

Expenses Key		
Operational Expenses	Explanation	
Admin/Misc/Supplies	Discretionary funds for administrative needs; Checks, stamps, miscellaneous items needs for overall operations	
Annual Turnover Balance	Minimum funds required to remain in bank account at the start of each fiscal year	
Board Retreat	All supplies, catering, materials related to board retreat	
Credit Card Serv Fee	WAVE fees for invoicing and platform usage	
Fiscal Management	501(c)4 Managment Expenses	
Fundraisers	Supplies purchased for fundraisers	
Hospitality	Stamps, supplies, cards for birthdays and anniversaries	
Installation Ceremony	End-of-the-year board turnover event, outgoing board gifts	
Petty Cash	Change for socials, etc.	
Post Office Box	On base PO Box used for official Club business and address	
President's Fund	Discretionary funds for President	
Publicity	Annual brochures, flyers, Annual Canva subscription (\$119.99)	
Socials	Events/venues, materials, supplies, decor, doorprizes (\$10-20 each x4), catering, miscellaneous - 8-10 socials per year, \$375-468 each event	
Texas Welcome	Texas Welcome (150 mini club gifts, 250 for swag, 75 for event center, remainder for food)	
Website	GoDaddy website host	
Charitable Expenses	Explanation	
Admin/Misc	Charitable checks	
Annual Turnover Balance		
Cinderella's Closet		
Chamber Membership		
Scholarships		
Scholarship Ceremony/Misc		