



Illinois State Organization  
**CHAPTER BUDGET GUIDELINES, 2023-2024**

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, please note before you begin that the cells with a 0 or a number already in the cell. These cells will either be auto-populated or contains a formula. Typing over those cells with a number will eliminate the auto-populating or the formula. Be careful.

- 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, 2023. The total will agree with that number on Form 15 and will be used to compute the convention fee on line 22 then make appropriate adjustments in the Right column to reflect the actual membership as of the date of budget preparation.

- **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, 2023. This value is an estimate of your chapter’s available fund balance as of July 1, 2023, excluding the dues collected this spring.**

**ANTICIPATED RECEIPTS (Include dues for 2023-2024.) Lines 1-7 reflect the money actually received.**

1. Active members (a) – Recorded the number of Active members who paid dues in 1(a). Do not include chapter-supported Active members as their dues were not collected.  
In column 8(a) record the number of active members not supported by the chapter and in column 8A(a) record the number of active members supported by the chapter.  
(b) - Recorded Active Member Dues as calculated on Dues and Fees Schedule  
(c) - Multiply number of Active members times dues.
2. Reserve members (a) – Recorded the number of Reserve members who paid dues in 2(a). Do not include chapter-supported Reserve members as their dues were not collected.  
In column 9(a) record the number of reserve members not supported by the chapter and in column 9A(a) record the number of reserve members supported by the chapter.  
(b) - Recorded Reserve Member Dues as calculated on Dues and Fees Schedule  
(c) - Multiply number of Reserve members times dues.
3. Collegiate members (a) – Record number of collegiate members Also record this number in column 10(a).  
(b) – Multiply number of collegiate members times \$20 to get total for line 3(c).

4. New members' dues    New members paying dues between July 1 and April 1 must pay full dues for the current fiscal year. Also enter this number of new members in column 11(a).
5. Scholarship fees        The totals of lines 1(a), 2(a), and 4(a) should be placed on line 5(a). Collegiate, Honorary and Active Life/Reserve, Life members do not pay scholarship fees.
6. Interest available for use from interest-bearing accounts - Record estimated interest from interest-bearing accounts, (savings accounts, CDs, etc.).
7. Contributions/fundraisers/other - Include any anticipated donations, fundraiser receipts or other income.

**Total Anticipated Receipts** – Add lines 1(c) – 7(c).

**Total Cash in Available Fund** – Add **Estimated Fund Balance as of July 1, 2023**, 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, 2024 – for the beginning of the next fiscal year.)

## CONTRIBUTIONS

Chapter Funds            Do not include any scholarship money already listed on line 12(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 24 under **Anticipated Disbursements**.

## ANTICIPATED DISBURSEMENTS

8. Active members' dues to International and State Line 8(a) is the number of active members who pay their dues while 8A(a) reflects the number of active members whose dues are paid by the chapter
9. Reserve members' dues to International and State – Line 9(a) is the number of reserve members who pay their dues while column 9A(a) reflects the number of reserve members whose dues are paid by the chapter.
10. Collegiate members' dues to International – Line 10(a) should match line 3(a).
11. New members' dues to International and State – Line 11(a) should match line 4(a).
12. Scholarship fees - Includes all Active members [line 8(a)], chapter-supported Active members [Line 8A(a)], Reserve members [line 9(a)] and chapter-supported Reserve members [line 9A(a)]. Also, include those new members paying between July 1 and April 1 [line 11(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 12(c) should not be duplicated on the CONTRIBUTIONS portion of the budget form.
13. Honorary members' fees - Line 13(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.
14. **Newscafter** subscriptions - Record on line 14(a) the total number of Active Life, Reserve Life, and Honorary

members.

15. Chapter yearbooks - Enter printing and distribution costs.
16. Chapter newsletter expenses - Enter any expenses including printing and postage.
17. 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).
18. Expenses for chapter president - Include expenses that will be reimbursed according to your *Chapter Rules*.
19. Expenses of committees/other officers – Include any expenses reimbursed to committees or officers other than the president.
20. Induction expenses - Include expenses for the induction ceremony.
21. Convention and workshop allowance - Include any money budgeted to help members pay some or all of their convention seminar / workshop expenses.
22. 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 23) MUST BE POSTMARKED BY SEPTEMBER 30, 2023.**

23. Training for Chapter Leaders (held in even years)/Transition for State Leaders (held in odd years). The annual fee is \$30.
24. Total Contributions – Enter total amount listed for Chapter, Illinois State, and International.
25. Meeting expenses – Include the cost of meeting room(s), programs, gifts to speakers, etc.
- 26-28. 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)
29. Miscellaneous expenses – Include all expenses that are not specifically included above.

**Total Anticipated Disbursements – Add lines 8 – 29.**

**Estimated Available Fund Balance as of June 30, 2024 – 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, 2023:**

**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.**