



10.15 Sample SBOA Annual Budget

For the fiscal year ending December 31, 2018

Description	Actual Expenditures 2016	Approved Budget 2017	Projected Expenditures 2017	Proposed Budget 2018
MEETINGS				
Board of Directors				
Executive Officers				
Members				
External				
subtotal				
CONFERENCES (Conference Committee)				
Spring				
Fall				
subtotal				
COURSES (Education Committee)				
Fall				
Winter				
subtotal				
COMMUNICATIONS (Communication Comm.)				
Newsletters				
Website				
Promotional Materials				
subtotal				
COMMITTEES				
Membership Committee				
Conference Committee				
Education Committee				
Certification Committee				
Communications Committee				
subtotal				
OPERATING				
Office supplies				
Telephone				
Bank				
PayPal				
Postage				
Printing				
Publications				
Entertainment				

Description	Actual Expenditures 2016	Approved Budget 2017	Projected Expenditures 2017	Proposed Budget 2018
Memberships				
Miscellaneous				
subtotal				
CONTRACTS AND OTHER SERVICES				
Executive Secretary				
Policies and Procedures				
Auditor				
Liability Insurance				
subtotal				
PROJECT #1				
Consultant fees				
Legal fees				
Printing				
subtotal				
PROJECT #2				
Accommodation				
Travel				
Meals				
Booth fees				
Entertainment				
subtotal				
TOTAL				