

CHAPTER EXPENSE BUDGET, 2016-2017 SCHOOL YEAR

Chapter Name: Vanderbilt University

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

	Last year Actuals FY 2017	Budget FY 2018	Actuals to date FY 2018	Forecast FY 2018	Chapter Notes	Guidelines	Initials and Date Last Updated
<i>When should I fill this out? --></i>	<i>Enter by 9/30/2017</i>	<i>Enter by 10/30/2017</i>	<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>Each time a category is updated</i>
<i>Definition --></i>	<i>Last year actuals</i>	<i>Estimate for FY 2018 (does not change after 10/30/2017)</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>	<i>For tracking purposes</i>

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column**

Acct #	<u>INCOME</u>	Last year Actuals FY 2017	Budget FY 2018	Actuals to date FY 2018	Forecast FY 2018	Chapter Notes	Guidelines	Initials and Date Last Updated
4010	Individual Donations	\$27,683.44	\$30,000.00	\$0.00	\$25,000.00		Columns E - G Update Automatically from Rev Tracker	
4230	Grants-Foundation	\$15,000.00	\$20,000.00	\$0.00	\$15,000.00		Columns E - G Update Automatically from Rev Tracker	
4210	Grants-Corporate	\$0.00	\$5,000.00	\$0.00	\$0.00		Columns E - G Update Automatically from Rev Tracker	
4250	University Funding	\$0.00	\$0.00	\$0.00	\$0.00		Columns E - G Update Automatically from Rev Tracker	
4010	Make the Magic Event	\$9,751.05	\$5,000.00	\$0.00	\$5,000.00		Columns E - G Update Automatically from Rev Tracker	
4010	Other Events	\$1,282.00	\$0.00	\$0.00	\$0.00	Other events + merchandise s	Columns E - G Update Automatically from Rev Tracker	
Total Chapter Funding		\$53,716.49	\$60,000.00	\$0.00	\$45,000.00			

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	<u>PROGRAM RELATED COSTS</u>	Last year Actuals FY 2017	Budget FY 2018	Actuals to date FY 2018	Forecast FY 2018	Chapter Notes	Guidelines	Initials and Date Last Updated
	Camp Advisor Transportation	\$400.00	\$800.00		\$800.00			
6203	Camp Costs (Meals & Lodging)	\$21,200.00	\$25,000.00		\$25,000.00			

6205	Camp Program Supplies	\$1,000.00	\$1,000.00		\$1,000.00
6207	Camper Recruitment	\$0.00	\$0.00		\$0.00
6209	Camp T-shirts (week of camp)	\$659.80	\$750.00		\$750.00
6210	Chapter Alumni Events	\$50.00	\$50.00		\$50.00
	Counselor Background Checks	\$300.00	\$300.00		\$300.00
	Expert Online Training	\$300.00	\$300.00		\$300.00
	Acknowledgments	\$400.00	\$400.00		\$400.00
	CPR/First Aid Training				
6218	Expenses	\$70.00	\$0.00		\$0.00
6219	Equipment Rental for Camp	\$450.00	\$0.00		\$0.00
	Family Picnic (Closing Day Event)				
6221		\$0.00	\$0.00		\$0.00
6223	Infirmary/First Aid Supplies	\$175.00	\$200.00		\$200.00
6225	Nurse Stipend	\$4,000.00	\$4,000.00		\$4,000.00
6227	Photography/Videography	\$26.25	\$0.00		\$0.00
6229	Reunion-Fall (2nd+ year only)	\$276.99	\$250.00		\$250.00
	Reunion-Spring (2nd+ year only)				
6231		\$144.80	\$250.00		\$250.00
	Special Events & Activities at Camp				
6238		\$0.00	\$0.00		\$0.00
6235	Snack Foods for Camp	\$200.00	\$200.00		\$200.00
6237	Snacks & Supplies for Meetings	\$330.54	\$200.00		\$200.00
6253	Volunteer Recruitment	\$50.00	\$0.00		\$0.00
6243	MHP Stipend	\$1,000.00	\$2,000.00		\$2,000.00
6245	Transportation to & from Camp	\$0.00	\$0.00		\$0.00
6247	Travel Expenses Pre-Camp	\$297.96	\$200.00		\$200.00
6251	Volunteer Recognition	\$500.00	\$250.00		\$250.00
	Leadership Summit (travel, fees)	\$1,456.82	\$1,800.00		\$1,800.00
6255	Year-Round Support	\$100.00	\$100.00		\$100.00
	Chapter Fee	\$9,500.00	\$10,000.00		\$10,000.00
Total Direct Programming Costs		\$42,888.16	\$48,050.00	\$0.00	\$48,050.00

		Treasurer Updates this column	Ops Updates this column	Treasurer Updates this column	Ops Updates this column			
	ADMINISTRATIVE COSTS	Last year Actuals FY 2017	Budget FY 2018	Actuals to date FY 2018	Forecast FY 2018	Chapter Notes	Guidelines	Initials and Date Last Updated
6103	Fundraising supplies	\$352.07	\$4,500.00		\$4,500.00			
6109	Make the Magic Event	\$1,216.87	\$5,000.00		\$5,000.00			
	Insurance	\$535.82	\$800.00		\$800.00			
6111	Office Supplies	\$33.78	\$50.00		\$50.00			
6113	Postage, Shipping, Delivery	\$24.69	\$200.00		\$200.00			
6115	Printing & Copying	\$68.20	\$200.00		\$200.00			
	Storage Unit (for camp supplies)							
6120		\$768.00	\$100.00		\$100.00			
6102	Donation Processing Fees	\$663.32	\$1,000.00		\$1,000.00			

State Registration	\$142.05	\$100.00		\$100.00
Direct Administrative Expenses	\$3,804.80	\$11,950.00	\$0.00	\$11,950.00
TOTAL EXPENSES	\$46,692.96	\$60,000.00	\$0.00	\$60,000.00
OPERATING EXPENSES (BARE BONES BUDGET - YOUR "BREAKEVEN" AMOUNT)	\$46,692.96	\$60,000.00	\$0.00	\$60,000.00
TOTAL NET PROCEEDS	\$7,023.53	\$0.00	\$0.00	-\$15,000.00