



Illinois, Lambda State

CHAPTER BUDGET GUIDELINES, 2017-2018

Each chapter is expected to determine its total income and expenses yearly. In order to make this determination, the preparation of an annual budget is a **MUST**. You are expected to use the enclosed form, the Word form, or the Excel form for that purpose. **Remember to “save as” or “rename” (if pdf) a new document including your chapter name, assigning it to your folder of choice.** The Word form, Excel or pdf form may be accessed from the website. If the automated Excel form is used, typing over a value in an automated cell cancels the formula that automates the cell. Use this feature to make changes particular to your chapter.

- Fill in the **Chapter Name and Number**.
- **Complete the information about the Chapter Finance Chair.**

- **Membership Status**

Left column: Enter the data exactly, using your chapter roster as it was on June 30, 2017. The total will agree with that on Form 15 and will be used to compute the convention fee on line 23. Then make appropriate adjustments in the **Right column** so as to reflect the actual membership as of the date of budget preparation. Record the Adjusted Active membership (not chapter supported) in columns 1(a) and 9(a). Record the Adjusted Reserve membership (not chapter supported) in columns 2(a) and 10(a). Record the number of Chapter-supported Active members (if your chapter pays their dues) on line 9A(a) and Chapter-supported Reserve members (if your chapter pays their dues) on line 10A(a). Then, combine Honorary members and Active Life/Reserve Life members and write the number on Line 15(a).

- **Dues and Fees Schedule**

Record the amount of dues collected by your chapter from Active and Reserve members. Subtract the customary \$1.00 scholarship fee as indicated. Record the corresponding results on the Budget Form under **Anticipated Receipts** on line 1(b) and line 2(b).

Enter Y if your chapter gives a scholarship(s) to chapter members.

Enter N if your chapter does not give a scholarship(s) to chapter members.

- **Available Fund Balance as of July 1, 2017.**

ANTICIPATED RECEIPTS

1. Active members
 - (a) - Recorded number of Active members.
 - (b) - Recorded Active Member Dues as calculated on Dues and Fees Schedule.
 - (c) - Multiply number of Active members times dues.
(Note: If no money is collected for the dues of a chapter-supported member, this member should not be included in the count for line 1 as this part of the budget represents money received by the chapter.)
2. Reserve members
 - (a) - Recorded number of Reserve members.
 - (b) - Recorded Reserve Member Dues as calculated on Dues and Fees Schedule
 - (c) - Multiply number of Reserve members times dues.
(Note: If no money is collected for the dues of a chapter-supported member, this member should not be included in the count for line 1 as this part of the budget represents money received by the chapter.)
3. All initiates' fees – All initiates pay a \$10 initiation fee. Enter the anticipated number of initiates on line 3(a) and multiply by \$10 to get the total for line 3(c).
4. Initiates' dues - If the initiation takes place between July 1, 2017 and April 1, 2018 initiates must pay dues for the 2017-2018 fiscal year.
5. Scholarship fees - The totals of lines 1(a), 2(a), and 4(a) should be placed on line 5(a).
Honorary and Active Life / Reserve Life members do not pay scholarship fees.

6. Interest available for use from interest-bearing accounts - Record estimated interests from interest-bearing accounts (savings accounts, CDs, etc.).
7. Contributions to chapter treasury - Include any anticipated donations and fund-raiser moneys.
8. Other - A blank line has been provided for other anticipated receipts.

Total Anticipated Receipts – Add lines 1(c) – 8(c).

Total Cash in Available Fund – Add **Available Fund Balance as of July 1, 2017** and **Total Anticipated Receipts**. This is the total amount of money your chapter can spend. Plan to leave some money for an Available Fund Balance - (June 30, 2018) – for the beginning of the next fiscal year.

CONTRIBUTIONS

Chapter FundsDo not include any scholarship money already listed on line 13(c).

Lambda State FundsRemember that most special funds depend heavily on the generosity of the chapters and their members. See the *Standing Rules* or the information on Lambda State Funds included in this mailing.

International FundsSee the *Standing Rules* or the information on International Funds included in this mailing.

Total for Contributions is the sum of Chapter Funds Total, Lambda State Funds Total and International Funds Total. Record on **Total Contributions** line and on line 25 under **Anticipated Disbursements**.

ANTICIPATED DISBURSEMENTS

9. Active members' dues to International and State – Line 9(a) should match line 1(a).
Line 9A refers to Active members whose dues are paid by the chapter.
10. Reserve members' dues to International and State – Line 10(a) should match line 2(a).
Line 10A refers to Reserve members whose dues are paid by the chapter.
11. Initiates' fees - Line 11(a) should match line 3(a).
12. Initiates' dues to International and State – Line 12(a) should match line 4(a).
13. Scholarship fees - Includes all Active members [line 9, column (a)], chapter-supported Active members [Line 9A, column (a)], Reserve members [line 10, column (a)] and chapter-supported Reserve members [line 10A, column (a)]. Also, include those initiated between July 1, 2016 and April 1, 2017 [line 12, column (a)]. When a chapter maintains its own scholarship fund, the chapter sends \$0.40 per member to the state treasurer. The amount on line 13, column (c) should not be duplicated on the CONTRIBUTIONS portion of the budget form.
14. Honorary members' fees - Line 14(a) requires a one-time \$49.50 International initiation/publication fee. This fee and the **required** annual \$2.50 **News caster** fee are both paid by the chapter.
15. **News caster** subscriptions - Record on line 15(a) the total number of Active Life, Reserve Life, and Honorary members.
16. Chapter yearbooks - Enter printing and distribution costs.
17. Chapter newsletter expenses - Enter any expenses including printing and postage.
18. Supplies from headquarters – Include any supplies and publications that need to be ordered. Be aware, many documents and publications are available on the International Website (www.dkg.org).
19. Expenses for chapter president - Include expenses that will be reimbursed according to your *Chapter Rules*.
20. Expenses of committees/other officers – Include any expenses reimbursed to committees or officers other than the president.
21. Initiation expenses - Include expenses for the initiation ceremony.

22. Convention and workshop allowance - Include any money budgeted to help members pay some or all of their convention / seminar / workshop expenses.
23. Annual State Convention Fee - The state convention fee is **\$1.00 per member** in each chapter, based on the Official Chapter Membership as of 6-30-2017. (Do not use the Present Membership Total.) The membership number used here should agree with that on Form 15.

THIS FEE AND THE TRAINING FOR CHAPTER LEADERS/TRANSITION FOR STATE LEADERS (Line 24) MUST BE POSTMARKED BY NOVEMBER 15, 2017.

24. Training for Chapter Leaders (held in even years). Transition for State Leaders (held in odd years). The annual fee is \$30.
25. Contributions – Enter total amount listed for Chapter, Lambda State, and International.
26. Meeting expenses – Include the cost of meeting room(s), programs, gifts to speakers, etc.
- 27-29. These lines have been left blank so that each chapter may include any expense specified in its *Chapter Rules* and not previously covered in a budgeted item. (i.e. Florence A. Cook Fund, bonding for treasurer, meeting reservations, liability insurance)
30. Miscellaneous expenses – Include all expenses that are not specifically included above.

Total Anticipated Disbursements – Add lines 9(c) – 30.

Available Fund Balance as of June 30, 2018 – Subtract Total Anticipated Disbursements from Total Cash in Available Fund.

Remember to:

Include the name, address, and phone number of the chapter's Finance Chair at the top of the budget form.

Include your chapter's name and number at the top of the form (located in your chapter president's Lambda State Directory).

Present the proposed budget at an Executive Board meeting for discussion/recommendation and then to the chapter membership for adoption.

Email* or send one copy of the budget to the State Finance Chair by November 1, 2017:

**Teena Zindel-McWilliams
2128 E. Wood Street
Decatur, IL 62521-3161
Email: tzindel@richland.edu**

***Be sure your electronic file has been saved and includes your chapter name.**