

# *New York State Archives*

## Strengthening Archives

### **Budget and Finance Assessment Objectives**

- Your repository manages its finances to support your mission and strategic plan
- Your repository manages its finances with the goal of long-term sustainability
- Your annual budget adequately supports the acquisition, preservation, security and use of your historic records.

<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>	<b>Areas for Improvement</b>
Does your repository have a budget that adequately supports basic activities?				<ul style="list-style-type: none"><li>• If no, use budget shortfalls to advocate for funding increases in subsequent years.</li><li>• Prioritize projects to reduce expenses.</li><li>• Begin a fundraising campaign to close shortfalls.</li></ul>
Does your budget support activities identified in your strategic plan?				<ul style="list-style-type: none"><li>• Review your strategic plan while developing your budget to identify under funded activities.</li><li>• Develop a projected financial plan that coincides with the duration of your strategic plan.</li></ul>
Is your budget developed with input from staff and members of your governing body?				<ul style="list-style-type: none"><li>• Work with repository staff and representatives from governing authority to develop your annual budget.</li></ul>
Do you regularly compare your budget, income and expenses?				<ul style="list-style-type: none"><li>• Periodically review your budget with staff and members of your governing body.</li></ul>