

# MODEL CLUB BUDGET

The collective experiences of Optimist Clubs over a period of many years are the basis for the model Club budget. Since the needs of Clubs vary, the budget should be adapted to fit the requirements of the individual Club.

## Receipts

**1. Membership Fees (XX new Members at \$\_\_)** \$\_\_\_\_\_

Every Club should set a goal of not less than 12 new members per year. The Club's Bylaws should be reviewed to find if the fee provides sufficient income to sustain current costs. Fees may include dues for a period, such as the month in which a new Member is admitted to membership.

**2. Annual Dues (XX Members @ \$\_\_)**

**Less: (X Life Members @ \_\_\_\_\_)** \$\_\_\_\_\_

Annual dues of \$78 per Member are a minimum for a healthy Club. Dues should be billed to the Members in accordance with the Club's Bylaws, which should be studied to determine if the annual rate is realistic.

**3. Prepaid Meals (if collected with dues)** \$\_\_\_\_\_

Because of varying methods of collected for meals and the wide range of costs, no attempt has been made to make income from meals a part of the model budget. If budgeted, actual receipts become item #3.

**4. Other Income (describe)** \$\_\_\_\_\_

Other income may be derived from interest, advertising in the Club bulletin and funds raised within the Club for the benefit of the Club, such as fines, proceeds from raffles where legal, attendance prizes, etc.

**5. Fundraising** \$\_\_\_\_\_

Most Clubs have fundraising activities for youth and community-serving projects. These funds may be maintained in a separate budget and set of books. If a Club does not separate community-serving income and expenses, the actual income is recorded as item #5. Because of the wide range of these events and revenue, examples of these items to budget have not been made here.

**TOTAL RECEIPTS:** \$\_\_\_\_\_

## Disbursements

- 1. International Dues** (\_\_\_\_ Members @\$\_\_\_\_\_) \$\_\_\_\_\_
 

**Less:** (\_\_\_\_ paid Life Members @ \$\_\_\_\_\_) \$\_\_\_\_\_
  
- 2. District Dues** (\_\_\_\_ Members @ \$\_\_\_\_\_) \$\_\_\_\_\_
  
- 3. Processing Fees** (\_\_\_\_ new Members @ \$\_\_\_\_\_) \$\_\_\_\_\_
 

The processing fee must accompany every enrollment. This pays for the cost of adding a name to the rolls. New Member kits are sent to the Club President for all new Members.
  
- 4. Supplies** \$\_\_\_\_\_
 

Supply items from Shumsky or the Canadian Supply, including officer lapel pins, past officer plaques, certificates, meeting badges, etc.
  
- 5. Printing and Stationery** \$\_\_\_\_\_
 

This item includes letterhead, envelopes, promotional pieces, etc. When ordering printing, include the Club's number on letterhead and checks.
  
- 6. Petty Cash** \$\_\_\_\_\_
 

Some Club Boards authorize a petty cash fund to be used by the Secretary-Treasurer. In this way, he/she will not have to write a check or charge small items.
  
- 7. Optimist International Foundation Contribution**

(\$\_\_\_ per Member) \$\_\_\_\_\_
  
- 8. (May be used as needed)** \$\_\_\_\_\_
  
- 9. Postage** \$\_\_\_\_\_
 

The high cost of postage justifies a separate item. This should include postage for bulletins and all other mailings.
  
- 10. Club Bulletin** \$\_\_\_\_\_
 

The amount depends upon the method of production. Costs may be reduced by advertising. Postage for bulletins is included in item #9.
  
- 11. Meals** \$\_\_\_\_\_
 

If costs of meals are collected with dues, the total year's cost for members and guests is included. If meal costs are not collected with the dues, only complimentary meals for speakers and special guests should be in this item.

---continued---

## Disbursements (continued)

- 12. Youth Activities and Community Service** \$ \_\_\_\_\_  
Most Clubs have fundraising projects to support these activities. Funds raised from the public must be used only for service projects. If a Club does not have a separate budget and set of books for these funds, they become item #12.
- 13. Convention Delegate(s)** \$ \_\_\_\_\_  
Funds allocated for representation at District meetings and the International Convention.
- 14. Insurance** \$ \_\_\_\_\_  
Insurance over and above the comprehensive liability insurance that is provided by Optimist International for which the Club is already billed.
- 15. Fellowship and Hospitality** \$ \_\_\_\_\_  
Cards, letters or flowers on such occasions as weddings, hospitalizations, deaths, anniversaries and birthdays. The Board should establish a policy.
- 16. Miscellaneous** \$ \_\_\_\_\_  
Registration as a non-profit corporation, bank charges, annual audit of Club books and expenses not properly chargeable to other accounts.
- 17. Contingencies** \$ \_\_\_\_\_
- TOTAL DISBURSEMENTS:** \$ \_\_\_\_\_