

Approved 2023 OPERATING BUDGET

Based on 416 members

Category Description	%	2023 Amount	Comments
Oversight of these funds provided by the officers of the Budget Committee as part of chapter Financial Operations			
I. ESTIMATED INCOME			
1. Membership Dues		\$ 82,200.00	274 Sorors @ \$300 (Local dues (\$165) + EAF (\$10) + Per Capita (\$125))
2. Membership Dues - Life Members		\$ 19,075.00	109 Life Members @ \$175 (Local dues (\$165) + EAF (\$10))
		\$ 40.00	4 Pearl Sorors/Life Members (Pearl Sorors that meets the criteria defined in chapter's financial procedures handbook - see notes below @ \$10 EAF (\$10))
3. Membership Dues - Chapter Pearl Sorors/Life Members*			
4. Membership Dues - Chapter Golden Sorors/Life*		\$ 700.00	20 Golden Sorors/Life Members (Golden sorors that meets the criteria defined in chapter's financial procedures handbook - see notes below @ \$35 (Local Dues (\$25) + EAF (\$10))
5. Membership Dues - Chapter Golden Sorors		\$ 800.00	5 Chapter Golden Sorors* - non life members; \$160 (Local Dues (\$25) + EAF (\$10) + Per Capita (\$125))
6. Membership Dues - Undergraduate Sorors		\$ 217.50	1 Undergraduate Soror joining FY after grad @ \$217.50 (50% of local dues (\$82.50) + EAF (\$10) + Per Capita (\$125))
7. Membership Dues - Undergraduate/Waivers		\$ 405.00	3 Undergraduate Sorors from NA/NB joining FY immed after grad @ \$135 (\$0 local dues waived + EAF (\$10) + Per Capita (\$125))
8. Carryover from 2022 from other unused Expense Line items		\$ 23,080.38	Carryover from 2022 Expenses
9. Carryover Conference Funds from 2022 Due to COVID		\$ 7,995.00	Carryover for 2022 that were built into the 2022 Approved Operating Budget and not used due to COVID (SARC Expenses: \$2,181.44; Boule Expenses: \$5,900 exhibit fees)
10. Other Resources		\$ 8,000.00	Savings Account
TOTAL INCOME		\$ 142,512.88	
II. ESTIMATED EXPENDITURES			
A. Alpha Kappa Alpha Corporate Office			
1. Chapter Tax		\$ 300.00	Annual Chapter Tax
2. Per Capita Tax		\$ 35,375.00	283 members @ \$125 (N/A to life members)
3. EAF		\$ 4,160.00	\$10 times 416 sorors. All members must pay their EAF dues
4. Constitutions/Standard Procedures		\$ 4,160.00	\$10 times 416 sorors. International documents published after Boule or if changes are made between Boules.
5. Stationery/History/ Other documents		\$ 300.00	Chapter Stationery, Sorority documents (i.e. history books, Rituals, Program, song books, etc)
Total Alpha Kappa Alpha Corporate Office	31.08%	\$ 44,295.00	
Conference line items cover all required officer and delegates voted on by the chapter. Managed by the Tamiouchos			
B. Conference Expense			
1. Delegate Attendance			
a. 1. SARC: Basileus		\$2,095.00	Stipend formula (per Financial Procedures): Reg. registration \$210, travel (transportation to and from conference events, parking for conference events) - \$595, room cost of conference hotel - \$805, designated event/meal costs - \$455. Hotel Parking \$10. Estimates for total: 3 nights/5 events - . Conference events include: EAF lunch, Legacy lunch (optional if no known members attending), Undergraduate Luncheon, Leadership Breakfast, Diamond/Golden/Silver recognition. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
a. 2. SARC: Anti-Basileus		\$1,322.50	Stipend formula (per Financial Procedures): Reg. registration - \$210, travel (transportation to and from conference events, parking for conference events) - \$595, 1/2 room cost of conference hotel - \$401, designated event/meal costs - \$85. Hotel Parking \$10. Estimates for total: 3 nights/1 event. Conference events include: Leadership Breakfast. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
a. 3. SARC: Graduate Advisor - NA		\$1,577.50	Stipend formula (per Financial Procedures): Registration - \$210, travel (transportation to and from conference events, parking for conference events) - \$595, 1/2 room cost of conference hotel - \$401, designated event/meal costs - \$310. Hotel Parking \$10. Estimates for total: 3 nights/4 events. Conference events include: EAF lunch, Undergraduate Luncheon, Step Show (if own undergraduate chapter is participating), Leadership Breakfast. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
a. 4. SARC: Graduate Advisor - NB		\$1,577.50	Stipend formula (per Financial Procedures): Registration - \$210, travel (transportation to and from conference events, parking for conference events) - \$595, 1/2 room cost of conference hotel - \$401, designated event/meal costs - \$310. Hotel Parking \$10. Estimates for total: 3 nights/4 events. Conference events include: EAF lunch, Undergraduate Luncheon, Step Show (if own undergraduate chapter is participating), Leadership Breakfast. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
2023 Leadership Seminar - Basileus		\$2,600.00	Funding required for Chapter Leadership to atten: (per Financial Procedures): Reg. registration - \$400, travel (transportation to and from conference events, parking for conference events) - \$500, room cost of conference hotel - \$1,500, designated event/meal costs - \$200. Estimates for total: 5 nights/4 events??? Conference events include: Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
b. 1. Boule 2024: Basileus		\$1,335.00	Stipend formula (per Financial Procedures): Reg. registration - \$525, travel (transportation to and from conference events, parking for conference events) - \$500, room cost of conference hotel - \$1250, designated event/meal costs - \$320. Hotel \$75. Estimates for total: 5 nights/4 events. Conference events include: EAF lunch, Undergraduate Luncheon, Diamond/Golden/ Silver recognition, Regional Luncheon. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).

b. 2. Boule 2024: Anti-Basileus			\$902.50	Stipend formula (Per Financial Procedures): Reg. registration - \$525, travel (transportation to and from conference events, parking for conference events) - \$500, 1/2 room cost of conference hotel - \$625, designated event/meal costs - \$80. Hotel Parking \$75 Estimates for total: 5 nights/1 event. Conference events include: Regional Luncheon (Boule). Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
b. 3. Boule 2024: Graduate Advisor - NA			\$982.50	Stipend formula (per Financial Procedures): Reg. registration - \$525, travel (transportation to and from conference events, parking for conference events) - \$500, 1/2 room cost of conference hotel - \$625, designated event/meal costs - \$240. Hotel Parking \$75 Estimates for total: Note: 5 nights/3 events. Conference events include: EAF lunch, Undergraduate Luncheon, Regional Luncheon. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
b. 4. Boule 2024: Graduate Advisor - NB			\$982.50	
c. 1. Cluster V: Basileus			\$335.00	Stipend formula: Reg. registration, travel (transportation to and from conference events, parking for conference events). Estimates for total: Registration - \$100, Travel/Park - \$50/\$10 and 1 night stay - \$175
c. 2. Cluster V: Anti-Basileus			\$100.00	Stipend formula: Reg. registration. Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
c. 3. Cluster V: Grad Advisor NA			\$247.50	Stipend formula: Registration; 1night hotel cost, travel (transportation to and from Conference; parking for the conference event. Estimate for total Registration - \$100, 1/2 Hotel - \$87.50, Travel-\$50, Parking-\$10 Note: Amounts listed are estimated and may be lower or higher for the actual conference(s).
c. 4. Cluster V: Grad Advisor NB			\$247.50	
d. 1. Membership Experience - Basileus			\$660.00	Stipend Formula: Reg. registration - \$85, travel (transportation to and from conference events; parking for conference events) - \$375, hotel (1 night) - \$200, conference events not applicable.
d. 2. Membership Experience - Graduate Advisor - NA			\$660.00	Stipend Formula: Reg. registration - \$85, travel (transportation to and from conference events; parking for conference events) - \$375, hotel (1 night) - \$200, conference events not applicable.
d. 3. Membership Experience - Graduate Advisor - NB			\$660.00	
e. SARC - Elected Delegates (8)			\$3,280.00	Stipend formula: Reg. registration. Amount based on 8 elected delegates at \$210 registration and an additional \$210 to support of transportation cost = \$410.00. If registration is more than budgeted amount, the chapter may elect to increase the amount. If the registration is less than budgeted amount, delegate will only be given the actual cost.
f. Boule 2024 - Elected Delegates (8)			\$2,100.00	Stipend formula: Reg. registration. Amount based on 8 elected delegates at \$525. If registration is more than budgeted amount, the chapter may elect to increase the amount. If the registration is less than budgeted amount, delegate will only be given the actual cost.
Total Delegate Attendance Expense	15.20%		\$21,665.00	
2. Other Conference Expenses				
a. SARC Ad			\$ -	Holding place
b. SARC - Chapter Awards/Exhibit registration			\$ 300.00	Registration for Chapter and Individual Awards/Exhibits. Honors and Award Committee Chair announces the deadline dates for chapter officers, committee chairs and individuals submitting awards, etc and should notify the chair. (These guidelines should also be included in the H&A operating manual).
c. SARC - Chapter Awards/Exhibits			\$ 2,000.00	Cost to develop chapter awards and exhibits, not for individual awards/exhibits development. Committees and Officers developing awards should submit budgets to the Chair of the Honors and Awards Committee to ensure total costs will be within budget (this should be outlined in H&A operating Manual). Also includes postage for Chapter Awards/ Exhibits as well as Individual Awards (not exhibits). Also includes mileage for transporting of Chapter Exhibits to and from Conference. Chair should account for postage requirements for awards as part of guidelines. At a minimum Guidelines should be made available to executive Committee and all individual chapter members submitting chapter awards.
d. SARC - Leadership Breakfast Ticket			\$ 100.00	Cost of ticket for Leadership Breakfast for Soror of the Year. Soror of the Year must register herself for the event.
e. SARC & 2023 Leadership - EAF Luncheon Ticket			\$ 180.00	Cost of ticket for Chapter EAF Captain. SARC & Leadership
f. SARC Carolyn House Stewart Celebration (Pearl Sorors - 4)			\$ 340.00	Cost of ticket for Pearl Sorors for Carolyn House Stewart Celebration at SARC - \$85.00
Total Other Conference Expenses	2.05%		\$ 2,920.00	
Total Conference Expense	17.25%		\$ 24,585.00	
These expenses are for each of the Executive Board officers and Committee Chairs as outlined below				
C. Chapter Activities				
1. Operational Expenses				
a. Basileus' Expense			\$ 650.00	Cost for tickets for Basileus to attend events (other than Sorority conference) as a representative of the chapter (e.g another chapter's anniversary, UNCF, NCNW, etc.), other administrative costs incurred on behalf of chapter, etc.
b. Grammateus' Expense			\$ 300.00	Cost for binding of chapter minutes and other required document binding, postage, copy of active membership list.
c. Pecunious Grammateus' Expense			\$ 300.00	Cost for receipt books, postage, copies of financial documents, copies of financial forms.
d. Tamiouchos' Expense			\$ 500.00	Cost for postage, copies of financial reports, copies of financial forms (Chapter, Exec. Comm., EOY report).
e. Epistoleus Expense			\$ 100.00	Mailing of monthly Chapter Newsletter for sorors who do not have email or internet access, other postage, one copy of active membership list at each meeting, reproduction/ dissemination of chapter calendar.
f. Graduate Advisors' Expense			\$ 500.00	Copies/postage for items in relationship with performance of duties, other administrative costs incurred on behalf of undergraduate activities, other activities that may arise in the performance of their duties. Note: \$250 each.
g. Philacter			\$ 150.00	Cost of binding chapter meeting attendance, include with chapter minutes. (Philacter or other designated officer).
h. AKA Connection Committee			\$ 700.00	Postage, other administrative costs in connection with duties - non partisan community events; i.e Community Impact Days
i. Archive Committee			\$ 200.00	Cost to keep records of events, creation/maintenance of historical records for the chapter, perform/publish annual inventory.

j. Archive Committee - Storage Facility			\$ 3,400.00	Cost for yearly rental of storage facility and insurance; maintenance of contents (incl. supplies).
k. Audit Committee			\$ 100.00	Postage, other costs associated with <u>internal</u> audit and maintenance of information for all audits.
l. Budget Committee			\$ 200.00	Development / dissemination of chapter budgets.
m. Bylaws Committee			\$ 250.00	Costs to reproduce/disseminate proposed Bylaw changes and revised Chapter BYLAWS.
n. Honors and Awards Committee			\$ 750.00	Costs to reproduce/disseminate proposed changes to and the revised chapter awards manual; recognize chapter awards recipients.
o. Leadership Development Committee			\$ 200.00	Cost of communicating and executing events in association with the chapter's leadership certification program.
p. Membership Committee			\$ 1,200.00	Costs associated with Retaining, Reclaiming and Recruiting activities; includes cost of New Members' Package.
q. Nominating Committee			\$ 250.00	Costs associated with chapter elections and publications of the slate - \$50 per election (5)
r. Program Committee - Administrative			\$ 585.00	Cost of Calling Post or communications to Chapter members, expenses associated with program activities that should not be paid with funds applicable to the community and admin. expenses.
s. Public Relations Committee			\$ 1,000.00	Cost of submissions to the IVY LEAF and local publicity; conducting public relations workshop.
t. Sisterly Relations Committee			\$ 800.00	Ad hoc committee established by our Basileus because this committee was created at the National level by our Supreme Basileus . Funding needed to cover expenses associated with sisterly activities; treats, banner for awareness, certificates for recognition and other supplies.
u. Social Welfare Committee			\$ 200.00	General postage, costs of the committee activities not covered elsewhere, costs associated with development/maintenance/ dissemination of "Pink Pages".
v. Social Welfare - Chapter Directory			\$ 450.00	Cost of development/dissemination of Chapter Directory and Chapter Photo.
w. Social Welfare - Courtesies			\$ 1,500.00	Courtesies will be allocated in accordance with OPERATIONS HANDBOOK.
x. Social Welfare - Hospitality			\$ 1,500.00	Costs associated with soror birthday recognition or other not covered in OPERATIONS HANDBOOK - \$2.93 per Soror
y. Social Welfare - Ivy Beyond the Wall			\$ 1,000.00	Cost for hospitality for the Sorors Families (Budget is for the entire year not per family.)
z. Standards Committee			\$ 500.00	Costs for reproduction of OPERATIONS HANDBOOK and conducting evaluations (chapter events and overall chapter evaluation).
aa. Technology Committee			\$ 2,750.00	Cost of computers or other technology equipment; equipment maintenance; insurance/replacement; Cost of software or app maintenance (e.g. website, licenses, external hosting); Cost of supplies for chapter purchased equipment.
ab. Telephone Committee			\$ 1,000.00	Cost of Calling Post.
ac. Undergraduate Activities Committee			\$ 2,100.00	Costs for joint chapter events and mentoring activities.
ad. Executive Committee			\$ 3,950.00	Chapter Meeting (Virtual or In-Person)
ae. P.O. Box rental			\$ 250.00	PO Box Rental
af. Bank Charges			\$ 350.00	Cost for checks, deposit slips, stop payment on stale checks (Total = 10 @ \$35)
ag. Bonding Expense			\$ 600.00	Covers 10 Officers as outlined in the FINANCIAL PROCEDURES HANDBOOK; 1/3 estimated premium \$600 over 3 yr policy, renewal due 2023.
ah. Other - Postage			\$ 200.00	Cost for postage for use by officers and <u>standing committees</u> not provided in other line items.
ai. Other - Supplies			\$ 500.00	Cost of replacement ink, paper, etc. to officers and committee chairs in the performance of their duties if not covered elsewhere.
aj. Financial software maint cost			\$ 300.00	Yearly cost of maintenance - Quicken and MS Office (includes 3 Licenses of each) for Financial Team.
ak. External Audit			\$ 5,000.00	Internal audit occurs every other year. An external audit will be conducted in 2023. Cost of purchasing Financial Handbook from Corporate office.
al. Zoom Meeting Fees			\$ 1,699.20	\$169.92 per Month for Zoom Meeting fees
am. Chapter Meeting Fees			\$ 10,000.00	Rental space (\$200/pr hour (4) = \$800, Security \$100, Custodial \$100)= \$1,000 for 10 months.
Chapter Evaluation			\$ 500.00	Evaluation of Standard Procedurers performed by Corporate Office.
an. Executive Retreat			\$ 1,000.00	Officer's and Committee Chair Retreat/Training
Total Operational Expenses	33.32%		\$ 47,484.20	
2. Other Activities				
a.AKA Day at the Capitol			\$ 250.00	Costs associated with chapter participation at AKA Day at the Capitol. Includes ticket to event for Basileus (or representative) and AKA Connection Chair. If recognition event included, provides for registration/ticket for one honoree.
b. Chapter Anniversary / Sisterhood week			\$ 2,300.00	Cost to offset operational, location, entertainment costs for chapter anniversary celebration (\$1,300) and Greater Travelers Rest (\$1,000).
c. Leadership Retreat			\$ 2,800.00	Cost to offset location, meal, external presenters, and other program costs for chapter's retreat / event.
d. Chapter Social Event			\$ 500.00	Cost to offset operational and planning needs for end of year celebration regarding chapter social activity - \$500
Chapter Decorum			\$ 750.00	Cost to offset decoum for Chapter meetings and other Key event etc..
e. Courtesies - Directorate, et al			\$ 500.00	Gifts/donations/cards for the Sorority's Directorate (also includes former Supreme Basilei and former SAR Directors) as needed; includes \$200 for Outgoing Regional Director.
f. Courtesies - Other			\$ 200.00	Courtesies for non chapter AKA members.
g. Courtesies - Retiring Chapter Officers			\$ 700.00	Token (\$50) of appreciation for outgoing elected officers and a token (\$25) of appreciation for appointed officers. Handled by Social Welfare Committee.
h. Courtesies for Sorors running/in the International Office			\$ 1,500.00	Courtesies for Chapter Sorors running for election of an International Office.Funds are used to assist Sorors in their campaign. If no Soror is running for an International Office, these funds will be used for a Soror that is currently apart of the International Office.
i. Metro Founders' Day Assessment			\$ 700.00	Chapter assessment for 2023 Metro Atlanta Founder's Day Celebration.
j. New Members' Celebration			\$ 500.00	Event for reactivated and transferred Sorors. This is administered by Basileus.
k. Silver Star, Pearl & Golden Soror Medallions			\$ 750.00	Cost of Silver Star Medallions for Sorors who achieve 25th yr while in the Chapter and was a member for 5 consecutive years prior to attaining the status; Cost to offset recognition of chapter members achieving 50th & 65th yr. for the first time. Administered by Honors and Awards.
l. Chapter Silver Star, Pearl & Golden Soror Reception			\$ 1,000.00	Cost of Silver Star, Golden, and Pearl Sorors. Recognition reception. This is a Chapter event to celebrate the 2023 Silver, Golden, and Pearl Sorors.

m. Support of Others			\$ 500.00	<i>Solicitation as approved by the Chapter for Support of others. This includes the purchase of tickets or donations to events.</i>
n. Undergraduate Celebration			\$ 2,000.00	<i>Costs for celebrating graduating seniors for members of Nu Alpha and Nu Beta chapters.</i>
o. Undergraduate Support			\$ 2,000.00	<i>Costs for conference assistance for members of Nu Alpha and Nu Beta chapters.</i>
Total Other Activities	11.89%		\$ 16,950.00	
Total Expenses before Contingency Fund	93.55%		\$ 133,314.20	
E. Contingency Fund	6.45%		\$ 9,198.68	<i>Items unbudgeted and approved by Exec Committee or Chapter. Unexpected items. It is recommended that contingency is at least 10% of the overall budget.</i>
TOTAL EXPENSES	100.00%		\$ 142,512.88	
In Balance			\$ 0.00	
Proof of expenditure is required for reimbursement for all expenses unless exception noted.				
*Golden Soror who have been active in Lambda Epsilon Omega for 10 or more years prior to obtaining Golden status should pay Chapter Dues on \$25 per year. Golden Soror are obligated to pay Boule taxes and fees..				*Pearl Soror who have been active in Lambda Epsilon Omega for 5 or more years prior to obtaining Pearl status should pay Chapter Dues on \$25 per year. Pearl Soror are obligated to pay Boule taxes and fees..