

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)	_____	_____
Strategic Partnerships	_____	_____
TOTAL REVENUE	\$ _____	\$ _____
<u>Expenses</u>		
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 Networks

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

	Revenue		Expenses	
MEMBERSHIP 60 Members x \$20.00 Strategic Partnerships	\$1200.00 <u>1,000.00</u>	\$2,200.00		
MEETINGS & EDUCATION <u>Network 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 (" <u>Celebrity</u> " 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
Networks**

	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
Industry Events/Networking Sponsorships (5 x \$200)	1,000.00	1,000.00
Ways & Means (Chinese Auction)	4,000.00	4,000.00
Strategic Partnerships	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).