

CALIFORNIA STATE RETIREES

3000 Advantage Way, Suite 100 Sacramento, CA 95834

A CHAPTER # _____

DUES INCOME (Does not include Scholarship or other outside funds)

Average Monthly Dues Allocation Check **B** _____ x 12 = **C** _____

D _____

Fiscal Year

EXPENDITURES

101	Chapter Meetings	_____
102	Chapter Executive Officer Meetings	_____
103	Chapter Officer Stipends	_____
104	Newsletter/Website	_____
105	Chapter Travel	_____
106	Member Recruitment and Retention	_____
201	Community Outreach (7% equals) →	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> E
302	CSR Board of Directors Meetings	_____
304	CSR Committee Meetings	_____
305	CSR Delegate Assembly	_____
306	PAC Legislative and Office Visits	_____
307	CalPERS Meetings and CBEEs	_____
401	Training	_____
404	Office Supplies	_____
405	Postage	_____
409	Equipment Purchases/Maintenance	_____
410	Service Charges	_____
411	Miscellaneous Expenses	_____

F	Total Budgeted Expenditures	F	
G	Ending Balance from Prior Year (ALL chapter funds)	G	
C	Dues Income	C	
H	Total Operating Funds Available (Total of C and G)	H	
F	Less Budgeted Expenditures	F	
I	Excess/Deficit (carryover to next year) (H minus F)	I	

Date Budget Adopted by Members: _____

Date sent to HQ _____

Officer Signatures:

Chapter President

Chapter Treasurer

District Director Review

Date

REMINDER: Minutes of Meeting with motion passing the Budget, a Schedule of Proposed Meeting dates for the next Fiscal Year and Inventory must be submitted with the Budget.

INSTRUCTIONS

- A** Chapter Number
- B** Average Monthly Dues Allocation - Round **DOWN** to nearest \$100.
- C** Total Dues Allocation for the current year - (B times 12)
- D** Fiscal Year - (year you are doing budget for)
- E** Code 201 - Community Outreach - Maximum 7% per year. Multiply Annual Dues Allocation (Line C) by .07 - Budget entry should not be more than this amount (Maximum amount is calculated automatically in box by the arrow)
- F** Total Budgeted Expenses - After all proposed expenses are entered
- G** Ending balance from preceeding year - CARRYOVER BALANCE (Use the YTD totals from the HQ Report for your chapter to estimate to the end of December)
- H** Total Operating Funds Available (Total C plus G)
- F** Less Budgeted Expenditures (same amount as F above)
- I** Excess/Deficit - (carryover to next year) (H minus F)

REMINDER: Budgets MUST be balanced. They can not have a deficit balance.

- **** Membership MUST approve the new projected budget no later than the last chapter meeting of the fiscal year
- **** President and Treasurer must sign, date and send to Corporate Accounting
- **** Must be received in Headquarters no later than December 28th each year. Must include a copy of minutes showing motion approving the Budget, a schedule of meetings for upcoming year and Inventory.
- **** Executive Board can move money around in the Budget without member approval. If Total Budgeted Expenditures (F) changes, the membership needs to approve the Budget before re-submitting it to HQ