

# operating budget

a sample plan for  
your club's fiscal year

# sample operating budget

## July 1–June 30 Fiscal Year

Use this guide to start your budget. Estimated Expenses budget continues on the following page.

### Estimated Income

<b>Balance Carried Forward \$0</b>	
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Dues	
Returning Members	\$0
New Members (15 total: 12@\$250, 3@\$175)	\$0
<b>Dues Total</b>	<b>\$0</b>
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<b>Guest Fees</b>	<b>\$0</b>
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<b>Sponsorships</b>	<b>\$0</b>
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<b>American Advertising Awards Profit</b>	<b>\$0</b>
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Fundraising Events	
Golf Tournament	\$0
Garage Sale	\$0
Kickball Tournament	\$0
Fall Workshop	\$0
Spring Lunch & Learn	\$0
Mini-golf Tournament	\$0
Dodgeball Tournament	\$0
<b>Fundraising Total</b>	<b>\$0</b>
<hr/>	
<b>Total Estimated Income</b>	<b>\$0</b>

### Estimated Expenses

<b>American Advertising Awards</b>	
Gala	
Venue	\$0
A/V	\$0
Trophies	\$0
Medals	\$0
Food/Beverage	\$0
Bartenders	\$0
Decorations	\$0
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ADDY Awards Judging	
Judge Airfare	\$0
Judge Lodging	\$0
Judge Food	\$0
Judge Gifts	\$0
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District Fees	\$0
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Student Entry Fees	\$0
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AAF Handling Fee	\$0
<hr/>	
Misc	\$0
<hr/>	
<b>Total Awards Expenses</b>	<b>\$0</b>
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<b>Conventions</b>	
<i>(registration, travel &amp; expenses)</i>	
Leadership Conference	\$0
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Spring Convention	\$0
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National/ADMERICA	\$0
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<b>Total Conventions</b>	<b>\$0</b>

## Estimated Expenses

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### Programs

Luncheons	
Venue	\$0
Food and Beverage	\$0
<i>(cost per plate x average # of attendees)</i>	
Speaker Fees/Expenses	\$0
Misc.	\$0
<b>Total Luncheon Expenses</b>	<b>\$0</b>

Silver Medal Award	
Plaque	\$0
<b>Total Silver Medal Expenses</b>	<b>\$0</b>

Golf Tournament:	
Club fees (green fee/cart/food)	\$0
Beverages	\$0
<b>Total Golf Tournament</b>	<b>\$0</b>

<b>Total Program</b>	<b>\$0</b>
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### Public Service

Development & Production expenses	\$0
<b>Total Public Service</b>	<b>\$0</b>

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### Advertising Education/Students

Student Event	\$0
Misc	\$0
Scholarships	\$0
<b>Total Advertising Education</b>	<b>\$0</b>

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### Club Achievement

Supplies	\$0
Shipping	\$0
Entry fees	\$0
<b>Total Club Achievement</b>	<b>\$0</b>

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### Membership

Nametags	\$0
Dues	
National	\$0
District	\$0
Total Dues	\$0

<b>Total Membership</b>	<b>\$0</b>
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### Misc Admin

Accountant	\$0
Liability Insurance	\$0
Post Office Box	\$0
Misc Gifts & Donations	\$0
Office Supplies	\$0
Past President Gift	\$0
Bank Charges	\$0
Misc.	\$0

<b>Total Misc Admin</b>	<b>\$0</b>
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<b>Total Expenses</b>	<b>\$0</b>
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