# Club Budget Outline
*(Based upon a ____ -member club, meeting weekly for ____)*

## Anticipated Income

1. Membership joining fees ($ x members) $ ________
2. Reinstatement and transfer fees ($15 x members) ________
3. Active, Active-Honorary and At-Large membership dues including meals ($ monthly x 12 x members) ________
4. Guest meals ($ each x guests) ________
5. Miscellaneous income ________

### Estimated Anticipated Income $ ________

## Administrative Expenditures

1. National Exchange Club
   - Active, Active-Honorary and At-Large membership dues ($62 x members) $ ________
   - Honorary membership dues ($20 x members) ________
   - Membership joining fee ($25 x new members) ________
   - Reinstatement fees ($15 x members) ________
   - National Convention Registration Annual Fee 100.00
   - Business Members ($50 x new members) ________

### 2. District Dues ($ x members) $ ________

3. Program Expenses
   - Speaker meals ($ x ) $ ________
   - Certificates, gifts, etc... ________

### 4. Membership Expenses
   - Education materials ________
   - Fellowship (flowers, cards, etc.) ________
   - Special membership events ________
   - Club scrapbook ________
   - Membership recognition ________

### 5. Printing, Postage, Stationery ________

6. Bulletin ($ x editions) $ ________

7. Meals
   - Members ($ x weeks x members) $ ________
   - Guests ($ x weeks x per meeting) ________

### 8. Conventions, Conferences
   - National Convention ________
   - District Convention ________
   - District Conferences ________

### 9. Miscellaneous Expenses
   - Insurance (Comprehensive General Liability) ________
   - Bank fees, charges ________
   - Contingencies ________
   - Club bond ________

### Estimated Administrative Expenses $ ________