

2025-2026 BUDGET INPUT FOR (Committee): \_\_\_\_\_

Chairperson: \_\_\_\_\_

Budget/Reserve Account	For Committee	Expense Item	Generally Paid Out			Notes/Comments
			Mon	Qtrly	Yrly	
<b>Rent</b>		<b>Monthly Meeting</b>				Budget for recurring monthly Rents <b>ONLY</b> (Meeting/Storage)...Any rent for an Event should be budgeted in the Event Budget.
<b>Communication</b>						
<b>Supplies</b>						Budget for office supplies, Computer supplies, etc.
<b>Printing</b>						Budget for any Printing costs: Meeting lists, Flyers, Posters, Copies of Policy, etc.
<b>Service Fees</b>						Budget for Insurance, Bank Fees, Website, etc.
<b>Events</b>						Budget for the cost associated with putting on any Event. <b>Note:</b> This may be seed money or actual estimated costs
<b>Donated Literature</b>						Budget for the literature donated by the Area to fill the literature orders from H&I and PR or others.
<b>Misc.</b>						Budget for all other operating type expenses.

**Directions**

Using the 2024-2025 BUDGET sheet (attached), look up Your Sub-Committee (under “FOR”) and then see the amount budgeted for each item for 2024-2025 under “GENERALLY PAID OUT.”

If there is no change for the 2025-2026 budget year, just write “SAME” in the appropriate space under “GENERALLY PAID OUT” on *this form*. If there is a change, write the NEW dollar amount in the appropriate space under “GENERALLY PAID OUT” on *this form*.

For a new expense which was **NOT** budgeted in 2024-2025, pick a **blank** line under the “Budget/Reserve Account” (Rent, supplies, misc., etc) where the expense seems to fit best and then enter: Your Sub-Committee Name in the “For” space; a description of the expense in the “Expense Item” space; and the amount to budget in the appropriate “GENERALLY PAID OUT” on *this form*.

If you need assistance completing your budget contact the Treasurer: Stephanie S 5770-814-7629

**This completed form is to be submitted at the 2025 BHASC Meeting.**