

REMARKABLE TIP SHEETS



SOLUTIONS FOR GOVERNMENT AGENCIES & SPECIAL DISTRICTS

These **REMARKABLE MUNICIPAL SOLUTIONS** are designed specifically for Government Agencies, Municipalities, & Special Districts so they can be amazing at creating Thriving Communities.

This topic makes for great Staff Trainings and as an Educational Session at your annual Conference. Plus, we can assist you with: *Graphic Design, Staff Mentoring, Interim Leadership, Agency Check-Ups, Board Training & Strategic Planning.*¹

RECREATION PROFESSIONAL

RECREATION PROGRAM PLANNING WORKSHEET

RECREATION PROGRAM PLANNING

The *Recreation Program Planning Worksheet* offers a tool for the Recreation Professional to show the expenditures & revenues they are projecting for that program, as well as what actually happened now that the program is over.

APPLICATION: This Worksheet covers 1 “THING”: A single Special Event (*Like a Movie in the Park Night*), or a Seasonal Program (*Like an Afterschool Program at one location, or Like one season of Adult Softball*). This Worksheet is designed for programs that are staffed by hourly part-time staff, & not contract Instructors (*See Tip Sheet: Contract Instructors*)

¹ *Let us handle it. We can help you Thrive!*

CONTACT MARK ¹

928-278-8035

mark@remarkablerecreation
solutions.com

REMARKABLE
RECREATION SOLUTIONS



THE BUDGET PROJECTIONS (PLANNING THE PLAN)

SOLUTION 1



As Recreation Professionals, we are required to project our fiscal budgets, sometimes as much as 6 months prior the start of the fiscal year. Knowing how much we will be spending on a program, & how much revenue it might receive, long before the program even runs, can be a tricky business. However, when we do it professionally, all of our Agency Stakeholders (*Electeds, Agency Leaders, & Passionate Community Members*) will have confidence in our numbers and trust *The Plan*.

THE BUDGET ACTUALS (TRACKING THE PLAN)

SOLUTION 2



As Recreation Professionals, we must be tracking *The Plan* as the program is put into motion & completed. Doing this well allows us to assess what might have caused our projections to be off. Was it a 1-time thing that we won't happen again? Or was it a “new normal” that we must now account for annually?

THE PLANNING WORKSHEET¹ (SHOWING THE PLAN)

SOLUTION 3



The *Recreation Program Planning Worksheet* is a powerful document highlighting the performance of a single specific program. This document allows us to show what we Projected alongside what Actually Happened. We show the Variance +/- & the % Increase/decrease between the two. The Worksheet allows you to project/track the following items: Expenditures (by line item), Revenues (by line item), Count of Participants, & Staffing Hours (by FTE's). This document shows the program's goals with measurable objectives. Let's take a deeper look:

THE COVER PAGE (SUMMARIZING THE PROGRAM)

SOLUTION 4



BASIC INFO -- At the top we identify pertinent program info: Program Name, Date(s), Budget #, & Program Description.

PROGRAM GOALS -- The Agency Goals are Pre-Listed. The Programmer lists here how this program will meet 1 (or more) of these goals: What will happen, How will it be measured, What score is considered a “success”, & The actual score.

BUDGET SUMMARY -- Overall Projected/Actuals/Variance. Exp/Rev/Net\$. Participant Counts/Net\$-Per-Participant.

THE STAFFING PAGE (DETAILING STAFFING NEEDS)

SOLUTION 5



WAGE CHART -- The Agency's Wages (PT Staff) are Pre-Listed, by salary steps. Excel grabs this data for Staffing Proj/Actuals.

STAFFING PROJ/ACTUAL -- Programmer list the quantities for each staff-type with a short description of role in program. Then, the Worksheet does all of the math.

THE EXPENDITURE PAGE (DETAILING PROGRAM COSTS)

SOLUTION 6



BUDGET LINE ITEMS -- Pre-Listed are the common budget line items for rec programs. All that the Programmer has to do is list the projected budget, & then later list the actual expenditures. The Worksheet does the math for the Variance & %Increase.

THE REVENUE PAGE (DETAILING PROGRAM REVENUE)

SOLUTION 7



BUDGET LINE ITEMS -- Pre-Listed are the common budget line items for rec programs. All that the Programmer has to do is list the projected revenue, & then later list the actual revenues. The Worksheet does the math for the Variance & %Increase.

THE SPECIAL TABS PAGES (DETAILING SPECIFIC ELEMENTS)

SOLUTION 8



For any Budget Line Item (Exp or Rev) that requires a little extra explanation, there is another tab where the programmer can show all the details that go into that particular line item.

THE LAYOUT PAGE — PROGRAM MAP (DETAILING PARTICIPANT FLOW)

SOLUTION 9



Describe each program element, it's location, & how it interacts with other elements. Show participant flow during the program.

THE SURVEY PAGE (GLEANNING THEIR EXPERIENCE)

SOLUTION 10



Try to survey participants as the program ends (*while you still have them*). The Worksheet has four Pre-listed survey questions (Scored: 1 to 5). The programmer can enter scores after the event & the Worksheet will do the math to show survey results.

THE FOUNDATION OF BUDGETING (BUILDING A DEPT-WIDE BUDGET)

SOLUTION 11



From the Ground Up! By budgeting a 1 single program for the fiscal year, we can add all of them together for our annual total projections in our budget area. Then, we can sum all the budget areas to show our *Department-Wide Budget Projections*.

GET THE FULL SESSION¹ (TRACKING PERFORMANCE MEASURES)

SOLUTION 12



If you are a fan of this *Recreation Program Planning Worksheet* idea perhaps try building something like it for your own agency. Of course, you can always ask us to build it for you, customized for your Agency. You can get a tour of the document in the Full Session, where we explore 3 vital areas of Agency Excellence: Tracking Performance Measures, Building Budget Projections, & Pricing your Programs/Services. Get the Full Session by: (1) Bring session to your conference, (2) Attend the On-Demand Webinar: <https://remarkablewebinars.thinkific.com/courses/performance-measures>

REMARKABLE RECREATION SOLUTIONS.COM
Get the “Recreation Professional Boot Camp” -- Designed for New Recreation Professionals