

Illinois Prairie Weavers

Master for Preparing Budget

March Checking Account Ending Balance

Plus:

Receipts expected (check budget and year's activity)

Less:

Expenses yet to be paid, usually:

hospitality (ask Hospitality Chairman)	25.00
President's gift (ask 1VP)	20.00
donation to Downers Grove library	100.00
purchase of library book (ask librarian)	

Yields:

Projected Year-End/Starting Balance

Plus:

Receipts expected

Dues (take the number of current members, less 3 honorary members, and less 10%; multiply by \$25 each; ask Membership Chairman)

Raffle (average intake this past year x 10 meetings)

Other, such as:

donations

% per sales

Less:

Disbursements expected

Sept room rental/donation program	
Oct room rental/donation program	
Nov room rental/donation program	
Dec hostess program	50.00
Jan room rental/donation program	-0-
Feb room rental/donation program	
Mar room rental/donation program	
Apr room rental/donation program	
May room rental/donation program	
Jun room rental/donation program	
Hospitality	25.00
Hostesses - out of town programs	
Yearbook	150.00
Publicity (flyers, website)	40.00
Library book purchase	
Donation to Downers Grove library	100.00
President's gift	20.00
Misc/other	200.00

Yields:

Projected Ending Cash Balance, which must be a positive number, preferably leaving a good \$1000 minimum in the checking account