

## Drafting a Budget & Invoicing Process

### Drafting a budget

- Use a budget template
- Record project name and duration
- Identify and record your your income provider (Funder name)
- Identify and record your expenditure categories - using your project brief/ funding application
- Decide how much detail you want to record on your budget - you may want to breakdown the number of artist sessions and their unit cost
- Enter the income and expenditure amounts against each category in the Budget column
- Total up budget income and expenditure and ensure that they balance -expenditure shouldn't be higher than income
- The Actual column is used to record income received and payments as they are approved for payment
- The Variance column is the Budget figure minus the Actual figure and will show an over or under spend
- The Notes column is optional and you can record details relating to that income or expenditure line
- The Balance figure shows the Budget and Actual Total minus the Budget and Actual Expenditure
- The important figure is the Actual Balance Total

### Top tips

- Use project objectives to plan the basis of your budget
- Involve a range of staff in budget planning
- Use all available sources of information to compile the budget
- Be realistic as possible
- Prepare the budget in plenty of time
- Communicate the budget details to everyone who needs to know
- Monitor and update the budget regularly
- Let people know what is needed to keep within the budget
- Check and recheck your calculations

# HELIX ARTS.

## Drafting a Budget & Invoicing Process

### Invoicing Process

In most organisations the finance department will have their own system for managing invoices and payments but the general steps as listed below will normally apply.

- **Receipt** - Receive invoice
- **Record** - Record invoice details
- **Authorisation** - Responsible person to approve invoice for payment
- **Payment** - Pay invoice
- **Update** - Record payment and invoice filed

The budget should be updated once the invoice has been approved for payment. The full amount should be recorded in the budget **Actual** column against the expenditure category . There maybe more than one invoice against an expenditure category so that will need to be added to the existing figure.

A simple recording system will help to manage your budgets and keep track of your invoice payments this can be done manually or electronically using an accounting software eg Sage, Quickbooks.

Having regular meetings with the finance person will be helpful to ensure that all invoices have been recorded and payments are uptodate.

### Required invoice details

Important details to check on an invoice:

1. Supplier Name
2. Customer name
3. Invoice Number
4. Invoice Date
5. Details of service/work/materials
6. Cost