

APPENDIX VII

PARMA Sample Chapter Budget Worksheet

	Year-end	Approved	Proposed	Description
	Actual	Budget	Budget	
	6/30/2017	2017	2018	
REVENUES				
Meeting Registration				
Meeting 1				
Meeting 2				
Meeting 3				
Meeting 4				
Meeting Sponsorships				
Meeting 1				
Meeting 2				
Meeting 3				
Meeting 4				
Total Revenue				
Operating Expenses				
Chapter Officer Meetings				
Steering Committee				
Chapter Sponsored PARMA Confernece Scholarships				
Total Operating Expenses				
Meeting Expenses				
Facility & Banquet/Breaks/Receptions/Banquet				
Print/Signs/Graphics/Copies				
Postage/Mailing				
Audio Visual				
Gifts/Giveaways/Awards				
Exhibits				
Marketing/Promotion				
Miscellaneous				
Total Meeting Expenses				
Membership Services & Chapter Development				
Marketing Donations				
Advertising/Marketing-Member				
Membership Recruitment				
Membership Retention & Appreciation				
Membership Signs				
Legal - Membership only				
Printing/Reproduction				
Postage/Other				
Total Membership Expenses				
Total Excess Revenue Over/Under				
	0			