

**Title:**

CHAPTER SESSION: Basics of Budgeting

**Keywords:**

budget, chapter finance and treasurer

**Abstract Text:**

Your chapter's finances will determine almost every move the chapter makes in delivering services, programs, and benefits to your membership. But often the budget isn't properly put together, or isn't reviewed frequently enough to ensure that the chapter has the funds to operate on a sustainable scale each year.

This session will allow attendees to:

- Learn the types of income and expense to include in your annual chapter budget. In addition to discussing the types of chapter-specific expenses that may occur and be detailed in your Policy and Procedure Manual, such as offering membership subsidies or grants, the STTI chapter bylaws requirements will be discussed to help address expenses that include:
  - Sending a delegate to the in-person House of Delegates sessions at each biennial convention. Will the chapter pay for only registration costs, or will there be travel costs provided, as well? If the chapter does not have representation at the House of Delegates, the chapter will still be charged the cost of registration, so that amount must be included in the budget.
  - Purchasing additional insurance that may be needed in addition to the insurance provided by STTI for basic chapter operations
- Complete a budget worksheet to take back to the chapter to discuss at the next board meeting.
- Discuss the importance of reviewing the budget at every meeting, to ensure that the chapter remembers the action goals they've determined based on their income, and how to react if any unexpected expenses occur.

STTI staff will also review the chapter check schedule, so chapters know when to expect the membership dues to be returned to the chapter. STTI chapter resources will also be shared and discussed, and there may be an opportunity to ask other financially-based questions, or set up a time to discuss them with staff at a future date.

\*This session is not eligible for continuing nursing education credits.

**Final Number:**

C 04

**Learning Activity:**

LEARNING OBJECTIVES	EXPANDED CONTENT OUTLINE
Learn the types of income and expense to include in your chapter budget	The STTI bylaws have requirements that the chapter will take into consideration in their budget template, such as sending a delegate to the House of Delegates
Complete a budget worksheet	This activity will allow the attendees to fill in a specific budget using their chapter's goals as a framework.