Budgeting & Planning Reports

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5 Budgeting/Planning Reports You Should Know

"With America's economy in a state of flux over the last few years, preparing chamber budgets has felt like reading a crystal ball. Member turnover created dues constraints, while the need for programs to encourage the business community created greater demand for programs and events. Opportunities in a downturn confirm the critical importance for a clear budget that chamber management can utilize for strategic decision making"

Philip J. Clements

Anticipating the Year

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Budgeting & Projection Reports You Should Know

1. Sales by Item Report
    - Membership Dues
    - Non-Member Dues
2. Payments / Receipts by Account
3. Scheduled Sales by Month
4. A/R report
5. Growth Report

1...Sales by Item Report

The Sales by Item report will allow you to review your actual sales from this year

✓ Use this information to compare against your projections from this year, but also use this information to project sales for next year

✓ You can filter the report to provide you with great statistics of your sales for dues, and non-dues revenue generation

✓ Compare this information Year over Year, to see where your sales increased, and where you may need to focus more effort

✓ WIKI: Sales by Item Report

2...Payments / Receipts by Account

- ✓ The Payment/Receipts by Account report, provides a total of all payments received in a selected date range, summarized by account

- ✓ This report can be useful as a companion to the Sales by Account report, to provide an understanding of what the actual receipts were vs. the sales

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2...Payments / Receipts by Account

KB: Payment/Receipts by Account

3...Scheduled Sales by Month

- The Scheduled Sales by Month report, helps in budgeting for the following year as well as planning for cash-flow in the coming year
- This report, filtered by month provides a view into recurring fees assigned to your current active members
- It will help you in understanding the ebbs and flows of your organization's cash so that you can make smart management decisions that protect your core programs and overall sustainability
- The earlier you anticipate cash flow issues, the easier it is to address them. The most effective way to manage cash flow is to develop and maintain cash flow projections that look forward 12 months.

3...Scheduled Sales by Month

KB: Scheduled Sales by Month

3...Scheduled Sales by Month Report

- Effective budgeting and planning can be done by reviewing the prior year revenues month by month to establish next year's revenue target
- To budget appropriately, know how much money are you making per month!
- This report provides sales data, driven by the fees & dues schedules configured for each of your members, and will give you solid numbers for next year's projections
- This report is not limited to membership dues, so if you have other recurring fees, such as group fees, or recurring non-dues fees, you will be able to see what expected sales will be
- WIKI: Scheduled Sales by Month Report

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4...Growth Report

✓ By reviewing the Membership Growth report, you will be able to see if your growth is trending up, down or remaining flat

✓ Comparison to previous term will also provide insight into your current growth trends. The report can be run on monthly, quarterly, quarterly terms

✓ This report allows you to understand your member churn rate, and why members are leaving your organization

4...Growth Report

- WIKI: Membership Growth Report

5...Membership Drop Reports

From a planning perspective, understanding why members have dropped from your organization can help you in planning how to retain your existing members

- KB: Membership Drop Report