

E. Developing a Realistic Budget.

(Suggested teaching time: 15 minutes)

Six key items included in a project expense budget (revenue items not included here):

1. People/Staff.

Determine the cost of the people required by the project.

- a. Ministry staff.
 - Project manager
 - Administrative support
- b. Contracted help.
 - Consultants
 - Trainers
 - Journalists
 - Speakers

2. Facilities.

Determine the use of facilities needed.

- Rental costs
- Insurance
- Security
- Maintenance

3. Travel.

Determine the cost of travel (home or abroad).

- a. Domestic or international.
 - Transportation costs
 - Lodging
 - Meals
 - Gifts for hosts
- b. Additional international travel items.
 - Visas/Passports
 - Country taxes
 - Ground transportation
 - Evacuation insurance
 - Translators

← Show Transparency 3--1.

Project Expense Budget Items	
1. People/Staff	3-1
2. Facilities	
3. Travel	
4. Equipment	
5. Supplies	
6. PR/Fund Raising	

Point to Ponder

A budget will only be useful if you monitor your revenue and expenses and then report and compare your budgeted and actual dollars spent.