

# 合気手琉空手会

**Aiki Te Ryu Karate Kai Honbu Dojo – Desk Reference of Shihan Franz**

**Topic: Make a budget and stick by it**

A good Sensei is more than just a mentor and guide for their student’s journey in martial arts. They have to have a decent sense of business and understand the self discipline of budgeting in order to have a successful dojo. I have included a sample budget which has items you should consider when operating your dojo. One thing I always tell me students who want to be a Sensei is that you only pay yourself LAST. Never go out of your budget and keep your expenses down. If you need help preparing a budget please contact me at [kyoshi@franzkarate.com](mailto:kyoshi@franzkarate.com). There are notes in the budget below so please take time to read them. Good luck.

Budget for November				
Item	Funds Available	Budget	Actual	
Rent	\$10,800.00 Full Lease Term	\$900.00	\$900.00	First column is for lease term, gets lower each month
Insurance		\$ 78.00	\$ 58.65	We pay monthly but is cheaper to pay by year
Electric		\$225.00	\$218.95	
Gas		\$205.00	\$178.95	
Telephone		\$105.00	\$103.65	
Internet		\$ 40.00	\$ 34.85	
Office Supplies		\$ 65.00	\$ 45.00	this should be higher sometimes
Printing Expense		\$ 30.00	\$ 28.75	Newsletters, certificates, etc.
Repairs	\$750.00	\$100.00	\$	
Equipment Funds	\$1,500.00	\$100.00	\$	Available is from fundraisers
Marketing	\$340.00	\$250.00	\$300.00	available is 20% of last month Net
Payroll		\$1,500.00	\$1,245.86	I pay myself hourly
Misc Expenses		\$ 75.00	\$	
Professional Fees		\$ 55.00	\$	associations / legal fees
Travel Expense		\$ 85.00	\$ 64.95	cost of gas / events / seminars

<b>Cost of Goods Sold</b>		<b>\$300.00</b>	<b>\$298.65</b>	<b>how much spent on student orders</b>
<b>Meals &amp; Entertain.</b>		<b>\$ 45.00</b>	<b>\$</b>	
<b>Total Expenses</b>		<b>\$4,158.00</b>	<b>\$3,478.26</b>	<b>actual must always be lower!</b>
<b>Income from Dojo</b>				
<b>Tuition</b>		<b>\$4,056.00</b>		<b>Dues only</b>
<b>Test Fees</b>		<b>\$1,450.00</b>		<b>If you had a test that month</b>
<b>Fundraisers</b>	<b>\$2,250.00</b>	<b>\$</b>		<b>If you had one</b>
<b>Pro Shop Sales</b>		<b>\$465.00</b>		<b>What you sold</b>
<b>Total Income</b>		<b>\$5,971.00</b>		
<b>Net Income</b>		<b>\$2,492.74</b>		
<b>* Net is the actual amount you made after expenses</b>				
<b>Next month's marketing amount</b>		<b>\$498.55</b>		
<b>* 20% of net profit</b>				