

## **IOWA STATE UNIVERSITY WOMEN'S CLUB**

## BUDGET REQUEST For Year 2023-2024

It is important that each committee thoughtfully submit a budget request each year. It is realized that exact dollar amounts cannot always be reached. Requests should be researched prior to submitting request and by looking at previous year's budget information. Items to consider in preparing budgets can be found on the back of this sheet. Occasionally, expenses exceed the budget allotment requested and granted. **Before exceeding budget by more than \$25**, contact the Budget and Finance Chairperson.

Return to Budget and Finance Chairperson (see below) by May 1, 2023

Chair Telephone eMail	Teleph	Telephone		
Amount spent in previous year by this committee \$_				
ITEM DESCRIPTION		REQUESTED	APPROVED	
	TOTALS			

This form may be filled in online or downloaded and filled in by hand. After completing, save and submit a copy to Budget and Finance Committee Chairperson via email attachment or by mail.

Budget and Finance Committee Chairperson: Joan Fitzsimmons

Address: 3725 Brigeport Dr., Ames, IA 50010

Telephone: 515 745 4472

eMail: joniefitz@gmail.com

In preparing your budget request, please consider the following:

**Executive** 

**President** Printing of agendas, minutes, newsletters, invitations/stationary,

constitutions, memorials, etc. Postage. Gavel. Liability insurance.

Honored members memoriam. Sales tax.

**Secretary** Printing of minutes, supplies

**Treasurer** Printing of reports, postage, supplies

**Historian** Supplies, hard copy printing

Printing of materials, Certificate printing and calligraphy, postage,

**Awards** 

**Social-Spring** 

6-8 meals for awardees, place cards, nametags, photos

**Budget** Printing of forms

Friendship Cards and postage

Holiday Social Room rental fees, serving incidentals (paper goods, etc.), equipment

**Hospitality** Room rental fees for General Assemblies and Cabinet meetings, Food

for General Assemblies and two Business meetings, Serving incidentals (paper goods, etc.), Miscellaneous

Membership Record keeping supplies, postage, miscellaneous

Welcome/Nametags Supplies, printing

**Newcomers** Printing nametags, One-time luncheon expense

**Program** Honorariam for General Assembly speakers

**Publicity** Printing, Web page expenses, Annual domain fee

Social-Fall Room rental fees, Food, Serving Incidentals, Decorations, Equip

Printing of tickets, programs, Speaker's honorarium and lunch,

honored guests' lunch (ISU President wife, ISUWC members, Pres. of

AWC), invitations, place cards, postage, decorations, room rental,

equipment.

Yearbook All costs associated with preparation and printing/binding of

yearbook