

# Planning your annual budget

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The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Chapter Executive Committee or Board of Directors.

The chapter's financial year shall be a calendar year.

A budget is an estimate of your chapter's financial future for a fixed period of time (fiscal year). It anticipates how money is expected to be raised and where the organization expects to spend that money. A budget will also give you a real picture of your financial situation by accurately showing you what you can afford and where the gaps in funding are. Your budget will allow you to plan beforehand to meet needs and to decide what you're actually able to do in a given year.

It is important to know what the priorities of your chapter are and what makes sense for your chapter in its particular stage of development.

Here are some tips to creating an effective annual budget:

## Consider these questions:

- What are the goals for your chapter in the upcoming year?
- What activities or programs will do the most to advance our mission to provide resources for residential property management professionals, who desire to learn, grow and build relationships?
- What activities will your leadership team need to be involved in? Will there be travel and lodging involved?
- How many members do you project to have in the upcoming year and how do you plan on achieving these goals?
- What quotes/estimates do you need to predict future expenses, such as speaker fees, luncheon fees, event venue fees etc?
- What else will be needed to run the chapter and its activities--space, supplies, equipment, insurance etc?

## Next: Estimate your expenses:

- List the estimated yearly expense totals for the absolute necessities of your chapter
  - Venue for chapter meetings
  - Meals
  - corporate filing fees
  - PO Box renewals
  - Certifications
- List the estimated yearly expense totals for the items that the chapter needs to run
  - Speaker fees
  - Copies
  - Office supplies
  - Software
  - Website
  - Educational material
  - Travel expenses for board
  - Postage
  - Awards/gifts
- List the charitable organization your chapter would like to participate in and your goals for charitable contributions

## Estimate your income:

- Determine income needed by calculating dues level needed to sustain expenses
- List all the available sources of income for your Chapter (See Below)
- What are your goals for professional membership
- What are your goals for affiliate membership
- Estimate how much income you will receive from member fees
- Estimate how much income you will receive from Affiliate memberships
- Estimate how much income you will receive from other sources

### **Income sources for chapters:**

#### Participant Dues

- Charter member
- Professional member dues
- Support staff member dues
- Office/ company
- Affiliate dues
- Consider "free" dues if member brings in an affiliate member.

#### Non-dues income

- Meeting fees
- Guest/non-member fees (3 meetings max.) Extra to attend
- Continuing Education
- 50/50 raffle
- Chapter Grants

#### Other income

- Sponsor a designation class- (chapter gets 25% of profit)

#### Affiliate partnership benefits

- Affiliate Fair (could be fee charged OR as a recognition-Affiliate recognition luncheon)
- Affiliate sponsorships
  - o Meetings
  - o Monthly newsletter
  - o A social event
  - o Door prizes, Second chance, etc.)

#### Chapter Grants

- Up to \$500 depending upon need.
- All you need to do is:
  - o Outline your educational activity(ies)
  - o Fill out application
  - o Mail it in!
- [Chapter Grant Application](#)

*\* Note you should always project for growth in each of these income sources, however be realistic with your estimates. Do enough of an estimate that stretches your chapter to achieve greater success but not at the cost of not being able to meet its financial responsibilities.*

**Prepare your budget and present to National by March15th deadline each year.**

# Sample Budget

Chapter Name:

\_\_\_\_\_ Fiscal Year Budget Proposal

Date:

**Ordinary Income:**

- Member Fees
- Vendor (Affiliate annual dues)
- Chapter Grant
- Other Income

**Total Income**

**Expenses**

**Meeting Expenses**

- Luncheon Expenses
- Speaker Expenses
- Supplies

**Operations**

- Printing and Copying
- Executive Board Meeting
- Officer Travel
- National Association Contribution
- Marketing expense
- Software
- Corporate filing fee
- Computer/IT
- Website

**Total Expenses**

**Net Income**