

B.P.Ed. Semester – II
Theory Courses
ORGANIZATION AND ADMINISTRATION IN PHYSICAL EDUCATION

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Unit -II

Budget

A budget is an estimation of revenue and expenses over a specified future period of time and is usually compiled and re-evaluated on a periodic basis. Budgets can be made for a person, a group of people, a business, a government, or just about anything else that makes and spends money.

- A budget is an estimation of revenue and expenses over a specified future period of time and is utilized by governments, businesses, and individuals.
- A budget is basically a financial plan for a defined period, normally a year. It greatly enhances the success of any undertaking. As the saying goes, "if you fail to plan then plan to fail."
- Corporate budgets are essential for operating at peak efficiency. Aside from earmarking resources, a budget can also aid in setting goals, measuring outcomes and planning for contingencies.
- Personal budgets are extremely useful in managing

an individual's or family's finances over both the short and long term horizon.

Importance of Budget making

- Administering Operation
- Working on limited money
- Working towards a financial goal
- Proper resource pool allocation
- Ensuring economic growth
- Growth of business and trading
- Mitigating economic divide

Criteria of a good Budget

- Institutional Goals and Objectives
- Priorities identified through the Institutional Program Planning and Review process
- Mandates from external agencies
- Long-term obligations
- Learning Outcomes (student, institutional, administrative)
- Guiding Principles for Budget Reductions due to Budget Shortfall
- Legal, financial or statutory requirements
- Procedural Guidelines

Sources of Income

- Drafting and presenting proposal for government and private grant.
- Seeking financial assistance for special projects.
- Promoting the sale of tickets on cooperative basics.
- Organising fund raising club among alumni and others.
- Sailing adds in the programme.
- Annual grant.
- Games fee.
- Disposal of old equipment.
- Charges rent of facilities.
- Donations.

Expenditure

- Purchase of Equipment
- Maintenance of ground facilities
- Repair of equipment
- Salary of staff
- Expenditure various items as- uniforms, Medical allowance, T.A., D.A., Refreshment etc.
- First Aid
- Annual Function
- Publicity
- Prize and Awards, certificates

- Officiating

Preparation of Budget

- Set Realistic Goals
- Identify income and expenses
- Serpate need and wants
- Designee of budget
- Administration
- Organisation
- Supervision
- Evaluation