

Planning Your Budget Budget Planning Tool

<u>Revenue</u>	Budget Targets	Last Year's ACTUAL Revenue
<i>Surplus from Last Year Carried Forward</i>	\$ _____.	\$ _____.
Membership (e.g. 35 Members x \$20.00)	_____.	_____.
Monthly Sponsorships (e.g. 8 x \$300)	_____.	_____.
Ways & Means (e.g. Silent Auction)	_____.	_____.
Local Affiliate Membership (e.g. 5 x 150)	_____.	_____.
TOTAL INCOME	\$ _____.	\$ _____.

Expenses

Awards	_____.	_____.
Bank Service Charges	_____.	_____.
Discretionary Fund	_____.	_____.
Education	_____.	_____.
Leadership Orientation	_____.	_____.
Meeting Programs	_____.	_____.
Membership Pins	_____.	_____.
Newsletters	_____.	_____.
Leadership Development	_____.	_____.
President's Travel	_____.	_____.
President-elect	_____.	_____.
Postage	_____.	_____.
Scholarships	_____.	_____.
TOTAL EXPENSES	\$ _____.	\$ _____.

Surplus to carry forward: \$ _____.

Sample Budget for a Large Chapter

Program Based: Revenue & Expenses Are Grouped Together by Major Activity

	Revenue		Expenses	
MEMBERSHIP 60 Members x \$20.00 10 Local Affiliates x \$100.00	\$1200.00 <u>1,000.00</u>	\$2,200.00		
MEETINGS & EDUCATION <u>Chapter Meetings</u> Reservations (8 mtgs x 45 people x \$20) Sponsors (8 mtgs x 1 x \$300) Meals (8 mtgs x 50 people x \$11) Paid Speaker (2 mtgs x \$500) Gift for Speakers (6 x \$40) Program Photocopying (8 mtgs x \$6) Mailings	\$7,200.00 <u>2,400.00</u>	\$9,600.00	\$4,400.00 1,000.00 240.00 48.00 <u>25.00</u>	\$5,713.00
WAYS & MEANS ("Celebrity" Night & Auction) Ticket Sales (125 x \$45) Auction Proceeds Sponsors (4 x \$200) Meals (130 x \$40) Printing Invitations & Programs Emcee Gift Decorations Flowers Emcee Costume Rental	\$5,625.00 6,000.00 <u>800.00</u>	\$12,425.00	\$5,200.00 200.00 100.00 100.00 200.00 <u>45.00</u>	\$5,845.00
NEWSLETTER Color Laser Printing (4 x \$500) Mailing			\$2,000.00 <u>350.00</u>	\$2,350.00
LEADERSHIP DEVELOPMENT President's Travel National Fall Conference Midyear National Meeting State Meetings (2 x \$300) President-elect's Travel National Conference Leadership Academy (Air & Reg.) Awards\Recognition (member pins...) Leadership Orientation Scholarships New Member Orientation (pins...) Special Assess.-Region (70 mbrs x \$2) Leadership Manuals (5 x \$10 + Shipping)			\$2,500.00 1,500.00 600.00 \$2,500.00 300.00 500.00 400.00 600.00 200.00 140.00 <u>90.00</u>	\$9,330.00
ADMINISTRATION Accounting Services Miscellaneous Bank Service Charges Cushion/Anticipated Surplus			\$337.00 100.00 50.00 <u>500.00</u>	\$987.00
		<u>\$24,225.00</u>		<u>\$24,225.00</u>

**Sample Budget
for a
Small-to-Medium Local Chapter**

	Budget Targets	Last Year's ACTUAL
Revenue		
Surplus from Last Year Carried Forward	\$300.00	\$100.00
Membership (35 Members x \$20.00)	700.00	700.00
Monthly Sponsorships (5 x \$200)	1,000.00	1,000.00
Ways & Means (Chinese Auction)	4,000.00	4,000.00
Local Affiliate Membership (5 x \$100)	500.00	400.00
TOTAL REVENUE	\$6,500.00	\$6,200.00

Expenses		
Awards	\$100.00	\$90.00
Bank Service Charges	50.00	50.00
Discretionary Fund	50.00	50.00
Education	500.00	400.00
Leadership Orientation	150.00	125.00
Meeting Programs	150.00	100.00
Membership Pins	50.00	50.00
Newsletters	350.00	300.00
Leadership Development		
President's Travel ¹	\$2,900.00	2,800.00
President-elect ²	1,400.00	1,300.00
Postage	150.00	135.00
Scholarships	650.00	500.00
TOTAL EXPENSES	\$6,500.00	\$5,900.00
<i>Surplus to carry forward: \$300.00</i>		

¹ Midyear National Meeting (May) and National Conference (Nov).

² National Conference (Nov) and Leadership Academy (may include airfare, registration and hotel; National provides materials and meals).