

# Budgeting

This segment will explore the need for sound fiscal management and help to develop budgeting skills.

# Budgeting

## Overview

- Budgeting at the Unit Level
- Determining Unit Assets and Needs
- Wing Banker Program
- Techniques for Raising Funds
- Budgeting Exercise

# Budgeting

One of your most important responsibilities as a commander is to ensure that your unit is fiscally sound. You ensure that the unit is accountable to its creditors, the wing, NHQ, and your membership.

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## Budgeting at the unit level

- You must budget because...
- You need to know how much money your unit has
- You need to know how much it needs to spend
- Is required

...so you can prioritize what you want with what you can afford

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## Determining your assets and needs

- Get together with your finance committee
- Use your monthly cash and investment reports as a guide
- Determine what you have (assets)
- Determine what you need money for:

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## Determining your assets and needs

- Find the difference between what you have and what you will need
- Determine how you will make up the difference
- Are you spending money efficiently?

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## Your unit's role in "Wing Banker" program:

- Each wing act as "banker" for its respective units
- Units maintain a finance officer & finance committee
- Forward bills to wing in a timely manner
  - or have the billing address is changed to wing HQ
- Wing commander to approve all fundraising requests
- The unit finance committee
  - Crucial in management of financial transactions

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## Raising funds

- Refer to CAPR 173-4 *Fundraising/Donations*
- Choose a method to fit with the amount of money you want to raise and how long you want to sustain the campaign.
- Two must do's:
  - Obtain *written* permission from your wing commander
  - Comply with local and state fundraising laws and regs.

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## Fundraising ideas

- Storefront collection
- Bake sales/pancake breakfasts
- Rummage sales
- Locally contracted merchandise (t-shirts, hats, etc)
- Car/aircraft washes
- Commercial sponsorship
- Your imagination and legalities are the limits

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## Fundraising don'ts

- Sponsoring or flying in airshows
- Carrying aircraft passengers for charge
- Dropping objects from aircraft or spot landing contests
- Percentage professional fundraising (unless specifically approved from NHQ)
- Activities for which CAP members receive personal financial gain

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## Donations

- Equipment donations are an attractive alternative to fundraising.
- You solicit the donation, the wing commander (or higher) accepts the donation on behalf of CAP.

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# Exercise

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## Summary

- Budgeting at the unit level
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- Wing banker program
- Techniques for raising funds
- Budgeting exercise

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## Questions & Answers