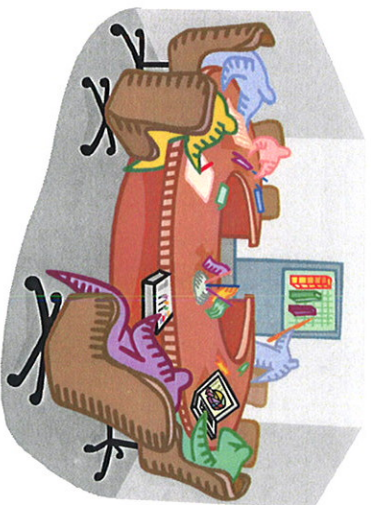


Yearly Chapter Budget Projection Instructions

This is the perfect time to bring your Executive Board together before each new year begins, set the budget and make goals for the coming year.



You need to be prepared for this meeting by bringing the following items with you:

- ✓ Calculator, Paper and pencil,
- ✓ Copy of your current Contract and Bylaws

Treasurer should bring:

- ✓ Checking and saving account registers from the past year
- ✓ Bank statements
- ✓ Last year's Yearly Chapter Financial Report

- Know what events your members attended and how many attended the function.
- What are your goals for the year?
- What new things do you want to plan for and how many members will be involved?
- Any new ideas or goals for the upcoming year?

Yearly Chapter Budget Projections

For the School Year 20__ - 20__

REVENUE (income received)	Last year	Projection for this year
# of chapter members	_____	_____
Local Dues	_____	_____
Rebates	_____	_____
Fund Raising	_____	_____
Interest	_____	_____
Other income	_____	_____
Funds Carried-over	_____	_____
Total Revenue	\$ _____	\$ _____

EXPENDITURES

Expenditures (expenses you incurred) Last year Projection for this year

Office expenses _____

Officer expenses _____

Convention expenses _____

How many delegates do we send?

Scholarships _____

Sunshine Fund Gifts/Cards _____

Miscellaneous expenses _____

Salary reimbursement _____

Dues reimbursement _____

Political Contributions (*List them separately*)

Name _____

Name _____

Name _____

Total Expenditures \$ \$

Total projected revenue \$ _____

Total projected expenses (minus) \$ _____

Total projected

balance for the year \$ _____

Funds carried-over into following year _____