Budget Worksheet – Financing Your Yearbook

Paying for your yearbook is an important financial responsibility...that is why we spend time working with financial projections that can show how a yearbook will be funded. Please complete the form below and see if your yearbook program will be on budget...

School: _____ Enrollment: _____ + # of Teachers: _____= _____

EXPENSES:

Yearbook Program/Cost of Order..... $ _____

Expenses for digital cameras/memory cards/etc: .....$ _____

Purchase of toner/ink jet cartridges for production: ..... $ _____

Yearbook workshops & training seminars: .....$ _____

Yearbook debt from previous year(s): .....$ _____

Other: _____ $ _____

TOTAL EXPENSE: $ _____

INCOME & REVENUE: *(we recommend selling yearbooks at different prices throughout year)*

Registration Buyers - Pre-selling at start of year or super early in year at reduced rate

#_____ of yearbooks sold @ $_____ raises a total of $ _____

Regular Buyers - regular sales period – have it last about 2 weeks..

#_____ of yearbooks sold @ $_____ raises a total of $ _____

Late Buyers – Yearbooks sold at end of year or the week the books arrive

#_____ of yearbooks sold @ $_____ raises a total of $ _____

Selling of Page Sponsors @ $_____ x _____# of pages= $ _____

Selling of yearbook patron positions @ $____ x # of patrons = $ _____

Selling of personal ads @ $_____/pg x _____# of pages = $_____

Selling of business ads @ $_____/pg x _____# of pages = $_____

Banner Advertisement Campaign @ $_____/ad x 12 ads = $_____

Annual school board support /funding $_____

Sales of club pages @ $_____/pg x ____pgs = $_____

Sales of sports pages @ $_____/pg x ____pgs = $_____

Fundraising # 1: _____ = $_____

Fundraising # 2: _____ = $_____

Other: _____ $_____

TOTAL INCOME: $ _____

Enter Total Income: $_____

Subtract Total Expense: $_____

Balance of Funds: $_____

PLEASE NOTE: Your budget can change year round, but you must have an idea in place as to how you will pay for your yearbooks, and if necessary, generate a profit to purchase additional resources for production like digital cameras, etc. Always have a plan and know where you stand. Communicate & Document any changes and ask for updates!

Notes/Comments: