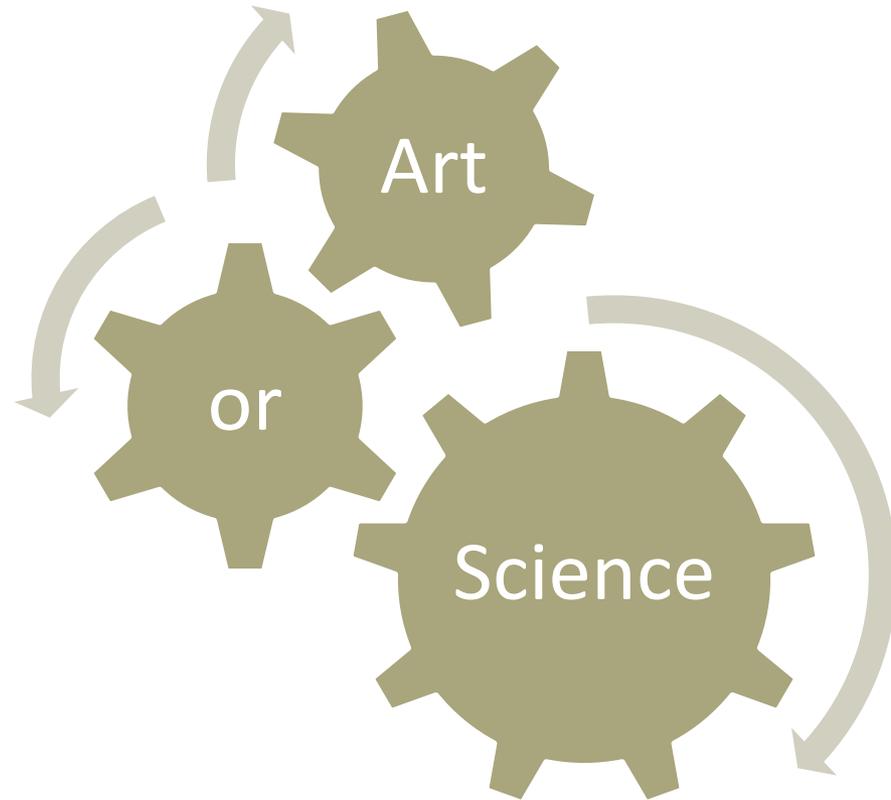


# Budgeting for a Take It Outside! Event



**Take It Outside!**

Zachary Pratt – Elko District



# Budget is Multi-purpose Document

## Reflects Monetary Needs for Activity

### 1. Control:

- How funding will be spent and reporting procedures
- Funding accounts, number of personal hired, purchasing of supplies and equipment

### 2. Management:

- Allocating funding as budget dictates by following budget precisely

### 3. Planning:

- Provides short - long range perspective of event(s)
- Identify items for purchasing, personnel needs

**Take It Outside!**



# Example Budget for one Event



Take It Outside!

## Trees Place in a Desert - 2009 TIO Budget

Take It Outside Funding \$1,700

Supplies \$38.00

Trees \$1,398.80

Potties \$80.00

Pannier \$106.89

Total \$1,623.69

Total \$1,623.69

Target \$1,700.00

Saved \$76.31

# Take It Outside!



# Example Budget for Multiple Events



Take It Outside!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Take It Outside FY 2011 Budget								TIO 2011 Funding Account Code							
2																
3	Item	Quantity	Target	Per Unit Price		Actual			\$ 10,000.00	LLNVE0000 L12200000 AL0000 LXSIYNV0000 264B.00						
4	AmeriCorps Intern	1	\$ 4,200.00	\$ 4,450.00		\$ 4,450.00										
5	Travel	1	\$ 600.00	\$ 569.00		\$ 569.00										
6	National Public Lands Day (NPLD)	1	\$ 1,500.00	\$ 1,621.71		\$ 1,686.18										
7	Take It Outside 1 - Budget	1	\$ 700.00	\$ 700.00		\$ 672.81										
8	Take It Outside 2 - Budget	1	\$ 700.00	\$ 700.00		\$ 360.00										
9	Take It Outside 3 - Budget	1	\$ 700.00	\$ 700.00		\$ 794.18										
10	Take It Outside 4 - Budget	1	\$ 700.00	\$ 500.00		\$ 63.16										
11	Take It Outside 5 - Budget	1	\$ 300.00	\$ 500.00		\$ 658.00										
12	Spanish Translation	20	\$ 200.00	\$ 20.00		\$ 400.00										
13	Freight	1		\$ 151.00		\$ 151.00			NPLD 2011 Funding Account Code							
14	NPLD Reimbursement	1	\$ (1,000.00)	\$ (1,000.00)		\$ (1,000.00)										
15	Folding Tables	6	\$ 350.00	\$ 60.49		\$ 362.94		\$ 1,000.00	LLNVE02000 LL17110000.AE0000 LXCENPLD0000 264B.00							
16	Shade Shelters	2	\$ 200.00	\$ 97.00		\$ 194.00										
17	Volunteer Vests	12	\$ 300.00	\$ 22.85		\$ 274.20										
18																
19	Totals		\$ 9,450.00			\$ 9,635.47		\$ 11,000.00								
20				Overhead 5%		\$ 481.77										
21																
22	Total	\$ 10,117.24		Total		\$ 10,117.24										
23	Target	\$ 10,000.00														
24	Over Budget	\$ (117.24)														
25																
26	Donations															
27	Trees	25	\$40.00	\$ 1,000.00												
28	Pedometers	100	\$500.00	\$ 500.00												
29	Lunch	1	\$300.00	\$ 300.00												
30	Water	100	\$0.50	\$ 50.00												
31																
32			Total	\$ 1,850.00												

# Take It Outside!



Item	Quantity	Per Unit Price	Total						
Fencing	3	\$48.80	\$146.40						
Handicapped Port-a-Potty	1	\$87.50	\$87.50						
Regular Port-a-Potty	2	\$60.00	\$120.00						
Bat Box	6	\$11.94	\$71.65						
Bird Box	6	\$7.61	\$45.64						
Test Bat & Bird Boxes	1	\$24.18	\$24.18						
Safety Vest	13	\$22.85	\$297.05						
Paint Bucket	5	\$1.00	\$5.00						
Paint Brush	10	\$1.00	\$10.00						
Tables	13	\$7.50	\$97.50						
Chairs	100	\$1.75	\$175.00						
Gloves	20	\$2.00	\$40.00						
Table Cloths	6	\$1.50	\$9.00						
Garbage Bags	5	\$9.97	\$49.85						
Table Delivery	1	\$75.00	\$75.00						
Paper Plates/Construction Paper	1	\$37.72	\$37.72						
Dump Cost	1	\$314.69	\$314.69						
Dump Truck	1	\$80.00	\$80.00						
		<b>Total</b>	<b>\$1,686.18</b>						
<b>Total</b>		\$1,686.18							
<b>Target</b>		\$1,500.00							
<b>Over</b>		\$ (186.18)							
<b>Donations</b>									
Trees	25	\$40.00	\$1,000.00						
Lunch	1	\$300.00	\$300.00						
Water	100	\$0.50	\$50.00						
		<b>Total</b>	<b>\$1,350.00</b>						

Box Prices			
3/8 Plywood	3	\$ 10.57	\$ 31.71
3/4 Plywood	2	\$ 16.72	\$ 33.44
Bird Screws	2	\$ 6.47	\$ 12.94
Bat Screws	2	\$ 6.47	\$ 12.94
Paint	1	\$ 27.74	\$ 27.74
GSA Discount	1	\$ (1.48)	\$ (1.48)
<b>Total</b>			<b>\$ 117.29</b>

**Event Total Cost \$3,036.18**

1 gravel pit dump site cleaned  
 48 trees planted  
 125 volunteers  
 12 tons of trash removed  
 6 miles of roadside cleaned  
 3 miles of fence repaired  
 Over 1,000 laughs heard

# Take It Outside!



	A	B	C	D	E	F	G	H	I
1	<b>TIO 3 - Budget</b>								
2									
3	<b>Item</b>	<b>Quantity</b>	<b>Per Unit Price</b>	<b>Total</b>			<b>Walmart 3</b>		
4	Gear	1	\$ 126.40	\$ 126.40					
5	Backpack	1	\$ 165.95	\$ 165.95			Mirror	\$ 2.99	
6	Compass	10	\$ 10.21	\$ 102.10			Whistle	\$ 1.99	
7	Water Filter	1	\$ 89.95	\$ 89.95			Fire Starter	\$ 20.99	
8	Tarp	7	\$ 7.61	\$ 53.27			Space Blanket	\$ 16.99	
9	WalMart 3	1	\$ 256.51	\$ 256.51			Fire Starter	\$ 20.99	
10							Disposable Lamp	\$ 1.99	
11			<b>Total</b>	<b>\$ 794.18</b>			MSR Pocket Rocket	\$ 59.99	
12							Fuel	\$ 20.99	
13	<b>Total</b>	<b>\$ 794.18</b>					Camel Back Bottle	\$ 12.59	
14	<b>Target</b>	<b>\$ 700.00</b>					Shade Shelter	\$ 97.00	
15	<b>Over</b>	<b>\$ (94.18)</b>							
16							<b>Total</b>	<b>\$ 256.51</b>	
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									

# Take It Outside!



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Take It Outside FY 2011 Budget								TIO 2011 Funding Account Code							
2																
3	Item	Quantity	Target	Per Unit Price		Actual			\$ 10,000.00	LLNVE0000 L12200000 AL0000 LXSIYNV0000 264B.00						
4	AmeriCorps Intern	1	\$ 4,200.00	\$ 4,450.00		\$ 4,450.00										
5	Travel	1	\$ 600.00	\$ 569.00		\$ 569.00										
6	National Public Lands Day (NPLD)	1	\$ 1,500.00	\$ 1,621.71		\$ 1,686.18										
7	Take It Outside 1 - Budget	1	\$ 700.00	\$ 700.00		\$ 672.81										
8	Take It Outside 2 - Budget	1	\$ 700.00	\$ 700.00		\$ 360.00										
9	Take It Outside 3 - Budget	1	\$ 700.00	\$ 700.00		\$ 794.18										
10	Take It Outside 4 - Budget	1	\$ 700.00	\$ 500.00		\$ 63.16										
11	Take It Outside 5 - Budget	1	\$ 300.00	\$ 500.00		\$ 658.00										
12	Spanish Translation	20	\$ 200.00	\$ 20.00		\$ 400.00										
13	Freight	1		\$ 151.00		\$ 151.00			NPLD 2011 Funding Account Code							
14	NPLD Reimbursement	1	\$ (1,000.00)	\$ (1,000.00)		\$ (1,000.00)										
15	Folding Tables	6	\$ 350.00	\$ 60.49		\$ 362.94		\$ 1,000.00	LLNVE02000 LL17110000.AE0000 LXCENPLD0000 264B.00							
16	Shade Shelters	2	\$ 200.00	\$ 97.00		\$ 194.00										
17	Volunteer Vests	12	\$ 300.00	\$ 22.85		\$ 274.20										
18																
19	Totals		\$ 9,450.00			\$ 9,635.47		\$ 11,000.00								
20				Overhead 5%		\$ 481.77										
21																
22	Total	\$ 10,117.24		Total		\$ 10,117.24										
23	Target	\$ 10,000.00														
24	Over Budget	\$ (117.24)														
25																
26	Donations															
27	Trees	25	\$40.00	\$ 1,000.00												
28	Pedometers	100	\$500.00	\$ 500.00												
29	Lunch	1	\$300.00	\$ 300.00												
30	Water	100	\$0.50	\$ 50.00												
31																
32			Total	\$ 1,850.00												

# Take It Outside!



# Summary

## Budgeting for a Take It Outside! Activity

### Control:

- Know amount available to spend
- Know the funding accounts
- Identify items for purchasing

### Manage:

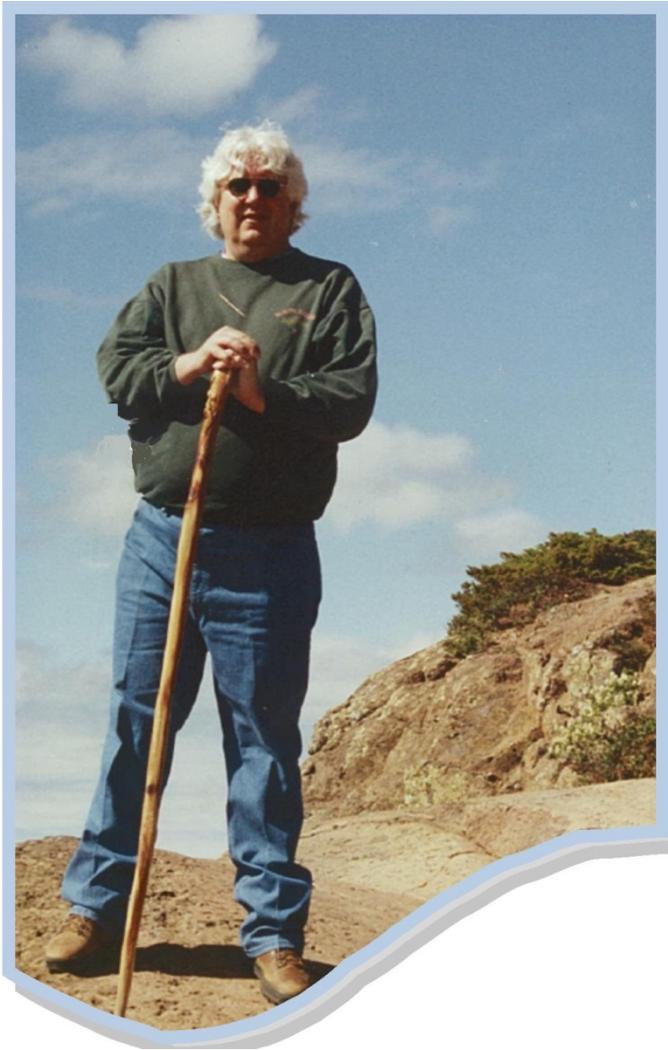
- Follow budget
- Build in 5-8% for unexpected costs

### Plan:

- Overall perspective of event(s)
- Timing of resources to be acquired

**Take It Outside!**





Zachary Pratt  
Tuscarora Field Office  
Outdoor Recreation Planner

775.753.0212  
[zpratt@blm.gov](mailto:zpratt@blm.gov)

Take It Outside!

