

CHAPTER BUDGET, 2015-2016 SCHOOL YEAR									
ChapterName:						Key - Expense and Revenue Types!			
DO NOT ADD, SUBTRACT, OR MOVE LINES IN THE SPREADSHEET - THANK YOU!						Purple - CKN subsidization - don't touch this!	Orange - Reserve-related calculations		
						Aqua - Category Total - don't touch this!	Yellow - Bare Bones		
			Last year Actuals (2014-2015)	Budget (2015-2016)	Actuals to date (2015-2016)	Forecast (2015-2016)	Chapter Notes	Guidelines	Initials and Date Last Updated
	When should I fill this out? -->	Enter by 9/30/2014	Enter by 10/30/2014	Update and submit by 1st of each month	Update and submit by 1st of each month	When updating actuals	These guidelines are provided by CKN - you do not need to fill them out.	Each time a category is updated	
	Definition -->	Last year actuals	Estimate for FY 2015 (does not change after 10/30/2014)	Actual incomes received (deposited) or expenses (spent)	Full-year forecast, updated monthly based on actuals	Any notes that might be helpful to know	Helps to clarify definitions of expense categories	For tracking purposes	
		Treasurer Updates this column!	Ops Updates this column!	Treasurer Updates this column!	Ops Updates this column!				
	Acct #	INCOME	Last year Actuals (2014-2015)	Budget (2015-2016)	Actuals to date (2015-2016)	Forecast (2015-2016)	Chapter Notes	Guidelines	Initials and Date Last Updated
	4010	Individual Donations		\$25,250.00	\$11,426.67	\$25,250.00		Columns E - G Update Automatically from Rev Tracker	
	4230	Grants-Foundation		\$500.00	\$1,000.00			Columns E - G Update Automatically from Rev Tracker	
	4210	Grants-Corporate		\$5,100.00	\$0.00	\$1,000.00		Columns E - G Update Automatically from Rev Tracker	
	4250	University Funding		\$100.00	\$300.00			Columns E - G Update Automatically from Rev Tracker	
	4240	Kesem Merchandise Sales		\$1,700.00	\$707.00	\$1,000.00		Columns E - G Update Automatically from Rev Tracker	
	4010	Make the Magic Event		\$5,000.00	\$0.00			Columns E - G Update Automatically from Rev Tracker	
	4010	Other Events		\$4,055.00	\$1,112.00	\$5,000.00		Columns E - G Update Automatically from Rev Tracker	
		Total Chapter Income	\$0.00	\$40,005.00	\$13,838.67	\$31,250.00			
		Total Program and Administrative Subsidization by CKN	\$21,000.00	\$19,000.00	\$24,400.00	\$19,000.00		\$28,000 MINUS campus fee	
		Total Chapter Funding	\$21,000.00	\$59,005.00	\$38,238.67	\$50,250.00			
		PROGRAM RELATED COSTS	Last year Actuals (2014-2015)	Budget (2015-2016)	Actuals to date (2015-2016)	Forecast (2015-2016)	Chapter Notes	Guidelines	Initials and Date Last Updated
	1807	Camp Advisor Transportation	\$524.56	\$400.00		\$400.00		Will be paid for by CKN and billed back to chapters. Estimate=\$400	
	6203	Camp Costs (Meals & Lodging)	\$3,400.00	\$20,000.00	\$2,000.00	\$20,000.00	deposit paid by Goose on 1/	Average = \$250/per person	SL 1/22/2016
	6205	Camp Program Supplies	\$623.03	\$600.00		\$600.00			
	6207	Camper Recruitment	\$30.00	\$0.00		\$0.00	Have brochures from last year		
	1817	Camp T-shirts (week of camp)	\$414.46	\$600.00		\$600.00		Will be paid for by CKN and billed back to chapters after camp - budget \$5/shirt. For merchandise to be sold, use	
	1803	Counselor Background Checks	\$165.00	\$210.00		\$210.00		Will be paid for by CKN and billed back to chapters after camp - budget \$6/person	
	1813	Expert Online Training	\$181.50	\$210.00		\$210.00		Will be paid for by CKN and billed back to chapters after camp - budget \$6/person	
	1801	Acknowledgments	N/A	\$100.00		\$100.00		Will be paid for by CKN and billed back to chapters after camp - \$1/unit for offline entries	

	6218	CPR/First Aid Training Expenses	\$0.00	\$0.00		\$0.00				
	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	\$8.25	\$50.00		\$50.00				
	6225	Nurse Stipend	\$0.00	\$500.00		\$500.00		Suggested = \$500		
	6227	Photography/Videography	\$0.00	\$0.00		\$0.00	Marzi said she knows someone			
	6229	Reunion-Fall (2nd+ year only)	\$32.74	\$50.00		\$50.00	Outreach			
	6231	Reunion-Spring (2nd+ year only)	\$0.00	\$50.00		\$50.00	Outreach			
	6238	Special Events & Activities at Camp	\$0.00	\$0.00		\$500.00		Magicians, Clowns, Iguana-Men, etc		
	6235	Snack Foods for Camp	\$259.49	\$300.00		\$300.00		Does not include meal costs for camp		
	6237	Snacks & Supplies for Meetings	\$166.29	\$50.00		\$50.00		Snacks or supplies for meetings, training, etc		
	6253	Volunteer Recruitment	\$158.67	\$200.00	\$76.60	\$200.00	Volunteer	Costs of any volunteer recruitment ads, materials, etc	SL 11/30/15	
	6243	MHP Stipend	\$0.00	\$500.00		\$500.00		Suggested=\$500		
	6245	Transportation to & from Camp	\$0.00	\$0.00		\$0.00		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	\$75.00		\$75.00	Volunteer	Counselor, coordinator, volunteer gifts		
	1811	Leadership Summit (travel, fees)	\$1,798.18	\$1,300.00	\$1,450.84	\$1,300.00	4 people*362.71 average	Per person average calculated by CKN - estimated = \$410 per person	SL 1/21/2016	
	6255	Year-Round Support	N/A	\$250.00	\$45.02	\$250.00		Counselors Helping Kids/In a Pinch related. Does not include reunions.	SL 11/30/15	
	6305	Chapter Fee	\$7,000.00	\$9,000.00	\$3,600.00	\$9,000.00		\$2500 - \$9000 in FY 2016, based on age of chapter	SL 3/1/2016	
		Total Direct Programming Costs	\$14,762.17	\$34,445.00	\$7,172.46	\$34,945.00				
		Program Services Provided by CKN								
		Program Support	\$18,100.00	\$18,100.00	\$18,100.00	\$18,100.00		The costs to provide CKN program support to each chapter including alumni relations, program staff support and travel		
		Technical Services	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00		Database access and hosting		
		Development & Marketing Training and Support	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00		Costs to provide CKN leadership development in marketing and development		
		Total Program Services Subsidized by CKN	\$19,500.00	\$17,500.00	\$22,900.00	\$17,500.00		Total program costs incurred by CKN, minus the Program Support Fee paid by the campuses = the Program Services subsidized by CKN		
			\$34,262.17	\$51,945.00	\$30,072.46	\$52,445.00				
		ADMINISTRATIVE COSTS	Last year Actuals (2014-2015)	Budget (2015-2016)	Actuals to date (2015-2016)	Forecast (2015-2016)	Chapter Notes	Guidelines		
	6103	Fundraising supplies	\$54.41	\$75.00	\$368.42	\$368.42	Development (includes chick fil a for benefit concert which was		SL 1/22/2016	
	6109	Cost of Kesem Logo Merchandise Sold	N/A	\$500.00	\$908.70	\$500.00	Development/ Ops purchased 100 tshirts ~ \$900 to be billed by nationals	Any logo merchandise which will be sold	SL 11/30/15	
	6108	Make the Magic Event	\$1,800.00	\$2,000.00	\$905.24	\$2,000.00	MTM		SL 3/11/2016	
	1809	Insurance	\$457.77	\$650.00		\$650.00		Paid for by CKN and Billed Back to the Chapters: Avg=\$675-800 per chapter		
	6109	Office Supplies	\$62.93	\$50.00		\$50.00	everybody			
	6111	Postage, Shipping, Delivery	\$109.81	\$120.00	\$10.19	\$120.00	everybody/ Outreach			
	6113	Printing & Copying	\$122.49	\$125.00		\$125.00	everybody			

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