



The Chapter Budget

Preparing your Chapter's annual budget may be your most important job as the Treasurer because your Chapter can't operate financially without it. Regardless of how much or how little money your Chapter has, there are certain items that must be included in order for a budget to be considered thorough and complete.

Executive Board

Include a line for each Officer on the Executive Board

Executive Council

Include a line for each Committee Chair on the Executive Council

Income Report

Include dues, fees/fines, fundraising proceeds, donations and school funding

Miscellaneous Expense Report

Include dues, fees/fines, donations and National event registrations

Budget Summary

Include starting balance, total income, total expenses and projected ending balance

Don't Forget These Important Items

National Convention Registration - The Chapter is constitutionally required to provide funding to send the Delegate to Grand Chapter.

Donation to National Funds - Each term 5% of all fundraising profits to support the Chapter should be donated to the Subrosa Fund or one of the available scholarship funds.

Emergency Funds - In order to ensure that the Chapter stays in good financial standing even when the unexpected occurs, efforts should be made to establish an Emergency Fund, the details of which should be outlined in Chapter governing documents.

Chapters that are in good financial standing may consider allocating Chapter funds to support Members in need and those deserving of special recognition as follows:

- **Subrosa Fund** - Support may be provided to Members experiencing extreme hardships like the loss of a loved one, major health issues or loss of personal property from fire or flood.
- **Financial Aid Fund** - The cost of dues for Members or Initiates who meet requirements but struggle to meet the financial obligations of Membership may be covered.
- **Appreciation Fund** - Graduation gifts, including cords, stoles or NAA Memberships, may be purchased for graduating seniors.