



Illinois State Organization  
**CHAPTER BUDGET GUIDELINES, 2022-2023**

Each chapter is expected to determine its total income and expenses yearly. In order to make this determination, the preparation of an annual budget is a MUST. You are expected to use one of the available versions of the Chapter Budget forms for that purpose. Remember to “save as” or “rename” (if pdf) a new document including your chapter name, assigning it to your folder of choice. The Word form, Excel or pdf form may be accessed from the website. CAUTION: If the automated Excel form is used, typing over a value in an automated cell cancels the formula that automates the cell. Use this feature to make changes particular to your chapter.

- Fill in the **Chapter Name and Number**.
- **Complete the information about the Chapter Finance Chair, including the date the budget was approved by your Chapter.**

- **Membership Status**

Left column: Enter the data exactly, using your chapter roster as it was on June 30, 2022. The total will agree with that number on Form 15 and will be used to compute the convention fee on line 23. Then make appropriate adjustments in the Right column to reflect the actual membership as of the date of budget preparation. Record the Adjusted Active membership (not chapter supported) in columns 1(a) and 9(a). Record the Adjusted Reserve membership (not chapter supported) in columns 2(a) and 10(a). Record the number of Chapter-supported Active members (if your chapter pays their dues) on line 9A(a) and Chapter-supported Reserve members (if your chapter pays their dues) on line 10A(a). Then, combine Honorary members and Active Life/Reserve Life members and write the number on Line 15(a).

- **Dues and Fees Schedule**

Enter Y if your chapter gives a scholarship(s) to chapter members.

Enter N if your chapter does not give a scholarship(s) to chapter members.

Record the amount of dues collected by your chapter from Active and Reserve members. Subtract the customary \$1.00 scholarship fee as indicated. Record the corresponding results on the Budget Form under **Anticipated Receipts** on line 1(b) and line 2(b).

- **Estimated Fund Balance as of July 1, 2022**

**ANTICIPATED RECEIPTS (Include dues collected this spring as of July 1, 2022.)**

1. Active members
  - (a) - Recorded number of Active members.
  - (b) - Recorded Active Member Dues as calculated on Dues and Fees Schedule.
  - (c) - Multiply number of Active members times dues.  
(Note: If no money is collected for the dues of a chapter-supported member, this member should not be included in the count for line 1 as this part of the budget represents money received by the chapter.)
2. Reserve members
  - (a) - Recorded number of Reserve members.
  - (b) - Recorded Reserve Member Dues as calculated on Dues and Fees Schedule
  - (c) - Multiply number of Reserve members times dues.  
(Note: If no money is collected for the dues of a chapter-supported member, this member should not be included in the count for line 2 as this part of the budget represents money received by the chapter.)

3. Collegiate members (a) – Record number of collegiate members  
(b) – Multiply number of collegiate members times \$20 to get total for line 3c.
4. New members' fees All inductees pay a \$10 fee. Enter the anticipated number of inductees on line 4(a) and multiply by \$10 to get the total for line 4(c).
5. New members' dues New members paying dues between July 1 and April 1 must pay full dues for the current fiscal year.
6. Scholarship fees The totals of lines 1(a), 2(a), and 4(a) should be placed on line 6(a). Collegiate, Honorary and Active Life/Reserve, Life members do not pay scholarship fees.
7. Interest available for use from interest-bearing accounts - Record estimated interest from interest-bearing accounts, (savings accounts, CDs, etc.).
8. Contributions/fundraisers - Include any anticipated donations and fundraiser receipts.
9. Other - A blank line has been provided for other anticipated receipts.

**Total Anticipated Receipts** – Add lines 1(c) – 8(c).

**Total Cash in Available Fund** – Add **Estimated Fund Balance as of July 1, 2022**, and **Total Anticipated Receipts**. This is the total amount of money your chapter can spend. Plan to leave some money for a Fund Balance - (June 30, 2023 – for the beginning of the next fiscal year.)

## CONTRIBUTIONS

Chapter Funds Do not include any scholarship money already listed on line 14(c).

Illinois State Funds Remember that most special funds depend heavily on the generosity of the chapters and their members. See the *Standing Rules* or the information on Illinois State Funds included in this mailing.

International Funds See the *Standing Rules* or the information on International Funds included in this mailing.

**Total for Contributions** is the sum of Chapter Funds Total, Illinois State Funds Total and International Funds Total. Record on **Total Contributions** line and on line 26 under **Anticipated Disbursements**.

## ANTICIPATED DISBURSEMENTS

9. Active members' dues to International and State – Line 9(a) should match line 1(a).  
Line 9A refers to Active members whose dues are paid by the chapter.
10. Reserve members' dues to International and State – Line 10(a) should match line 2(a).  
Line 10A refers to Reserve members whose dues are paid by the chapter.
11. Collegiate members' dues to International – Line 10(a) should match line 2(a).
12. New Members' fees – Line 12(a) should match line 3(a).
13. New members' dues to International and State – Line 13(a) should match line 5(a).
14. Scholarship fees - Includes all Active members [line 9(a), column (a)], chapter-supported Active members [Line 9A(a)], Reserve members [line 10(a)] and chapter-supported Reserve members [line 10A(a)]. Also, include those new members paying between July 1 and April 1 [line 13(a)]. When a chapter DOES NOT

maintain its own scholarship fund, \$1.00 per members is submitted to the State Treasurer. When a chapter maintains its own scholarship fund, the chapter sends \$0.20 per member to the State Treasurer and retains \$0.80 for the chapter scholarship fund. The amount on line 14(c) should not be duplicated on the CONTRIBUTIONS portion of the budget form.

15. Honorary members' fees - Line 15(a) requires a one-time \$49.50 International induction/publication fee. This fee and the **required** annual \$2.50 **Newscafter** fee are both paid by the chapter.
16. **Newscafter** subscriptions - Record on line 16(a) the total number of Active Life, Reserve Life, and Honorary members.
17. Chapter yearbooks - Enter printing and distribution costs.
18. Chapter newsletter expenses - Enter any expenses including printing and postage.
19. Supplies from Headquarters – Include any supplies and publications that need to be ordered. Be aware, many documents and publications are available on the International Website (www.dkg.org).
20. Expenses for chapter president - Include expenses that will be reimbursed according to your *Chapter Rules*.
21. Expenses of committees/other officers – Include any expenses reimbursed to committees or officers other than the president.
22. Induction expenses - Include expenses for the induction ceremony.
23. Convention and workshop allowance - Include any money budgeted to help members pay some or all of their convention seminar / workshop expenses.
24. Annual State Convention Fee - The state convention fee is **\$1.00 per member** in each chapter, based on the Official Chapter Membership **as of June 30**.

**THIS FEE AND THE TRAINING FOR CHAPTER LEADERS/TRANSITION FOR STATE LEADERS  
(Line 25) MUST BE POSTMARKED BY SEPTEMBER 30, 2022.**

25. Training for Chapter Leaders (held in even years). Transition for State Leaders (held in odd years). The annual fee is \$30.
26. Contributions – Enter total amount listed for Chapter, Illinois State, and International.
27. Meeting expenses – Include the cost of meeting room(s), programs, gifts to speakers, etc.
- 28-30. These lines have been left blank so that each chapter may include any expense specified in its *Chapter Rules* and not previously covered in a budgeted item. (i.e., bonding for treasurer, meeting reservations, liability insurance)
31. Miscellaneous expenses – Include all expenses that are not specifically included above.

**Total Anticipated Disbursements – Add lines 9 – 31.**

**Estimated Available Fund Balance as of June 30, 2023 – Subtract Total Anticipated Disbursements from Total Cash in Available Fund.**

**Remember to:**

**Include the name, address, phone number, and email of the chapter's Finance Chair at the top of the budget form.**

**Include your chapter's name and number at the top of the form (located in your chapter president's Illinois State Organization Directory).**

**Present the proposed budget at an Executive Board meeting for discussion/recommendation and then to the chapter membership for adoption.**

**Email\* or send one copy of the budget to the State Finance Chair by August 1, 2022:**

**LaVonne Chaney  
703 Park Place  
Shelbyville, IL 62565-9358  
Email: [lavonnec45@gmail.com](mailto:lavonnec45@gmail.com)  
Phone : 217-246-5049 (Please leave a message.)**

**\*Be sure your electronic file has been saved and includes your chapter name.**