

Key Club Budget

The object of setting up this sample budget is to indicate the major areas of income and expense, to encourage sound handling of club financial affairs, and to demonstrate a simplified method of keeping track of such matters. It is suggested that the treasurer study this material and if the treasurer finds it workable, then it should be implemented. If, however, the Key Club has a satisfactory accounting system in use already, by all means keep it.

Budget for the Key Club of

Month _____, Year _____

	Annual Budget	Current Month Actual	Year to Date
Income Administrative Account			
Dues: Local (if any) @ \$ _____	_____	_____	_____
District @ \$ _____	_____	_____	_____
International @ \$ _____	_____	_____	_____
Kiwanis Subsidies _____	_____	_____	_____
Subtotal _____	_____	_____	_____
Expenses Administrative Account			
Dues: District @ \$ _____	_____	_____	_____
International @ \$ _____	_____	_____	_____
Officers:			
President _____	_____	_____	_____
Vice-President _____	_____	_____	_____
Secretary _____	_____	_____	_____
Treasurer _____	_____	_____	_____
Office Supplies:			
Stationery _____	_____	_____	_____
Postage _____	_____	_____	_____
Files _____	_____	_____	_____
Member Pins _____	_____	_____	_____
Newsletter:			
Printing _____	_____	_____	_____
Postage _____	_____	_____	_____
Convention and Conferences:			
District Convention _____	_____	_____	_____
District Leadership Training _____	_____	_____	_____
President Council Meeting(s) _____	_____	_____	_____
KC Weekend _____	_____	_____	_____
International Convention _____	_____	_____	_____
Miscellaneous:			
_____	_____	_____	_____
Subtotal _____	_____	_____	_____
Balance of Administrative Accounts _____	_____	_____	_____

Income Service Account

Fundraisers: (list fundraisers below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal

_____	_____	_____	_____
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Expenses Service Account

Service Projects: (list club projects below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fundraisers: (list fundraisers below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Gifts and charities:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal

_____	_____	_____	_____
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BALANCE OF SERVICE ACCOUNTS

_____	_____	_____	_____
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