

## CHAPTER BUDGET, 2014-2015 SCHOOL YEAR

ChapterName: Vanderbilt

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

|                                       | Last year<br>Actuals (2013-<br>2014) | Budget<br>(2014-2015)                                         | Actuals to date<br>(2014-2015)                                | Forecast<br>(2014-2015)                                    | Chapter Notes | Guidelines | Initials and Date Last Updated |
|---------------------------------------|--------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|---------------|------------|--------------------------------|
| <i>When should I fill this out? →</i> | Enter by 9/30/2014                   | Enter by 10/30/2014                                           | Update and submit<br>by 1st of each month                     | Update and submit<br>by 1st of each month                  |               |            |                                |
| <i>Definition →</i>                   | Last year actuals                    | Estimate for FY 2015<br>(does not change<br>after 10/30/2014) | Actual incomes<br>received (deposited)<br>or expenses (spent) | Full-year forecast,<br>updated monthly<br>based on actuals |               |            |                                |

| Acct #                                                | INCOME                      |                    |                    |                    |                    |                                          |  |
|-------------------------------------------------------|-----------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------------------|--|
| 4010                                                  | Individual Donations        | \$4,700.00         |                    |                    |                    |                                          |  |
| 4230                                                  | Grants-Foundation           | \$0.00             |                    |                    |                    |                                          |  |
| 4210                                                  | Grants-Corporate            | \$0.00             |                    |                    |                    |                                          |  |
| 4250                                                  | University Funding          | \$0.00             |                    |                    |                    |                                          |  |
| 4010                                                  | Make the Magic Event        | \$0.00             |                    |                    |                    |                                          |  |
| 4010                                                  | Other Events                | \$399.05           |                    |                    |                    |                                          |  |
|                                                       | <b>Total Chapter Income</b> | \$5,099.05         | \$0.00             | \$0.00             | \$0.00             |                                          |  |
| Total Program and Administrative Subsidization by CKN |                             | \$17,175.68        | \$15,175.68        | \$17,175.68        | \$17,175.68        | \$22,175.68 MINUS the campus program fee |  |
| <b>Total Chapter Funding</b>                          |                             | <b>\$22,274.73</b> | <b>\$15,175.68</b> | <b>\$17,175.68</b> | <b>\$17,175.68</b> |                                          |  |

|           | PROGRAM RELATED COSTS               | Last year<br>Actuals (2013-<br>2014) | Budget<br>(2014-2015) | Actuals to date<br>(2014-2015) | Forecast<br>(2014-2015) | Chapter Notes                                    | Guidelines                                                                            |                                      |
|-----------|-------------------------------------|--------------------------------------|-----------------------|--------------------------------|-------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------|
| 6201      | Camp Advisor Transportation         | \$439.26                             | \$600.00              |                                | \$600.00                |                                                  | Will be paid for by CKN and billed back to chapters.<br>Estimate=\$400                |                                      |
| 6203      | Camp Costs (Meals & Lodging)        | \$2,970.00                           | \$5,000.00            |                                | \$5,000.00              | Based on 70 campers/30 counselors at \$50/person | Average = \$250/per person                                                            |                                      |
| 6205      | Camp Program Supplies               | \$1,383.50                           | \$1,300.00            |                                | \$1,300.00              |                                                  |                                                                                       |                                      |
| 6207      | Camper Recruitment                  | \$0.00                               | \$100.00              | \$30.00                        | \$30.00                 | Brochures for schools                            |                                                                                       |                                      |
| 6209/8999 | Camp T-shirts (week of camp)        | \$490.00                             | \$500.00              |                                | \$500.00                |                                                  | Will be paid for by CKN and billed back to chapters after camp                        |                                      |
| 6211/8999 | Counselor Background Checks         | \$89.49                              | \$150.00              |                                | \$150.00                |                                                  | Will be paid for by CKN and billed back to chapters after camp                        |                                      |
| 6220/8999 | Expert Online Training              | \$165.00                             | \$245.00              |                                | \$245.00                |                                                  | Will be paid for by CKN and billed back to chapters after camp                        |                                      |
| 6218      | CPR/First Aid Training Expenses     | \$125.00                             | \$125.00              |                                | \$125.00                |                                                  |                                                                                       |                                      |
| 6219      | Equipment Rental for Camp           | \$0.00                               | \$0.00                |                                | \$0.00                  |                                                  |                                                                                       |                                      |
| 6221      | Family Picnic (Closing Day Event)   | \$0.00                               | \$0.00                |                                | \$0.00                  |                                                  |                                                                                       |                                      |
| 6223      | Infirmary/First Aid Supplies        | \$0.00                               | \$200.00              |                                | \$200.00                |                                                  |                                                                                       |                                      |
| 6225      | Nurse Stipend                       | \$500.00                             | \$500.00              |                                | \$500.00                |                                                  | Suggested = \$500                                                                     |                                      |
| 6227      | Photography/Videography             | \$0.00                               | \$250.00              |                                | \$250.00                |                                                  |                                                                                       |                                      |
| 6229      | Reunion-Fall (2nd+ year only)       | \$43.81                              | \$50.00               | \$32.74                        | \$32.74                 | christmas cards for the families                 |                                                                                       |                                      |
| 6231      | Reunion-Spring (2nd+ year only)     | \$364.00                             | \$150.00              |                                | \$150.00                |                                                  |                                                                                       |                                      |
| 6238      | Special Events & Activities at Camp | \$0.00                               | \$0.00                |                                | \$0.00                  |                                                  | Magicians, Clowns, Iguana-Men, etc                                                    |                                      |
| 6235      | Snack Foods for Camp                | \$362.60                             | \$400.00              |                                | \$400.00                |                                                  | Does not include meal costs for camp                                                  |                                      |
| 6237      | Snacks & Supplies for Meetings      | \$49.77                              | \$50.00               | \$98.70                        | \$98.70                 | rented a room at atmalogy f                      | Snacks or supplies for meetings, training, etc                                        |                                      |
| 6253      | Volunteer Recruitment               | \$139.14                             | \$100.00              | \$190.39                       | \$190.39                | poster and supplies for org                      | Costs of any volunteer recruitment ads, materials, etc                                | the \$147.49 was for printing flyers |
| 6243      | MHP Stipend                         | \$500.00                             | \$500.00              |                                | \$500.00                |                                                  | Suggested=\$500                                                                       |                                      |
| 6245      | Transportation to & from Camp       | \$443.56                             | \$150.00              |                                | \$150.00                |                                                  | Bussing costs; nurse/MHP travel costs; gas reimbursement for volunteers going to camp |                                      |
| 6247      | Travel Expenses Pre-Camp            | \$0.00                               | \$0.00                |                                | \$0.00                  |                                                  | Travel expenses for visiting campsites, running errands, etc.                         |                                      |

|                                  |                                              |             |             |             |             |                              |                                                                                                                                  |                      |
|----------------------------------|----------------------------------------------|-------------|-------------|-------------|-------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 6251                             | Volunteer Recognition                        | \$0.00      | \$150.00    |             | \$150.00    |                              | Counselor, coordinator, volunteer gifts                                                                                          |                      |
| 6224                             | Leadership Summit (travel, fees)             | \$0.00      | \$2,870.00  | \$1,798.18  | \$1,798.18  | flights and cab from airport | Per person average calculated by CKN - estimated = \$410 per person                                                              |                      |
|                                  | Program Support Fee                          | \$5,000.00  | \$7,000.00  | \$5,000.00  | \$5,000.00  |                              | Change this is you are a younger chapter1st year=\$1000; 2nd year=\$3000; 3rd year=\$5000; 4th year+= \$7000                     | updated 3/8/15-Sunny |
| Total Direct Programming Costs   |                                              | \$13,065.13 | \$20,390.00 | \$7,150.01  | \$17,370.01 |                              |                                                                                                                                  |                      |
| Program Services Provided by CKN |                                              |             |             |             |             |                              |                                                                                                                                  |                      |
|                                  | Program Support                              | \$11,236.19 | \$11,236.19 | \$11,236.19 | \$11,236.19 |                              | The costs to provide CKN program support to each chapter including alumni relations, program staff support and travel            |                      |
|                                  | Technical Services                           | \$1,434.24  | \$1,434.24  | \$1,434.24  | \$1,434.24  |                              | Database access and hosting                                                                                                      |                      |
|                                  | Development & Marketing Training and Support | \$7,623.63  | \$7,623.63  | \$7,623.63  | \$7,623.63  |                              | Costs to provide CKN leadership development in marketing and development                                                         |                      |
|                                  | Total Program Services Subsidized by CKN     | \$15,294.06 | \$13,294.06 | \$15,294.06 | \$15,294.06 |                              | Total program costs incurred by CKN, minus the Program Support Fee paid by the campuses = the Program Services subsidized by CKN |                      |
|                                  |                                              | \$28,359.19 | \$33,684.06 | \$22,444.07 | \$32,664.07 |                              |                                                                                                                                  |                      |

|      | <u>ADMINISTRATIVE COSTS</u>      | Last year Actuals (2013-2014) | Budget (2014-2015) | Actuals to date (2014-2015) | Forecast (2014-2015) | Chapter Notes                                                           | Guidelines                                                                                                                            |
|------|----------------------------------|-------------------------------|--------------------|-----------------------------|----------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 6103 | Fundraising supplies             | \$91.16                       | \$150.00           | \$54.41                     | \$54.41              | sheet and paint for banner, printing letters and envelopes for letter w |                                                                                                                                       |
| 6108 | Make the Magic Event             | \$0.00                        | \$1,000.00         |                             | \$1,000.00           |                                                                         |                                                                                                                                       |
| 6107 | Insurance                        | \$599.65                      | \$650.00           |                             | \$650.00             |                                                                         | Paid for by CKN and Billed Back to the Chapters: Avg=\$675-800 per chapter                                                            |
| 6109 | Office Supplies                  | \$30.08                       | \$50.00            |                             | \$50.00              |                                                                         |                                                                                                                                       |
| 6111 | Postage, Shipping, Delivery      | \$40.67                       | \$100.00           | \$29.40                     | \$29.40              | stamps for letter writing party                                         |                                                                                                                                       |
| 6113 | Printing & Copying               | \$228.91                      | \$100.00           | \$52.35                     | \$52.35              | printed materials for advisory board meeting                            |                                                                                                                                       |
| 6120 | Storage Unit (for camp supplies) | \$626.00                      | \$626.00           |                             | \$626.00             |                                                                         | Average=\$50/mo                                                                                                                       |
| 6102 | Donation Processing Fees         | \$108.06                      | \$250.00           |                             | \$250.00             |                                                                         | \$0.15-\$0.75 per transaction plus 2.75%; Actuals are deducted from bank account around the 12th of each month for the previous month |
| 6117 | State Registration               | \$62.10                       | \$100.00           |                             | \$100.00             |                                                                         | Paid for by CKN up front and then billed to chapters. Estimate= \$100                                                                 |

|                                       |                   |                   |                 |                   |  |  |  |  |
|---------------------------------------|-------------------|-------------------|-----------------|-------------------|--|--|--|--|
| <b>Direct Administrative Expenses</b> | <b>\$1,786.63</b> | <b>\$3,026.00</b> | <b>\$136.16</b> | <b>\$2,812.16</b> |  |  |  |  |
|---------------------------------------|-------------------|-------------------|-----------------|-------------------|--|--|--|--|

|                                                |                     |                   |                   |                   |                   |  |  |  |
|------------------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|--|--|--|
| <b>ADMINISTRATIVE SERVICES PROVIDED BY CKN</b> |                     |                   |                   |                   |                   |  |  |  |
|                                                | Accounting Services | \$1,881.52        | \$1,881.52        | \$1,881.52        | \$1,881.52        |  |  |  |
| <b>Total Administrative Expenses</b>           |                     | <b>\$3,668.15</b> | <b>\$4,907.52</b> | <b>\$2,017.68</b> | <b>\$4,693.68</b> |  |  |  |

|                                        |                    |                     |                    |                     |
|----------------------------------------|--------------------|---------------------|--------------------|---------------------|
| <b>TOTAL EXPENSES</b>                  | <b>\$32,027.34</b> | <b>\$38,591.58</b>  | <b>\$24,461.75</b> | <b>\$37,357.75</b>  |
| <b>OPERATING EXPENSES (BARE BONES)</b> | <b>\$14,851.76</b> | <b>\$23,416.00</b>  | <b>\$7,286.17</b>  | <b>\$20,182.17</b>  |
| <b>TOTAL NET PROCEEDS</b>              | <b>-\$9,752.71</b> | <b>-\$23,416.00</b> | <b>-\$7,286.17</b> | <b>-\$20,182.17</b> |

|                                        |             |                                                                     |  |
|----------------------------------------|-------------|---------------------------------------------------------------------|--|
| Starting reserve (9/1/2014)            | \$2,501.96  | <--to be entered by the PD after all August expenses have been paid |  |
| Estimated Ending reserve (end of year) | -\$7,250.75 |                                                                     |  |
| Actual Ending Reserve                  |             |                                                                     |  |