

Area 29 Budget Mini Workshop

AREA COMMITTEE

MECHANICSVILLE, MD

SEPTEMBER 23, 2017

Objective

- 1) Create a budget for your committee that:
 - a) Supports goals for 2018
 - b) Supports participation financially in MGS committee meetings and assemblies
 - c) Supports participation beyond committee meetings and assemblies (Mini Conference, State Conv, NERAASA)
- 2) Communicate with your Finance Mentor to accomplish the above
- 3) Submit completed Budget to the Finance Committee by the date requested

Finance Mentors

Finance Mentors are members of the Finance Committee that will be available to assist you in understanding and creating your budget.

Please take advantage of them! Set up meetings in person or by phone to talk through the process.

Finance Mentors and Committees

Victor K.

- Grapevine
- Literature

John S.

- Host
- PI

Nancy B.

- Workshops
- Audio

Cynthia T.

- Archives
- Intergroup Liaison

David R.

- Technology
- Registrar

Doug W.

- Corrections
- Treatment

Arnold R.

- By-Laws
- Margenser

Linda J.

- CPC
- Accessabilities

What is the plan for 2018?

What is it that should be accomplish in the coming year and what funds are needed to support those services?

Shoot for the ~~moon~~ clouds! Make a list of everything that is needed.

Determine what the cost will be to provide those services.

Consult with your Finance Mentor and create a budget to be submitted to the Finance Committee.

Worksheet and YTD Expenses

- 1) Worksheet
- 2) Expense guidelines for various events
- 3) 2017 YTD detailed expenses
- 4) Find your committee and use the detailed expenses as a guide

2018 MGS Committee Chair Budget Worksheet



Chair:			
Committee: Finance			
<i>Mentor:</i>			
<u>EXPENSE DESCRIPTION (Budget Line items from last year)</u>	<u>2017 Budget</u>	<u>2017 Expenses YTD</u>	<u>2018 Requested</u>
1) Assembly/Committee/Mini-Conference travel	200		
2) Copies/Printing/Office Supplies	100		
3) Committee Meeting Room Rental	150		
4) Finance Workshop(s)	200		
5) NERAASA (CT)	<u>500</u>		
Other Expenses:			
1)			
2)			
3)			
4)			
5)			
Total of Above	\$1,150	\$0	\$0
Comments:			

<u>EVENT EXPENSE GUIDELINE</u>	<u>QUANTITY</u>	<u>COSTS</u>	
<u>MGS State Convention</u>			
MD State Conv Mileage @ \$0.25		\$30.00	
MD State Conv Registration	1	\$30.00	
MD State Conv Lodging	2 nights	\$210.00	Shared
MD State Conv Meals		\$80.00	
		350	
<u>NERAASA 2018 - CT</u>			
Mileage @ \$0.25		\$75.00	
Tolls		\$40.00	
Registration	1	\$20.00	
Lodging	2 nights	\$195.00	Shared
Meals		\$80.00	
		410	
<p>The event totals in blue are standardized for budgeting purposes and were arrived at given reasonable expectations and past experience. It is understood that individual totals will vary, some trusted servants will expense more, others less than the totals above.</p>			

9/18/2017

Expenses to Budget - Current Year

1/1/2017 through 12/31/2017 Using Budget 2017

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Category	Actual	2017 Budget	Difference
Chairperson	1,764.22	3,230.00	1,465.78
Ad-Hoc Committes	179.80	250.00	70.20
Copies_Printing_Supplies	97.30	0.00	-97.30
Rent	50.00	150.00	100.00
Travel		100.00	67.50
Copies_Printing_Supplies		100.00	50.00
Delegate Gift Basket		130.00	19.00
Fall Convention	300.00	300.00	300.00
NERAASA	511.58	500.00	-11.58
Lodging	126.73	195.00	68.27
Meals	130.00	80.00	-50.00
Registration	20.00	20.00	0.00
Tolls	41.85	50.00	8.15
Travel	193.00	155.00	-38.00
NERF	62.13	300.00	237.87
Planning Meeting Food_Rent	0.00	0.00	0.00
Food	0.00	0.00	0.00
Rent	0.00	0.00	0.00
State Convention	446.19	350.00	-96.19
Lodging	446.19	210.00	-236.19
Meals	0.00	80.00	80.00
Registration	0.00	30.00	30.00
Travel	0.00	30.00	30.00
Travel - Assembly_Committee_MiniConf	170.85	500.00	329.15
Travel - District_IG_CARAC	205.18	500.00	294.82
Travel - Other Area's	0.00	200.00	200.00
Lodging	0.00	0.00	0.00
Travel	0.00	200.00	200.00
Unbudgeted	27.49	0.00	-27.49
Other Chairperson	0.00	100.00	100.00

Timeline

Sept 27, 2017

You will receive an electronic document (Excel file) for purposes of documenting your budget and submitting it to your finance committee mentor.

October 19, 2017

Return the completed document to the Finance Committee Mentor for inclusion in the 2018 Area 29 Budget.

December

Meet with mentor and incoming committee chair to review the committee budget.

Questions ?



Thank You,

Thank You
Very Much