**Planning Your Budget**

Budget Planning Tool

|  |  |  |
| --- | --- | --- |
| Revenue | BudgetTargets | Last Year’sACTUAL Revenue |
| *Surplus from Last Year Carried Forward* | $\_\_\_\_\_\_.\_\_ | $\_\_\_\_\_\_.\_\_ |
| 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 | $1200.001,000.00 | $2,200.00 |  |  |
| MEETINGS & EDUCATION Chapter Meetings 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 2,400.00 | $9,600.00 | $4,400.001,000.00240.0048.00 25.00 | $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 | $5,625.006,000.00 800.00 | $12,425.00 | $5,200.00200.00100.00100.00200.00 45.00 | $5,845.00 |
| NEWSLETTER Color Laser Printing (4 x $500) Mailing |  |  | $2,000.00 350.00 | $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) |  |  | $2,500.001,500.00600.00$2,500.00300.00500.00400.00600.00200.00140.00 90.00 | $9,330.00 |
| ADMINISTRATION Accounting Services Miscellaneous Bank Service Charges Cushion/Anticipated Surplus |  | $24,225.00 | $337.00100.0050.00 500.00 | $987.00$24,225.00 |

**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]](#footnote-1) President-elect[[2]](#footnote-2) | $2,900.001,400.00 | 2,800.001,300.00 |
| Postage | 150.00 | 135.00 |
| Scholarships | 650.00 | 500.00 |
| **TOTAL EXPENSES** | **$6,500.00** | **$5,900.00** |
| ***Surplus to carry forward:* $300.00** |

1. Midyear National Meeting (May) and National Conference (Nov). [↑](#footnote-ref-1)
2. National Conference (Nov) and Leadership Academy (may include airfare, registration and hotel; National provides materials and meals). [↑](#footnote-ref-2)