

CAHPERD**SAMPLE Sub-Group Budget Planning and Accounting**

Sub-Group's Name: North Central Account Number _____

Fiscal Year: June 1, 2015 to May 31, 2016

Event: District Conference Date: _____

Sub-Group's Officer: Julie Kuhl-Kitchen

Email: _____ Phone: _____

Treasurer: Joanie Verderber, Ph.D., verderberj@aol.com, 626-437-0047

E.D.: Barbara Ann Buckalew, Bbuckalew@cahperd.org, 916-922-3596

Date Submitted: _____ Date Passed: _____

CAHPERD budget due by April 15th.

Budget due 120 days before the event.

MOU due 120 days before the event.

Complete the Budget--**GREY ONLY**

Submit budget electronically to Treasurer.

Submit MOU via email or mail to E.D.

Contact us if you need help!

*Budgeted expenses must be approved by BOD Members before a reimbursement claim may be submitted.**Complete grey sections when submitting your budget or budget modification. Do not change formulas.***CAHPERD Sub-Group Budget Expense**

	Budget	Actual
Sub-Group Meetings (Facilities, Supplies)	\$ -	\$ -
Travel per CAHPERD Policy: Flight, mileage @ federal rate, lodging	\$ -	\$ -
Sub-Group Awards	\$ 200.00	\$ -
Other:	\$ -	\$ -
Other:	\$ -	\$ -
Other:	\$ -	\$ -
Total Sub-Group Budget/Actual Expense	\$ 200.00	\$ -

TOTAL EXPENSE TO BE TRANSFERRED TO FUNDS HELD FOR OTHERS

\$ 250.00	\$ -
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EVENT BUDGET: MOU and budget must be approved by the BOD at least 90 days before the event.**Income****Pre-Event Income**

	Budget (G*H)	Budgeted #	Fee / Amt.	Actual #	Actual (I*H)
Pre Registration Income					
Professional Member	\$ 2,000.00	50	\$ 40.00		\$ -
Professional Non Member	\$ -		\$ -		\$ -
Student Member	\$ 500.00	25	\$ 20.00		\$ -
Student Non-Member	\$ -		\$ -		\$ -
Retired Members	\$ -		\$ -		\$ -
Pre Registration Other:	\$ -		\$ -		\$ -
Pre Registration Other:	\$ -		\$ -		\$ -
Total Pre-Event Income	\$ 2,500.00	75		0	\$ -

Complete grey sections when submitting your budget or budget modification. Do not change formulas.

Other Event Income	Budget (G*H)	Budgeted #	Fee / Amt.	Actual #	Actual (I*H)
Exhibitors	\$ -		\$ -		\$ -
Promotional Items	\$ -		\$ -		\$ -
Misc Income/Donations	\$ -		\$ -		\$ -
Raffles	\$ -		\$ -		\$ -
Event Meals Fee:	\$ 1,050.00	105	\$ 10.00		\$ -
Event Meals Fee:	\$ -		\$ -		\$ -
Other:	\$ -		\$ -		\$ -
Total Other Income	\$ 1,050.00				\$ -
On Site Registration	Budget (G*H)	Budgeted #	Fee / Amt.	Actual #	Actual (I*H)
On Site Professional Member	\$ 1,000.00	20	\$ 50.00		\$ -
On Site Prof Non Member	\$ -		\$ -		\$ -
On Site Student Member	\$ 200.00	10	\$ 20.00		\$ -
On Site Student Non Member	\$ -		\$ -		\$ -
On Site Registration - Other	\$ -		\$ -		\$ -
Total On Site Registration	\$ 1,200.00	30		0	\$ -
Gross Income	\$ 4,750.00				\$ -
CAHPERD Office Operations 20% Gross	\$ 950.00	\$ 950.00	MOU Event Cost	\$ 200.00	
Expense	Max = \$4,000	\$ -			
Event Expense	Budget (G*H)	Budgeted #	Fee / Amt.	Actual #	Actual (I*H)
Committee Expense-Travel, etc	\$ -		0.00		\$ -
Speaker Expenses	\$ 250.00	5	50.00		\$ -
Meals/Socials	\$ 1,100.00	110	10.00		\$ -
Hospitality	\$ 100.00	1	100.00		\$ -
Facility/Exhibit Fees	\$ 300.00	1	300.00		\$ -
Printing: Program/Brochures/Etc.	\$ 600.00	120	5.00		\$ -
Audio Visual / Equipment	\$ -		0.00		\$ -
Promotional Items	\$ 600.00	120	5.00		\$ -
Event Registration/Office Materials	\$ 200.00	1	200.00		\$ -
Interpreter	\$ -		0.00		\$ -
Other:	\$ -		0.00		\$ -
Total Event Expense	\$ 3,150.00				\$ -
Total Event Expenses (Event Expenses + CAHPERD Office + MOU Event Cost)				\$ 4,300.00	\$ -
NET EVENT INCOME/LOSS TO BE TRANSFERRED TO FUNDS HELD FOR OTHERS				\$ 450.00	\$ -