



Delta Sigma Theta Sorority Incorporated - Saginaw Alumnae Chapter

2019 - 2020 Committee Budget Form Instructions

General Instructions: When developing committee budgets, it is recommended to meet to with committee members, if possible. Have our Chapter President's narrative available during discussion of vision and goals for the upcoming fiscal year.

Use the reference material in this packet to aid with developing budgets: committee alignment for fundraisers events, insurance cost for the number of non-members attending an event, current fiscal year Profit and Loss Budget vs Actual summary along with current and prior fiscal year detailed report of income (revenue) and expense.

COVER PAGE

- 1- List the Committee Chair or person who prepared the budget and contact number
- 2 - Indicated the number of planned Events
- 3 - Provide a brief narrative of the committee's purpose and benefit to the community and/or chapter.
Do not include comments pertaining to budget items; there is a place on the budget template.
- 4 - Share the Committee's Vision and Goals for next fiscal year
- 5 - Complete the list of planned events, if more than one is scheduled next fiscal year
- 6 - After completing the itemized budget template, then fill in Total Revenue and Expense, Net Profit will calculate

FUNDRAISING BUDGET TEMPLATE

- 1- Review the current fiscal year budget and actuals along with reference material first.
- 2 - Determine the desired NET PROFIT for the fundraiser, and then the revenue projection and expense to achieve it.
- 3 - Discuss recommended number of attendees and type of expenses for all planned events.
- 4 - COMPLETE the Budget Revenue and Expense line items (if new line items are needed, insert rows).
- 5 - At the top of the form, FILL IN the Total Revenue, Total Expense and the Estimated Net Profit will be calculated .
- 6 - Provide any Committee comments you want the Finance Committee to know regarding your remitted budget.

NON-FUNDRAISING BUDGET TEMPLATE

- 1 -Review the current fiscal year budget and actuals along with reference material first.
- 2- COMPLETE the Expense line items (if new line items are needed, insert rows).
- 3 - FILL IN the Estimated Expenses at the top of the form.
- 4 - Provide any Committee comments you want the Finance Committee to know regarding your remitted budget.



Sigma Theta Sorority Incorporated - Saginaw Alumnae Chapter
2019 - 2020 Committee Budget Cover Page

Committee:

Committee Chair: _____ Number of Planned Events: _____

Committee Type (check one): Fundraising _____ Non-Fundraising _____

Total Revenue \$ -

Total Expense \$ -

Estimated Net Profit or Expense \$ -

Brief Narrative:

Committee's Vision and Goals:

List of Planned Events

	<u>Name</u>	<u>Date</u>	Est. # of Attendees	<u>Comments</u>
1				
2				
3				



Delta Sigma Theta Sorority Incorporated - Saginaw Alumnae Chapter
 2019 - 2020 Fundraising Committee Budget Form

Committee:
 Committee Chair:
 Contact Number:
 Committee Alignment:

Total Revenue \$ -
Total Expense \$ -
Estimated Net Profit \$ -

COMPLETE for Budget

Reference Section:
 populate if desired

REVENUE	Tickets	Quantity	Price	Budget Amount	Reference Section:	
					Budget	Actuals
	Adult	0	\$ -	\$ -		
	Youth	0	\$ -	\$ -		
	Ticket Total	0		\$ -		
	Donations					
	REVENUE TOTAL			\$ -		
EXPENSE	Contractual Services					
	DJ			\$ -		
	Photographer			\$ -		
	Entertainment			\$ -		
	Caterer			\$ -		
	Bartender			\$ -		
	Venue - Rental			\$ -		
	Equipment / Furniture			\$ -		
	Security			\$ -		
	Event Speaker Fees			\$ -		
	Transportation - Rental			\$ -		
	Sub-Total Contractual Services			\$ -		
	Insurance			\$ -		
	Food / Beverage			\$ -		
	Decorations			\$ -		
	Advertisement / Printing			\$ -		
	Activities			\$ -		
	Travel Mileage			\$ -		
	Hotel			\$ -		
	Airline			\$ -		
	EXPENSE TOTAL			\$ -		
	NET PROFIT			\$ -	\$ -	\$ -

In-Kind Donations (please list)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Comments Section:

Committee Chair
Finance Committee
Executive Board
Chapter



Delta Sigma Theta Sorority Incorporated - Saginaw Alumnae Chapter
 2019 - 2020 Non-Fundraising Committee Budget Form

Committee:
 Committee Chair:
 Contact Number:
 Committee Alignment:

Estimated Expenses \$ -

Reference Section: populate if desired	
Current FY <u>Budget</u>	Current FY <u>Actuals</u>

COMPLETE for Budget

EXPENSE		<u>Budget Amount</u>	
Contractual Services			
DJ		\$ -	
Photographer		\$ -	
Entertainment		\$ -	
Caterer		\$ -	
Bartender		\$ -	
Venue - Rental		\$ -	
Equipment / Furniture		\$ -	
Security		\$ -	
Event Speaker Fees		\$ -	
Transporation - Rental		\$ -	
Sub-Total Contractual Services		\$ -	
Insurance		\$ -	
Food / Beverage		\$ -	
Decorations		\$ -	
Advertisement / Printing		\$ -	
Activities		\$ -	
Travel Mileage		\$ -	
Hotel		\$ -	
Airline		\$ -	
EXPENSE TOTAL		\$ -	

- In-Kind Donations (please list)
- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10

Comments Section:

Committee Chair
Finance Committee
Executive Board
Chapter

Alignment for Fiscal Year 2018/2019

Fundraiser	Scholarship	Education Programs	Operations
FitFun Dollars for Scholars	x		
Sweetheart Ball		x	
Thelma Poston Golf Classic	x		
Praise Bruch - reevaluate		x	
Del Sprite Ball		x	
Miss Delta Doll Pageant	x		
White Party			x
Delta Store			x
Miscellaneous			x

2019 / 2020 BUDGET REFERENCE – GENEERAL LIABILITY INSURANCE

excerpt from Finance Handbook

1. Each committee chair that is having an event that involves non-members must submit the request for special events insurance coverage to the Program Planning Chair. The Program Planning Chair will work with the Treasurer and the insurance carrier to secure one policy for all chapter events.

i. General Liability Insurance

1. In addition to the General Liability Insurance based on the

number of chapter members, ADDITIONAL COVERAGE is required when the general public is invited to an activity. This insurance does not cover athletic events, co-sponsored events, events with liquor (additional insurance must be obtained).

3

Number of Attendees	Charge
0 to 250	\$100.00
251 to 500	\$200.00
501 to 750	\$300.00
751 to 1000	\$400.00