

2024-2025 Proposed SSPRPA Budget

Income Account	
402- Membership Dues	11,260.00
404- Socials	9,550.00
405- Meal Fees	2,700.00
406- Workshops	6,800.00
407- Sponsorships	2,150.00
408- Miscellaneous	1,575.00
Total	\$34,035.00

Expense Account	
502- Socials	\$12,327.00
503- Meals	\$5,930.00
504- Legislative/Public Awareness	\$2,200.00
505- Workshops	\$6,706.00
506- Advertings and Marketing	\$300.00
507- Awards	\$995.00
508- Licensing & Dues	\$11.00
509- Miscellaneous	\$1,530.00
510- Insurance	\$600.00
511- Website Maintenance	\$1,012.00
512- Special Projects	\$5,900.00
513- Professional Development	\$150.00
Total	\$37,661.00

Net Income	-\$3,626.00
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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			Actuals
402	Select	15.00	1		152	\$ 2,280.00		
402	Full Member	130.00	1		62	\$ 8,060.00	\$ 2,964.00	
402	Full Business	160.00	1		5	\$ 800.00	\$ 8,450.00	
402	Retireed Members	12.00	1		10	\$ 120.00	\$ 500.00	
	Total Membership dues						\$ 60.00	
402	from Square Report							\$ 11,974.00
408	T-Shirt	12.00	1		25	\$ 300.00	\$ 325.00	300
408	Outerwear	25.00	1		25	\$ 625.00	\$ 75.00	625
408	Bears Tickets	5.00	1		50	\$ 250.00	\$ 395.00	250
408	Sox Tickers	2.00	1		200.00	\$ 400.00	\$ 448.00	400
	TOTAL REVENUE					\$ 12,835.00	\$ 1,243.00	1575

EXPENSES:

Account #	Name:	Description of items	Total Amount	
503	Meals	Board Orientation Food	\$ 400.00	\$ 293.62
503	Meals	Executive Board Inperson Meeting	\$ 600.00	
503	Meals			
506	Advertings and Marketing	New Logo Design	\$ 300.00	\$ -
507	Awards	***Committee recognition gifts (TBD by president)	\$ 900.00	\$ 912.00
508	Licensing & Dues	Secretary of State Paperwork Annual Report Filing	\$ 11.00	\$ 11.00
510	Insurance	Cincinnati Insurance Companies Renewal of Policy	\$ 600.00	\$ 525.00
509	Misc. Scholarships	Undergrad/Graduate Scholarship	\$ 1,000.00	\$ 1,000.00
509	Misc. Scholarships	IPRA Membership Giveaway	\$ 530.00	\$ 500.00
511	Website Maintenance	Constant Contact/Zoom Yearly memberships	\$ 315.00	\$ 198.00
511	Website Maintenance	SSPRPA Website - Host Papa(155.88) & Foreign Fee (3.22)	\$ 160.00	\$ 160.00
511	Website Maintenance	SSPRPA Website - Wix.com	\$ 132.00	\$ 132.00
511	Website Maintenance	SSPRPA Drop Box Account - Professional Individual	\$ 199.00	\$ 199.00
511	Website Maintenance	SSPRPA Simply Voting Software \$200+\$6 International Fee	\$ 206.00	\$ 206.00
512	Special Projects	50th Celebration	\$ 5,000.00	\$ -
512	Special Projects	SSPRPA Apparel	\$ 900.00	\$ 817.00
	TOTAL EXPENSES		\$ 11,253.00	\$ 4,953.62
	NET INCOME/(LOSS)		\$ 1,582.00	

5/1/24

PROGRAM BUDGET WORKSHEET

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COMMITTEE NAME:
PROJECT

SOCIAL - RAFFLES
Opening Social

INCOME

Account # Name:

404 Entrance/Activity Fee	RATES\$	10.00	X PART#	1	X OCCURRENCE	60	\$	600.00
404 Meal Fee	RATES\$	20.00	X PART#	1	X OCCURRENCE	60	\$	1,200.00
404 Misc. Split the Pot	RATES\$	1.00	X PART#	1	X OCCURRENCE	25	\$	25.00

Actuals

TOTAL REVENUE

\$ 1,825.00

\$ 1,220.00

EXPENSES:

Account # Name:

	Description of items	Total Amount
502	Socials	
	Location	\$ 300.00
502	Socials	
	Raffle Prizes	\$ 200.00
502	Meals	
	\$20pp X 60p	\$ 1,200.00
502	Misc.	
	Square Fees (60 people x .75)	\$ 45.00

\$ 116.50

\$ 1,000.00

\$ 45.00

TOTAL EXPENSES

\$ 1,745.00

\$ 1,161.50

NET INCOME/(LOSS)

80.00

PROGRAM BUDGET WORKSHEET

5/1/24

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:

	RATE\$	X PART#	X OCCURRENCE			Actual
404 Entrance Fees	15.00	1	1	120	\$ 1,800.00	\$ 2,040.00
404 At door	20.00	1	1	200	\$ 4,000.00	\$ 3,760.00
404 Split the Pot	0.00	0	0	0	\$ -	
TOTAL REVENUE					\$ 5,800.00	\$ 5,800.00

EXPENSES:

Account # Name:	Description of items	Total Amount	
502 Social Entertainment	Band/DJ	\$ 1,500.00	\$ 1,500.00
502 Social Entertainment	Activities for Social	\$ -	
502 Socials		\$ -	
502 Social Supplies			\$ -
502 Social Alcohol	Binnys	\$ 1,500.00	\$ 1,412.00
502 Social Supplies	Decorations	\$ 200.00	\$ 150.00
502 Misc.	Square Fees (.75c per part.)	\$ 200.00	\$ 200.00
502 Social Rental	Hilton Room Rental	\$ 4,300.00	\$ 3,909.00
TOTAL EXPENSES		\$ 7,700.00	\$ 7,171.00
NET INCOME/(LOSS)		\$ (1,900.00)	

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

Account # Name:
 404 Entrance Fee

RATE\$		X PART#		X OCCURRENCE		\$	-	
RATE\$		X PART#		X OCCURRENCE		\$	-	
TOTAL REVENUE							\$	-

EXPENSES:

Account #	Name:	Description of items	Total Amount
502	Socials	Bar Tab	
TOTAL EXPENSES			\$ -
NET INCOME/(LOSS)			\$ -

Actual	
\$500.00	Sponsorship
\$753.75	

Only going to give funds towards bar tab if Sponsorship money is obtained.

PROGRAM BUDGET WORKSHEET

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

COMMITTEE NAME: Professional Development

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 Morning Seminar	RATE\$	5.00	X PART#	1	X OCCURRENCE	45	225.00
406	Workshop	RATE\$	0.00	X PART#	1	X OCCURRENCE		-
406	Member Afternoon Seminar	RATE\$	5.00	X PART#	1	X OCCURRENCE	45	225.00
406	Workshop IPRF SCHOLORSHIP	RATE\$	3000.00	X PART#	1	X OCCURRENCE		3,000.00
TOTAL REVENUE								3,450.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
513	Prof. Dev.	1 Workshops	\$ 3,000.00
513	Prof. Dev.	Speaker Fees for General Meetings	\$ 150.00
513	Prof. Dev.		
513	Prof. Dev.	CEU's For 2 Workshops	\$ 450.00
TOTAL EXPENSES			3,600.00
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 Early Childhood

INCOME

Account # Name:

406 Workshop Fee	RATE\$	10.00	X PART#	1	X OCCURRENCE	75	\$	750.00
TOTAL REVENUE							\$	750.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
505	Workshops	Speakers/ Opening Speaker	\$ 300.00
505	Workshop Supplies	ECH Give-aways	\$ 300.00
503	MEALS		\$ -
509	Misc.	Square Fees 75 paticipants x .75	\$ 56.25
TOTAL EXPENSES			\$ 656.25
NET INCOME/(LOSS)			\$ 93.75

Actuals	
\$	400.00
\$	242.13
\$	30.00
\$	272.13

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	250	\$	2,000.00
406 Non Member Entra	RATE\$	12.00	X PART#	1	X OCCURRENCE	50	\$	600.00
TOTAL REVENUE								\$ 2,600.00

EXPENSES:

Account #	Name:	Description of items	Total Amount
505	CONTRACTUAL	DC Speakers/ Opening Speaker	\$ 1,000.00
505	SUPPLIES	DC Give-aways	\$ 1,600.00
503	MEALS	DC - lunch, paper products, pop/water	\$ -
509	Misc.	Square Fees 250 paticipants x .75	\$ -
TOTAL EXPENSES			\$ 2,600.00
NET INCOME/(LOSS)			\$ -

PROGRAM BUDGET WORKSHEET

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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		\$ 75.00
Young Professional Plaque		\$ 75.00
Professional of Year Plaque		\$ 75.00
Certificates		\$ 30.00
Decorations		\$ 200.00
		\$ -
Young Professional Award (Wilson Fam Scholarship)		\$ -
Professional Award		\$ 500.00

TOTAL EXPENSES \$ 955.00

NET INCOME/(LOSS) \$ (955.00)

PROGRAM BUDGET WORKSHEET

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COMMITTEE NAME: LEGISLATIVE
PROJECT: Legislative Events

INCOME

Account # Name:

406 Legislative Awareness Event RATES \$ X PART# 1 X OCCURRENCE \$ -

TOTAL REVENUE \$ -

EXPENSES:

Account # Name: Description of items Total Amount

504 Legislative Legislative Networking Social \$ 1,100.00

504 Legislative \$

504 Legislative Legislative Breakfast Tinley Park \$ 1,100.00

504 Legislative \$

TOTAL EXPENSES \$ 2,200.00

NET INCOME/(LOSS) \$ (2,200.00)

Table with 'Actual' header and multiple rows for recording actual values.