

**SSPRPA 2022-2023 Budget**

<b>Income Account</b>	
402- Membership Dues	8,403.76
404- Socials	8,050.00
405- Meal Fees	2,875.00
406- Workshops	6,675.00
407- Sponsorships	3,250.00
408- Miscellaneous (Split the Pot, Athletics)	2,820.00
<b>Total</b>	<b>\$32,073.76</b>

  

<b>Expense Account</b>	
502- Socials	\$6,150.00
503- Meals	\$8,100.00
504- Legislative/Public Awareness	\$5,200.00
505- Workshops	\$2,500.00
506- Printing and Postage (Awards / Parks Day)	\$50.00
507- Awards	\$1,236.00
508- Licensing & Dues	\$11.00
509- Miscellaneous	\$1,793.12
510- Insurance	\$630.00
511- Website Maintenance	\$914.00
512- Special Projects	\$1,005.00
513- Professional Development	\$4,120.00
<b>Total</b>	<b>\$31,709.12</b>

  

<b>Net Income</b>	<b>\$364.64</b>
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**PROPOSED**

Starting Budget July 2022	11,093.12
End of Year Social	327.50
Conference Social	1,650.00
NRPA Social	-750.00
Holiday Social	12.50
Opening Social	337.50
Sponsorship	3,250.00
Membership	2,723.76
Awards	-986.00
Legislative Public Awareness	-4,600.00
Meals	-968.75
Workshops	75.00
Athletics	-36.87
Professional Development	-670.00
2022-2023 Budget	364.64
Ending Budget	11,457.76

As of 8/17/22

**PROGRAM BUDGET WORKSHEET**

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

**COMMITTEE NAME:** Athletics

**PROJECT** E Sports Co-op Tournament Each Participating Park District does their own registration at \$5pp and then there is an 80% (Park District) & 20% (SSPRPA)

**INCOME**

**Account # Name:**

408 Split Income Misc.	RATE\$	1.00	X PART#	1	X OCCURRENCE	20	\$	20.00
<b>TOTAL REVENUE</b>							\$	<b>20.00</b>

**EXPENSES:**

<b>Account #</b>	<b>Name:</b>	<b>Description of items</b>	<b>Total Amount</b>
509	Miscellaneous	Square Fees	\$ 1.87
512	Special Projects	Game Stop Gift Cards	\$ 55.00
<b>TOTAL EXPENSES</b>			<b>\$ 56.87</b>
<b>NET INCOME/(LOSS)</b>			<b>\$ (36.87)</b>

**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 the Year Social

**INCOME**

**Account # Name:**

404 Entrance/Activity Fee	RATE\$	15.00	X PART#	1	X OCCURRENCE	50	\$	750.00
405 Meal Fee	RATE\$	15.00	X PART#	1	X OCCURRENCE	25	\$	375.00
408 Split the Pot	RATE\$	1.00	X PART#	1	X OCCURRENCE	25	\$	25.00

**TOTAL REVENUE** \$ 1,150.00

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
502	Socials	Location With Activiy	\$ 300.00
502	Socials	2 Gift Cards @ \$25	\$ 50.00
503	Meals	Food for Social \$15 x 30 people	\$ 450.00
509	Misc.	Square Fees (30 people x .75c )	\$ 22.50
<b>TOTAL EXPENSES</b>			<b>\$ 822.50</b>
<b>NET INCOME/(LOSS)</b>			<b>327.50</b>

PROGRAM BUDGET WORKSHEET

9/1/22

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 Entrance Fees	RATES	16.00	X PART#	1	X OCCURRENCE	100	\$	1,600.00
404 At door	RATES	21.00	X PART#	1	X OCCURRENCE	200	\$	4,200.00
408 Split the Pot	RATES	5.00	X PART#	1	X OCCURRENCE	120	\$	600.00

TOTAL REVENUE \$ 6,400.00

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
502	Social Entertainment	Band/DJ	\$ 300.00
502	Social Entertainment	Activities for Social	\$ -
502	Socials	Bartender Tips Cash	\$ -
502	Social Supplies	Transportation	\$ 50.00
502	Social Alcohol	Binnys	\$ 1,000.00
502	Social Supplies	Decorations	\$ 100.00
509	Misc.	Square Fees (.75c per part.)	\$ 100.00
502	Social Rental	Hilton Room Rental	\$ 3,200.00
TOTAL EXPENSES			\$ 4,750.00
NET INCOME/(LOSS)			\$ 1,650.00

**PROGRAM BUDGET WORKSHEET**

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

**COMMITTEE NAME:** SOCIAL - RAFFLES  
**PROJECT** NRPA CONFERENCE

**INCOME**

<b>Account # Name:</b>						
404	Entrance Fee	RATE\$	<span style="border: 1px solid black; background-color: yellow; padding: 2px;"> </span>	X PART#	<span style="border: 1px solid black; background-color: yellow; padding: 2px;"> </span>	X OCCURRENCE
		RATE\$	<span style="border: 1px solid black; background-color: yellow; padding: 2px;"> </span>	X PART#	<span style="border: 1px solid black; background-color: yellow; padding: 2px;"> </span>	X OCCURRENCE
						<span style="border: 1px solid black; padding: 2px;">\$ -</span>
						<span style="border: 1px solid black; padding: 2px;">\$ -</span>

**TOTAL REVENUE** \$ -

**EXPENSES:**

<b>Account # Name:</b>		<b>Description of items</b>	<b>Total Amount</b>
502	Socials	Bar Tab	\$ 750.00

**TOTAL EXPENSES** \$ 750.00

**NET INCOME/(LOSS)** \$ (750.00)

**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\$	15.00	X PART#	1	X OCCURRENCE	50	\$	750.00
405 Meal Fee	RATE\$	15.00	X PART#	1	X OCCURRENCE	25	\$	375.00
408 Split the Pot	RATE\$	1.00	X PART#	1	X OCCURRENCE	25	\$	25.00

**TOTAL REVENUE** \$ 1,150.00

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
502	Socials	Location with the Activity	\$ 300.00
502	Socials	2 Amazon Gift Cards @ \$25	\$ 50.00
503	Meals	\$15 pp x 50 People	\$ 750.00
509	Misc.	Square Fees (50 people x .75)	\$ 37.50
<b>TOTAL EXPENSES</b>			<b>\$ 1,137.50</b>
<b>NET INCOME/(LOSS)</b>			<b>\$ 12.50</b>

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:	RATES\$	X PART#	X OCCURRENCE		
404	Entrance/Activity Fee	15.00	1	X OCCURRENCE	50	\$ 750.00
405	Meal Fee	10.00	1	X OCCURRENCE	25	\$ 250.00
408	Misc. Split the Pot	1.00	1	X OCCURRENCE	25	\$ 25.00

**TOTAL REVENUE** \$ 1,025.00

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
502	Socials	Odyssey Fun World	
502	Socials	Gift Cards for Winners 2 x \$25	\$ 50.00
503	Meals	Food & Driving Range Balls \$12 per person x 50 People	\$ 600.00
509	Misc.	Square Fees (50 people x .75)	\$ 37.50
<b>TOTAL EXPENSES</b>			<b>\$ 687.50</b>
<b>NET INCOME/(LOSS)</b>			<b>337.50</b>

**PROGRAM BUDGET WORKSHEET**

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

**COMMITTEE NAME:** SPONSORSHIP  
**PROJECT**

**INCOME**

Account #	Name:	RATES		X PART#		X OCCURRENCE		
407	General Mtg	100.00	X	1	X	5	\$	500.00
407	Opening Social	150.00	X	1	X	1	\$	150.00
407	Holiday Social	150.00	X	1	X	1	\$	150.00
407	Conference Social	1500.00	X	1	X	1	\$	1,500.00
407	NRPA Social	150.00	X	1	X	1	\$	150.00
407	May Social	150.00	X	1	X	1	\$	150.00
407	Day Camp Workshop	500.00	X	1	X	1	\$	500.00
407	Early Childhood Workshop	150.00	X	1	X	1	\$	150.00

**TOTAL REVENUE** \$ **3,250.00**

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
			\$ -
		<b>TOTAL EXPENSES</b>	\$ -
		<b>NET INCOME/(LOSS)</b>	<b>3,250.00</b>



**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:	RATE\$	X PART#	X OCCURRENCE		\$
402	Select Checks	10.00	1	X OCCURRENCE	45	450.00
402	Business Checks	50.00	1	X OCCURRENCE	2	100.00
402	Full Member	110.00	1	X OCCURRENCE	10	1,100.00
402	Full Business	150.00	1	X OCCURRENCE	1	150.00
402	University	50.00	1	X OCCURRENCE	1	50.00
	Total Membership dues from Square Report			X OCCURRENCE		6,553.76
408	T-Shirt	15.00	1	X OCCURRENCE	25	375.00
408	Windbreaker	35.00	1	X OCCURRENCE	50	1,750.00
<b>TOTAL REVENUE</b>						<b>\$ 10,528.76</b>

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
503	Meals	Board Orientation Food	\$ 450.00
503	Meals	In-Person Executive Board Meeting	\$ 450.00
503	Meals	In-Person Committee Meetings	\$ 2,600.00
506	Printing & Postage	Misc. Printing Parks Day / Awards	\$ 50.00
507	Awards	***Committee recognition gifts (TBD by president)	\$ 750.00
508	Licensing & Dues	Secretary of State Paperwork Annual Report Filing	\$ 11.00
510	Insurance	Cincinnati Insurance Companies Renewal of Policy	\$ 630.00
509	Misc. Scholarships	Undergrad Scholarship	\$ 500.00
509	Misc. Scholarships	Graduate Scholarship	\$ 500.00
511	Website Maintenance	Constant Contact Yearly Membership	\$ 217.00
511	Website Maintenance	SSPRPA Website - Host Papa(155.88) & Foreign Fee (3.22)	\$ 160.00
511	Website Maintenance	SSPRPA Website - Wix.com	\$ 132.00
511	Website Maintenance	SSPRPA Drop Box Account - Professional Individual	\$ 199.00
511	Website Maintenance	SSPRPA Simply Voting Software \$200+\$6 International Fee	\$ 206.00
512	Special Projects	Diversity Volunter Project (Food and or Supplies for Volunteers)	\$ 300.00
512	Special Projects	SSPRPA Apparell	\$ 650.00
<b>TOTAL EXPENSES</b>			<b>\$ 7,805.00</b>
<b>NET INCOME/(LOSS)</b>			<b>\$ 2,723.76</b>

PROGRAM BUDGET WORKSHEET

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

**COMMITTEE NAME:** AWARDS  
**PROJECT**

**INCOME**

Account # Name:

RATE\$  X PART#  X OCCURRENCE  \$ -

**TOTAL REVENUE** \$ -

**EXPENSES:**

**Account # Name:**

- 507 Awards
- 507 Awards
- 507 Awards
- 507 Awards
- 507 Awards
- 507 Awards
- 509 Misc
- 509 Misc

Description	Total Cost
President Plaque	\$ 42.00
Young Professional Plaque	\$ 42.00
Professional of Year Plaque	\$ 42.00
Certificates	\$ 60.00
Decorations	\$ 200.00
Lifetime Achievement Award (If Needed)	\$ 100.00
Young Professional Award (Wilson Fam Scholarship)	\$ -
Professional Award	\$ 500.00

**TOTAL EXPENSES** \$ 986.00

**NET INCOME/(LOSS)** \$ (986.00)

**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:**

406 Legislative Awareness Event      RATE\$ 15.00 X PART# 1 X OCCURRENCE      \$ 40.00 \$ 600.00

**TOTAL REVENUE**      \$ 600.00

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
504	Legislative	Legislative Networking Social	\$ 1,500.00
504	Legislative	Parks Day at the Capitol	\$ 1,200.00
504	Legislative	Legislative Breakfast(s) Tinley Park & Lockport	\$ 1,600.00
504	Legislative	Legislative Awareness Event (CEU's)	\$ 900.00

**TOTAL EXPENSES**      \$ 5,200.00

**NET INCOME/(LOSS)**      \$ (4,600.00)

**PROGRAM BUDGET WORKSHEET**

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

**COMMITTEE NAME:** MEAL FEES  
**PROJECT:** General Monthly Meeting Meals

**INCOME**

**Account # Name:** 405 RATES 15.00 X PART# 25 X OCCURRENCE 5 \$ 1,875.00  
**TOTAL REVENUE** \$ 1,875.00

**EXPENSES:**

Account # Name:	Description of items	Total Amount
503 MEALS	October Meeting - Oak Lawn	\$ 550.00
503 MEALS	November - Zoom	\$ -
503 MEALS	January - Hickory Hills	\$ 550.00
503 MEALS	February - TBA	\$ 550.00
503 MEALS	March - Mokena	\$ 550.00
503 MEALS	April - Crete	\$ 550.00
509 Miscellaneous	Square Fees (.75c pp) x 125 people	\$ 93.75
<b>TOTAL EXPENSES</b>		<b>\$ 2,843.75</b>
<b>NET INCOME/(LOSS)</b>		<b>\$ (968.75)</b>

**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\$	7.00	X PART#	1	X OCCURRENCE	75	\$	525.00
<b>TOTAL REVENUE</b>							\$	<b>525.00</b>

**EXPENSES:**

<b>Account #</b>	<b>Name:</b>	<b>Description of items</b>	<b>Total Amount</b>
505	Workshops	Speakers/ Opening Speaker	\$ 200.00
505	Workshop Supplies	ECH Give-aways	\$ 200.00
503	MEALS	ECH - lunch, paper products, pop/water	\$ 50.00
509	Misc.	Square Fees 75 paticipants x .75	\$ -
<b>TOTAL EXPENSES</b>			<b>\$ 450.00</b>
<b>NET INCOME/(LOSS)</b>			<b>\$ 75.00</b>

**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 f	RATE\$	8.00	X PART#	1	X OCCURRENCE	225	\$	1,800.00
406 Non Member Entra	RATE\$	12.00	X PART#	1	X OCCURRENCE	25	\$	300.00
<b>TOTAL REVENUE</b>							<b>\$</b>	<b>2,100.00</b>

**EXPENSES:**

<b>Account #</b>	<b>Name:</b>	<b>Description of items</b>	<b>Total Amount</b>
505	CONTRACTUAL	DC Speakers/ Opening Speaker	\$ 500.00
505	SUPPLIES	DC Give-aways	\$ 1,600.00
503	MEALS	DC - lunch, paper products, pop/water	\$ -
509	Misc.	Square Fees 250 paticipants x .75	\$ -
<b>TOTAL EXPENSES</b>			<b>\$ 2,100.00</b>
<b>NET INCOME/(LOSS)</b>			<b>\$ -</b>

**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\$ 30.00	X PART# 1	X OCCURRENCE	35	1,050.00
406	Non Member Fall Seminar Workshop	RATE\$ 45.00	X PART# 1	X OCCURRENCE	15	675.00
406	Member Spring Seminar Workshop	RATE\$ 30.00	X PART# 1	X OCCURRENCE	35	1,050.00
406	Non Member Spring Seminar Workshop	RATE\$ 45.00	X PART# 1	X OCCURRENCE	15	675.00
<b>TOTAL REVENUE</b>						3,450.00

**EXPENSES:**

Account #	Name:	Description of items	Total Amount
513	Prof. Dev.	2 Workshops @ \$1,750 each	\$ 3,500.00
513	Prof. Dev.	Speaker Fees for General Meetings	\$ 500.00
513	Prof. Dev.	CEU's For 2 Meetings	\$ 80.00
513	Prof. Dev.	CEU's For 2 Workshops	\$ 40.00
<b>TOTAL EXPENSES</b>			<b>4,120.00</b>
<b>NET INCOME/(LOSS)</b>			<b>(670.00)</b>