

# Stake and Ward Budgets

From [lds.org](http://lds.org):

## Policy and Principles

Every stake and ward prepares and operates on a budget. The stake president manages the stake budget, and the bishop manages the ward budget, though each may assign a counselor to supervise it under his direction. Each may also assign a clerk to help prepare and monitor the budget.

No stake or ward expenses may be incurred or paid without the presiding officer's authorization.

Stake presidencies and bishoprics should begin preparing budgets well before the beginning of each calendar year as follows:

- Review amounts spent during the previous year to make sure that recurring expenses are considered.
- Ask organizations to estimate their budget needs in detail.
- Compile the budget, using wise budgeting practices, being equitable, and ensuring that projected expenses do not exceed anticipated budget allowance funds.

The budget allowance was created to reduce the financial and time burdens on members. If necessary, leaders should reduce and simplify activities to stay within the allowance.

## Evaluating Budget History

Here's an example of what a clerk could be tracking each year when budgets are completed to develop a history and trend of spending habits for your unit. The Comments section is a good way for the bishopric and clerking team to decide on what the categories mean and when you would use them as you are entering the expenses each week. When the planning cycle begins it is easier to see what the budget was last year, the actuals for each previous year, and where budgets can be negotiated if the upcoming year will be difficult.

STAKE BUDGET (by Calendar Year Jan-Dec)							
		Budget	Actual	Actual	Actual	Actual	Comments
STAKE BUDGET ITEMS		2013	Average	2012	2011	2010	
Administration	Office Supplies	400	173	170	332	17	paper, toner, phones, general
	Miscellaneous	1000	755	1300	434	532	doesn't fit elsewhere (reduce this)
	Stake Technology (internet, A/V)	2000	813		813		equipment for broadcasting, utilizing networks
	Stake Travel (Other than HC)	1000	3516		2532	4500	travel not covered on HC visits
Departments	Emergency Preparedness	150	0	0			Events
	Family History	350	10	0	20		Operate Saskatoon FHC, Outlying FHC
	Library	100	59	0	117		?
	Missionary	200	138	0	275		printing, other expenses
	Public Affairs	300	0	0			media, advertising, brochures
Activities	Stake Activities	500	685	585	685	785	Stake sponsored activities - Family oriented
	Stake Conference Food & Refreshments	1500	675	350	1000		Serving leaders during Stake Conference
	Stake Music	1000	343	200	485		music, music supplies
	Seminary and Institute Graduation	600	313	325	300		Banquet events
Organizations	Single Adults	200	40	33	21	66	SM Conference hosting
	Young Single Adults	1300	1500	3000	0		YSA Conference hosting, travel to others
	Stake Primary	100	53	90	30	40	Auxiliary events
	Stake Relief Society	800	833	500	1100	900	Auxiliary events
	Stake YM & YW Combined Events	5000	2144	5000	6000	-4568	Auxiliary events
	YM	2000	3110	1927	6853	750	Camps, Duty to God marathon
YW	1000	2507	422	6375	724	Camps, Progress nights	
<b>Total Stake</b>		<b>19500</b>	<b>9352</b>	<b>11553</b>	<b>14231</b>	<b>2272</b>	

Figure 1 – Budget document sample

## Budget Calendar Process at-a-glance

Here's a quick calendar process you could use.

- October
  - review budget and expenditures and flag any spending concerns
- November
  - ensure past plans can still happen or not for the remainder of the year
  - ask your organizations to start planning their activities for the coming year and estimating a ballpark cost for each event they want to happen
  - Have them submit their totals as a starting figure for a stake/ward/branch budget
  - Print your Budget report and at the bottom, note each quarter's disbursements. It will be easy to see there is an average there that can help you determine how much budget will be available to you in 2015. After the October Quarterly report you will know how 2014 went because all the amounts will denote they are ACTUAL. Your 2015 budget will likely be similar.

### 2014 Budget Balances:

2013 Carry Forward Balance	\$11,660.76	Actual
First Quarter Allowance (January)	5,893.74	Actual
Second Quarter Allowance (April)		Estimated
Third Quarter Allowance (July)		Estimated
Fourth Quarter Allowance (October)		Estimated
Estimated/Actual Annual Budget	\$17,554.50	
Annual Budget Assigned by Unit	0.00	
Unassigned Annual Budget	\$17,554.50	

### Reconciliation of Assigned Budget Balance to Income and Expense Summary Report Budget Balance:

Assigned Budget Balance Total	\$0.00
Add: Unassigned Annual Budget	17,554.50
Less: Sum of Budget Estimates	0.00
Actual Available Budget	\$17,554.50
Income and Expense Summary Report Budget Balance	\$17,554.50
Difference from Actual Available Budget	\$0.00
<i>(Contact Clerk Support if difference is not zero.)</i>	

- December
  - Determine if initial requests and plans from your organizations can be met with what you expect to receive in 2015 (or your coming planning year)
  - Work in council meetings to adjust, pull back, or expand in your various areas
- January
  - After the year-end fiscal process in MLS occurs on Dec 31 you can have your clerk prepare categories for the new Budget and put the total amounts against them
  - Instructions for using these features in MLS are all contained on **lds.org**