

Section 9 Planning sheets

Introduction

This section is made up of four planning sheets, which will help you with various aspects of goal-setting and financial planning. Each of these sheets relates to a topic in an earlier section and you will find a reference to the relevant topic at the start of each planning sheet.

You will probably find it most useful to photocopy the sheets so you, and others, can use them as often as you need to.

The four planning sheets are listed below.

Goals Planning Sheet

Budget Monitoring Sheet

Cash Flow Planning Sheet

Price-Setting Planning Sheet



Goals Planning Sheet

(See Section 6, Topic 4: Planning Goals)

Photocopy and use this planning sheet whenever you need to set goals that are **SMART**:

- S**pecific
- M**easurable
- A**chievable
- R**ealistic
- T**ime-related

Begin by noting down what it is you want to achieve – e.g. ‘Increase the amount of money obtained through fund-raising efforts.’

Rewrite your statement as a SMART goal – e.g. ‘By the end of March 2003, achieve a 20% increase in the amount of revenue generated by fund raising.’

<p>What we want to achieve Increase the amount of money obtained through fund-raising efforts.</p>	<p>Rewritten as a SMART goal By the end of March 2003, achieve a 20% increase in the amount of revenue generated by fund raising.</p>
<p>What we want to achieve</p>	<p>Rewritten as a SMART goal</p>
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Budget Monitoring Sheet

(See Section 6, Topic 7: Financial Planning)

Photocopy and use this monitoring sheet to help you see, month by month, how your planned and estimated income and expenditure are comparing to your actual income and expenditure, and whether you are:

- 1 sticking to your budget, or
- 2 spending more than you expected, or
- 3 not spending or receiving as much as you originally estimated.

This sheet will help to adjust your spending, as and when the need arises.

Month

Budget monitoring sheet					
Financial year:					
Version:					
Date of version:					
Actual to (date):					
	Budget	Actual to date	Estimated full year	Variance (%)	Variance (£)
Income					
Traded activity					
Source 1					
Source 2					
Source 3					
Source 4					
Source 5					
Source 6					
Source 7					
Source 8					
Other traded income					
Sub total traded income					
Grant income					
Grant 1					
Grant 2					
Grant 3					
Other grant income					
Sub total grant income					
Total income					
Expenditure					
Staff costs					
Management					
Operational staff 1					
Operational staff 2					
Administrative staff					
Temporary staff					
Other staff costs (training, travel etc.)					
Sub total staff costs					
Premises costs					
Rent					
Rates					
Heat, light and power					
Other premises costs					
Sub total premises costs					
Other costs					
Marketing and promotion					
Phones, post and communication					
Stationery and consumables					
Furniture, fixtures and fittings					
Transport					
Depreciation on fixed assets					
Sub total other costs					
Total expenditure					
Gross profit					
Provision for tax					
Net profit retained					

Cash Flow Planning Sheet

(See Section 6, Topic 7: Financial Planning)

Photocopy and use this planning sheet to keep a record of your cash flow (money coming in and money going out), month by month.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash in bank												
Revenue from sales												
Grants & donations												
Total cash in hand												
Running costs												
Capital expenditure												
Total cash out												
Bank balance												

2 In the chart below, in the left-hand column, note down your breakeven price.

In the right-hand column add a percentage for your profit. Depending on the amount of profit you want to make, the breakeven price **plus** the profit will be your selling price.

<p>Breakeven price: £10.00</p>	<p>For example:</p> <p>Profit margin: 10% = £1.00 Selling price £10 + £1 = £11 <i>or</i> Profit margin: 25% = £2.50 Selling price £10 + £2.50 = 12.50</p>
<p>Breakeven price:</p>	<p>Profit margin:</p> <p>Selling price (breakeven + profit)</p> <p>=</p>