

PROPOSED BUDGET 20__ – 20__
Chapter _____

	20__-20__ PRIOR YEAR Budget	20__-20__ PRIOR YEAR ACTUAL	20__-20__ PROPOSED Budget
PREVIOUS YEAR ENDING BALANCE (total from most recent chapter's IRS-LC form)			
INCOME:			
Dues			
New Member Initiation and Reinstatement Fees			
Ways & Means (Fundraising)			
Donations			
Other (Sue Baker Fund)			
TOTAL INCOME:			
EXPENSES:			
A. Dues and Fees:			
State and International Dues			
New Member and Reinstatement Fees			
Reciprocity Dues			
Convention Registration Fee			
Alternate Delegate Fee, if applicable			
Local Chapter Resource Fee			
Other (Sue Baker Fund)			
Subtotal A:			
B. Chapter Expenses:			
Chapter Courtesies			
Chapter Supplies			
New Member and Reinstatement Emblems			
Cost of Goods Sold			
Postage			
Programs/Social			
Yearbooks			
Memorials (Contingency)			
Subtotal B:			
C. Projects			
Cotley College			
P.E.O. Educational Loan Fund			
P.E.O. International Peace Scholarship			
P.E.O. Program for Continuing Education			
P.E.O. Scholar Awards			
P.E.O. STAR Scholarship			
Ohio Scholarships			
Cotley Care & Travel Fund			
Other (P.E.O. Foundation)			
Subtotal C:			
TOTAL EXPENSES (Subtotal A+B+C):			
SURPLUS/DEFICIT: (Income – Expenses =)			
ENDING BALANCE: (Previous Year Ending Balance +/- Surplus/Deficit)			

WORKSHEET - ACTUAL 20__-20__

ACTUAL INCOME

Dues	<ul style="list-style-type: none"> • ___ Paid-in-full active members @ \$_____ per member • Other dues income 	
New Member Initiation and/or Reinstatement Fees	_____ New Members @ \$35.00 _____ Reinstatements @ \$35.00	
Ways & Means	<ul style="list-style-type: none"> • • • 	
Donations	<ul style="list-style-type: none"> • • 	
Other	<ul style="list-style-type: none"> • • 	
Actual Income Sub Total		

ACTUAL EXPENSES

A. Dues & Fees

State & International Dues (include dues advanced)	_____ Active members x \$36.00 per member (\$10 state and \$26 International)	
New Member and Reinstatement Fees (paid to International)	_____ New Members @ \$15.00 _____ Reinstatements @ \$15.00	
Reciprocity Dues	_____ Active members (x .50 per active resident member or flat fee)	
Convention Registration Fee	Paid with Annual Report	
Alternate Delegate	If chapter pays for alternate to attend. Cost may vary annually.	
Local Chapter Resource Fee	Annual fee added to the Local Chapter Annual Report to cover cost of replacement items. (This fee can vary from year to year.)	
Other	<ul style="list-style-type: none"> • • • 	
A. Sub Total		

B. Chapter Expenses

Chapter Courtesies (i.e., green bouquets, Founders' Day guests, cards, president's gavel guard)	<ul style="list-style-type: none"> • • • 	
Chapter Supplies (i.e., supplies from International Chapter)	<ul style="list-style-type: none"> • • • 	
New Member and Reinstatement Emblems	_____ New Members @ \$15.00 _____ Reinstatements @ \$15.00	
Cost for Goods Sold	<ul style="list-style-type: none"> • 	
Postage		
Programs and Social (i.e., speakers' honorariums, supplies)	<ul style="list-style-type: none"> • • 	
Yearbooks	Printing of chapter yearbooks	
Memorials (contingency)		
B. Sub Total		

C. Projects

Cotley College		
ELF		
IPS		
PCE		
PSA		
STAR		
Ohio Scholarships		
Cotley Care & Travel		
Other (P.E.O. Foundation)		
C Sub Total		

WORKSHEET- PROPOSED 20__-20__

PROPOSED INCOME

Dues	<ul style="list-style-type: none"> • ___ Paid-in-full active members @ \$_____ per member • Other dues income 	
New Member Initiation and/or Reinstatement Fees	_____ New Members @ \$35.00 _____ Reinstatements @ \$35.00	
Ways & Means	<ul style="list-style-type: none"> • • • 	
Donations	<ul style="list-style-type: none"> • • 	
Other	<ul style="list-style-type: none"> • • • 	
Proposed Income Sub Total		

PROPOSED EXPENSES

A. Dues & Fees

State & International Dues (include dues advanced)	_____ Active members x \$36.00 per member (\$10 state and \$26 International)	
New Member and Reinstatement Fees (paid to International)	_____ New Members @ \$15.00 _____ Reinstatements @ \$15.00	
Reciprocity Dues	_____ Active members (x .50 per active resident member/or flat fee)	
Convention Registration Fee	Paid with Annual Report	
Alternate Delegate	If chapter pays for alternate to attend. Cost may vary annually.	
Local Chapter Resource Fee	Annual fee added to the Local Chapter Annual Report to cover cost of replacement items. (This fee can vary from year to year.)	
Other	<ul style="list-style-type: none"> • Sue Baker Fund (optional \$1.00 per member) • • 	
A. Sub Total		

B. Chapter Expenses

Chapter Courtesies (i.e., green bouquets, Founders' Day guests, cards, president's gavel guard)	<ul style="list-style-type: none"> • • • 	
Chapter Supplies (i.e., supplies from International Chapter)	<ul style="list-style-type: none"> • • • 	
New Member and Reinstatement Emblems	_____ New Members @ \$15.00 _____ Reinstatements @ \$15.00	
Cost of Goods Sold		
Postage		
Programs and Social (i.e., speakers' honorariums, supplies)	<ul style="list-style-type: none"> • • 	
Yearbooks	Printing of chapter yearbooks	
Memorials (contingency)		
B. Sub Total		

C. Projects

Cotley College		
ELF		
IPS		
PCE		
PSA		
STAR		
Ohio Scholarships		
Cotley Care & Travel		
Other (P.E.O. Foundation)		
C. Sub Total		