



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

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



Resources

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