

TASK 12: PREPARING BUDGET PROPOSAL

Departments involved

ADMINISTRATION and FINANCE & ACCOUNTING

Objectives

Student will be able to:

- Arrange and compile the work documents into the budget proposal
- Create the official account for the company

Introduction

Budget proposal is highly crucial for the organization to collect funds or authorized capital for running its organization or activity. Proper budget proposal should contain the information in regard to the organization, business/ activity type, and budget details which are packed in a good structure and well- order, therefore the funders (donators, sponsors) can get attracted to contribute their money.

Preparation of Tools and Materials

- Laptop/ Computer
- Internet Connection

Activities

No	Activities	Duration
1	CEO will direct the Administration and Finance Department to prepare for the budget proposal dor the purpose of generation of authorized capital for VCI. Budget proposal must be arranged according to any works have been done in prior, which consist of: <ol style="list-style-type: none"> 1. Company overvire (Name of the Company, Type of Product/ Service, Logo) –Task 8 2. Vision and Mission of the Company – Task Business Planning 8 3. Analysis of Segmentation, Targeting and Positioning – Task 4 4. Analysis of Marketing Mix – Task 5 5. SWOT Analysis – Task 9 6. Analysis of Break Even Point – Task 7 7. Company’s Budget - Task 6 	10’
2	Document is arranged in 1 document in the MS. Word format which is then converted into PDF format.	
3	The final document is sent to admin@virtualcoindonesia.org as the proposal for company’s authorized capital.	

Output

- Budget proposal