

SAMPLE BUDGET

Version 1 (by event)

<u>Student Send-off (August)</u>		
Floral arrangement - gift to hostess	25.00	
Invitations - handwritten, sent to incoming students, officers	5.00	
Gifts to incoming freshmen (10 @ \$5)	50.00	
Postage (20 invitations)	5.80	
(House provided; refreshments donated)		85.80
 <u>ND/SMC Picnic (August)</u>		
Flyers - duplicating (based on College rates)	15.00	
Postage - 325 @ .111 (bulk rate)	36.07	
Misc. shared event costs w/ND	25.00	
		76.07
 <u>Founders' Day - Mass & Dessert (October)</u>		
Invitations - duplicating	15.00	
- postage	36.07	
Founders' Day Award - print/mat/calligraphy/postage	50.00	
Framing done locally	35.00	
Floral arrangement - gift to hostess	25.00	
Stipend for priest	25.00	
(Dessert & refreshments donated by hostess)		186.07
 <u>ND/SMC Communion Breakfast (December)</u>		
Flyers, duplicating, postage, shared event costs. (See projected costs for ND/SMC Picnic above.)		76.07
 <u>Dinner and Speaker (February)</u>		
Invitations - printing by the College	15.00	
- bulk mail	36.07	
Honorarium for alumna speaker from club	25.00	
Possible fee for separate room at restaurant (could be recovered in event fee)	50.00	
Decorations/flowers	35.00	
(Cost of meal covered by event fee. Other costs could be recovered depending on amount charged.)		161.07
 <u>Spring event ??</u>		
Invitations - printing/postage (by College)	51.07	
Other	50.00	
		101.07
 <u>Newsletter (1 issue in fall)</u>		
Postage	36.07	
Duplicating	25.00	
<u>Miscellaneous</u>		
Postage	10.00	
Office supplies/paper/nametags/etc.	30.00	
On-site duplicating	10.00	
		50.00
<u>Donation to the College</u>		
		100.00
 Total anticipated EXPENSES (some expenses could be recovered in event fees)		
		897.22
Total anticipated INCOME (60 dues-paying members @ \$15 ea.)		
		900.00
<i>(Based on sample provided by Cleveland Alumnae Club)</i>		

SAMPLE BUDGET

Version 2 (by category)

<u>Postage</u>		
Student Send-off (20 @ .29)	5.80	
ND/SMC Picnic (325 fliers @ .111 bulk rate)	36.07	
Founders' Day (325 invitations, bulk)	36.07	
Shipping for award	5.00	
ND/SMC Communion Breakfast (325 fliers, bulk)	36.07	
February dinner (325 invitations, bulk)	36.07	
Spring event (325 invitations, bulk)	36.07	
Newsletter (1 issue in fall)	36.07	
Misc. on-site costs	10.00	
		237.22
<u>Printing/Duplicating</u> (based on College cost)		
ND/SMC Picnic (325 copies)	15.00	
Founders' Day	15.00	
ND/SMC Communion Breakfast	15.00	
February dinner	15.00	
Spring event	15.00	
Newsletter (1 in fall)	25.00	
Misc. on-site costs	10.00	
		110.00
<u>Office Supplies</u>		30.00
<u>Donation to College</u>		100.00
<u>Floral/Decorations</u>		
Student Send-off	25.00	
Founders' Day	25.00	
February dinner	35.00	
Spring event	25.00	
		110.00
<u>Gifts/Stipends</u>		
Freshman gifts (10 @ \$5)	50.00	
Founders' Day - priest	25.00	
February dinner - speaker	25.00	
		100.00
<u>Misc. event costs</u>		
Purchased invitations for send-off	5.00	
Shared costs w/ND (2 events)	50.00	
Founders' Day award		
(print, mat, calligraphy, frame)	80.00	
Deposit fee for Feb. dinner	50.00	
Spring event	25.00	
		210.00
Total anticipated EXPENSES (some expenses could be recovered by event fees)		897.22
Total anticipated INCOME (60 dues-paying members @ \$15)		900.00
<i>(Based on sample provided by Cleveland Alumnae Club)</i>		