

Developing Chapter Annual Budget

1. As soon as Chapters receive their September financial statements, the Chapter President and Secretary/Treasurer need to review the expenditures for the first nine months of the calendar year.
2. Annualize the Revenue and Expense Line Items – see example spreadsheet.
3. Compare the annualize revenue and expenses for the current calendar year to the actual revenue and expenses for the previous year. Develop the proposed budget for the next calendar year.
4. Schedule a meeting with the Chapter Officers and Chapter Board Member(s) to discuss, and review the proposed budget.
5. During this meeting, make any necessary adjustments to the proposed budget for items such as grant requests, member appreciation events, increased membership, etc.
6. Schedule a chapter meeting during October or November so the membership can approve the proposed budget for the next calendar year.
7. Once the proposed budget is approved, the President and Secretary/Treasurer need to sign, scan and e-mail it to ACSS HQ at acss@acss.org by **December 31st**.
8. ACSS HQ will then forward the approved chapter budgets to CSEA Accounting.