

Imperial Council of San Francisco, Inc.
Budget Guidelines

Purpose: The budget process enables the Imperial Council Board of Directors to: (1) manage the finances of the corporation in a responsible manner; (2) track major events expenses over time; and (3) ensure a process of approval, execution and fiscal controls are standard and enforceable.

Guidelines: Each event that is sponsored by the Imperial Court of San Francisco or the Imperial Council of San Francisco, Inc., in whole or in part should prepare a preliminary budget to be present to the Board of Directors for their review and approval. Subsequent updates or changes to the preliminary budget need to be brought back to the Board for additional approval. (The Co-Chairs of the Imperial Council may authorize a budgetary change if the change is less than \$250 for the entire budget. They must also notify the ICSF treasurer of such approval so that it can be documented.) A final budget from the committee or sub-committee should also be presented to correlate with the ICSF treasurer's report on said event. The committee / sub-committee should meet early in their planning stage to bring together their preliminary budget. They should add or delete necessary line items and give a best possible cost for each item. Their estimations can be gathered from previous data / experience for that specific event.

Events That Require a Budget:

1. Investiture of the Emperor and Empress
2. Mr. Cowboy and Miss Cowgirl Contest
3. Mr. & Miss Golden Gate Contest and Gaymes
4. Mr. & Miss Gay San Francisco Pageant
5. The Imperial Gala & Presentation of Candidates for Emperor & Empress
6. The All Candidate Bus Tour
7. Election Day
8. Out-Of-Town Show
9. Coronation
10. Victory Brunch
11. Any other event that the Imperial Council of San Francisco Board of Directors deems that a budget is necessary

Planning Process: During the preliminary planning of an event, first estimate the approximate income that the event may derive and list the proposed expenses, those that are required and then those that are "soft" / nice to have that can be reduced or eliminated if necessary. The idea is to have a balanced budget, one that if anything the income will cover the expenses. Never plan to operate at a loss and be conservative in your income estimations so as to **not** over spend what you cannot cover with income.

Expenses: List those items that are approved expenses (see Approved Expenses tab) in each of the applicable categories. Delete the unnecessary line items. Only fill in the "Proposed Column" with your best estimate and when receipts or contracts have been signed then fill in the "Actual Column". The worksheet will add up those items as they are

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entered in each column. Please be aware of those items that **are not** covered under the Approved Expenses tab. Please do not delete **Expense Totals** line (row).

Income: List those items where anticipated income will be derived. Note that program expense and income are booked separately as the program should pay for itself and the fact that ICSF, Inc. will have to pay taxes on any realized income. Sponsorships and donations toward an event are also booked as income. Please do not delete **Income Totals** or **Estimated Profit/Loss** lines (rows).

NOTE: Budget totals will calculate. If inserting a row, insert prior to totals so the inserted row will be included in total calculations.

Save the file in your Excel program as [event name] .xls

To insert the name of your event, go to > File > Page Setup > Header / Footer; click on Custom Header and where [**insert event name here**] delete this and type in your event name.

Clarifications or Questions: Contact the Treasurer of the Imperial Council of San Francisco, Inc. or the Co-Chairs of the organization.