# 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

#### PROGRAM BUDGET WORKSHEET

	Fill in all boxes that apply to		

COMMITTEE NAME: MEMBERSHIP DUES / PUBLICITY/ INSURANCE
PROJECT

#### INCOME

										Actuals
Account #	Name:									
402	Select	RATE\$	15.00	X PART#	1	X OCCURRENCE	152	\$	2,280.00	\$ 2,964.00
402	Full Member	RATE\$	130.00	X PART#	1	X OCCURRENCE	62	\$	8,060.00	\$ 8,450.00
402	Full Business	RATE\$	160.00	X PART#	1	X OCCURRENCE	5	\$	800.00	\$ 500.00
402	Retireed Members	RATE\$	12.00	X PART#	1	X OCCURRENCE	10	\$	120.00	\$ 60.00
	Total Membership dues									
402	from Square Report	RATE\$		X PART#		X OCCURRENCE				\$ 11,974.00
408	T-Shirt	RATE\$	12.00	X PART#	1	X OCCURRENCE	25	\$	300.00	\$ 325.00
408	Outerwear	RATE\$	25.00	X PART#	1	X OCCURRENCE	25	\$	625.00	\$ 75.00
408	Bears Tickets	RATE\$	5.00	X PART#	1	X OCCURRENCE	50	\$	250.00	\$ 395.00
408	Sox Tickers	RATE\$	2.00	X PART#	1	X OCCURRENCE	200.00	\$	400.00	\$ 448.00
	TOTAL REVENUE \$ 12									\$ 1,243.00

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	

- 1	NSTRUCTIONS: Fill in all boxes that apply to your committee budget.	Chroadahaat will do the coloulations and totals
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COMMITTEE NAME:	SOCIAL - RAFFLES
PROJECT	Opening Social

### INCOME

404	Name: B Entrance/Activity Fee Meal Fee Misc. Split the Pot	RATE\$ RATE\$ RATE\$	10.00 X PART# 20.00 X PART# 1.00 X PART#	1 1 1	X OCCURRENCE X OCCURRENCE X OCCURRENCE		\$ 600.00 \$ 1,200.00 \$ 25.00	Actuals	
				т	OTAL REVENUE		\$ 1,825.00	\$ 1,220.0	)0
EXPENSES	<u>8:</u>								
Account #	Name:		Description of items				Total Amount		
502	Socials					\$ 300.00	\$ 116.9	50	
502	Socials			Raffle Priz	es		\$ 200.00		
502	Meals			\$20pp X 6	0p		\$ 1,200.00	\$ 1,000.0	00
502	Misc.		Square Fees (60 people x .75)				\$ 45.00	\$ 45.0	00
				т	OTAL EXPENSES		\$ 1,745.00	\$ 1,161.	50
				N	ET INCOME/(LOSS)		80.00		

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	60	\$ 600.00
404 Meal Fee	RATE\$	15.00 X PART#	1	X OCCURRENCE	60	\$ 900.00
<b>404</b> Split the Pot	RATE\$	1.00 X PART#	1	X OCCURRENCE	25	\$ 25.00

TOTAL REVENUE	\$ 1,525.00

Account #	Name:	Description of items	Total Amount
502	Socials	Location with the Activity	\$ 200.00
502	Socials	Raffle Prizes	\$ 50.00
502	Meals	\$20 pp x 60 People	\$ 1,200.00
502	Misc.	Square Fees (50 people x .75)	\$ 45.00
		TOTAL EXPENSES	\$ 1,495.00
		NET INCOME/(LOSS)	\$ 30.00

	Actuals	
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	\$ -	
	\$ -	
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1	<b>*</b>	le acceding as a second discussion
	\$ 880.00	bowling and location
1	\$ 50.00	•
	\$ 50.00	,
	\$ 1,432.50	
	\$ 401.96	
	101100	•
	\$ 2,764.46	
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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 At door Split the Pot	RATE\$ 20.00 X PART# 1 X OCCURRENCE 20	1,800.00 0 \$ 4,000.00 0 \$ -	Actual \$ 2,040.00 \$ 3,760.00
		TOTAL REVENUE	\$ 5,800.00	\$ 5,800.00
EXPENSES	<u>i:</u>			
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)	

COMMITTE	E NAME:		SOCIAL - RAFI	FLES		Actual	
PROJECT			NRPA CONFER	ENCE			
INCOME							
Account # 404	Name: Entrance Fee	RATE\$ RATE\$	X PART# X PART#	X OCCURRENCE X OCCURRENCE	\$ -	\$500.00	Sponsorship
				TOTAL REVENUE	\$ -		
EXPENSES	<u>:</u>						
Account #	Name:		Desc	ription of items	Total Amount		
502	Socials			Bar Tab		\$753.75	
				TOTAL EXPENSES	\$ -		
				NET INCOME/(LOSS)	\$ -		

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

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

COMMITTEE NAME: PROJECT SOCIAL - RAFFLES End of the Year Social

#### INCOME

Account #	Name:						
404	Entrance/Activity Fee Meal Fee Split the Pot	RATE\$ RATE\$ RATE\$	0.00 X PART# 15.00 X PART# 1.00 X PART#	1 X OCCURRENCE 1 X OCCURRENCE 1 X OCCURRENCE	0 \$ 25 \$ 25 \$	375.00 25.00	Actuals
				TOTAL REVENUE	\$	400.00	\$ -
EXPENSES	<u>3:</u>						
Account #	Name:	[	Des	scription of items	То	otal Amount	
502	Socials	[	Loc	ation With Activiy	\$	350.00	\$ 1,185.40
502	Socials	[	Drinl	k Ticket per person	\$	250.00	
502	Meals		Food for	Social \$15 x 50 people	\$	750.00	
502	Misc.	[	Square F	Fees (50 people x .75c )	\$	37.50	\$ 30.00
				TOTAL EXPENSES	\$	1,387.50	\$ 1,215.40
				NET INCOME/(LOSS)		(987.50)	

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

totals.	ONS: Fill in all	boxes that apply to your committee budget. Spreadsheet will do the calc	culations and	
COMMITTE	E NAME:	MEAL FEES General Monthly Meeting Meals		
INCOME				Actuals
Account #	Name:			Actuals
405		RATE\$ 15.00 X PART# 30 X OCCURRENCE 6	\$ 2,700.00	
		TOTAL REVENUE	\$ 2,700.00	
EVDENOEO	_			
EXPENSES	<u>:</u>			
Account #	Name:	Description of items	Total Amount	
503	MEALS	October Meeting	\$ 650.00	\$ 780.65
503	MEALS	November	\$ 650.00	\$ 426.01
503	MEALS	January	\$ 650.00	\$ 834.79
503	MEALS	February	\$ 650.00	\$ 830.65
503	MEALS	March	\$ 650.00	\$ 840.00
503	MEALS	April	\$ 1,500.00	\$1,100
503	Miscellaneous	Square Fees (.75c pp) x 125 people	\$ 180.00	
		TOTAL EXPENSES	\$ 4,930.00	
		NET INCOME/(LOSS)	\$ (2,230.00)	

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

COMMITTEE NAME:

Professional Development

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

INCOME

#### Account # Name:

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

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)

INSTRUCTI totals.	IONS: Fill in all box	es that apply to your committee budget. Spreadsheet will do the	e calculations and
COMMITTEE NAME: PROJECT		WORKSHOPS Early Childhood	
INCOME			
Account #	Name:		
406	Workshop Fee	RATE\$ 10.00 X PART# 1 X OCCURRENCE TOTAL REVENUE	75 \$ 750.00 \$ 750.00
EXPENSES	<u>:</u>		
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

A stude	
Actuals	
\$ 400	.00
\$ 242	2.13
\$ 30	.00
\$ 272	2.13

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

Account #	Name:	Description of items	<b>Total Amount</b>
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)	\$ -

INSTRUCTIONS: Fill in all boxes that apply to your committee budget. Spreadsheet will do the calculations and totals.						
COMMITTE PROJECT	E NAME:	SPONSORSHIP		]		
INCOME  Account # 407 407 407 407 407 407 407 407 407	Name: General Mtg Opening Social Holiday Social Conference Social NRPA Social May Social Day Camp Workshop Early Childhood Workshop	RATE\$ RATE\$ RATE\$ RATE\$ RATE\$ RATE\$ RATE\$	0.00 X PART# 0.00 X PART# 1000.00 X PART# 0.00 X PART# 0.00 X PART# 500.00 X PART#	1 X OCCURRENCE 1 DCCURRENCE 2 X OCCURRENCE 1 DCCURRENCE	0 \$ - 1 \$ 500.00 1 \$ - 1 \$ 1,000.00 1 \$ - 1 \$ - 1 \$ 500.00	\$500.00 \$500.00 \$0.00
EXPENSES Account #	_		TOTAL REVENUE  Description of items		\$ 2,150.00	
				TOTAL EXPENSES NET INCOME/(LOSS)	\$ - \$ - 2,150.00	\$1,000.00

INSTRUCT	ONS: Fill in a	all boxes that apply to your committee budget. Spreadsheet wi	II do the calculations		
COMMITTE PROJECT	E NAME:	AWARDS			
INCOME Account #	Name:	RATE\$ X PART# X OCCURRENCE [	\$ -		
		TOTAL REVENUE	\$ -		
EXPENSES Account #	_	Description	Total Cost		
507	Awards	President Plague	\$ 75.00		
507	Awards	Young Professional Plaque	\$ 75.00		
507	Awards	Professional of Year Plague	\$ 75.00		
507	Awards	Certificates	\$ 30.00		
507	Awards	Decorations	\$ 200.00		
507	Awards		\$ -		
509	Misc	Young Professional Award (Wilson Fam Scholarship)	\$ -		
509	Misc	Professional Award	\$ 500.00		
		TOTAL EXPENSES	\$ 955.00		

INSTRUCT	IONS: Fill in all boxes that app	y to your committee budget. Spreadsheet will do the calculations and totals.	
COMMITTE PROJECT	E NAME:	LEGISLATIVE Legislative Events	
INCOME			
Account #	Name:		Actual
40	6 Legislative Awareness Event	RATE\$ X PART# 1 X OCCURRENCE \$ -	Actual
		TOTAL REVENUE \$ -	
EXPENSES	3:		
Account #	Name:	Description of items Total Amount	
504	Legislative	Legislative Networking Social \$ 1,100.00	
504	Legislative		\$ 1,025.55
504	Legislative	Legislative Breakfast Tinley Park \$ 1,100.00	\$ 1,036.09
504	Legislative		
		TOTAL EXPENSES \$ 2,200.00	
		NET INCOME/(LOSS) \$ (2,200.00)	