

7. Once you have your numbers in place, analyze the following:
 - a. Is your allocation of funds in compliance with Title IX?
 - b. If you have a shortfall of funds, what can you do to make up the difference?
 - c. If you have a surplus of funds, what will they be used for?
8. Previous year's financial figures are crucial to financial planning. For example, when anticipating income from football gate receipts, think about your opponents, the date/time of the games, and also plan for some inclement weather. With expenses, be aware of any increases for the upcoming year. For example, in our county, transportation costs for school system transportation increased 25% this year.
9. Use your fellow athletic directors as a resource. Each school is different, but you can always learn from your colleague's best practices.
10. Include your principal in the budget process and make sure you have his or her approval each year.

Strong financial management is crucial to success as an athletic director. By creating and following a budget for your department, you will go a long way in achieving that success.

For further budget information, including a complete budget spreadsheet, email Jeff Sullivan at Jeffrey_K_Sullivan@mcpsmd.org.