**Planning Your Budget**

Budget Planning Tool

|  |  |  |
| --- | --- | --- |
| Revenue | Budget  Targets | Last Year’s  ACTUAL 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 | $1200.00  1,000.00 | $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 | $4,400.00  1,000.00  240.00  48.00  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 | $5,625.00  6,000.00  800.00 | $12,425.00 | $5,200.00  200.00  100.00  100.00  200.00  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) |  |  | $2,500.00  1,500.00  600.00  $2,500.00  300.00  500.00  400.00  600.00  200.00  140.00  90.00 | $9,330.00 |
| ADMINISTRATION  Accounting Services  Miscellaneous  Bank Service Charges  Cushion/Anticipated Surplus |  | $24,225.00 | $337.00  100.00  50.00  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) | $2,900.00  1,400.00 | 2,800.00  1,300.00 |
| 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)