



## CHAPTER BUDGET, 2013-2014 SCHOOL YEAR

	<b>ChapterName:</b>					
<b>DO NOT A</b>						
		<b>Last year Actuals (2012-2013)</b>	<b>Budget (2013-2014)</b>	<b>Actuals to date (2013-2014)</b>	<b>Forecast (2013-2014)</b>	<b>Details</b>
	<i>When should I fill this out? --&gt;</i>	<i>Submit by 9/30/2013</i>	<i>Submit by 9/30/2013</i>	<i>Update and submit by 1st of each month</i>	<i>Update and submit by 1st of each month</i>	
	<i>Definition --&gt;</i>	<i>Last year actuals</i>	<i>Estimate for FY 2014 (does not change after 9/30/2013)</i>	<i>Actual incomes received (deposited) or expenses (spent)</i>	<i>Full-year forecast, updated monthly based on actuals</i>	<i>Please note: 1) The "Budget" and "Actuals for all chapter income categories (D16-23 and E16-23) will auto-populate from your revenue tracking spreadsheet..... 2) All purple lines should be filled in by your Program Director</i>
Acct #	<b>INCOME</b>					
4010	Private Donations-Online		\$8,000.00	\$365.00		
4010	Private Donations-Offline		\$5,000.00	\$0.00		
4230	Grants-Foundation		\$0.00	\$0.00		
4210	Grants-Corporate		\$0.00	\$0.00		
4250	University Funding		\$0.00	\$0.00		
	Make the Magic Event		\$0.00	\$0.00		
	Other Events		\$100.00	\$399.05		
	<b>Total Chapter Income</b>		\$13,100.00	\$764.05		
	New Chapter Subsidization	NA	\$2,000.00	\$2,000.00	\$2,000.00	CKN subsidization of program staff support for chapters in years 1-3 (calculates automatically)
	Shared Support Services	NA	\$13,448.00	\$13,448.00	\$13,448.00	Marketing, fundraising, systems, accounting, banking, legal, Leadership Summit, training, development - funded by CKN
	<b>Total Chapter Funding</b>		<b>\$28,548.00</b>	<b>\$16,212.05</b>	<b>\$15,448.00</b>	
	<b>PROGRAM RELATED COSTS</b>					
6201	Camp Advisor Transportation	\$556.87	\$600.00	\$0.00	\$600.00	Paid for By CKN upfront and billed to the campuses later
6203	Camp Costs (Meals & Lodging)	\$1,275.00	\$2,000.00	\$1,000.00	\$2,850.00	
6205	Camp Program Supplies	\$1,067.69	\$1,000.00	\$0.00	\$1,000.00	
6207	Camper Recruitment	\$0.00	\$0.00	\$0.00	\$0.00	
6209	Camp T-shirts (week of camp)	\$971.50	\$200.00	\$0.00	\$200.00	
6211	Counselor Background Checks	\$85.00	\$150.00	\$0.00	\$150.00	
6220	Expert Online Training	\$82.50	\$165.00	\$165.00	\$165.00	Paid for By CKN upfront and billed to the campuses later
6218	CPR/First Aid Training Expenses	\$0.00	\$100.00	\$0.00	\$100.00	
6219	Equipment Rental for Camp	\$0.00	\$0.00	\$0.00	\$0.00	
6221	Family Picnic (Closing Day Event)	\$0.00	\$0.00	\$0.00	\$0.00	
6223	Infirmary/First Aid Supplies	\$0.00	\$100.00	\$0.00	\$100.00	
6225	Nurse Stipend	\$1,000.00	\$500.00	\$0.00	\$500.00	(cannot include travel)
6227	Photography/Videography	\$0.00	\$0.00	\$0.00	\$0.00	
6229	Reunion-Fall (2nd+ year only)	\$165.04	\$200.00	\$49.69	\$49.69	

6231	Reunion-Spring (2nd+ year only)	\$0.00	\$200.00	\$364.00	\$364.00	Sky High space rental, food
6238	Special Events & Activities at Ca	\$0.00	\$0.00	\$0.00	\$0.00	
6235	Snack Foods for Camp	\$54.75	\$100.00	\$0.00	\$100.00	
6237	Snacks & Supplies for Meetings	\$41.44	\$50.00	\$22.37	\$50.00	including training and debriefing- 22 pizza for interest mtg
6253	Volunteer Recruitment	\$0.00	\$0.00	\$40.35	\$150.00	13 for hershey kisses, 26 for poster supplies
6243	MHP Stipend	\$0.00	\$500.00	\$0.00	\$500.00	(cannot include travel)
6245	Transportation to & from Camp	\$812.10	\$500.00	\$0.00	\$500.00	including nurse and MHP travel expenses
6247	Travel Expenses Pre-Camp	\$100.75	\$50.00	\$0.00	\$0.00	
6251	Volunteer Recognition	\$12.23	\$0.00	\$0.00	\$0.00	
6224	Leadership Summit (travel, fees	\$574.59	\$0.00	\$0.00	\$0.00	\$150 per person conference fee OR cost of travel (depending on distance from campsite location)
	Program Staff Support & Travel	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Enter amount of chapter fees (\$1K, \$3K, \$5K, or \$7K)
	<b>Total Direct Programming Costs</b>	<b>\$9,799.46</b>	<b>\$11,415.00</b>	<b>\$6,641.41</b>	<b>\$12,378.69</b>	
	<i>Subsidized Program Costs</i>					
	Program Staff Support & Travel	\$4,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Difference between \$7K and chapter fees - CKN subsidization
	Shared Support Services	\$13,448.00	\$13,448.00	\$13,448.00	\$13,448.00	Marketing, fundraising, systems, accounting, banking, legal, Leadership Summit, training, development
	<b>Total Programming Costs</b>	<b>\$27,247.46</b>	<b>\$26,863.00</b>	<b>\$22,089.41</b>	<b>\$27,826.69</b>	
	<b>ADMINISTRATIVE COSTS</b>					
6103	Fundraising supplies	\$84.09	\$75.00	\$91.16	\$100.00	13 for envelopes for letter writing party, 72 shutterfly
6108	Make the Magic Event	\$0.00	\$200.00	\$0.00	\$0.00	
6107	Insurance	\$642.33	\$800.00	\$0.00	\$800.00	Paid for By CKN upfront and billed to the campuses later
6109	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
6111	Postage, Shipping, Delivery	\$46.32	\$100.00	\$40.67	\$100.00	40 for stamps for thank yous
6113	Printing & Copying	\$88.06	\$100.00	\$72.69	\$100.00	30 for brochures, 5 for printing card, 37 for printing flyers
6120	Storage Unit (for camp supplies)	\$420.00	\$624.00	\$280.00	\$624.00	
6102	Donation Processing Fees	\$0.00	\$0.00	\$50.24	\$0.00	\$0.15-\$0.75 per transaction plus 2.75%; Actuals will be provided monthly on donation reports
6117	State Registration	\$125.89	\$120.00	\$0.00	\$120.00	Paid for By CKN upfront and billed to the campuses later
	<b>Total Administrative Expense</b>	<b>\$1,406.69</b>	<b>\$2,019.00</b>	<b>\$534.76</b>	<b>\$1,844.00</b>	
	<b>TOTAL EXPENSES</b>	<b>\$28,654.15</b>	<b>\$28,882.00</b>	<b>\$22,624.17</b>	<b>\$29,670.69</b>	
	Bare Bones Budget		\$13,434.00	\$7,176.17	\$14,222.69	
	<b>TOTAL NET PROCEEDS</b>	<b>-\$28,654.15</b>	<b>-\$334.00</b>	<b>-\$6,412.12</b>	<b>-\$14,222.69</b>	
	Starting reserve (9/1/2013)	\$12,000.00				
	Estimated Ending reserve (end of	\$11,666.00				
	Actual Ending Reserve	\$5,587.88				