



Sample - compliments of the Colorado Healthcare Association for Human Resource Management

6. Chapter Budget

- Chapter is to have both an annual budget report and an annual financial report published for Chapter membership (See Addendum 3 and Addendum 4 for samples) or use your chapter model.

Documentation Required: Submit a copy of the chapter annual budget and financial report. Identify how the budget was communicated to the entire membership (e-mail, newsletter, or meeting minutes) – if meeting minutes reflect the annual budget and financial report, please indicate the method of distribution of minutes to the entire membership.

Financial Update

CHAHRM Treasurer Report – April 2008

Checking beginning balance		\$2,656.83
Deposits		17,349.66
Checks written		2,479.39
Ending balance		\$17,527.10
Savings account balance		1,002.80
Certificate of Deposit		\$16,580.09
Expenses		
Loews Denver Hotel	November conference balance	\$2,160.08
NAS Recruitment Communications	Administrative expenses	63.00
Alisa Rathbun	Airfare-ASHHRA Leadership conference	162.40
Alisa Rathbun	Chapter management lunch	65.91
Monthly service fees	October - January	28.00
		\$2,479.39

CHAHRM Budget – 2008

Income	
Chapter Management	\$1,000.00
Dues	\$7,000.00
Program registrations	\$13,000.00
Program sponsorships	\$15,000.00
Total Income	\$36,000.00
Expenses	
Chapter Relations (President registration for ASHHRA annual conference and President-elect for leadership conference)	\$2,500.00
Facility fees (includes food)	\$22,000.00
Special Food	\$150.00
Speakers fees	\$7,500.00
Postage and Administration	\$300.00
Scholarships	\$3,000.00
Misc program expense	\$150.00
Business supplies	\$100.00
Community Relations/Donations	\$300.00
Total Expenses	\$36,000.00

Shelli Lind, SPHR
 CHAHRM Treasurer
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CHAHRM Meeting Minutes

Executive Committee Meeting Minutes

March 13, 2008

The Cliff House, Manitou Springs



In attendance:

Alisa Rathbun, Terry Huskins, Shelli Lind, Ellen Rehmar, Pamela Drake, Jessica Henley, Gini Adams, Evonne Dunn, Marty Hurd, Tina Fisbeck

Call to Order:

Alisa Rathbun called the meeting to order at 1:40 p.m.

Approval of Minutes from 11/8/07 Executive Committee Meeting:

Ellen Rehmar moved to approve the minutes. Pamela Drake seconded the motion. The minutes were approved unanimously by a vote of the group.

Treasurer's Report:

Shelli Lind stated the checking account balance is \$5,953.93, which does not include checks/payments for this conference. Shelli stated she has already received sponsorship checks for the annual Vail conference. Shelli advised that a number of additional people registered late for the Manitou Springs meeting and will attend.