

Guidelines for Fundraising Expenses and Using the Budget Worksheet

As you plan COTA fundraisers, please remember that finalizing a budget is an important part in the process. To ensure an event provides the greatest benefit possible to your COTA community campaign, you will want to give careful attention to expense and revenue projections. To assist you, COTA provides a Budget Worksheet, which is located in the Campaign Coordinator and Fundraising Resources links in the *For Volunteers* section of COTA.org.

Many COTA community campaign teams have realized they need to adjust their pricing and plans after completing a Budget Worksheet and discovering they could have put in many hours of time and effort only to generate a small return for the COTA fundraising effort. A budget will help ensure your COTA team's fundraising efforts pay off.

If you will be requesting funds to pay expenses, a Budget Worksheet must be submitted to COTA at least four weeks prior to the event. The Budget Worksheet should be completed by the Campaign Coordinator (or by all fundraising activity chairs and submitted to the Campaign Coordinator, who will review it) and sent to COTA for approval. **If a Budget Worksheet is not on file with COTA, all expense payment requests will be denied.**

Children's Organ Transplant Association®					
2501 West COTA Drive • Bloomington, Indiana 47403					
800.366.2682 • CampaignInfo@cota.org					
Budget Worksheet					
COTA for _____					
Event Information					
Name:					
Event Date:					
Event Description:					
Chairperson:					
Phone Number:					
Email Address:					
EXPENSES					
Facility Expenses					
Facility Rental					
Lighting					
Audio/Visual					
Equipment Rental					
Other:					
Event Expenses					
Food		people @		per person	\$0.00
Beverage		people @		per person	\$0.00
Gratuities					
Entertainment					
Music					
Decorations					
Other:					
Security					
Insurance					
Contact the Children's Organ Transplant Association for more information, as we may be able to assist with a Certificate of Insurance.					
Graphics/Printing Expenses					
Invitations					
Program					
Tickets					

Steps in Budgeting for an Activity

- The Campaign Coordinator should give a copy of the Budget Worksheet to each fundraising activity chair, if applicable.
- The Budget Worksheet should be completed at least four weeks before the event and submitted to COTA. *Larger or more complicated events may require a budget submission eight weeks prior to the activity.*
- The Campaign Coordinator should review the worksheet to ensure all expenses have been calculated and all guidelines and policies (such as those for holding games of chance and those pertaining to serving alcohol) are being followed. The Campaign Coordinator should contact COTA with any questions or concerns about policies and guidelines. **COTA does not pay or reimburse for postage expenses or advertising.**
- If the event will require fundraising expenses to be paid from the proceeds, the Campaign Coordinator must submit a Budget Worksheet to COTA **prior to finalizing plans or paying expenses.** Email the Budget to CampaignInfo@cota.org.

Budget Details

1. All promotional materials—including press releases, brochures, posters, flyers, social media posts, website posts, emails, etc.—must be approved via CampaignInfo@cota.org prior to printing, posting and distribution. If the activity will have expenses, a Budget Worksheet must be filed and approved by COTA prior to submitting any promotional materials for approval.
2. Many items needed for a COTA fundraising event will be contributed as in-kind gifts to the community campaign. If you are uncertain about these contributions when you complete the budget, include them as an expense. When in-kind contributions are secured there will be even greater proceeds from the event.
3. If the activity budget has expenses of \$5,000 or more from any one vendor, a detailed estimate of expenses from that vendor must accompany the Budget Worksheet.
4. If the proposed expenses for an event are \$10,000 or more, the Budget Worksheet must be submitted and approved by COTA at least *eight weeks* prior to the event.
5. As a general rule, for approval COTA looks to see that income more than doubles expenses on the Budget Worksheet to justify the use of funds raised. **No Budget Worksheet will be approved where the income/proceeds do not offset all of the activity expenses and/or when an open bar or a host bar is offered.**
6. As approved expenses are incurred, COTA will work with the Campaign Coordinator and activity chair to manage reimbursements, deposits and invoice payments to vendors. All requests for expense payments must be made in writing along with original vendor invoices that have been reviewed by the community campaign for accuracy. **Allow at least 7 business days for processing of payment requests.**
7. Activities sharing profits with another nonprofit group are allowed. However, COTA must receive at least 50% of the activity proceeds. COTA will be responsible for up to the percentage of expenses equal to the percentage of income COTA will receive. A Budget Worksheet must be approved at least eight weeks prior to the event showing all income and expenses, as well as COTA's share of the income and expenses.

A blank, editable Budget Worksheet and examples can be found in the *For Volunteers* area of COTA.org. Contact CampaignInfo@cota.org with questions.

Submit Budget to COTA – Email: CampaignInfo@cota.org