

Preparing A Chapter Budget

Barbara Pasalis – Treasurer

2024 National Philoptochos Convention | San Diego, CA

June 30, 2024 to July 4, 2024

Your Annual Chapter Budget Is...

- A prediction or estimate of your income and expenses for the coming year.
- It is **aspirational**.
- The more experience you have creating budgets, the better you will become at predicting your income and expenses.

- When budgeting for fundraising events, you want to generate enough income to cover all expenses and leave a profit.
- The profit from your events, together with your tray collections and donations, will provide the funding necessary to pay your National and Metropolis commitments and all your local expenses.

Begin by reviewing your income and expenses for the last several years...

- **How much total income have you raised on average?**
- How much of the income comes from fundraising events?
- How much of the income is raised through trays and donations?
- **What are your average expenses per year?**
- How much do you spend on local expenses/donations?
- How much do you disburse for Metropolis commitments?
- How much do you disburse for National commitments?

Income

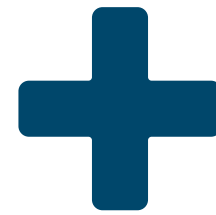
- Using past years' income as a guide, project the **total gross** income you will take in from each fundraising event you plan to hold in the coming year; list each event separately.
- Again, using past years as a guide, project the **total income** you will raise from tray collections and donations.

**Total Gross
Income:
\$103,650**

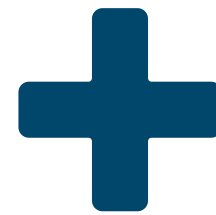
Account	Budget	Actual to Date	Gain or Loss
EVENTS			
Christmas Auction	\$5,000.00		
Christmas Bake Sale	\$5,000.00		
Community Christmas Card	\$5,000.00		
Fashion Show/Luncheon	\$25,000.00		
Election Day Bake Sale	\$500.00		
Holy Cross Luncheon	\$2,000.00		
St. Demetrios Luncheon	\$2,500.00		
TRAYS			
Holy Scholarship Fund Tray	\$500.00		
Ecumenical Patriarchate Tray	\$500.00		
Christmas Tray	\$1,000.00		
Easter Tray	\$1,000.00		
DONATIONS			
Dues (100 members @ \$15)	\$1,500.00		
In Lieu of Flowers/Memorial Coffees	\$5,000.00		
Vasilopita Collection	\$800.00		
Special Appeals	\$3,000.00		
Miscellaneous	\$600.00		

Expenses

A chapter's expenses are a combination of disbursements for local projects, administrative and fundraising expenses



Disbursements for Metropolis commitments & expenses



Disbursements for National commitments and expenses

Local Expenses

- Once again, using past years' expenditures as a guide, project the **total expenses** for each disbursement and fundraising event you plan to hold in the coming year; list each commitment and event separately.
- Again, using past years as a guide, project the **total expenditures**.

Account	SubAccount	Budget	Actual to Date	Over/ Under
DISBURSEMENTS:				
Advertising (Ad Books)		\$250.00		
Clergy Honorarium		\$500.00		
Family & Society Committee		\$500.00		
Food Coupons		\$2,500.00		
Greek Independence Day Parade		\$100.00		
HPS Dues		\$35.00		
Festival		\$2,000.00		
Library		\$500.00		
Oratorical Festival (Jr. GOYA)		\$100.00		
Sunday School		\$200.00		
Camp Scholarships		\$2,000		
Other		\$1,400.00		
	Daffodil Luncheon	\$200.00		
	Holy Cross Bldg Fund	\$500.00		
	OCMC/Linderman	\$200.00		
	Miscellaneous	\$500.00		
Dean Paras Foundation		\$1,000.00		
Steven G AYA Cancer Fund		\$1,000.00		
Bridge Avenue School		\$2,500.00		
YWCA Cleveland		\$1,000.00		
St. Herman's		\$2,400.00		
St. Mary of Egypt		\$500.00		
Sunshine Committee		\$750.00		
Welfare Committee*		\$6,000.00		
FUND RAISING EXPENSES:				
Christmas Auction		\$500.00		
Christmas Bake Sale		\$250.00		
Christmas Cards		\$600.00		
Election Day Bake Sale		0.00		
Fashion Show/Luncheon		\$2,000.00		

Total Local
Expenses: \$30,385

Budget

Holy Cross Luncheon	\$200.00		
Church Name Day Luncheon/Vesper	\$500.00		
ADMINISTRATIVE EXPENSES:			
Administrative (includes postage)	\$600.00		
Paper Products, Coffee for Receptions, etc.	\$500.00		

Metropolis and National Expenses

Estimate your
Metropolis expenses
and National
expenses in the
same way you did
your Local
Expenses.

Metropolis Expenses

Account	Budget	Actual to Date	Over/Under
Metrop Bldg Fund	\$500.00		
Emergency	\$500.00		
Seminarians	\$10,000.00		
Our Youth	\$250.00		
YAL	\$100.00		
Good Samaritan	\$100.00		
Nativity of Theotokos	\$100.00		
Social Services	\$500.00		
Per Capita @ \$10	\$1,000.00		

Total Metropolis Expenses: \$13,050

National Expenses

Total National Expenses: \$9,550

Grand Total All Expenses: \$52, 985

Account	Budget	Actual to Date	Over/Under
Vasilopita	\$450.00		
Social Services	\$350.00		
Cancer and Other Major Illnesses	\$200.00		
Autism Assistance Fund	\$50.00		
St. Photios Shrine	\$50.00		
Orthodox Christian Missions	\$200.00		
Support A Mission Priest	\$200.00		
Hellenic College/Holy Cross Luncheon	\$2,000.00		
Per Capita @ \$15.00	\$1,500.00		
Sisterhood of Saint Basil	\$100.00		
IOCC	\$500.00		
75 th Anniversary Founders Fund	\$100.00		
Orthodox Christian Fellowship	\$100.00		
Hellenic College/Holy Cross Scholarship	\$500.00		
Retired Clergy/Widowed Pres Ben Fund	\$100.00		
National Philoptochos Emergency Fund	\$500.00		
Ecumenical Patriarch (tray +\$200)	\$700.00		
APC-NSP Benevolent Fund	\$100.00		
UNICEF	\$50.00		
General Medical Fund	\$200.00		
Christmas Campaign	\$100.00		
Easter Campaign	\$100.00		
CMF Sponsorship	\$1,000.00		
CMF Raffle	\$500.00		

Compare Total Income to Total Expenses

Your projected income should be greater than the total of all your expenses—local, metropolitan, and national.

At the end of the year...

If you have extra money left over, you can send additional donations to one or two of your local projects, a Metropolis, or a National commitment.