

Organizational Budget: The Desire for Black

38th PNAA National Convention

July 24, 2017

Aboard Oasis of the Seas



iPNAA
Innovate. Inspire.

Objectives:

- Define what a budget is and describe the basic steps of creating one
- Describe the duties and responsibilities of the chapter's Executive Board
- Describe ways to monitor a chapter's budget

What Is Budget?



Actual	Budget	Variance
7,000.00	7,000.00	0.00
105.00	100.00	5.00
60.00	50.00	10.00
286.88	245.00	41.88
100.00	50.00	50.00
	50.00	
	50.00	
	150.00	
	645.00	
	41.88	Over
	50.00	Over
	75.00	Over
	50.00	Over
	237	

BUDGET

- “A statement of the **financial position** of an administration for a definite **period of time** based on **estimates of expenditures** during the period and **proposals for financing** them”
- Plan on “How I am going to spend (expenditure) what I have (income) over a period of time”

Types of Budget

- Line Item Budget: “Historical Approach”
- Performance-Based Budget: “A way to allocate resources to achieving certain objectives”
- Baseline Budget: Budget for next year is based on current budget + inflation
- Zero-Based Budget: Built around what is needed for the upcoming period regardless of historical data
- BNL Budget: “Bahala Na Lang” Budget

		2015 Proposed Budget	Previous Year or Current Year Expenses 2014	Variance Over(under)
EXPENSES	Account	3%	6%	
	Occupancy			
	Electricity	\$525	\$1,200	(\$675)
	Gas	\$200	\$300	(\$100)
	Water	\$200	\$300	(\$100)
	Occupancy Subtotal	\$925	\$1,800	(\$875)

Why is Budget important?

- Budgeting is the first step on the road to your chapter's financial success.
- Controlling your finances allows you and your chapter to do the things you plan to do.

Who creates Budget?

- A. President
- B. Treasurer
- C. Executive Board
- D. Committee Chair
- E. All of the Above
- F. President and Treasurer Only

Basic Responsibilities of Executive Board

- Create
- Monitor
- Control
- Evaluate

When is Budget created?

- A. Beginning of the new Fiscal Year
- B. Six months prior to the new Fiscal Year
- C. Three months prior to the new Fiscal Year
- D. All except A

Budget is a Year-Long Process

- Estimates
- Projections
- Preparation
- Approval
- Monitor and Control

How is Budget created?

- Submission of Budget Proposal
- Meeting with the EB and Committee Chairs
- Deliberation of Budget Proposal
- Finalization of Budget
- Approval of Budget

Sample Templates

- Budget Request Form
- Budget Template
- Monthly Income/Expense Form
- Reimbursement Authorization Form

Budget Request Form



Philippine Nurses Association Maryland Chapter Budget Request Form

Guideline:

1. Complete this form in full and attach proper documentation/justification as needed.
2. Submit this form to the President and Treasurer at least 3 months prior to the start of the next Fiscal Year.
3. The Executive Board will review the request for approval at least 1 month prior to the start of the next Fiscal Year.

Person Requesting: _____ Date: _____

A. Budget Request For: (Put an "X" on the appropriate box)

(X)	Executive Board	(X)	Committee
	President		Community Outreach
	President - Elect		Education and Research
	Secretary/Asst. Secretary		Legislative & Regulatory
	Treasurer/Asst. Treasurer		Membership & Awards
	Board Member		Nomination & Election Committee
	Other:		Socio-Cultural, Ways & Means

B. Expense Description: (Complete the information below as indicated)

Type of Expense (i.e. Office Supplies, Networking, Sponsorship, Fundraising, etc.)	Description	Amount

C. Financing Proposal: (Complete the information below as indicated)

Type of Income (i.e. Fundraising, Membership, Advertisement, Non-operating, etc.)	Description	Amount

Annual Budget Form

Philippine Nursing Association Maryland Chapter
Comparative Income Statement - Actual vs. Budget
For the Year Ended December 31, 2009

	Budget 2009
INCOME:	
Membership (209)	\$10,450.00
Social/Cultural Activities	
Bus Tour	\$2,200.00
Annual Towson Fiesta	\$2,000.00
Christmas Party	\$10,500.00
Fundraising	
Annual Golf Tournament	\$7,000.00
Website Advertisement	\$200
Newsletter Advertisement	\$200.00
Other Fundraising (Bowling / DVD)	\$0.00
Non-Operating Income	
Interest from Asset	\$130.00
Money from Asset for Educational Funding	\$5,000.00
TOTAL INCOME	\$37,680.00

EXPENSES:	
Membership Expenses	
PNAA National Membership (209 Members)	\$4,180.00
Office Supplies	\$400.00
Recruitment and Retention	\$750.00
Social / Cultural Activities	
Bus Tour	\$1,850.00
Annual Towson Fiesta	\$1,400.00
Christmas Party	\$10,500.00
Fundraising Expenses	
Annual Golf Tournament	\$7,000.00
Legislative Committee	\$400.00
Conference/Meeting Expenses/ Educational Funding	
Quarterly Chapter Assembly	\$750.00
Baltimore PNAA Conference	\$2,500.00
Boston Regional Conference	\$1,500.00
President's Travel Expenses	\$1,000.00
Sponsorship	
PNAA National Convention	\$200.00
PNAA Eastern Regional Conference	\$150.00
5K Walk 2009	\$300.00
Katipunan	\$150.00
Migrant Heritage	\$150.00
Newsletter	\$1,500.00
Website	\$700.00
Tax	\$120.00
President's Miscellaneous Expenses	\$1,000.00
TOTAL EXPENSES	36,500.00
TOTAL INCOME / (LOSS):	\$1,180.00



**Philippine Nurses Association Maryland Chapter
STATEMENT OF REVENUE AND EXPENSES
CY 2009**

REVENUE	BUDGET	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	TOTAL	VARIANCE TO BUDGET
Membership (209)	10,450.00	2,810.00	1,810.00	1,150.00	1,530.00	2,100.00	1,050.00	250.00	100.00		260.00	450.00	1,360.00	12,870.00	(2,420.00)
Bus Tour	2,200.00													0.00	2,200.00
Annual Fiesta	2,000.00							2,329.00						2,329.00	(329.00)
Website Advertisement	200.00				200.00									200.00	-
Newsletter Advertisement	200.00													0.00	200.00
Other														0.00	-
Other														0.00	-
Other														0.00	-
Other														0.00	-
Other														0.00	-
TOTAL REVENUE	15,050.00	2,810.00	1,810.00	1,150.00	1,730.00	2,100.00	1,050.00	2,579.00	100.00	-	260.00	450.00	1,360.00	15,399.00	(349.00)
EXPENSES	BUDGET	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	TOTAL	VARIANCE TO BUDGET
Membership (209)	5,330.00	2,220.00	108.52			2,060.00	220.00		130.88	179.00			60.00	4,978.40	351.60
Bus Tour	1,850.00													0.00	1,850.00
Annual Fiesta	1,400.00							1,508.00						1,508.00	(108.00)
Website	700.00			700.00										700.00	-
Newsletter	1,500.00						1,488.00							1,488.00	12.00
Miscellaneous	1,000.00		91.09				100.00		150.00	100.00	299.55	200.00	35.35	975.99	24.01
Other														0.00	-
Other														0.00	-
Other														0.00	-
Other														0.00	-
TOTAL EXPENSES	11,780.00	2,220.00	199.61	700.00	-	2,060.00	1,808.00	1,508.00	280.88	279.00	299.55	200.00	95.35	9,650.39	2,129.61
NET INCOME/(LOSS)	3,270.00	590.00	1,610.39	450.00	1,730.00	40.00	(758.00)	1,071.00	(180.88)	(279.00)	(39.55)	250.00	1,264.65	5,748.61	(2,478.61)

Monthly
Income
Expense
Form

Expense Reimbursement Form



Philippine Nurses Association Maryland Chapter Expense Reimbursement Request

Person Requesting: _____ Date: _____

Payable To: _____

Address: _____

Amount (in words) _____

\$ _____

Date	Type of Expense	Description	Amount

Approved By:

Maria Janet Brigoli, BSN, RN
PNAMC Treasurer 2011 & 2012

Date

Fe Nieves-Khouw, MSN, RN
PNAMC President 2011 & 2012

Date

Note: Complete form in full and attach proper documentation and/or receipts or payment cannot be processed. Please send it to: Janet Brigoli, 6112 Morning Calm Way, Columbia, MD 21045

Questions?

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