

*Income Statement Tips
For an Alpha Phi Alumnae Chapter*

Set up an Income Statement with the following information:

<i>REVENUES</i>	<i>AMOUNT</i>
Local Dues year to date	
Contributions	
Foundation Fundraising	
Chapter Fundraising	
Other	

<i>EXPENSES</i>	<i>AMOUNT</i>
Option A – Put exact expenses here if a small chapter and small number of checks. Option B – Lump expenses into categories with a separate ledger for each.	
Foundation Fundraising to Foundation Office	
Collegiate Chapter donation	
Postage	
Stationery	
Printing	
Refreshments	
Other	

Net Worth Budgeting Tips

$$\text{Revenues minus Expenses} = \text{Savings}$$

It is important consider timing when determining your budget. The majority of revenues (dues) are received by November 1. Do you have fixed expenses going out (Panhel dues, collegiate donations, etc.)? Encourage members to donate supplies and bring appetizers and desserts to social events. See the Alumnae Officer's Manual for budgeting specifics.