



Delta Gamma

Collegiate Chapter Budget

FISCAL YEAR 2022

Welcome to the collegiate chapter budget creation process for the 2022 fiscal year! The budget that is created now will be in effect starting July 1, 2021 through June 30, 2022. At this time, draft budgets are created assuming typical operation for fall 2021. This means the budget assumes that COVID-19 restrictions are not in effect and all chapter activities are permitted.

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Top 5 Budget Template Tips

- 1. All blue cells are editable.** A blue cell in the draft budget template indicates that you can change this number or amount. A cell in any other color is locked and unable to be edited.
- 2. Use Microsoft Excel only.** The draft budget is full of logic and formulas that flow from one sheet to the next. This file should be opened using Excel only in order to maintain the logic inside the template. *Please do not open using Google Sheets or another web sharing format.* We know that budgeting is a collaborative process between you, other officers, and your advisers. We recommend saving and sharing the document as an email attachment or sharing your screen in a video meeting to review the file together.
- 3. Lower expenses mean lower chapter dues and fees.** Are you looking to decrease the amount your members are paying? Think critically about ways you may be able to decrease amounts on the expense tab. The amount you total in expenses is the amount you will charge your members in dues and fees.
- 4. Transparency is key.** A successful budget is one that meets your chapter's goals, supports programs and initiatives, and is understood by all members of the chapter. At the end of the budget process, you will present it to your chapter and share a breakdown of what is included in their billing group for next year. Sharing information with all chapter members is vital so that members understand what is included in their dues and fees and so they are knowledgeable about sharing information about cost of membership to potential new members.
- 5. We are here for you!** The chapter budget is a vital piece of your chapter's operations. We recognize this is a large task with several steps. Do not let this overwhelm you! The collegiate budget team is here to help you, answer questions, or explain this process. If at any point you have a question, please contact Director: Collegiate Budgeting, Rachel Stack-Dunne Foster, at CollegiateBudgeting@deltagamma.org or Assistant Director of Collegiate Finance, Lexie Maschoff, at Lexie@deltagamma.org.

Budget Checklist

Task	Date Completed
Read chapter budget instructions and email	
Review budget draft and look through each sheet in Excel document	
Review profit loss report in your budget template	
Member Survey Sheet	
Add any new members to roster and input their plans in the "Fall Response" and "Spring Response" columns	
If any members listed on the sheet have resigned, update their response to "I will not be enrolled at University due to graduation, transferring or resigning" under both the fall and spring columns	
If any members listed have had plans change since you submitted your member survey (i.e. a member decided to live out of the house, study abroad, etc.) update their response for that semester.	
Budget Goals	
Discuss with CMT: What are our budget goals?	
Discuss with CMT: How do our costs of membership compare to other fraternity/sorority groups on campus?	
Discuss with CMT: Does the chapter budget support equity, diversity, and inclusion? How could cost of membership be reduced?	
Discuss with CMT: What events or chapter initiatives are changing next year? How does this impact the budget for those areas?	
Evaluate Expenses	
If you choose to adjust expenses based on budget goals and plans for events/initiatives, make a note of the change in your column of the Profit-Loss tab of the edit and reason for edit	
Update new expense amounts in Expenses sheet	
Income and required Surplus Amount	
Review top of Income sheet to confirm the budget meets the 5% surplus requirement	
<i>If budget is below the required 5% surplus: edit income lines to increase dues and fees and reach 5%</i>	
<i>If budget is above the required 5% surplus: edit income lines to decrease dues and fees</i>	
Save new version and send for approval	
Save your updated budget file to "Region # Chapter Name School Name FY22 Budget Date E1" (ex: R1 Chi Cornell FY22 Budget 25March21E1)	
Send your updated budget as an excel file to your RFS for review. Once your RFS approves, she will send to Collegiate Finance Budget team	
Finalize Budget	
Fill in the Chapter Budget Presentation (will be sent to you after RFS budget approval) with information relevant to your chapter	
Present budget to your chapter	
Send Chapter Budget Presentation to all chapter members	
Hold chapter vote to approve budget one week after presentation	
Send your chapter's budget presentation and proof of approved chapter vote to Collegiate Chapter Budget team	

Budget Template Components

All vps: finance will receive a draft version of their chapter's budget. The draft budget is created using an Excel file template. *Please note: the draft budget should be opened and edited using Excel only. Editing the file in Google Sheets will erase important formulas built into the template.*

The collegiate chapter budget template contains 10 sheets:

Member Survey

The Member Survey sheet includes the completed member survey that was submitted for your chapter. If a member's plans have changed for the 2021-2022 academic year, response updates can be made in this sheet. When updating an individual member's response, be mindful to enter the response text exactly as it appears in the pink boxes. (Best practice: copy and paste the response on the left into the cell to avoid mistakes.)

All updates made in the Member Survey sheet will automatically be reflected in the rest of the budget template.

Member Count

The Member Count sheet uses the values entered in the Member Survey sheet to calculate predicted chapter size for next academic year.

- *New Members:* an estimate for the number of Anticipated New Members for your chapter is entered into the draft version of your budget based off previous recruitment years. If you believe your chapter will have fewer or more new members than this number, please discuss with your CFA and RFS. The Anticipated New Members number may be adjusted by editing the blue cell.
- *Housing Counts:* if your chapter has a live-in facility, the number of members living in and living out is generated from the member survey. If the numbers in the pink cells are not accurate, please review responses on the Member Survey sheet and update the responses next to members who are living in or living outside of the chapter facility. The pink cells cannot be manually edited, and must be updated via the Member Survey sheet.

- *Resignations*: an estimate for the number of Anticipated Resignations for your chapter is entered into the draft version of your budget based off previous years. If you believe your chapter will have fewer or more resignations than this number, please discuss with your CFA and RFS. The Anticipated Resignations numbers may be adjusted by editing the blue cells.

Expenses

The Expenses sheet is where all your chapter's anticipated expenses are calculated. The draft version of your chapter budget includes estimates for all expenses based on those that were used for the last two years of typical operation (Fiscal Year 2019 and Fiscal Year 2020).

The Expenses sheet also includes all fixed expenses that are determined by Executive Offices, greekbill, National Panhellenic Conference, etc. These expenses are not editable, more information about all fixed expense costs can be found on the Fixed Expenses sheet.

- Note: Local campus Panhellenic fees (Expense Account 661) vary by campus. The expense is currently listed as its last known amount from a prior budget from your chapter. Work with vp: Panhellenic to confirm that this fee is correct. If updates are needed, please update on the Income sheet (Income account 345)

Profit-Loss

The Profit-Loss sheet includes information pulled from the Profit/Loss Liability Report in greekbill. Your budget template will include a profit/loss report for the 2018-2019 budget and the 2019-2020 expense accounts. The draft budget for your chapter was developed using these figures.

- *In column O*: This will show the draft amount listed for each expense account in your budget
- *In column P*: This will list any comments relevant to why this number was selected for your draft budget.
- *In column Q*: If you would like to make changes to the expenses in your budget, please list those changes here with a new amount and any explanation that would be helpful.

Income

The income sheet calculates the amount needed to charge chapter members to cover all expenses. Delta Gamma chapters are required to include a 5% budgeted surplus to ensure the chapter is able to cover unforeseen or higher expenses as they arise.

The income sheet is broken into 3 main sections:

- The left side of the sheet shows pass-through costs, which is income that is collected by the chapter and then immediately paid elsewhere (i.e. Executive Offices, greekbill, NPC)
- The middle of the sheet shows income that is paid to the House Corporation/FMC/or other housing fees where applicable
- The right of the sheet shows other income to the chapter including chapter dues, board, social activities, etc.

The Income to House Corporation and Income to Chapter section allows you to see which expense accounts the income covers. The number listed in the lighter pink box shows the amount of income needed to collect to cover the expenses with a 5% surplus. The darker pink line lists the actual amount being collected in that income account based on what you have entered in the sheet.

The top of the Income sheet includes a box that lists the Total Budgeted Income, Total Budgeted Expense, Budgeted Surplus, and the Required 5% of Budgeted Expense. The amounts in this box will automatically update based on the values added in the rest of the document. As adjustments are made to expense and income amounts, the percent of budgeted surplus will update. Numbers can be adjusted to get the budgeted surplus as close to 5% as possible. If the surplus is less than 5%, the box will turn red and list "DEFECIT".

The upper right corner of the Income sheet includes a comparison of the current budget's dues and fees to previous years. This year's budget includes a comparison to dues and fees in 2020-2021 and 2019-2020. Because the 2020-2021 budget was significantly impacted by COVID-19 (reduced costs, no social events, etc) there will likely be a visible difference between dues and fees for the current year and in the proposed budget. The 2019-2020 year budget is the most recent year that was not impacted by COVID-19, so this will be the most helpful comparison.

Billing Groups

The amounts entered on the Income sheet are carried over to create the billing groups for your chapter which are listed on the Billing Groups sheet. Billing groups display the amount of dues and fees chapter members will be charged on greekbill.

All values within billing groups are automatically calculated on the Billing Group sheet. If your chapter has any miscellaneous fees that are charged to all members of a billing group (i.e. every live in member is charged the same parking fee, etc.) then that fee must be manually entered in the blue box. The miscellaneous fee section should only be used when the fee applies to the entire billing group, if the fee only applies to some members of a billing group the fee should be invoiced separately by the chapter to each applicable member.

Note for chapters with live-in housing facilities: If your chapter has different rent charges based on room type (i.e. single, double, etc.) please note that the billing group amount will only display the rent amount for rent group one. Other billing groups will be manually created in greekbill, and will be assigned based on a list of members and applicable room types.

Share with Your Chapter

“What is included in my Delta Gamma dues?” We know that this is a common question that members have—and it is important that we are ready to answer this! The Share with Your Chapter sheet is created to be a comprehensive snapshot of what billing groups from your chapter consist of. The pie charts reflect categories that dues and fees are going to for your chapter and the table below describes some of the specific expenses in each category. These visuals will be used in your budget presentation and can be shared directly with your chapter members.

The column titled with your chapter and school name is editable. This is a good place to put down specific events or expenses that your chapter budgets for in each chapter. For example, if your chapter has a specific sisterhood or retreat that you host each year it could be helpful to list that in the appropriate line.



Chart of Accounts

All Delta Gamma chapters use the same types of expense and income accounts. The Chart of Accounts sheet can help you see what types of expenses or fees are allocated to each account. Not sure what should be listed under 705 New Member Activities? Check out this sheet in the template to see what that account is intended for.

Fixed Expenses

There are some expenses in your budget that are not determined by your chapter. These are often referred to as fixed expenses and are determined by entities such as Executive Offices, greekbill, and NPC. Examples of fixed expenses include per capita fees, technology fees, greekbill fees, etc. The Fixed Expense sheet shares how fixed costs are determined and where you can find them inside your budget.

Budget Guidance

These instructions as well as content from budget emails can be found in the Budget Guidance sheet for you to quickly reference while working on your chapter budget.