Preparing a budget

APHON Local Chapter Committee
The local chapter budget

- Should be regarded as a financial guide for your chapter
  - a presentation in financial terms of expectations and plans for the future

- Be sure to include local chapter officers and committee chairs for their input
Preparing the budget

- Can be based on the experience of the past
- Use your goals and objectives as an integral part of your budget
  - If educational programming is a key area identified for your local chapter, then most of your resources need to be spent on educational programs
  - If communication is a key area, then some resources could be sent on developing flyers and newsletters
  - If membership promotion is a key area, then resources will need to be allocated for membership activities
Revenues

- Sources of income for your chapter
- Consider:
  - Membership dues
  - Fundraising
  - Sponsorship/donations
  - Bank interest
Expenses

- Outflow of money to a person or group to pay for goods or services
- Consider:
  - Postage/mailing
  - Photocopying
  - Costs associated with educational meetings
  - Board costs
  - Community service projects
Maintaining the budget

- The treasurer should prepare periodic financial reports to compare actual revenues and expenses to the budget.
  - Easily be done by subtracting the actual amounts from the budgeted amounts.
- Bring significant deviations from the budget to the attention of the chapter board immediately for planning purposes.
### Budget Example

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget Amount</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Dues</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Fundraising</td>
<td>1000</td>
<td>800</td>
</tr>
<tr>
<td>Sponsorship/donations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>INCOME SUBTOTAL</strong></td>
<td>1510</td>
<td>1310</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>50</td>
<td>22</td>
</tr>
<tr>
<td>Photocopying</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Educational meetings</td>
<td>400</td>
<td>500</td>
</tr>
<tr>
<td>Board costs</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Community service</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td><strong>EXPENSES SUBTOTAL</strong></td>
<td>1150</td>
<td>1222</td>
</tr>
<tr>
<td><strong>NET INCOME (Income - Expenses)</strong></td>
<td>400</td>
<td>88</td>
</tr>
</tbody>
</table>
Resources

- Past local chapter treasurers
- Other local chapter officers
- APHON local chapter committee
  - Committee liaison or chair
- APHON national office
  - Staff liaisons