

Budget Sheet for Student Chapters

Unless the local sponsoring professional JRCLS Chapter has funds budgeted to help support a Student Chapter, it is anticipated that all Student Chapters will be self-sufficient. Each Student Chapter is at liberty to raise operating funds commensurate with its needs. Extreme sensitivity should be exercised to avoid straining law students' budgets, and activities should be planned in a way to minimize out-of-pocket expenses. With that in mind, consider use of the following budget form each year to plan your annual needs and resources. Please also keep in mind that, consistent with the 501(c)(3) tax status of your sponsoring institution, your student chapter may be asked to provide, on an annual basis, an accounting of cash receipts and disbursements.*

Beginning cash balance from prior year (if any): \$ _____ (a)

Plus: Annual Receipts:

Membership Dues	\$ _____	
Sponsoring Chapter/Firm or other Donations	\$ _____	
Local SBA Budgetary Allocation	\$ _____	
Fund Raisers:		
_____ \$ _____		
_____ \$ _____		
Total from Fund Raisers	\$ _____	
Events Fees (if any):		
Luncheons \$ _____		
_____ \$ _____		
_____ \$ _____		
Total from Event Fees	\$ _____	
Other Expected Receipts	\$ _____	
Total Annual Receipts:		\$ _____ (b)
Total Funds Available (a) + (b)		\$ _____ (c)

Less: Projected Expenditures:

Event Expenditures:		
Luncheons \$ _____		
_____ \$ _____		
_____ \$ _____		
_____ \$ _____		
Total Event Expenditures	\$ _____	
Photocopying	\$ _____	
Postage	\$ _____	
Physical Facilities	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:		\$ _____ (d)
Carryover to Following Year (c) – (d)		\$ _____

* **Keep all of your receipts; may be discarded after five (5) years**