

3000 Advantage Way, Suite 100 Sacramento, CA 95834

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) 302 CSR Board of Directors Meetings 303 CSR Committee 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 Total Budgeted Expenditures Ending Balance from Prior Year (ALL chapter funds) Dues Income Total Operating Funds Available (Total of C and G) Less Budgeted Expenditures Excess/Deficit (carryover to next year) (H minus F) Date Budget Adopted by Members: Chapter President Chapter Treasur	Avera	ge Monthly Dues Allocation Check B	\$	-	X	12	= C \$;
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		District Director Review					Date	

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

INSTRUCTIONS

A	Chapter Number					
В	Average Monthly Dues Allocation - Round <u>DOWN</u> to nearest \$100.					
C	Total Dues Allocation for the current year - (B times 12)					
D -	Fiscal Year - (year you are doing budget for) Code 201 - Community Outreach - Maximum 7% per year. Multiply Annual Dues Allocation (Line C) by 07. Budget entry about done to more than this amount (Maximum)					
E	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)					
н	Total Operating Funds Available (Total C plus G)					
F	Less Budgeted Expenditures (same amount as F above)					
L	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 and a schedule of meetings for upcoming year.					
****	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					