

WESTOP SoCal Chapter Budget 2017-2018

CHAPTER INCOME				
Chapter Fundraising				
Event / Item	Code	Description	Notes	Proposed
COE Spriggs Grant And WESTOP Match	1055-17	COE Spriggs Grant	500 from WESTOP and 500 from COE	\$1,000.00
Chapter Fund Development	1025-17	Sports Event or Cultural Enrichment	Spring , Summer and Fall Sporting Events	\$7,500.00
Chapter Fund Development	1025-17	Chapter Polo Fundraiser & Scholarship Drive	Each shirt ar \$40, profir of \$15 per polo/30 Polos	\$450.00
Drawing Donations	1035-17	Drawing donations at chapter meetings		\$1,500.00
Silent Auction Donations	1045-17	PDS and SLC programs		\$1,000.00
TRIO Day of Service Registration	1105-18	400 students @ \$15		\$6,000.00
Program Ads	1505-17	PDS and SLC programs	4 ads for \$250 each	\$1,000.00
Private Donations	1805-17	Student Scholarship Donations		\$2,750.00
Chapter PDS Registration	1085-17	125 participants @ \$100		\$12,500.00
Chapter SLC Registration	1095-18	450 students @ \$40 (No Early Bird)		\$18,000.00
Career & Professional Development	1075-17	10 participants @ \$1000 each	2 payments of \$400 will be collected	\$10,000.00
				\$61,700.00
CHAPTER EXPENDITURES				
Chapter Functions				
Event / Item	Code	Description	Notes	Proposed
Postage	24-165-17			\$25.00
Printing/Duplication	24-175-17			\$200.00
Dues & Service Fees	24-35-17	Cvent Annual Service or position trainings	i.e. Technology Cvent training	\$100.00
Supplies	24-195-17	Supplies for chapter meetings and functions		\$500.00
Awards & Prizes	24-25-17	Awards and prizes to recognize chapter members and to improve chapter comradery. WESTOP Conference New Members Reception gift cards.		\$500.00
Meals-Lunch	24-115-17	Chapter Retreat (2)	Continental Breakfast & Lunch	\$600.00
Host Campus Stipend	24-115-17	4 campuses @ \$500		\$2,000.00
Subtotal				\$3,925.00
Chapter President (Costs for President to attend Leadership Summit and Policy Seminar)				
Event / Item	Code	Description	Notes	Proposed
PDS Registration/Lodging	25-35-17	PDS Registration and/or Lodging	Lodging - 25-95-17	\$300.00
Dues/Service Fees	25-35-17	Policy Seminar Registration		\$450.00
Travel-Plane Fare (Including parking fee & Luggage fee)	25-225-17	Air fare, parking, and luggage		\$550.00
Transportation (bus, train, taxi, mileage)	25-215-17	Ground Transportation in DC \$100	Mileage for chapter meetings \$250	\$350.00
Meals - Per Diem	25-145-17	Policy Seminar 4 @ \$55/day		\$220.00
Lodging	25-095-17	Policy Seminar 4 nights @ \$400/night		\$1,600.00
Subtotal				\$3,470.00
Vice President (One Year Term)				
Transportation	24-215-17	Mileage for chapter meetings and Committes Oversight		\$350.00
Subtotal				\$350.00
Past-President (Professional Development Chair)-Career & Professional Development				
Event / Item	Code	Description	Notes	Proposed
PD Academy Consultant	49-75-17	Consultant to coordinate and plan the PD Academy		\$2,000.00
Equipment	49-45-17			\$500.00
Facility Rental	49-55-17			\$0.00
Lodging (room & board)	49-95-17	10 participants & 2 staff members @ \$500 each		\$6,000.00
Travel	49-225-17			\$0.00
Honorariums-Speakers	49-75-17	2 speakers @ 1000 each		\$2,000.00
Transportation	21-215-17		Visit venue \$100	\$100.00
Subtotal				\$10,600.00

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Treasurer				
Event / Item	Code	Description	Notes	Proposed
Supplies	38-175-17		\$50 for each position	\$50.00
Printing/Duplication	38-195-17			\$50.00
Transportation	38-215-17	Mileage to attend chapter meetings	\$200.00 for each position	\$200.00
Subtotal				\$300.00
Treasurer-Elect, Parliamentarian, Secretary - Board				
Event / Item	Code	Description	Notes	Proposed
Supplies	26-175-17		\$50 for each position	\$150.00
Printing/Duplication	26-195-17			\$50.00
Transportation	26-215-17	Mileage to attend chapter meetings	\$200.00 for each position	\$600.00
Subtotal				\$800.00
Legislation & Education Chair				
Event / Item	Code	Description	Notes	Proposed
Dues & Service Fees- Registration	36-035-17	Policy Seminar		\$450.00
Lodging	36-095-17	Policy Seminar 4 nights @ \$400/night		\$1,600.00
Meals Per Diem	36-145-17	Policy Seminar 4 @ \$55/day		\$220.00
Transportation (bus, train, taxi, mileage)	36-215-17	Ground Transportation in DC \$100	Mileage for chapter meetings \$200	\$300.00
Travel-Plane Fare (Including parking fee & luggage fee)	36-225-17			\$550.00
Supplies	36-195-17			\$50.00
Subtotal				\$3,170.00
Research Committee				
Event / Item	Code	Description	Notes	Proposed
Supplies	37-195-17	Evaluation Tool (s) (Survey Monkey or Whova) and General Supplies	\$50 for each position in supplies	\$50.00
Printing/Duplication	37-175-17			\$25.00
Transportation	37-215-17	Bus, train, taxi, mileage, etc.	\$200.00 for each position	\$200.00
Subtotal				\$275.00
Technology Committee				
Event / Item	Code	Description	Notes	Proposed
Supplies	81-195-17	Evaluation Tool (s) (Survey Monkey or Whova) and General Supplies	\$50 for each position in supplies and \$400 for Evaluation	\$50.00
Printing/Duplication	81-175-17			\$25.00
Transportation	24-215-17	Bus, train, taxi, mileage, etc.	\$200.00 for each position	\$200.00
Subtotal				\$275.00
Public Relations Committee				
Event / Item	Code	Description	Notes	Proposed
Printing /Duplication	43-175-17	Promotional items to improve chapter and association visibility and branding	Annual WESTOP Conference Ad Full Page	\$500.00
Supplies	43-195-17			\$50.00
Transportation	43-215-17	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings	\$200.00
Subtotal				\$750.00
Resource Development Committee				
Event / Item	Code	Description	Notes	Proposed
Dues & Service Fees - Ticket Purchase	45-35-17	Cultural event or sporting event		\$4,000.00
Supplies	45-195-17			\$400.00
Printing/Duplication	45-175-17	SoCal Chapter T-shirt	25 T-shirts @ \$23	\$575.00
Transportation	45-215-17	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings	\$200.00
Subtotal				\$5,175.00

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COE Fair Share				
Event / Item	Code	Description	Notes	Proposed
Printing /Duplication	46-175-17			\$50.00
Supplies	46-195-17	Items for incentive drawings		\$250.00
Transportation	46-215-17	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings	\$200.00
Subtotal				\$500.00
Professional Development Seminar (One Day PDS)				
Event / Item	Code	Description	Notes	Proposed
Advertising	65-15-17			\$0.00
Awards	65-25-17			\$300.00
Equipment	65-45-17			\$0.00
Facility Rental	65-55-17			\$1,500.00
Lodging	65-95-17			\$0.00
Travel	65-225-17			\$0.00
Honorariums-Speakers	65-75-17			\$500.00
Meals - President's Reception	65-155-17	President's Reception - Networking Mixer at Local Venue	Includes: Service Charge & Taxes	\$1,000.00
Meals - Breakfast	65-105-17	125 guest @ \$5 Breakfast - Continental Breakfast	Includes: Service Charge & Taxes	\$625.00
Meals - Lunch	65-115-17	125 guest @ \$13 Lunch	Includes: Service Charge & Taxes	\$1,625.00
Postage	65-165-17			\$0.00
Printing/Duplication/Whova App	65-175-17	Programs and agendas	Whova App \$500, payment is due a month prior to event	\$600.00
Supplies	65-195-17	Registration and workshop materials, folders, awards, gifts, etc.		\$1,910.00
Transportation	65-215-17	Bus, train, taxi, mileage, etc.	Mileage to visit sites	\$300.00
Subtotal				\$8,360.00
Student Development Committee				
Event / Item	Code	Description	Notes	Proposed
Advertising	71-15-17			\$0.00
Equipment	71-45-17			\$0.00
Facility Rental	71-55-17			\$3,000.00
Honorariums - Speakers	71-75-17			\$500.00
Meals - Breakfast	71-105-17		450 estimated participants @ \$3	\$1,350.00
Meals - Lunch	71-115-17		450 estimated participants @ \$7	\$3,150.00
Printing/Duplication/Whova App	71-175-17	Conference Programs	Whova App for SLC and TRIO Day, \$500 each X 2	\$1,000.00
Postage	71-165-17			\$0.00
Supplies	71-195-17	Registration materials, folders, awards, gifts, etc.		\$1,000.00
Workshop Supplies	71-235-17			\$250.00
TRIO Day of Service - Supplies	71-195-17		T-shirts for 300 @ \$6	\$1,800.00
TRIO Day of Service - Meals - Lunch	71-115-17		300 estimated participants @ \$8	\$2,400.00
Transportation	71-215-17	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings	\$400.00
Subtotal				\$14,850.00
Scholarship Committee				
Event / Item	Code	Description	Notes	Proposed
Printing /Duplication	47-175-17			\$50.00
Supplies	47-195-17			\$50.00
Postage	47-165-17			\$0.00
Staff Development Scholarships	47-25-17	Professional Development, Emerging Leadership Institute, and Professional Development Academy	(\$1,000 x 4 = \$4,000 PD & Conference Scholarships) (\$200 x 10 participants PD Academy=\$2,000)	\$6,000.00
Student Leadership Scholarship	47-25-17	5 Student Leadership Scholarships	\$500 each	\$2,500.00
Meals (Lunch)	47-115-17	Committees to review applications	\$150 per committee	\$300.00
Subtotal				\$8,900.00
Total Income				\$61,700.00
Total Expenses				\$61,700.00
Difference				\$0.00