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: _____ Date: _____

	CURRENT YEAR BUDGET	Q1 ACTUAL	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	Total
REVENUE - REBATES	**$**	**$**	**$**	**$**	**$**	**$**
LESS: EXPENSES						
Bank Charges						
Cell Phone/Internet						
Donations						
HEU Convention Expenses						
Honorariums						
Local Building						
Local Bursaries						
Local Events						
Local Meeting Expenses						
Member Education						
Office Supplies						
Per Capita Exp. (Lab. Coun.)						
Retirement Gifts/Goodwill						
Other Expenses						
TOTAL EXPENSES	**$**	**$**	**$**	**$**	**$**	**$**

** Expenses MUST match that of the Quarterly Report.*

NET BALANCE	**$**	**$**	**$**	**$**	**$**	**$**