

## **STEP-BY-STEP GUIDE TO BUDGET PREPARATION**

Using the Delta Gamma Collegiate Chapter Budget form:

1. Complete the essential information:

Chapter name and school  
Number of new members anticipated  
Number of members  
Total chapter size  
Number living in the house (if applicable)

2. Calculate the expenses:

A. The following expenses must be exactly the same as the corresponding income:

#602/Rent  
#630/Payroll Reimbursement to House Corporation  
#661/Panhellenic & IFC Dues  
#771C/Parlor Fees  
#775D/House Corporation Fees  
#785E/Per Capita Dues to EO

B. For the following expenses you will want to use last year's actual expense figures, PLUS UP TO 5% MORE FOR A COST-OF-LIVING INCREASE, to budget for the new year:

#605/Utilities  
#610/Telephone  
#615H/Food & Kitchen  
#625/Repairs/Laundry/Maintenance  
#627/Housing Miscellaneous  
#679/Copying & Printing  
#680/Postage & Office Supplies

C. #620/Bonding Insurance is an annual expense billed to the chapter by EO. Refer to your fixed Expenses list.

D. #683/Expenses From Prior Year should include any invoices/expenses which are still owed by the chapter at the end of the previous fiscal year, but will not be paid until after July 1. Many chapters forget to plan for these expenses: therefore, we encourage you to over-estimate for this account so it will not go over-budget.

E. #691/Recruitment Expenses. You may break down the recruitment expenses to fit your particular chapter needs.

- F. #701/New Member Supplies and #705/New Member Activities should cover the cost of the entire New Member Education Program. The total income collected from new members should fund these accounts plus other related accounts such as Ritual, Fraternity Education, etc.
- G. If your chapter bills for #365A, B & C/Social Activities, the income collected should cover accounts #715, #715A, B & C/Social Activities plus other related accounts such as Retreats & Activities. The social accounts may include formals, date parties, parent's weekend, or other activities the chapter has not already budgeted.
- H. #731/Chapter Archives should include the annual *ANCHORA* subscription for the chapter. This is a \$16.00 charge which will be billed to the chapter by EO.
- I. #735/Rituals & Initiation Expenses should include Ritual Equipment loan payments. This should also include any expense for the Initiation ceremony, i.e. flowers, food, etc.
- J. #781A/New Member Fees to EO and #795B/Initiation Fees to EO should be multiplied by the number of new members anticipated. New Member Fees to EO are \$30.00 each and Initiation Fees to EO are \$100.00 each.
- K. #800/Convention & Seminar Fees will vary from year to year. Refer to your Fixed Expense list. Remember to budget for airfare and travel in account #688/Travel & Workshops.
- L. #806/Audit Fee to EO is an annual expense billed to the chapter in 3 installments by EO. Refer to your Fixed Expense list.
- M. Any other expense accounts that have not been specifically named should be estimated using actual expense figures from the June financial report. It is all a matter of planning and comparing to previous years, and remembering to allow for cost-of-living increases.

3. Calculate the income:

Please note—those women studying abroad for a semester/quarter should be figured into the budget. The chapter's standing rules and bylaws should state the amount owed by those women going abroad.

Note—The number of new members anticipated should be the same for New Member Dues, New Member Fees, Initiation Fees and House Corporation Fees.

- A. #260/Chapter Dues for members and new members, vary from chapter to chapter. These may be raised if approved by 2/3 chapter vote.
- B. #270A/New Member Fees also vary from chapter to chapter, but must be AT LEAST \$30.00 per new member. Monies collected over the \$30.00 remain in the chapter treasury to help cover the cost of new member supplies and activities.
- C. #280B/Initiation Fees also vary from chapter to chapter, but must be AT LEAST \$100.00 per new member. Monies collected over the \$100.00 remain in the chapter treasury to help cover initiation expenses. Each new member will purchase their own badge. Order forms will be distributed by the vp:membership.
- D. #290C/Parlor Fees, #300D/House Corporation Fees, #320/Chapter Obligation, #320A/Rent, and #325/Payroll Reimbursement to House Corporation will vary from chapter to chapter. Your Annual Agreement with the House Corporation will state the required figures for these accounts. Remember, the Annual Agreement MUST be signed by the collegiate vp: finance and the advisory team chairman. Your RFS will compare your collegiate budget to the figures in the Annual Agreement during the approval process. The budget will not be approved if the Annual Agreement is not satisfied. If, for any reason, your budget does not reflect the amount indicated for a specific income or expense account, a notation must be made on the budget form.
- E. #310H/Board will vary. One helpful hint: If you anticipate the same number of women will reside and eat in the house as last fiscal year, you can refer to last year's actual income figure from the processed June Financial Report. If you have decided on a 5% cost-of-living increase, you will want to increase last year's actual income by this percent, divide the total amount by the number of women living in the house and the number of billings for the year.
- F. #315/Extra Meals, #340/Fees, Fines & Assessments, #370/Miscellaneous, #380/Copy, Washer/Dryer, Soda, and #400/Interest Income should be budgeted only if they apply to your chapter. As a general rule, budget LOW on the income figures for these accounts.
- G. #330/Fund Raisers may be estimated using last year's actual income if the chapter anticipates to host the same events.
- H. #345/Panhellenic & IFC Dues are set by the university or college and should be billed accordingly. This figure will match expense #661/Panhellenic & IFC Dues.
- I. #375/GreekBill Fee-This fee is for GreekBill services. \$30 per member per year

#350/Per Capita Dues are \$55.00 each and must be multiplied by the TOTAL CHAPTER SIZE (including members who are abroad, student teaching or internships). These dues are restricted to \$55.00 per member and cannot be included in #260/Chapter Dues. The payment of Per Capita Dues is due to EO by November 1<sup>st</sup>. New members are also required to pay Per Capita Dues; however, the payment for new members; however, the payment for new members is due AT THE SAME TIME AS THEIR INITIATION FEES. Note: Accounts #350E & #785E must be equal on the budget.

J. #365A, B, & C/Social Activities will vary from chapter to chapter. The amount may already be set in your standing rules or you may want the chapter to vote on a small increase every year.

K. #415/Income from prior year should be based on the amount of outstanding debts (receivables) owed to the chapter from the previous fiscal year. You will want to underestimate this figure because some of the debts may be uncollectible.

4. Complete the Chapter Information box on the income side of the budget form:

Total budgeted income

Total budgeted expenses

Budgeted Surplus (total budgeted income minus total budgeted expense)

5% of budgeted income (total budgeted income times 5%)

**The chapter-approved budget is due to your RFS before September 10.**

**Budget forms are available on the Delta Gamma Website.**

**[www.deltagamma.org](http://www.deltagamma.org)**