

CHAPTER HOUSING BUDGET

Fiscal year: Month _____ Year _____ — to — Month _____ Year _____

Chapter _____ School _____

HOUSING INCOME

(Forecast only housing related income: exclude meal plan sales and estimated fund raising.)

	1st Quarter or 1st Semester	2nd Quarter or 2nd Semester	3rd Quarter or 3rd trimester	For Regular School Year (Total of first Three Columns Only)	Summer
	_____ Live-ins	_____ Live-ins	_____ Live-ins		_____ Live-ins
	_____ Live-outs	_____ Live-outs	_____ Live-outs		_____ Live-outs
Rent from Single Rooms with one bed (occupied beds x \$____)	x _____ Men	x _____ Men	x _____ Men		x _____ Men
Rent from rooms with multiple beds (occupied beds x \$____)	x _____ Men	x _____ Men	x _____ Men		x _____ Men
Out-of-House Parlor Fees (out-of-house members x \$____)					
In House Parlor Fees (in-house members x \$____)					
<i>Only if not already included in their rent.</i>					
Housing Fee to Pledges (pledges x \$____)					
In-House Security/Damage Deposits (expected occupancy x \$____)					
Out-of-House Damage Deposits (out-of-house members x \$____)					
House Improvement Assessment (__ men x \$____)					
Vending and Game Machines					
Rent from Kitchen/Dining Operations					
_____					
_____					
TOTAL ANNUAL HOUSING INCOME					
FIXED EXPENSES					
Rent to House Landlord (flat rate, shouldn't fluctuate with occupancy)					
Security/Damage Deposit Allocation (deposit into separate account or allow house corporation to control)					
Employee/House Parent Salary and Payroll Expenses <i>(see Payroll Expense Worksheet) ...</i>					
Accounts Receivable Contingency (at least 5% of total housing income)					
Total Fixed Expenses					

Housing Budget (continued)

	1st Quarter or 1st Semester	2nd Quarter or 2nd Semester	3rd Quarter or 3rd trimester	For Regular School Year (Total of first Three Columns Only)	Summer
VARIABLE EXPENSES					
Utilities (could include gas, electricity, oil, sewer and/or water)					
Housekeeping (could include cleaning supplies, toilet paper, light bulbs, etc.)					
House Maintenance (could include paint, windows, fire extinguisher upkeep, rental equipment, repairs, etc.)					
Grounds Maintenance (lawn and tree care, snow removal, etc.)					
Trash Dumpster					
Telephone					
Cable TV					
Pest Control					
Future House Fund Contribution (deposit into separate account or allow house corporation to control)					
House Improvement Fund Allocation (deposit into separate account or allow house corporation to control)					
Other:					
Subtotal of Variable Expenses					
Contingency for Unexpected (should be at least 5% of subtotal of variable expenses on previous line)					
Total Variable Expenses					
Total Expenses (total fixed + total variable expenses)					
Estimated Profit or Loss (total income – total expenses) (all profits should go into the improvements and/ or future house fund)					

Signed _____
Chapter Treasurer _____ *Date*

Signed _____
House Manager _____ *Date*

Send copies to: Memorial Headquarters, House Corporation, and Chapter Advisor.