

## Budget Assumptions

1. Each budget line item will be tied to a goal, objective or action step to reach the goals/strategic plan of the section
2. Each budget line item will be tied to an approved plan of work
3. All line items should consider the use of technology wherever possible. (Example - conference call rather than in person meeting)
4. Budget for each section event will be approved by the section finance committee before the event is marketed.
5. All section events will break even, at a minimum, unless approved to do otherwise by board action.
6. All sponsor/fundraising solicitation will follow section guidelines and be approved by finance committee before contact is made.
7. Committee basic budgets will include (where appropriate):
  - a. Travel
  - b. Telephone
  - c. Printing
  - d. Postage
  - e. Marketing/promotion
  - f. Training
  - g. Office supplies
  - h. Materials
  - i. Food
  - j. Appreciation gifts
  - k. Related organizational dues
  - l. Related meeting expenses (other organizations, national meetings, etc)
8. Event budgets will include (where appropriate)
  - a. Income projections -
    - i. Optimal and break even figures for participants based on each fee category
    - ii. Other (grants, sponsors, etc)
    - iii. Contingency plan for low registration/cancellation plan
  - b. Expense projections – total and total/participant
    - i. Site
    - ii. Speaker/program fees
    - iii. Marketing/promotion
    - iv. Printing
    - v. Supplies
    - vi. Program materials
    - vii. Food
    - viii. Telephone
    - ix. Travel/lodging
    - x. Audiovisual
    - xi. Insurance/permits
    - xii. Appreciation gifts