



Chapter Budget Checklist

Be sure to include the following items when preparing your Chapter Budget:

Budget Summary

Starting Balance
Projected Income

Projected Expenses
Ending Balance

Executive Board Budget

President
Vice President
Secretary
Treasurer

Initiate Advisor
Historian
Parliamentarian
Additional Officers

Committee or Chair Budget

Scholarship Committee/Chair
Leadership Committee/Chair
Fellowship Committee/Chair
Fundraising Committee/Chair

Public Relations Committee/Chair
Recruitment/Initiation Committee/Chair
Alumni Relations Committee/Chair
Additional Committees/Chairs

Income Report

Local Member Dues
Local Initiate Dues
Chapter Fundraising Proceeds
Fines to be Collected
College/University Funding

National Member Dues and Fees
National Initiate Dues and Fees
Philanthropic Fundraising Proceeds
Donations

Miscellaneous Expense Report

National Convention Delegate Registration
National Convention Delegate Travel
National Member Dues and Fees
National Initiate Dues and Fees
Donation of 5% of Fundraising Proceeds to National Funds
Donation to HOBY
Donation to Other Organizations
Fines to National Office
Fines to College/University