

**DEPARTMENT TREASURERS' INFORMATION
SUGGESTED FORMAT FOR PROPOSED BUDGET**

**DEPARTMENT OF _____
PROPOSED BUDGET 20XX - XY**

<u>REVENUE:</u>	<u>BUDGET</u> <u>20XX-XY</u>	<u>ACTUAL</u> <u>20XX-XY</u>	<u>PROPOSED</u> <u>BUDGET</u> <u>20XY-XZ</u>
Department Dues Transferred July 1 from Dues Reserve			
Department Dues (Less 50% for Dues Reserve)			
Interest on Checking Account			
Interest on Investments			
Commissions from National Supply Department			
Awards from National			
Other Sources of Revenue (Miscellaneous)			
TOTAL REVENUE	----- \$0.00 =====	----- \$0.00 =====	----- \$0.00 =====

<u>EXPENSES:</u>	<u>BUDGET</u> <u>20XX-XY</u>	<u>ACTUAL</u> <u>20XX-XY</u>	<u>PROPOSED</u> <u>BUDGET</u> <u>20XY-XZ</u>
DEPARTMENT PRESIDENT			
Official Travel			
Telephone			
Printing, Stationery and Office Supplies			
Postage			
National Convention			
National President's Homecoming			
Conference Meeting			
National Mid-Year Conference			
Department Convention			
Department President's Pin			
Miscellaneous			
	----- 0.00	----- 0.00	----- 0.00
DEPARTMENT SECRETARY			
Salary and Payroll Taxes			
Travel			
Telephone			
Printing, Stationery and Office Supplies			
Postage			
Equipment Rental and Maintenance			
Rent			
Miscellaneous			
	----- 0.00	----- 0.00	----- 0.00

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	BUDGET	ACTUAL	PROPOSED
	<u>20XX-XY</u>	<u>20XX-XY</u>	<u>20XY-XZ</u>
DEPARTMENT TREASURER			
Salary and Payroll Taxes			
Travel			
Telephone			
Printing, Stationery and Office Supplies			
Postage			
Rent			
Bond			
Auditing			
Miscellaneous			
	-----	-----	-----
	0.00	0.00	0.00
CHIEF OF STAFF AND EXTENSION			
Travel			
Telephone			
Postage			
Miscellaneous			
	-----	-----	-----
	0.00	0.00	0.00
COUNCIL OF ADMINISTRATION			
Travel			
Miscellaneous			
	-----	-----	-----
	0.00	0.00	0.00
DISTRICT PRESIDENTS			
Travel for Inspection of Auxiliaries			
	-----	-----	-----
	0.00	0.00	0.00
PROMOTION OF PROGRAMS			
Chairmen's Supplies & Postage Expenses			
Awards			
	-----	-----	-----
	0.00	0.00	0.00
OTHER DEPARTMENT EXPENSES			
National President's Visit			
Greetings to other Organizations			
Flowers and Gifts			
Conference Dues			
Property Insurance			
Officers' Travel Insurance			
	-----	-----	-----
	0.00	0.00	0.00
CONTINGENT EXPENSES			
	-----	-----	-----
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00
	=====	=====	=====

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RESTRICTED FUNDS:

HOSPITAL BUDGET

	BUDGET	ACTUAL	PROPOSED
	<u>20XX-XY</u>	<u>20XX-XY</u>	<u>20XY-XZ</u>
REVENUE:			
Donations from Auxiliaries			
Interest revenue			
Miscellaneous revenue			
	-----	-----	-----
TOTAL REVENUE	0.00	0.00	0.00
	=====	=====	=====

EXPENSES:

Monthly allowances (4 hospitals x \$200 per month)			
Christmas allowances			
Department President's gifts to hospitals			
VAVS Representatives' travels			
Promotion and postage			
Miscellaneous expenses			
	-----	-----	-----
TOTAL EXPENSES	0.00	0.00	0.00
	=====	=====	=====

DEPARTMENT CONVENTION BUDGET

	BUDGET	ACTUAL	PROPOSED
	<u>20XX-XY</u>	<u>20XX-XY</u>	<u>20XY-XZ</u>
REVENUE:			
Delegate fees			
Miscellaneous revenues			
	-----	-----	-----
TOTAL REVENUE	0.00	0.00	0.00
	=====	=====	=====

EXPENSES:

Convention meeting rooms			
Year-end Report Book Printing			
Memorial Book Printing			
Delegate ribbons, badges and credentials			
Flowers and corsages			
Flags to be presented			
Minutes - printing and shipping			
National Representative			
Miscellaneous expenses			
	-----	-----	-----
TOTAL EXPENSES	0.00	0.00	0.00
	=====	=====	=====