

COLLEGIATE CHAPTER BUDGET FORM

Sigma Alpha Iota

Collegiate Chapter Budget for the year 20____ - 20____
Due September 30

Send one copy to PO and one copy to NH with bank statement

Chapter _____
 Province _____
 Chapter EIN _____

Line 1 below requests your chapter's **reconciled** opening balance. This is the amount of money your chapter has in the account it uses for daily operations at the time the budget is being prepared (usually a checking account, NOT a savings account or CD). So, you will need your most current bank account statement at the time you prepare your budget. If your checkbook balance does not match the balance on this bank statement, you must reconcile the balances by completing the worksheet in the box below.

A. Balance from the Current Bank Statement	_____
B. Total Amount of Outstanding Checks, if any	_____
C. Balance (Subtracting Line B from Line A)	_____
D. Total Amount of Deposits not yet Recorded by the Bank	_____
E. Reconciled Opening Balance (Adding Lines C and D above)	_____

STARTING BALANCE AND INCOME

NOTE: Dues amount should include both national and local chapter dues

1. Reconciled Opening Balance	_____
2. Full-Year Dues (full-year continuing members)	_____
Number of Members _____ x Chapter Dues Amount \$ _____	_____
3. Half-Year Dues (December graduates)	_____
Number of Members _____ x 1/2 Chapter Dues Amount \$ _____	_____
4. Member-in-Training Fees	_____
Number of MITs Expected _____ x Chapter MIT fee \$ _____	_____
5. Initiation Fees (includes semi-crown, 10k gold badge & dues)	_____
Number of Initiates Expected _____ x Chapter Initiation fee \$ _____	_____
6. Badge Upgrades (for MITs choosing the full crown, 10k gold badge)	_____
7. Patroness Initiation Fees	_____
Number of Patronesses you Expect to initiate _____ x Initiation Fee \$ _____	_____

8. Fund Raising Income (list planned projects and income expected)

Subtotal from Fund Raising _____

9. Other Income Expected (list source and income)

10. TOTAL INCOME (add lines 1 through 9) Make sure reconciled opening balance is included in your total. _____

EXPENSES

1. CHAPTER FEES / ASSESSMENTS DUE TO NATIONAL HEADQUARTERS (refer to current fee schedule for each item)	
Convention Fund	_____
Service Charge	_____
Liability Insurance Assessment	_____
Full -Year National Dues	_____
Number of members from line 2 above x National Dues Amount	_____
Half-Year National Dues	_____
Number of half-year members from line 3 above x 1/2 National Dues Amount	_____
Member-in-Training Fees	_____
Number of MITs from line 4 above x National MIT fee	_____
Initiation Fees	_____
Number of initiates from line 5 above x National Initiation fee	_____
Badge Upgrades (total from line 6 above)	_____
Patroness Fees (total from line 7 above)	_____
Distinguished Member Fees	_____

2. PHILANTHROPIC / CHARITABLE CONTRIBUTIONS

Sigma Alpha Iota Philanthropies, Inc (People-to-People,
MacDowell Colony, General Philanthropies, etc.)
OTHER (list)

_____	_____
_____	_____
_____	_____

3. OPERATING EXPENSES

Awards
Convention Delegate Expense
Entertainment/Rush Parties
Fund Raising expenses (related to line 8)
Gifts
Initiation Expenses
Printing and Postage (including yearbook printing and postage)
Province Officer's official visit
Supplies
Telephone
OTHER (list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. TOTAL EXPENSES (add all lines under expenses) _____

5. Projected Year-End Balance (subtract TOTAL EXPENSES from
TOTAL INCOME in line 10) _____

OTHER CHAPTER ACCOUNTS

List below any chapter accounts (e.g., savings accounts, CDs) beyond the operating account which your chapter maintains and uses to prepare this budget.

_____	_____
Bank Name and Address	Current Account Balance
_____	_____
Bank Name and Address	Current Account Balance

I have prepared this report and state that it is true and accurate.

_____	_____	
Signature of Chapter Treasurer	Date	

Print Name		

Address		

City	State	Zip

E-mail Address		

BY SEPTEMBER 30th:

Send one copy of this form and one copy of your bank statement to your Province Officer.
Send one copy of this form and one copy of your bank statement to National Headquarters.
Keep a copy for your chapter files.