

## SUGGESTED CHAPTER BUDGET

Following are some suggestions of items to be considered when the Executive Board prepares a proposed budget to meet the Chapter's annual financial needs. Each chapter should be guided by its own activities. The budget is adopted by the membership. The budget adopted should be attainable without becoming a burden to the members. Some of these suggestions may not pertain to your chapter so feel free to omit those not applicable and to add others more suited to your needs.

### CHAPTER BUDGET

|   |       |
|---|-------|
| BALANCE ON HAND (date)  | _____ |
| ESTIMATED CHAPTER DUES  | _____ |
| ESTIMATED MISCELLANEOUS INCOME<br>(birthday bank, fines etc.) | _____ |
| <b>TOTAL</b>  | _____ |
| <br>  |       |
| PROPOSED EXPENDITURES   |       |
| Program Committee ***   | _____ |
| Yearbook Committee  | _____ |
| Flower Fund   | _____ |
| Stationery and postage  | _____ |
| Other committee expenditures                                  | _____ |
| Socials ***   | _____ |
| Service and charitable donations                              | _____ |
| Guest speakers ***  | _____ |
| Council dues or clubroom rent                                 | _____ |
| Miscellaneous   | _____ |
| <b>TOTAL</b>  | _____ |

With this total minus the total of expected income, it will be possible for the Ways and Means committee to plan a calendar of activities to raise the necessary amount for the planned Chapter activities.

\*\*\* See explanation,

Before drafting a proposed budget, the Executive Board should review and carefully consider:

1. Last year's budget and annual summary reports.  
NOTE: This could not be done by a newly organized chapter.
2. Consider the tabulated results of the chapter's Individual Member Interest Survey. (This is a questionnaire prepared by the Executive Board, giving each member the privilege of expressing her wishes about all chapter activities for the coming year.)  
NOTE: This could not be done by a newly organized chapter.
3. The Executive Board will want to look over the Standing Committees report of their proposed plans for the coming year. We recommend that enough copies of the final proposed budget be made so that each member will have it to see when discussing the budget.  
NOTE: All members' suggestions should be heard and considered before the chapter acts on the proposed budget.

\*\*\* **Program Committee**

Examples of needs of this committee: best program of the year award, rental of equipment for use with audio or visual aids.

\*\*\* **Socials**

Some of their needs might be: decorations, favors, gratuities.

If expenses of rush parties and rituals are considered in the budget, it should be remembered that the Chapter receives a \$5.00 expense allowable for each new pledge added by the Chapter. Rush parties should be inexpensive and the expense allowable usually more than covers the cost.

\*\*\* **Guest speakers**

Some charge for their services or the chapter may wish to give a gift to those who present a program free of charge.