

SSPRPA 2023-2024 Budget

Income Account	
402- Membership Dues	11,390.00
404- Socials	7,675.00
405- Meal Fees	2,700.00
406- Workshops	6,850.00
407- Sponsorships	2,750.00
408- Miscellaneous (Split the Pot/Apparel)	2,950.00
Total	\$34,315.00

Expense Account	
502- Socials	\$7,250.00
503- Meals	\$10,685.00
504- Legislative/Public Awareness	\$2,000.00
505- Workshops	\$3,225.00
506- Printing and Postage (Awards / Parks Day)	\$60.00
507- Awards	\$1,410.00
508- Licensing & Dues	\$11.00
509- Miscellaneous	\$2,115.00
510- Insurance	\$525.00
511- Website Maintenance	\$810.00
512- Special Projects	\$2,100.00
513- Professional Development	\$4,120.00
Total	\$34,311.00

Net Income	\$4.00
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PROPOSED

Starting Budget July 2023	
End of Year Social	-900.00
Conference Social	2,925.00
NRPA Social	-600.00
Holiday Social	-262.50
Opening Social	-362.50
Membership	7,309.00
Awards	-2,835.00
Legislative Public Awareness	-2,000.00
Meals	-3,350.00
Workshops	750.00
Professional Development	-670.00
2023-2024 Budget	4.00
Ending Budget	

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: SOCIAL - RAFFLES
PROJECT End of Year Meeting

INCOME

Account # Name:

405	Meal Fee	RATE\$	15.00	X PART#	1	X OCCURRENCE	20	\$	300.00
408	Split the Pot	RATE\$	1.00	X PART#	1	X OCCURRENCE	75	\$	75.00

TOTAL REVENUE \$ **375.00**

EXPENSES:

Account #	Name:	Description of items	Total Amount
503	Meals	Food (\$15) / Beverage (\$6) for Social \$21 x 60 people	\$ 1,260.00
509	Misc.	Square Fees (20 people x .75c)	\$ 15.00

TOTAL EXPENSES \$ **1,275.00**

NET INCOME/(LOSS) **(900.00)**

*Footnote - \$600.00 Revenue from Full Members allocated to social

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: SOCIAL - RAFFLES
PROJECT: IPRA CONFERENCE

INCOME

Account # Name:

404	Pre-Reg	RATE\$	15.00	X PART#	1	X OCCURRENCE	135	\$	2,025.00
404	At door (Credit)	RATE\$	20.00	X PART#	1	X OCCURRENCE	75	\$	1,500.00
404	At door (Cash)	RATE\$	20.00	X PART#	1	X OCCURRENCE	150	\$	3,000.00
404	Service Charge	RATE\$	1.00	X PART#	1	X OCCURRENCE	50	\$	50.00
407	Sponsorship	RATE\$	1500.00	X PART#	1	X OCCURRENCE	1	\$	1,500.00
408	Split the Pot	RATE\$	5.00	X PART#	1	X OCCURRENCE	120	\$	600.00

TOTAL REVENUE **\$ 8,675.00**

EXPENSES:

Account #	Name:	Description of items	Total Amount
502	Social Entertainment	Band/DJ	\$ 300.00
502	Social Entertainment	Activities for Social	\$ 50.00
502	Social Supplies	Transportation	\$ 50.00
502	Social Alcohol	Binnys	\$ 1,300.00
502	Social Supplies	Giveaway / Decorations	\$ 200.00
509	Misc.	Square Fees (.75c per part.)	\$ 150.00
502	Social Rental	Hilton Room Rental	\$ 3,700.00

TOTAL EXPENSES **\$ 5,750.00**

NET INCOME/(LOSS) **\$ 2,925.00**

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: SOCIAL - RAFFLES
PROJECT NRPA CONFERENCE

INCOME

Account #	Name:	RATE\$	X PART#	X OCCURRENCE	
404	Entrance Fee				\$ -
407	Sponsorship	150.00	1	1	\$ 150.00

TOTAL REVENUE \$ 150.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
502	Socials	Food / Beverage	\$ 750.00

TOTAL EXPENSES \$ 750.00

NET INCOME/(LOSS) \$ (600.00)

5/9/23

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in only yellow boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: SOCIAL - RAFFLES
PROJECT: Holiday Social

INCOME

Account # Name:

404	Entrance/Activity Fee	RATE\$	10.00	X PART#	1	X OCCURRENCE	50	\$	500.00
405	Meal Fee	RATE\$	15.00	X PART#	1	X OCCURRENCE	20	\$	300.00
407	Sponsorship	RATE\$	150.00	X PART#	1	X OCCURRENCE	1	\$	150.00
408	Split the Pot	RATE\$	1.00	X PART#	1	X OCCURRENCE	75	\$	75.00

TOTAL REVENUE \$ 1,025.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
502	Socials	Location with the Activity	\$ 300.00
502	Socials	Gift Cards	\$ 50.00
503	Meals	\$15 pp x 60 People	\$ 900.00
509	Misc.	Square Fees (50 people x .75)	\$ 37.50
TOTAL EXPENSES			\$ 1,287.50
NET INCOME/(LOSS)			\$ (262.50)

*Footnote - \$600.00 Revenue from Full Members allocated to social

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: SOCIAL - RAFFLES
PROJECT Opening Social

INCOME

Account #	Name:	RATE\$		X PART#		X OCCURRENCE		
404	Entrance/Activity Fee	15.00	X	1	X	40	\$	600.00
405	Meal Fee	15.00	X	1	X	20	\$	300.00
407	Sponsorship	150.00	X	1	X	1	\$	150.00
408	Misc. Split the Pot	1.00	X	1	X	75	\$	75.00

TOTAL REVENUE \$ **1,125.00**

EXPENSES:

Account #	Name:	Description of items	Total Amount
502	Socials	Location with Activity	\$ 500.00
502	Socials	Gift Cards for Winners 2 x \$25	\$ 50.00
503	Meals	\$15 pp x 60 People	\$ 900.00
509	Misc.	Square Fees (50 people x .75)	\$ 37.50

TOTAL EXPENSES \$ **1,487.50**

NET INCOME/(LOSS) **(362.50)**

*Footnote - \$600.00 Revenue from Full Members allocated to social

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: MEMBERSHIP DUES / PUBLICITY/ INSURANCE
PROJECT

INCOME

Account #	Name:	RATES	X PART#	X OCCURRENCE		
402	Select Checks	12.00	1	45	\$	540.00
402	Business Checks	50.00	1	2	\$	100.00
402	Full Member Checks	130.00	1	10	\$	1,300.00
402	Full Business Checks	150.00	1	1	\$	150.00
402	University	0.00	1	1	\$	-
	Total Membership Fees					
402	Paid via Square*				\$	9,300.00
408	T-Shirt	15.00	1	25	\$	375.00
408	1/4 Zip / Windbreaker	35.00	1	50	\$	1,750.00
TOTAL REVENUE					\$	13,515.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
503	Meals	Board Orientation Food	\$ 600.00
506	Printing & Postage	Misc. Printing Parks Day / Awards	\$ 60.00
507	Awards	Committee recognition gifts (TBD by president)	\$ 900.00
508	Licensing & Dues	Secretary of State Paperwork Annual Report Filing	\$ 11.00
510	Insurance	Cincinnati Insurance Companies Renewal of Policy	\$ 525.00
509	Misc. Scholarships	Undergrad Scholarship	\$ 500.00
509	Misc. Scholarships	Graduate Scholarship	\$ 500.00
511	Website Maintenance	Constant Contact Yearly Membership	\$ 150.00
511	Website Maintenance	SSPRPA Website - Host Papa(155.88) & Foreign Fee (3.22)	\$ 161.00
511	Website Maintenance	SSPRPA Website - Wix.com	\$ 132.00
511	Website Maintenance	SSPRPA Drop Box Account - Professional Individual	\$ 160.00
511	Website Maintenance	SSPRPA Simply Voting Software \$200+\$6 International Fee	\$ 207.00
512	Special Projects	Diversity Volunter Project (Food and or Supplies for Volunteers)	\$ 300.00
512	Special Projects	SSPRPA Apparel	\$ 1,800.00
509	Misc.	Square Fees	\$ 200.00

*Footnote - Square Membership Estimates:		TOTAL EXPENSES	\$ 6,206.00
56	Professional Full Memberships	NET INCOME/(LOSS)	\$ 7,309.00
143	Professional Select Memberships		
2	Business Full Memberships		
3	Business Select Memberships		
5	Individual Memberships		

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations

COMMITTEE NAME:
PROJECT

AWARDS

INCOME

Account # Name:

405	Meal Fee	RATE\$	15.00	X PART#	1	X OCCURRENCE	20	\$	300.00
407	Sponsorship	RATE\$	150.00	X PART#	1	X OCCURRENCE	1	\$	150.00

TOTAL REVENUE**\$ 450.00****EXPENSES:**

Account # Name:

Account #	Name:	Description	Total Cost
507	Awards	President Plaque	\$ 120.00
507	Awards	Young Professional Plaque	\$ 120.00
507	Awards	Professional of Year Plaque	\$ 120.00
507	Awards	Certificates	\$ -
507	Awards	Decorations	\$ 150.00
507	Awards	Lifetime Achievement Award (If Needed)	\$ -
509	Misc	Young Professional Award (Wilson Fam Scholarship)	\$ -
509	Misc	Professional Award	\$ 500.00
503	Meals	April Awards Banquet (\$35/person x 65 people)	\$ 2,275.00

TOTAL EXPENSES**\$ 3,285.00****NET INCOME/(LOSS)****\$ (2,835.00)**

*Footnote - \$675.00 Revenue from Full Members allocated to banquet.

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: LEGISLATIVE
PROJECT Legislative Events

INCOME

Account # Name:

RATE\$ 0.00 X PART# 0 X OCCURRENCE 0 \$ -

TOTAL REVENUE \$ -

EXPENSES:

Account #	Name:	Description of items	Total Amount
504	Legislative	Legislative Networking Social	\$ 1,000.00
504	Legislative	Parks Day at the Capitol	\$ -
504	Legislative	Legislative Breakfast	\$ 1,000.00
TOTAL EXPENSES			\$ 2,000.00
NET INCOME/(LOSS)			\$ (2,000.00)

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME:
PROJECT

MEAL FEES
General Monthly Meeting Meals

INCOME

Account # Name:

405 Meal Fees RATE\$ 15.00 X PART# 20 X OCCURRENCE 5 \$ 1,500.00

TOTAL REVENUE

\$ 1,500.00

EXPENSES:

Account # Name:

Description of items

Total Amount

503 MEALS October Meeting \$ 950.00

503 MEALS November \$ 950.00

503 MEALS January \$ 950.00

503 MEALS February \$ 950.00

503 MEALS March \$ 950.00

503 MEALS April \$ -

509 Miscellaneous Square Fees (.75c pp) x 75 people \$ 100.00

TOTAL EXPENSES

\$ 4,850.00

NET INCOME/(LOSS)

\$ (3,350.00)

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: WORKSHOPS
PROJECT Early Childhood

INCOME

Account # Name:

406	Workshop Fee	RATE\$	10.00	X PART#	1	X OCCURRENCE	100	\$	1,000.00
407	Sponsorship	RATE\$	150.00	X PART#	1	X OCCURRENCE	1	\$	150.00
TOTAL REVENUE									\$ 1,150.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
505	Workshops	Speakers/ Opening Speaker	\$ 525.00
505	Workshop Supplies	ECH Give-aways	\$ 400.00
503	MEALS	ECH - lunch, paper products, pop/water	\$ -
509	Misc.	Square Fees 100 participants x .75	\$ 75.00
TOTAL EXPENSES			\$ 1,000.00
NET INCOME/(LOSS)			\$ 150.00

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: WORKSHOPS
PROJECT Day Camp

INCOME

Account # Name:

406	Member Entrance Fee	RATE\$	8.00	X PART#	1	X OCCURRENCE	225	\$	1,800.00
406	Non Member Entrance Fee	RATE\$	12.00	X PART#	1	X OCCURRENCE	50	\$	600.00
407	Sponsorship	RATE\$	500.00	X PART#	1	X OCCURRENCE	1	\$	500.00
TOTAL REVENUE									\$ 2,900.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
505	CONTRACTUAL	DC Speakers/ Opening Speaker	\$ 500.00
505	SUPPLIES	DC Give-aways	\$ 1,800.00
503	MEALS	DC - lunch, paper products, pop/water	\$ -
509	Misc.	Square Fees 250 participants x .75	\$ -
TOTAL EXPENSES			\$ 2,300.00
NET INCOME/(LOSS)			\$ 600.00

PROGRAM BUDGET WORKSHEET

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.

COMMITTEE NAME: PROGRAMS
PROJECT We will be applying for the IPRF Educational Grant to cover the cost of some if not all of the Workshops.

INCOME

Account # Name:

406	Member Fall Seminar Workshop	RATE\$	25.00	X PART#	1	X OCCURRENCE	45	1,125.00
406	Non Member Fall Seminar Workshop	RATE\$	40.00	X PART#	1	X OCCURRENCE	15	600.00
406	Member Spring Seminar Workshop	RATE\$	25.00	X PART#	1	X OCCURRENCE	45	1,125.00
406	Non Member Spring Seminar Workshop	RATE\$	40.00	X PART#	1	X OCCURRENCE	15	600.00
TOTAL REVENUE								3,450.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
513	Prof. Dev.	Speaker Fees for Workshops	\$ 3,500.00
513	Prof. Dev.	Speaker Fees for General Meetings	\$ 500.00
513	Prof. Dev.	CEU's For Meetings	\$ 80.00
513	Prof. Dev.	CEU's For Workshops	\$ 40.00
TOTAL EXPENSES			4,120.00
NET INCOME/(LOSS)			(670.00)