ΑΣΦ
ALPHA SIGMA PHI
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BUILDING A BUDGET

All budgets should be load into the Budget Builder of Legacy Financial. This is done by going to "Budgets" on the left-hand side and selecting "Budget Builder". There are several categories already preloaded however feel free to add subcategories as necessary to reflect the true expenses of the chapter/provisional chapter.

PROJECTED REVENUE
- Membership Dues (Amount per member and expected number to collect from)
- New Member Dues (Amount per member and expected number to collect from)

EXPENSES
- Debts - Insurance, Membership Fees, Chapter Fee Assessment and Housing Fees
- Line Items for ALL Officers (H-Officers and Directors even if they are $0) and subcategories for expected expenses.

H-OFFICERS
- President
  - Chapter/Provisional Chapter
  - Composite
  - IFC Dues
- Vice President
  - Cabinet Meeting Supplies
- Secretary
  - Printing
- Treasurer
  - LegFi Fees (if applicable)
- Marshal
  - Ritual Equipment
  - Pinnacle Week
  - Silent Dinner
- Sergeant–at-Arms
  - Standards Board Training Materials
- Alumni Director
  - Homecoming
  - Sig Bust
- Scholarship Director
  - Incentive Program
- Recruitment Director
  - Food
  - T-Shirts
  - Incentive Program
  - TBTM Scholarship
- Membership Education Director
  - New Member Retreat

DIRECTORS
- Brotherhood Retention
  - Overnight Brotherhood Retreat
  - Monthly Brotherhood Events
  - Brotherhood Education Materials
- Social
  - Formal/Semi-Formal
  - T-Shirts
- Athletics
  - Intramural Fees
- Philanthropy
  - Chapter/Provisional Chapter Events
  - Participation in other organizations
- Community Service
- House Manager
- Fundraising Director
- Health & Safety Director
  - Wrist Bands and other event materials
  - Food/Water for Social Events
- Family Relations
  - University Family Weekend Event

EDUCATIONAL PROGRAM EXPENSES
- January Leadership Program Travel
- Grand Chapter/Elevate Registrations
- Grand Chapter/Elevate Travel

SAVINGS/DISCRETIONARY
(Minimum of 5% of the total projected revenue)

REVENUE- EXPENSES (INCLUDING SAVINGS/ROLLOVER) SHOULD= $0