

Template Budget Tips and Guidance

- The budget is not designed to be a 'one size fits all' for every club
- Please add/delete/edit line items and sections to suit your club's needs. Review and make changes in light of your club's most recent P&L or general ledger transactions
- All cells shaded in peach reflect auto calculation formulas and **should not** be typed over
- The first tab (Budget 24-25 Monthly) is designed to be the main page. You can create additional tabs for line items to feed into this page. For example, see how the Staff 24-25 tab feeds into line 74, Wages and Salaries. Otherwise, type directly into the white cells that currently have zero values inserted.
- The second tab (Budget 24-25 Summary) feeds in from the monthly breakdown first tab to create a full year summary one page document
- There is a Capex budget also included in this budget, which will not feed into the P&L Budget.
- If you have any further questions or would like additional assistance in tweaking or editing this to your own club's needs, please email michael@bowlsauckland.co.nz