

CHAPTER EXPENSES

Chapter Name: Vanderbilt University

DO NOT ADD, SUBTRACT, OR MOVE LINES IN THE SPREADSHEET - THANK YOU!

| | Last year Actuals FY 2016 | Budget FY 2017 |
|--|------------------------------|--|
| <i>When should I fill this out? --></i> | <i>Enter by 9/30/2016</i> | <i>Enter by 10/30/2016</i> |
| <i>Definition --></i> | <i>Last year actuals</i> | <i>Estimate for FY 2017 (does not change after 10/30/2016)</i> |

**Treasurer
Updates this
column**

| Acct # | INCOME | Last year Actuals FY 2016 | Budget FY 2017 |
|-----------------------------|----------------------|------------------------------|--------------------|
| 4010 | Individual Donations | | \$0.00 |
| 4230 | Grants-Foundation | | \$15,000.00 |
| 4210 | Grants-Corporate | | \$1,000.00 |
| 4250 | University Funding | | \$450.00 |
| 4010 | Make the Magic Event | | \$6,500.00 |
| 4010 | Other Events | | \$10,175.00 |
| Total Chapter Income | | \$0.00 | \$33,125.00 |

**Treasurer
Updates this
column**

**Ops Updates
this column**

| | PROGRAM RELATED COSTS | Last year Actuals FY 2016 | Budget FY 2017 |
|-------------|-----------------------------------|------------------------------|----------------|
| | Camp Advisor Transportation | \$518.22 | \$400.00 |
| 6203 | Camp Costs (Meals & Lodging) | \$20,000.00 | \$20,000.00 |
| 6205 | Camp Program Supplies | \$835.38 | \$1,000.00 |
| 6207 | Camper Recruitment | \$0.00 | \$0.00 |
| 6209 | Camp T-shirts (week of camp) | \$519.20 | \$900.00 |
| 6210 | Chapter Alumni Events | | \$100.00 |
| | Counselor Background Checks | \$143.29 | \$300.00 |
| | Expert Online Training | \$147.97 | \$300.00 |
| | Acknowledgments | \$30.00 | \$400.00 |
| 6218 | CPR/First Aid Training Expenses | \$0.00 | \$0.00 |
| 6219 | Equipment Rental for Camp | \$0.00 | \$1,200.00 |
| 6221 | Family Picnic (Closing Day Event) | \$0.00 | \$0.00 |
| 6223 | Infirmary/First Aid Supplies | \$0.00 | \$175.00 |

| | | | |
|---------------------------------------|-------------------------------------|--------------------|--------------------|
| 6225 | Nurse Stipend | \$360.00 | \$4,000.00 |
| 6227 | Photography/Videography | \$0.00 | \$0.00 |
| 6229 | Reunion-Fall (2nd+ year only) | \$0.00 | \$400.00 |
| 6231 | Reunion-Spring (2nd+ year only) | \$67.00 | \$400.00 |
| 6238 | Special Events & Activities at Camp | \$0.00 | \$0.00 |
| 6235 | Snack Foods for Camp | \$0.00 | \$200.00 |
| 6237 | Snacks & Supplies for Meetings | \$60.11 | \$200.00 |
| 6253 | Volunteer Recruitment | \$76.60 | \$100.00 |
| 6243 | MHP Stipend | \$0.00 | \$1,000.00 |
| 6245 | Transportation to & from Camp | \$0.00 | \$0.00 |
| 6247 | Travel Expenses Pre-Camp | \$0.00 | \$0.00 |
| 6251 | Volunteer Recognition | \$25.00 | \$400.00 |
| | Leadership Summit (travel, fees) | \$1,450.84 | \$2,250.00 |
| 6255 | Year-Round Support | \$45.02 | \$200.00 |
| | Chapter Fee | \$9,000.00 | \$9,500.00 |
| Total Direct Programming Costs | | \$33,278.63 | \$43,425.00 |

| | | Treasurer Updates this column | Ops Updates this column |
|---|----------------------------------|-------------------------------------|----------------------------|
| | ADMINISTRATIVE COSTS | Last year Actuals FY 2016 | Budget FY 2017 |
| 6103 | Fundraising supplies | \$352.07 | \$1,500.00 |
| 6109 | Make the Magic Event | \$1,216.87 | \$5,500.00 |
| | Insurance | \$535.82 | \$800.00 |
| 6111 | Office Supplies | \$33.78 | \$50.00 |
| 6113 | Postage, Shipping, Delivery | \$24.69 | \$200.00 |
| 6115 | Printing & Copying | \$68.20 | \$200.00 |
| 6120 | Storage Unit (for camp supplies) | \$768.00 | \$768.00 |
| 6102 | Donation Processing Fees | \$663.32 | \$1,250.00 |
| | State Registration | \$142.05 | \$100.00 |
| Direct Administrative Expenses | | \$3,804.80 | \$10,368.00 |
| TOTAL EXPENSES | | \$3,804.80 | \$10,368.00 |
| OPERATING EXPENSES (BARE BONES BUDGET - YOUR "BREAKEVEN" AMOUNT) | | \$37,083.43 | \$53,793.00 |
| TOTAL NET PROCEEDS | | -\$37,083.43 | -\$20,668.00 |

SE BUDGET, 2016-2017 SCHOOL YEAR

| Actuals to date FY 2017 | Forecast FY 2017 | Chapter Notes | Guidelines |
|--|---|--|---|
| <i>Update and submit by 1st of each month</i> | <i>Update and submit by 1st of each month</i> | <i>When updating actuals</i> | <i>These guidelines are provided by CKN - you do not need to fill them out.</i> |
| <i>Actual incomes received (deposited) or expenses (spent)</i> | <i>Full-year forecast, updated monthly based on actuals</i> | <i>Any notes that might be helpful to know</i> | <i>Helps to clarify definitions of expense categories</i> |

| Actuals to date FY 2017 | Forecast FY 2017 | Chapter Notes | Guidelines |
|-------------------------|------------------|---------------|------------|
| \$227.57 | \$30,100.00 | | |
| \$15,000.00 | \$15,000.00 | | |
| \$0.00 | \$2,500.00 | | |
| \$0.00 | \$500.00 | | |
| \$0.00 | \$11,500.00 | | |
| \$0.00 | \$2,000.00 | | |
| \$15,227.57 | \$61,600.00 | | |

| Treasurer Updates this column | Ops Updates this column | | |
|-------------------------------|-------------------------|---------------|------------|
| Actuals to date FY 2017 | Forecast FY 2017 | Chapter Notes | Guidelines |
| | \$400.00 | | |
| | \$20,000.00 | | |
| | \$1,000.00 | | |
| | \$0.00 | | |
| | \$900.00 | | |
| | \$100.00 | | |
| | \$300.00 | | |
| | \$300.00 | | |
| | \$400.00 | | |
| | \$0.00 | | |
| | \$1,200.00 | | |
| | \$0.00 | | |
| | \$175.00 | | |

| | | | |
|------------|------------|--|--|
| | \$4,000.00 | | |
| \$26.25 | \$26.25 | | |
| \$176.99 | \$176.99 | | |
| | \$400.00 | | |
| | \$0.00 | | |
| | \$200.00 | | |
| | \$200.00 | | |
| \$22.65 | \$100.00 | | |
| | \$1,000.00 | | |
| | \$0.00 | | |
| | \$0.00 | | |
| | \$400.00 | | |
| \$1,456.82 | \$2,250.00 | | |
| | \$200.00 | | |
| | \$9,500.00 | | |

\$1,682.71

\$43,228.24

| | | | |
|--|------------------------------------|----------------------|-------------------|
| Treasurer Updates this column | Ops Updates this column | | |
| Actuals to date FY 2017 | Forecast FY 2017 | Chapter Notes | Guidelines |
| \$0.00 | \$1,500.00 | | |
| \$0.00 | \$5,500.00 | | |
| \$0.00 | \$800.00 | | |
| \$0.00 | \$50.00 | | |
| \$0.00 | \$200.00 | | |
| \$0.00 | \$200.00 | | |
| \$140.00 | \$140.00 | | |
| \$7.59 | \$1,250.00 | | |
| | \$100.00 | | |
| \$147.59 | \$9,740.00 | | |
| \$147.59 | \$9,740.00 | | |
| \$1,830.30 | \$52,968.24 | | |
| \$13,397.27 | \$8,631.76 | | |

[illegible]

SR 11/9/16
SR 11/9/16

SR 10/11/16

SR 10/11/16

**Initials and Date
Last Updated**

SR 10/11/16