

## WESTOP SoCal Chapter Budget 2018-2019

CHAPTER INCOME					
Chapter Fundraising					
Event / Item	Code	Description	Notes		Proposed
COE Spriggs Grant And WESTOP Match	1025	COE Spriggs Grant	500 from WESTOP and 500 from COE		\$1,000.00
Chapter Fund Development	1025	Sports Event or Cultural Enrichment	Spring , Summer and Fall Sporting Events		\$5,650.00
Chapter Fund Development	1025	Chapter Polo Fundraiser & Scholarship Drive	Each shirt ar \$40, profir of \$15 per polo/ 20 Polos		\$300.00
Drawing Donations	1035	Drawing donations at chapter meetings			\$2,000.00
Silent Auction Donations	1045	PDS and SLC programs			\$1,000.00
TRIO Day of Service Registration	1105-16	400 students @ \$15			\$6,000.00
Program Ads	1505	PDS and SLC programs	4 ads for \$250 each		\$1,000.00
Private Donations	1800	Student Scholarship Donations			\$1,500.00
Chapter PDS Registration	1085-15	110 participants @ \$275			\$30,250.00
Chapter SLC Registration	1095-16	440 students @ \$40			\$17,600.00
Career & Professional Development	1085-15	10 participants @ \$1200 each	2 payments of \$450 will be collected		\$12,000.00
				<b>Total</b>	<b>\$78,300.00</b>
CHAPTER EXPENDITURES					
Chapter Functions					
Event / Item	Code	Description	Notes		Proposed
Postage	24-165				\$25.00
Printing/Duplication	24-175				\$200.00
Dues & Service Fees	24-35	Cvent Annual Service or position trainings	i.e. Technology Cvent training		\$100.00
Supplies	24-195	Supplies for chapter meetings and functions	New Standing Banner and Table Cloth		\$1,000.00
Awards & Prizes	24-25	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	Chapter Retreat (2)	Continental Breakfast & Lunch		\$600.00
Host Campus Stipend	24-115	4 campuses @ \$500			\$2,000.00
<b>Subtotal</b>					<b>\$4,425.00</b>
Chapter President (Costs for President to attend Leadership Summit and Policy Seminar)					
Event / Item	Code	Description	Notes		Proposed
PDS Registration/Lodging	49-95	PDS Registration and/or Lodging			\$650.00
Dues/Service Fees	25-35	Policy Seminar Registration			\$450.00
Travel-Plane Fare (Including parking fee & Luggage fee)	25-225	Air fare, parking, and luggage			\$550.00
Transportation (bus, train, taxi, mileage)	25-215	Ground Transportation in DC \$100	Mileage for chapter meetings \$350		\$450.00
Meals - Per Diem	25-145	Policy Seminar 4 @ \$55/day			\$220.00
Lodging	25-095	Policy Seminar 4 nights @ \$400/night			\$1,600.00
<b>Subtotal</b>					<b>\$3,920.00</b>

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President Elect					
Event / Item	Code	Description	Notes		Proposed
Transportation	24-215	Mileage for chapter meetings and Committes Oversight			\$350.00
PDS Registration/Lodgigng	49-95	PDS Registration/lodging			\$650.00
Travel-Plane Fare (Including parking fee & Luggage fee)	25-225	Air fare, parking, and luggage	Attend last WESTOP Board Meeting		\$500.00
Dues/Service Fees	25-35	Princeton Training or Policy Seminar Registration			\$450.00
Travel-Plane Fare (Including parking fee & Luggage fee)	25-225	Air fare, parking, and luggage			\$550.00
Meals - Per Diem	25-145	Policy Seminar 4 @ \$55/day			\$220.00
Lodging	25-095	Policy Seminar 4 nights @ \$400/night			\$1,600.00
<b>Subtotal</b>					<b>\$4,320.00</b>
Past-President (Professional Development Chair)-Career & Professional Development					
Event / Item	Code	Description	Notes		Proposed
PD Academy Consultant	49-75	Consultant to coordinate and plan the PD Academy			\$2,000.00
Equipment	49-45				\$500.00
Facility Rental	49-55				\$1,800.00
Lodging (room & board)	49-95	10 participants & 2 staff members @ \$500 each			\$6,000.00
Travel	49-225				\$0.00
Honorariums-Speakers	49-75	2 speakers @ 1000 each			\$2,000.00
Transportation	24-215		Visit venue \$100		\$100.00
<b>Subtotal</b>					<b>\$12,400.00</b>
Treasurer, Treasurer-Elect, Parliamentarian, Secretaary					
Event / Item	Code	Description	Notes		Proposed
Supplies	38-175		\$50 for each position		\$200.00
Printing/Duplication	38-195				\$100.00
Transportation	24-215	Mileage to attend chapter meetings	\$250.00 for each position		\$1,000.00
<b>Subtotal</b>					<b>\$1,300.00</b>
Legislation & Education Chair					
Event / Item	Code	Description	Notes		Proposed
Dues & Service Fees- Registration	36-035	Policy Seminar			\$450.00
Lodging	36-095	Policy Seminar 4 nights @ \$400/night			\$1,600.00
Meals Per Diem	36-145	Policy Seminar 4 @ \$55/day			\$220.00
Transportation (bus, train, taxi, mileage)	36-215	Ground Transportation in DC \$100	Mileage for chapter meetings \$250		\$350.00
Travel-Plane Fare (Including parking fee & luggage fee)	36-225				\$550.00
Supplies	34-195				\$100.00
<b>Subtotal</b>					<b>\$3,270.00</b>
Research & Technology Committee					
Event / Item	Code	Description	Notes		Proposed
Supplies	37-195		\$50 for each position		\$100.00
Printing/Duplication	37-175				\$50.00
Transportation	24-215	Bus, train, taxi, mileage, etc.	\$250.00 for each position		\$500.00
<b>Subtotal</b>					<b>\$650.00</b>
Public Relations Committee					
Event / Item	Code	Description	Notes		Proposed
Printing /Duplication	43-175	Promotional items to improve chapter and association visibility and branding	Annual WESTOP Conference Ad Full Page		\$500.00
Supplies	43-195				\$50.00
Transportation	24-215	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings - \$250 for each position		\$500.00
<b>Subtotal</b>					<b>\$1,050.00</b>
Resource Development Committee					
Event / Item	Code	Description	Notes		Proposed
Dues & Service Fees - Ticket Purchase	45-35	Cultural event or sporting event			\$3,500.00
Supplies	45-195		PDS Auction Basket and drawing items		\$500.00
Printing/Duplication	45-175	SoCal Chapter T-shirt	20 T-shirts @ \$10		\$200.00
Transportation	24-215	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings - 250 each position		\$500.00
<b>Subtotal</b>					<b>\$4,700.00</b>

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COE Fair Share					
Event / Item	Code	Description	Notes		Proposed
Printing /Duplication	46-175				\$50.00
Supplies	46-195	Items for incentive drawings			\$250.00
Transportation	24-215	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings - 250 each position		\$500.00
<b>Subtotal</b>					<b>\$800.00</b>
Professional Development Seminar (PDS)					
Event / Item	Code	Description	Notes		Proposed
Advertising	49-15				\$0.00
Awards	49-25				\$525.00
Equipment	49-45				\$0.00
Facility Rental	49-55				\$1,000.00
Lodging	49-95				\$0.00
Travel	49-225				\$2,500.00
Honorariums-Speakers	49-75				\$500.00
Meals - President's Reception	49-155	President's Reception - Networking Mixer at Local Venue	Includes: Service Charge & Taxes		\$1,000.00
Meals - Breakfast	49-105	110 guest @ \$10 Breakfast - Continental Breakfast (1)	Includes: Service Charge & Taxes		\$1,100.00
Meals - Lunch	49-115	110 guest @ \$15 Lunch (2)	Includes: Service Charge & Taxes		\$3,300.00
Postage	49-165				\$0.00
Printing/Duplication/Whova App	49-175	Programs and agendas	Whova App \$500, payment is due a month prior to event		\$600.00
Supplies	49-195	Registration and workshop materials, folders, awards, gifts, etc.			\$2,000.00
Transportation	24-215	Bus, train, taxi, mileage, etc.	Mileage to visit sites		\$300.00
<b>Subtotal</b>					<b>\$12,825.00</b>
Student Development Committee					
Event / Item	Code	Description	Notes		Proposed
Advertising	71-15				\$0.00
Equipment	71-45				\$0.00
Facility Rental	71-55				\$3,000.00
Honorariums - Speakers	71-75				\$500.00
Meals - Breakfast	71-105		440 estimated participants @ \$6		\$2,640.00
Meals - Lunch	71-115		440 estimated participants @ \$10		\$4,400.00
Printing/Duplication/Whova App	71-175	Conference Programs	Whova App for SLC and TRIO Day, \$500 each X 2		\$1,000.00
Postage	71-165				\$0.00
Supplies	71-195	Registration materials, folders, awards, gifts, etc.			\$1,000.00
Workshop Supplies	71-235				\$250.00
TRIO Day of Service - Supplies	71-195		T-shirts for 300 @ \$6		\$1,800.00
TRIO Day of Service - Meals - Lunch	71-115		300 estimated participants @ \$8		\$2,400.00
Transportation	24-215	Bus, train, taxi, mileage, etc.	Mileage for chapter meetings - 250 per position		\$750.00
<b>Subtotal</b>					<b>\$17,740.00</b>
Scholarship Committee					
Event / Item	Code	Description	Notes		Proposed
Printing /Duplication	47-175				\$50.00
Supplies	47-195				\$50.00
Postage	47-165				\$0.00
Staff Development Scholarships	47-25	Professional Development, Emerging Leadership Institute, and Professional Development Academy	(\$1,000 x 4 = \$4,000 PD & Conference Scholarships) (\$300 x 10 participants PD Academy=\$3,000)		\$7,000.00
Student Leadership Scholarship	47-25	7 Student Leadership Scholarships	\$500 each		\$3,500.00
Meals (Lunch)	24-115	Committees to review applications	\$150 per committee		\$300.00
<b>Subtotal</b>					<b>\$10,900.00</b>
<b>Total Income</b>					<b>\$78,300.00</b>
<b>Total Expenses</b>					<b>\$78,300.00</b>
<b>Difference</b>					<b>\$0.00</b>

<b>Chapter Income</b>	\$78,300.00
<b>Total Income</b>	<b>\$78,300.00</b>

**Chapter Expenses**

Chapter Expenditures	\$4,425.00
<b>Total</b>	<b>\$4,425.00</b>

**Executive Board**

Chapter President	\$3,920.00
Chapter Vice President	\$4,320.00
Chapter Past-President	\$12,400.00
Treasurer, Treasurer-Elect, Parlamentarian, Secretaary	\$1,300.00
<b>Total</b>	<b>\$21,940.00</b>

**Service Council**

Legislation and Education	\$3,270.00
Research and Technology	\$650.00
Public Relations	\$1,050.00
Resource Development	\$4,700.00
COE Fair Share	\$800.00
Professional Development Seminar	\$12,825.00
Student Development Committee	\$17,740.00
Scholarship Committeee	\$10,900.00
<b>Total</b>	<b>\$51,935.00</b>

<b>Total Expense</b>	<b>\$78,300.00</b>
<b>Balance</b>	<b>\$78,300.00</b>