



Preparing and Using a Budget

Andre Weltman, Chair

Mary Soderberg, Vice-Chair

Friends of Pine Grove Furnace State Park

Importance off an annual budget:

- Sources and uses of your funds
- Spending priorities for the year
- Record of your budgetary decisions
- Improved accountability and transparency

Instituting a budget process:

- Appoint a board member to create a draft budget in Excel including sources and uses.
- Share the draft budget with the entire board and park manager for discussion.
- Board should vote to approve the finalized budget.
- Set aside a meeting every year to discuss spending priorities with your entire board and your park manager.
- Include the budget as a routine board agenda item.
- Submit your budget with your annual report to PPFF.

Sources of information:

1. Annual Financial Report to PPFF lays out your sources of revenue for the prior year.
2. The end-of-year financial statement from PPFF contains:
 - a. Year-end balance at the bottom of the statement.
 - a. Routine expenditures that you make every year such as merchandise, ice, or volunteer supplies.
3. Cost estimates for any proposed new expenditures.

Use your end-of-year PPFF statement from the prior year to determine your beginning balance for your budget. In this example we will use \$38,007.41 as the amount to be carried over to begin the new budget.

		General	Merch Sales (not firewood)	Koppenhaver Bridge Project	Memorial Fund	Funds Total
12/15/2020 Online fee 12.14	\$ 1.75	\$ 1.75				\$ 1.75
12/16/2020 LW Bristol Classics retail	\$ 532.18		\$ 532.18			\$ 532.18
12/31/2020 Andre Weltman gasoline	\$ 50.92	\$ 50.92				\$ 50.92
12/31/2020 Gannett Fleming bridge project	\$ 9,420.50			\$ 9,420.50		\$ 9,420.50
12/30/2020 Online fee 12.28	\$ 6.10	\$ 6.10				\$ 6.10
12/31/2020 PPFF fees	\$ 282.00	\$ 282.00				\$ 282.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Expenses	\$ 215,055.99	\$ 79,307.49	\$ 4,993.26	\$ 130,095.24	\$ 660.00	\$ 215,055.99
Current Balance	\$ 38,007.41	\$ 42,125.16	\$ 11,339.49	\$ (18,095.24)	\$ 2,638.00	\$ 38,007.41

Note: The 2021 year-end statements were not available when this slide was prepared, so a prior year was used.

Use the revenue reported in your PPFF Annual Financial Report as the basis for estimating your revenue

Every January, each Friends treasurer completes the Annual Financial Report by using the revenue information from the monthly deposits forms plus any online deposits that occur during the year.

Pennsylvania Parks and Forests Foundation			
PPFF Chapter Financial Report			
12-month period ending 12/31/2021			
Revenue:			
Membership Dues		\$ 420	
Contributions - Individual		\$ 2,680	
Contributions - Corporate		\$ 1,300	
Events (Revenue from sales, admissions, etc.)	\$ 3,500		Fall Fest, pumpkins, vendors
Sales (Please specify: firewood, ice, etc.)	\$ 10,499		Merchandise Sales
Grants (information outlined below)	\$ 8,000		Reimbursement Grant
Program Fees			
Small Games of Chance Proceeds			
Value of In-Kind Contributions			
Other (Please specify source.)	\$ 18,263		Firewood Sales at Campground
Total Income		\$ 44,662	
GRANTS			
Did you receive any grants in 2021?			
Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
If yes, please list. Attach additional page if necessary:			
Grant Source:	Cumberland Area Economic Development Corp.		
Grant Amount:	\$8,000 Reimbursement Grant		
Project Funded:	Koppenhaver Connector Bridge installed in late 2019		

Begin your budget with the ending balance from your prior year PPFF Financial Statement. Then use the revenues reported in your PPFF Annual Report to estimate next year's revenue. Be conservative.

<u>Sources of REVENUE:</u>	<u>2021 Actual</u>	<u>New Budget</u>	
Prior Year Balance Carried Forward		\$38,007.41	Balance from the prior year PPFF Financial Statement
Membership Dues	\$ 420	\$450.00	
Contributions - Individual	\$ 2,680	\$2,000.00	
Contributions - Corporate	\$ 1,300	\$1,000.00	
Events (Revenue from sales, admissions, etc.)	\$ 3,500	\$6,000.00	Fall Fest pumpkin sales, vendor fees
Sales (Please specify: firewood, ice, etc.)	\$ 10,499	\$10,000.00	Merchandise Sales
Grants (information outlined below)	\$ 8,000	\$0.00	No grant funds in 2022
Program Fees			
Small Games of Chance Proceeds			
Value of In-Kind Contributions			
Other (Please specify source.)	\$ 18,263	\$15,000.00	Firewood Sales
Total Income Revenue		\$72,457.41	Much of the new revenue is received in the Fall

Use Excel to create a budget format that works for you. Once the revenues are entered, use your prior year Financial Statement to begin to enter in routine annual expenditures.

Revenue:	2022 Budget
Starting Balance from Prior Year	\$38,007.41
Membership Dues	\$450
Contributions - Individual	\$2,000
Contributions - Corporate	\$1,000
Events (Fall Fest Vendors, Pumpkin Sales)	\$6,000
Merchandise Sales	\$10,000
Grants	\$0
Firewood	\$15,000
Total Available Revenue	\$72,457.41
Friends Expenditures	2022 Budget
Friends Operationsn(mailings, hikes, volunteer days)	
Friends Merchandise Restocking	

Use your prior year Financial Statement to determine routine expenditures. Obtain estimates on new expenditures. If uncertain, use a placeholder until you have more information.

Friends Expenditures	2022 Budget
Friends Operations (mailings, hikes, volunteer days)	\$600
Friends Merchandise Restocking	\$5,000
Fall Furnace Fest (pumpkins, insurance, entertainment, etc)	\$6,000
Local Emergency Service Organizations	\$600
Campground Host Golf Cart Maintenance	\$500
Firewood Purchase and Supplies	\$7,000
PPFF Fees (accounting and audit)	\$300
Park Educational Programs	\$2,000
*New History Waysides	\$10,000
*Trail Maintenance (wood for bridge repairs)	\$1,000
Hanging Baskets for Park Office	\$300
*Furnace Stack Repair - match DCNR funds	\$5,000
*Bendersville Trail and Bridge in 2023????	?
Total Expenditures	\$38,300
<i>*New Expenditures</i>	

If there are key expenditures or revenues that are uncertain, factor those in by being conservative on your revenue estimates and assume everything will cost more than expected on the expenditure side.

Consider putting some of your budget funds in reserve to make sure we have sufficient funds for unexpected situations.

Total Available Revenue	\$72,457.41
Friends Expenditures	2022 Budget
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Hanging Baskets for Park Office	\$300
Furnace Stack Repair - match DCNR funds	\$5,000
Bendersville Trail and Bridge in 2023????	?
Total Expenditures	\$38,300
Revenues Less Expenditures	\$34,157
Reserve Amount	\$20,000
Potential Funds Available	\$14,157

Combine your revenues and expenditures onto a single page, show the difference between Total Revenues and Total Expenditures.

Present it to your entire board and park manager to review, discuss and change.

Update as necessary and present the revised budget for approval.

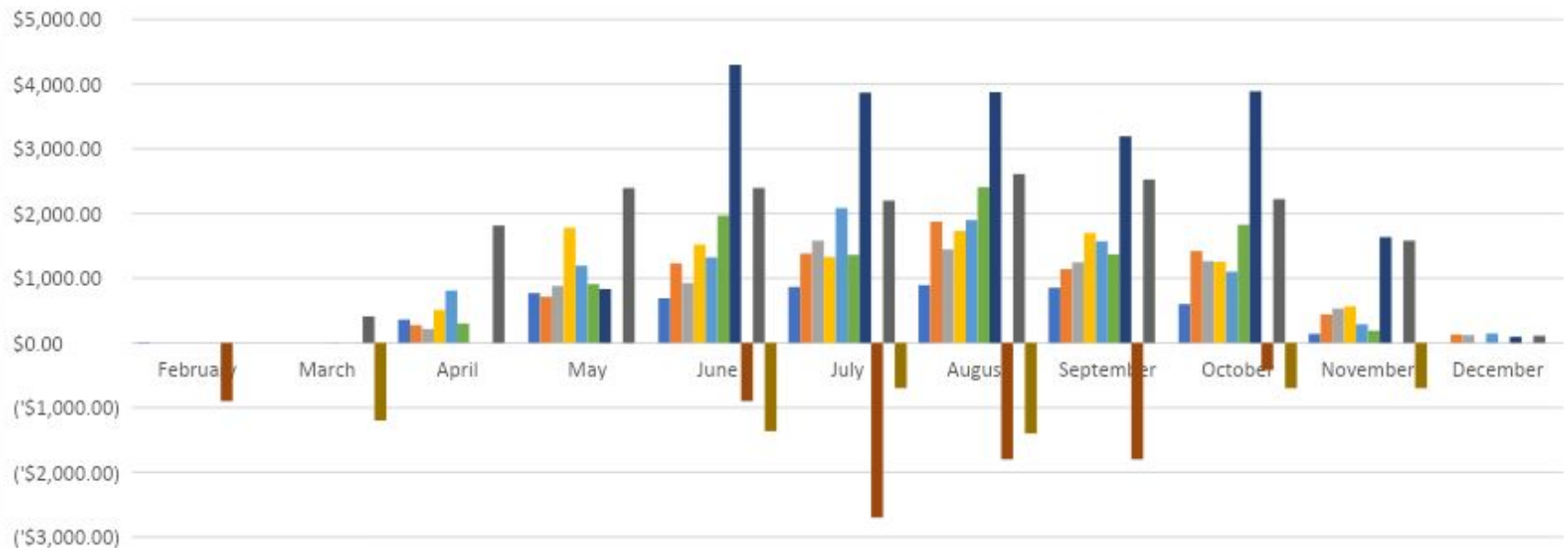
If you are uncertain about additional costs or the timing of the availability of revenue, hold some of your budget in reserve.

Friends Revenue:	2022 Budget
Starting Balance from Prior Year	\$38,007.41
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Firewood Sales by Month and by Year

A	B	C	D	E	F	G	H	I	J	K
	2014	2015	2016	2017	2018	2019	2020	2020 Purchases	2021	2021 Purchases
February	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$900.00)	\$0.00	
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00		\$410.00	(\$1,200.00)
April	\$360.00	\$275.00	\$215.00	\$510.00	\$810.00	\$300.00	\$0.00		\$1,814.00	
May	\$770.00	\$713.00	\$880.00	\$1,780.00	\$1,193.85	\$908.55	\$832.25		\$2,393.84	
June	\$690.00	\$1,230.00	\$925.00	\$1,520.00	\$1,322.00	\$1,969.00	\$4,301.71	(\$900.00)	\$2,394.80	(\$1,365.00)
July	\$865.00	\$1,382.00	\$1,581.00	\$1,328.00	\$2,085.00	\$1,360.75	\$3,871.00	(\$2,700.00)	\$2,200.00	(\$700.00)
August	\$892.00	\$1,875.00	\$1,445.05	\$1,731.00	\$1,898.00	\$2,406.47	\$3,877.24	(\$1,800.00)	\$2,610.15	(\$1,400.00)
September	\$853.00	\$1,140.00	\$1,245.00	\$1,697.00	\$1,570.00	\$1,370.00	\$3,194.15	(\$1,800.00)	\$2,526.00	
October	\$600.00	\$1,420.00	\$1,264.00	\$1,254.00	\$1,100.00	\$1,827.00	\$3,891.75	(\$420.00)	\$2,223.00	(\$700.00)
November	\$140.00	\$440.00	\$530.00	\$565.00	\$287.00	\$190.00	\$1,634.80		\$1,581.00	(\$700.00)
December	\$0.00	\$130.00	\$120.00	\$0.00	\$145.00	\$0.00	\$94.00		\$110.00	
							\$21,696.90	(\$8,520.00)	\$18,262.79	(\$6,065.00)
Total	\$5,180.00	\$8,605.00	\$8,205.05	\$10,385.00	\$10,410.85	\$10,336.77	\$13,176.90		\$12,197.79	

Firewood Sales



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- **Share the draft budget with the entire board and park manager for discussion.**
- **Board should vote to approve the finalized budget.**
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