## LOCAL ANNUAL BUDGET & QUARTERLY TRACKING TEMPLATE

It is strongly recommended Locals prepare an annual budget for approval by the membership at a meeting with quorum.

Local	Name:
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Date: \_\_\_\_\_

	CURRENT YEAR BUDGET	Q1 ACTUAL	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	Total	
<b>REVENUE - REBATES</b>	\$	\$	\$	\$	\$	\$	
LESS: EXPENSES							
Room Rental							
Honorariums							
Cell Phone/Internet							
Office Supplies/Postage							
Retirement Gifts							
Member Education							
Per Capita Expense							
Local Events							
Convention Registration							
Bank Service Charges							
Donations							
Local Bursaries							
Other Expenses:							
TOTAL EXPENSES	\$	\$	\$	\$	\$	\$	
* Expenses MUST match that of the Quarterly Report.							
NET BALANCE	\$	\$	\$	\$	\$	\$	