

Viewpoint Tennis Club
8700 East University Drive, Mesa AZ 85207

BUDGET DEVELOPMENT POLICY		Version #3	January 2023
Purpose: <ul style="list-style-type: none">To ensure adequate short and long term financial planning.			
Policy: <ul style="list-style-type: none">The President is responsible for monitoring all Club finances.Financial records from the current year will be used to plan for the following year.The annual budget will include both operating and capital/maintenance expenses.			
Form: Sample budget attached.			
PROCEDURES:			
STEP 1	At the end of the season, the President obtains financial records from the Treasurer.		
STEP 2	The President estimates income and expenses in all categories for the following year, and provides these estimates to the Treasurer for preparation of the budget document. The budget document must include actual income and expense totals from the previous year in all categories.		
STEP 3	The Executive Committee reviews the draft budget and makes any adjustments it deems necessary for presentation to the November Board meeting.		
STEP 4	The Board reviews the draft budget at the November Board meeting and makes any amendments it deems necessary for presentation to the November general meeting.		
STEP 5	The Treasurer prepares the final draft of the budget document.		
STEP 6	The President presents the final draft budget at the general meeting for approval of the membership.		
STEP 7	The approved budget is attached to the official minutes of the general meeting.		

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VIEWPONT TENNIS CLUB BUDGET PROPOSAL 2019-20		
	(Budget) 2019-20	(Actuals) 2018-19
REVENUE - GENERAL FUND		
Balance forward	7,718	6,664
Membership (360 members)	7,200	7,200
Used clothing sales	500	537
Sweatshirt sales	2,500	3,485
ATGA rebate	1,000	1,326
Tennis Development	-	460
HMDT overage	1,000	975
Misc. Overage	700	1,597
	<u>20,618</u>	<u>22,245</u>
EXPENSES - GENERAL FUND		
Tennis balls	3,000	2,794
Kitchen supplies	2,000	1,847
Office supplies	600	479
Photocopying	50	24
Seasonal court decoration	200	190
ATGA	1,250	1,455
Tennis Development	1,000	850
Recognition committee	100	37
Bank fees	50	43
EVSTL	1,000	832
Food safety certificates	100	86
Hospitality /playoff refreshments	800	705
First aid supplies	-	-
Sweatshirts	2,500	3,673
Misc.	500	355
Coffee Supplies	1,400	1,421
	<u>14,550</u>	<u>14,791</u>
REVENUE - CAPITAL FUND		
Balance forward	4,201	2,221
Membership (360 members)	5,400	5,400
Year end fundraiser	-	740
	<u>9,601</u>	<u>8,361</u>
EXPENSES - CAPITAL FUND		
Court maintenance	3,500	4,103
Equipment repair	500	-
Kitchen equipment	200	58
	<u>4,200</u>	<u>4,161</u>