November Meet-two competition pools running at the same time						
4601	Entries	13,284	15,933	16,000	13,814	14,000
4602	Heat Sheets	1,301	1,879	1,900	3,333	1,500
4603	Ticket Sales	1,797	1,826	1,800	(350)	1,500
4604	T Shirts	171	-			
4605	Vendor Sales	446	414	400	457	400
4606	Misc.	100	-		-	
4607	Meet fines		-			400
	Nov Mt Income Totals	17,099	20,052	20,100	17,254	17,800
4611	Pool Rental	(3,389)	(4,154)	(6,100)	(4,110)	(4,500)
4612	Awards	(361)	(196)	(200)	(205)	(200)
4613	Hospitality	(891)	(530)	(600)	(1,631)	(1,000)

4614	LSC sanction fees	(1,020)	(1,195)	(1,200)	(1,055)	(1,100)
4615	T Shirts					
4616	Printing	(849)	(688)	(700)	(997)	(1,000)
4617	Postage	(23)	(21)	(100)	(6)	(200)
4618	Misc	(433)	(297)	(200)	(699)	(300)
	Nov Mt Expense Totals	(6,966)	(7,081)	(9,100)	(8,703)	(8,300)
	November Meet Totals	10,133	12,971	11,000	8,551	9,500
	January Meet					
4621	Entries	17,717	22,786	20,075	20,707	20,000
4622	Heat Sheets	1,495	3,145	3,150	2,705	2,700
4623	Ticket Sales	2,940	3,886	3,925	2,974	3,000
4624	T Shirts	3,241	5,107	5,000	2,564	2,500
4625	Vendor Sales	506	644	500	580	500
4626	Misc.	748	1,303	1,300	260	
4627	Meet fines				600	800
	January Meet Income	26,647	36,871	33,950	30,390	29,500
4631	Pool Rental	(6,162)	(7,142)	(7,100)	(7,306)	(7,300)
4632	Awards	(1,335)	(1,436)	(1,400)	(1,409)	(1,200)
4633	Hospitality	(703)	(1,980)	(1,000)	(1,065)	(1,400)
4634	LSC sanction fees	(1,446)	(1,744)	(1,700)	(1,548)	(1,600)
4636	Printing	(1,257)	(1,919)	(2,000)	(1,278)	(1,600)
4637	Postage	(78)	(152)	(150)	(19)	(150)
4,638	Misc	(221)	(843)	(600)	(424)	(400)
	January Meet Expenses	(11,202)	(15,216)	(13,950)	(13,049)	(13,650)
	January Meet Totals	15,445	21,655	20,000	17,341	15,850
	Short Course-Senior/AG State					
4642	Entries	21,581	7,156	18,000	18,383	18,400
4643	Heat Sheets	4,056	3,684	2,000	2,704	2,700
4644	Ticket Sales	8,157	-	3,500	5,000	5,000
4645	T Shirts	4,608	6,567	4,500	5,624	4,700
4646	Vendor Sales	1,054	1,082	600	773	600
4647	Misc.	706	315		15	
4648	Meet fines				950	300
	Senior/AG Meet Income	40,162	18,804	28,600	33,449	31,700
4651	Pool Rental	(5,041)	(3,940)	(7,100)	(6,383)	(6,400)
4652	Awards	(2,738)	(275)	(1,300)	(1,360)	(1,360)
4653	Hospitality	(2,082)	(91)	(1,200)	(1,421)	(1,500)
4655	LSC sanction fees	(3,826)	(1,622)	(6,600)	(6,975)	(7,000)
4656	T Shirts	(1,663)				
4657	Printing	(3,460)	(774)	(2,000)	(3,081)	(2,500)
4658	Postage	(429)	(154)	(200)	(267)	(250)
4659	Misc	(488)	(1,000)	(400)	(348)	(500)
	Senior/AG Meet Expenses	(19,727)	(7,856)	(18,800)	(19,835)	(19,510)
	Senior/AG Meet Totals	20,435	10,948	9,800	13,614	12,190
	Long Course-AG State or Zones					
4661	Entries	13,185	15,316	15,000	6,250	15,000
4662	Heat Sheets	4,852	2,018	2,000		2,000
4663	Vendor Sales	1,903		400		500
4664	T-Shirt Sales	6,149	3,671	3,800		3,500
4665	Ticket Sales	3,117	3,314	3,000		2,500
4666	Zone Dinner	8,355				
4667	Zone USS Seed	3,000				

4668	Meet fines					800
4669	Misc	2,067				
	Long Course Meet Income	42,628	24,319	24,200	6,250	24,300
4671	Pool rental	(5,864)	(6,611)	(7,000)		(7,100)
4672	Awards	(2,165)	(1,359)	(1,300)		(1,300)
4673	Hospitality	(841)	(1,015)	(1,000)		(1,400)
4674	LSC sanction fees	(989)	(5,851)	(5,800)		(5,800)
4675	Printing	(4,793)	(992)	(1,000)		(1,300)
4676	Postage	(677)	(276)	(300)		(300)
4677	T-Shirts					
4678	Zone Dinner	(5,287)				
4679	Misc	(5,399)		(300)		(400)
	Long Course Meet Expenses	(26,015)	(16,104)	(16,700)	-	(17,600)
	Long Course Meet Totals	16,613	8,215	7,500	6,250	6,700
4700	Meet income Misc.	75			662	
4710	Meet Expense Misc.				(61)	(50)
4720	Meet Expense-TT Sanction fees	(60)	(40)	(50)	(40)	(50)
	Meet Inc/Exp Misc	15	(40)	(50)	561	(100)
	Swim Meet Totals	62,641	53,749	48,250	46,317	44,140

### Budget Detail (continued)

Acct #		Actual -2 Years	Actual Last Year	Budget This Year	Actual This Year	Budget Next Year
	<b>Expense:</b>					
		2 Full-tm 3 Pt-tm	2 FT 3 PT	3 FT 2 PT	3 FT 2 PT	3 FT 2 PT
	SALARIES, TAXES & FICA					
5000	Total Coaches Salaries	92,003	99,152	110,926	110,018	114,585
5011	IRA for 2 coaches	4,000	4,000	4,000	4,000	4,000
5020	Bonus	3,050	750			
	Total Salaries	99,053	103,902	114,926	114,018	118,585
5050	Taxes-Last year	10,634	480		150	
5080	Social Security/Medicare	7,508	8,885	10,301	10,207	10,000
	Total of Salaries, Taxes, FICA	117,195	113,267	125,227	124,375	128,585
	INSURANCE					
5110	Insurance-Medical	5,306	5,130	5,203	4,956	4,500
5120	Insurance-Disability	1,406	1,666	1,700	1,729	1,700
5140	Insurance-Life	347	347	360	347	510
5150	Insurance-Workmen's Comp	1,885	2,100	2,381	2,400	
5160	Insurance-Business	1,100	985	1,500	2,504	2,500
	Total Insurance	8,159	10,013	10,863	11,917	11,610
	OFFICE & OFFICE SUPPLIES					
5301	Office Rent	2,940	2,940	3,490	3,220	4,200
5305	Phone	1,006	848	898	971	900
5310	Cell Phone	665	984	973	808	900
5315	Voice Messaging	387				
5320	Copier	1,929	2,056	2,293	3,744	4,500
5325	Copy Paper	450	508	427	842	600
5330	Stationary	49		200	89	200
5335	Brochure				22	50
5340	Checks/Bank Supplies	556	206	150	199	300
5343	Laser printer toner	289	159	395	432	600
5345	Office Supplies/Misc	572	475	600	1,016	800
5350	Postage	1,130	1,004	800	1,013	1,000
5355	Overnight Shipping	227	283	221	352	250

5360	Computer Software Updates	456	418	500	925	700
	Total of Office/Off. Supplies	10,656	9,881	10,947	13,633	15,000
5405	Pool Equipment	1,887	912	1,000	2,022	1,000
5410	Purchases	14,718	55,600		8,606	
	Purchased amounts above for:	Copier	Bubble		Computrs	
AWARDS						
5605	Awards-short course shirts	846	928	950	1,253	1,300
5610	Awards-long course shirts	845	1,543	1,400	1,283	1,300
5620	Awards-Team parties		76		28	100
5630	Awards-Wall of Fame	351	-	400	190	100
5640	Awards-SC Banquet	1,335	1,695	1,700	1,798	2,500
5650	Awards-LC Banquet	998	724	700	468	800
5655	Awards-State/National Tm	1,829	1,970	1,500	1,969	1,800
5660	Awards-Misc	677	580	600		500
	Total of Awards	6,881	7,516	7,250	6,989	8,400
COACHES & ADMINSTRATIVE EXPENSE						
<i>includes all coaching expenses with every meet that was attended</i>						
5502	Coaches exp-Meet 1	43	117	100	98	100
5504	Coaches exp-Meet 2	27				
5506	Coaches exp-Club November				28	30
5508	Coaches exp-Meet 4	112	285	300	149	150
5510	Coaches exp-Winter Juniors					
5512	Coaches exp-Meet 6	632	860	900	421	500
5514	Coaches exp-Meet 7	48	73	80	56	80
5515	Coaches exp-Christmas Train				1,252	
5516	Coaches exp-Club January					30
5518	Coaches exp-Meet 9	159	125	125	190	200
5522	Coaches exp-Meet 10	256				
5525	Coaches exp-Distance Meet		54	65	52	60
5526	Coaches exp-Meet 12		41		26	30
5530	Coaches exp-Meet 13			300	317	
5532	Coaches exp-Meet 14	394	183	500	500	300
5534	Coaches exp-AG State	177	300			
5536	Coaches exp-NCSA	1,963	1,310	2,000	2,043	2,000
5538	Coaches exp-Meet 17	964	1,395	1,300		
5540	Coaches exp-LC Opener				259	
5542	Coaches exp-Meet 19				100	
5543	Coaches exp-Meet 20	330				150
5544	Coaches exp-Meet 21				273	
5546	Coaches exp-Meet 22	713			493	500
5548	Coaches exp-Meet 23	239	139	150	22	
5552	Coaches exp-Summer Splash		201	200	28	
5554	Coaches exp-Travel Meet	859	160	800	265	800
5558	Coaches exp-Last Chance	389	340	375	524	375
5560	Coaches exp-LSC Senior State		499	500	379	400
5564	Coaches exp-LSC AG Champs	526			425	
5566	Coaches exp-Extra AG meet				319	
5568	Coaches exp-Juniors LC	2,102	2,188	2,000	1,425	2,000
5570	Coaches exp-Nationals LC	1,027		1,400	1,102	1,400
5580	Coaches exp-USA-S Mmbrshp	248	147	147	147	150
5581	Coaches exp-Swimming Wrld	69	-	60	28	60
5582	Coaches exp-ASCA Mmbrshp	135	45	225	155	135
5584	Coaches exp-ASCA Clinic	2,946	218	1,075	1,291	2,000
5586	Coaches exp-USA-S Conv		241	943	378	1,000
5588	Coaches exp-Misc. Clinic	220		125	550	500

5590	Coaches exp-Miscellaneous	49	74	68	476	200
5592	Coaches Motivational Exp	985	949	3,000	535	1,000
	Total of Coaches Expenses	15,435	9,644	16,738	14,483	14,450
	<i>Acct #5592-Coaches Motivational Expense" is a line item for misc. expenses coaches could use at their discretion for motivation purposes. I.E. T-shirts, food rewards programs, etc</i>					
5665	High School Scholarship		1,500	2,000	2,096	2,000
	<i>Two \$1,000 scholarships given in club name to HS for scholarships. HS administered.</i>					
5690	Advertising-Expense	114	75	300	159	500
	POOL RENTAL ( <i>Bubblegate is the name of the facility that had a bubble on it</i> )					
5710	Pool Rental-Natatorium					600
5720	Pool Rental-Stonegate Totals	16,702	49,437	46,597	43,447	50,615
5721	Bubblegate-Lease	16,475	7,500	8,200	8,600	8,200
5722	Bubblegate-Gas		14,264	14,300	10,764	14,000
5723	Bubblegate-Electric		2,680	2,925	2,917	3,400
5724	Bubblegate-Chemicals		2,615	2,000	2,266	2,000
5725	Bubblegate-Water		1,206	1,200	965	1,800
5726	Bubblegate-Misc/Equip Repair		2,466	1,572	2,603	2,400
5727	Bubblegate-Setup	227	11,871	3,360	2,696	4,000
5728	Bubble Payments		5,073	9,933	8,109	10,140
5729	Bank Loan Interest		1,762	207	2,135	-
5730	Bubblegate-Repair&Maint.			2,000	1,556	4,000
5731	Bubblegate-Phone			900	836	675
5740	LC Pool Rental at Christmas	400	200	200	200	
	Pool Rental & Operation	17,102	49,637	46,797	43,647	51,215
5790	National Team Travel	4,542	3,827	4,200	4,650	4,500
	<i>Club reimbursed National Team athletes for travel. Club &amp; LSC reimbursement covered most travel expenses for athletes</i>					
5800	Miscellaneous expense	1,851	1,134	2,168	2,395	3,000
5890	Bad Debt Expense	512	2,389	1,500	1,800	2,000
5900	Social activities	850	293	500	986	1,000
	<b>Total Expenses</b>	<b>199,902</b>	<b>265,688</b>	<b>229,490</b>	<b>237,758</b>	<b>243,260</b>
	<b>NET</b>	<b>9,681</b>	<b>(20,832)</b>	<b>(1,110)</b>	<b>15,105</b>	<b>580</b>