COMMONWEALTH SCHOLARSHIPS

Making Budgets Work

Breakout: Budget detective

Activity: In breakout groups, advise on changes to the Community Career Workshop budget to ensure the activity is affordable and value for money.

Scenario: Community Career Workshop

Your association is planning a community career workshop. School children aged 15-18 will be arranged in 7 groups of 5 to speak with an alumnus about their career in an industry they would like to work in.

You have prepared the below budget based on the design proposed.

The activity has been voted for by members and will be funded using membership fees. The amount available is 700.

Item	Cost
Venue	120
Refreshments for 50 pax	300
Speaker travel	11
Printing	75
Photography	150
Contingency	90
Social media promotion	80
TOTAL	**915**

Discussion questions

- Which costs are essential and which are desirable?
- Do the costs appear reasonable?
- Are all the items clearly linked to the purpose of the activity?
- Is there anything missing?
- For each cost, what evidence should be retained?
- What risks might occur that would impact the budget and value for money? How will you mitigate this?