

Phi Delta Theta Annual Budget Form

Chapter:

Treasurer:

Academic Term: 20 20

Date:

CHAPTER DEPARTMENT

Income

Chapter Dues	[___ members x \$_____ per year each]		
Phikeia Dues ¹	[___ Phikeia x \$_____ each]		
Initiation Dues ¹	[___ initiates x \$_____ each]		
Membership Dues ¹	[___ Brothers x \$_____ each]		
Building Fund	[___ members x \$_____ per year each]		
Social Fees	[___ members x \$_____ per year each]		
Fines			
Alumni Donation			
Liability Insurance ²			
Miscellaneous:			
1 _____			
2 _____			
3 _____			
4 _____			
Sub-total for miscellaneous items			
Total Chapter Income for the year			

Expenses

Pledge Dues	[___ Phikeia x \$60.00 each]		
Initiation Dues	[___ initiates x \$225.00 each]		
Membership Dues	[___ Brothers x \$95.00 each]		
Building Fund	[payments to House Corporation]		
Liability Insurance			
General Convention Fund	[2 payments/year x \$250.00]		\$500 00
Leadership Conference Fund	[2 payments/year x \$100.00]		\$200 00
Social Program			
Membership Recruitment Program			
Alumni Program			
Supplies			
Campus Activities (IFC, etc.)			
Miscellaneous:			
1 _____			
2 _____			
3 _____			
4 _____			
Sub-total for miscellaneous items			
Total Chapter Expenses for the year			

¹Although the fraternity has set amounts for these dues, the chapter has the right to charge more than this designated amount.

²Liability Insurance is billed by *James R. Favor & Company*. For insurance questions call the Housing and Insurance Coordinator at GHQ. Canadian chapters are billed by General Headquarters and their insurance bill is placed on their GHQ account and is due September 30.

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20 20

Date: _____

HOUSE DEPARTMENT

Income

Room Rent	[___ members x \$_____ per year each]			
Property Insurance ¹				
Parlor Tax	[___ out-of-house x \$_____ per year each]			
Miscellaneous:				
1 _____				
2 _____				
3 _____				
4 _____				
Sub-total for miscellaneous items				➤
Total House Income for the year				

Expenses

Rent				
Taxes				
Interest				
Property Insurance ¹				
Utilities:				
Electricity				
Fuel				
Gas				
Water & Sewage				
Telephone & Cable				➤
Trash Pickup				
Services				
Supplies				
Employee Wages ²				
Repairs and Maintenance				
Miscellaneous:				
1 _____				
2 _____				
3 _____				
4 _____				
Sub-total for miscellaneous items				➤
Total House Expenses for the year				

¹ Property insurance premiums (\$/man) fluctuate yearly; pay close attention to any updates.

² Employees in the housing department can be janitors, house parents, landscapers, etc.--independent contractors should be accounted for in relation to the specific project and the appropriate line item (*i.e.* Repairs and Maintenance). **Cooks are budgeted for in the commissary department, not here.**

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Academic Term: 20 <input type="checkbox"/> 20 <input type="checkbox"/>	Date: <input style="width: 100%;" type="text"/>
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COMMISSARY DEPARTMENT

Income

Board:				
Full-time	[___ full-time boarders x \$ _____ per year]			
Part-time	[___ part-time boarders x \$ _____ per year]			
Per-meal	[___ per-meal boarders x \$ _____ per year]			
Other	_____			
Sub-total for miscellaneous items				
Miscellaneous:				
1	_____			
2	_____			
3	_____			
4	_____			
Sub-total for miscellaneous items				
Total Commissary Income for the year				

Expense

Food:				
Breakfast	[___ avg. boarders x \$ _____ per meal/year]			
Lunch	[___ avg. boarders x \$ _____ per meal/year]			
Dinner	[___ avg. boarders x \$ _____ per meal/year]			
Special Occasions	_____			
Sub-total for miscellaneous items				
Culinary supplies				
Rent				
Repairs and Maintenance				
Employee Wages ¹				
Miscellaneous:				
1	_____			
2	_____			
3	_____			
4	_____			
Sub-total for miscellaneous items				
Total Commissary Expense for the year				

¹ Employees can be cooks, servers, helper, and/or house parents—if house parent's duties include commissary work, only that portion of their work should be paid out of the commissary budget.

Budget Profile	Income	Expense
If the overall expense is greater than the overall income the budget is not balanced. Budgets must be balanced.	Chapter Department <input style="width: 100%;" type="text"/>	Chapter Department <input style="width: 100%;" type="text"/>
	House Department <input style="width: 100%;" type="text"/>	House Department <input style="width: 100%;" type="text"/>
	Commissary Department <input style="width: 100%;" type="text"/>	Commissary Department <input style="width: 100%;" type="text"/>
	Overall Total Income <input style="width: 100%;" type="text"/>	Overall Total Expense <input style="width: 100%;" type="text"/>