**Sample Chapter Budget**

The individual line items included in a budget will depend on the needs of the chapter. The following sample budget lists income and expense items used by many chapters. The amounts allocated to each line should be determined in keeping with the chapter's recent financial history and also any new revenue sources or program expenses anticipated for the coming year. A blank budget worksheet appears on the next page.

CHAPTER BUDGET

2005-06 Fiscal Year

(July 1, 2005 through June 30, 2006)

REVENUE

Member Dues $7000.00

Newsletter Advertising 350.00

Mailing List Sales 25.00

Grants and Gifts 200.00

Ticket Sales 450.00

Savings Interest 45.00

Miscellaneous

-0- Total Anticipated Revenue

$8070.00

EXPENSES

National Portion of Dues $3750.00

Honorary Member Dues 25.00

Website and Internet 500.00

Postage 170.00

Printing 500.00

Hospitality 200.00

Programming 2000.00

Professional Concerns/Education 100.00

Chapter Library 70.00

Administrative Costs 150.00

Publicity 100.00

AGO Annual Fund Contribution 100.00

Dean's Regional/National Convention Fund 100.00

Miscellaneous

Expected Excess Revenue over Expenses: $305.00

-0- Total Expenses

$7765.00

**Chapter Budget Worksheet**

CHAPTER AGO BUDGET FISCAL YEAR: 20 - (July 1, 20 - June 30, 20 )

REVENUE

Member Dues from National

$

EXPENSES

Honorary Member Dues Paid

$

Grants

$

Newsletter

$

Gifts

$

Printing

$

Advertising Income

$

Hospitality

$

Interest

$

Programming

$

Miscellaneous

$

Publicity

$

*Total Revenue*

*$*

Education

$

Chapter Library

$

Annual Fund Gift

$

Administrative Costs

$

Dean’s Convention Fund

$

*Total Expenses*

*$*

*TOTAL EXPENSES OVER REVENUE: $*

**Sample Chapter Balance Sheet**

A balance sheet should show, as simply as possible, the status of a chapter's financial condition at the end of the fiscal year. It may be appended to the chapter's income and expenses statement. The equation to follow in balancing this statement is:

*ASSETS = LIABILITIES + FUND BALANCES*

Assets consist of a chapter's liquid resources, such as bank accounts, plus the value of any property or materials owned by the chapter. Liabilities include any accounts payable or outstanding loans. Fund Balances are calculated by taking the fund balance from the previous balance sheet and adding the excess of revenue over expenses for the current year, resulting in a figure for the chapter's net worth. The total of liabilities + fund balances should match the total assets figure. A blank balance sheet is printed on the next page.

CHAPTER BALANCE SHEET As of 30 June 2006

|  |  |
| --- | --- |
| **ASSETS**  Checking Account | $348.00 |
| Savings Account | $500.00 |
| **Total Assets** | **$848.00** |
| **LIABILITIES**  First Presbyterian Church | $100.00 |
| A&B Printing | $62.50 |
| Total Liabilities | $165.20 |
| **FUND BALANCES**  Opening Balance (7/1/94) | $509.56 |
| Revenue over Expenses | $173.24 |

*Total Fund Balances $682.80*

*Total Liabilities and Fund Balances $848.00*