

## COMMITTEE BUDGET WORKSHEET

CHAPTER NAME: \_\_\_\_\_

**MONTHLY BUDGET REPORT:**

MONTH: \_\_\_\_\_ FISCAL YEAR: \_\_\_\_\_

COMMITTEE NAME: \_\_\_\_\_

CATEGORY DESCRIPTION	ACTUAL	BUDGET	DIFFERENCE
<b><u>INFLOWS</u></b>			
Interest	_____	_____	_____
Membership Dues	_____	_____	_____
Donations	_____	_____	_____
Chapter Pub Sponsorship	_____	_____	_____
Product Sales	_____	_____	_____
Program Registration	_____	_____	_____
Chapter Meetings	_____	_____	_____
Exhibitor Revenue	_____	_____	_____
Other Contributions - Programs	_____	_____	_____
Special Fund Raising Events	_____	_____	_____
Other Revenue	_____	_____	_____
<b><u>OUTFLOWS</u></b>			
Registration Fees	_____	_____	_____
Charter Renewal Fees	_____	_____	_____
Travel	_____	_____	_____
Printing	_____	_____	_____
Postage	_____	_____	_____
Mailing Service	_____	_____	_____
Office Rent	_____	_____	_____
Insurance	_____	_____	_____
Depreciation	_____	_____	_____
Office Supplies	_____	_____	_____
Telephone	_____	_____	_____
Books, Subscriptions, Dues	_____	_____	_____
Computer Supplies	_____	_____	_____
Computer Software	_____	_____	_____
Equipment Rental	_____	_____	_____
Equipment Repair & Maintenance	_____	_____	_____
Bank Charges	_____	_____	_____
Accounting Fees	_____	_____	_____
Contracted Services	_____	_____	_____
Donations	_____	_____	_____
Awards & Scholarships	_____	_____	_____
Recruitment – Expense	_____	_____	_____
Educational Program Expense	_____	_____	_____
Special Fund Raising Events	_____	_____	_____
Chapter Meeting Expense	_____	_____	_____
Product Expense	_____	_____	_____
Miscellaneous Expense	_____	_____	_____
<b><u>NET REVENUE (EXPENSE):</u></b>	_____	_____	_____