

CALIFORNIA STATE RETIREES

3000 Advantage Way, Suite 100 Sacramento, CA 95834

CHAPTER # **A** _____

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

Average Monthly Dues Allocation Check B	\$	-	x	12	=	C	\$	-
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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) →	\$ -	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 and a Schedule of Proposed Meeting dates for the next Fiscal Year 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)
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 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