

UNIT OPERATIONS BUDGET

Past Year Summary and This Year's Plan
Program Year: July 1, 2008 - June 30, 2009

	Budgeted	PAST YEAR Actual	Variance*	THIS YEAR Estimate
Telephone				
Section Administration	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Postage & Mailing Expenses				
Section Administration	_____	_____	_____	_____
Newsletters/Meeting Notices	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Stationary & Supplies				
Section Administration	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Program/Meeting Expenses				
Executive Committee	_____	_____	_____	_____
Program Committee	_____	_____	_____	_____
Programs & Events	_____	_____	_____	_____
Awards	_____	_____	_____	_____
Meal Payments	_____	_____	_____	_____
Professional Development/Seminars	_____	_____	_____	_____
Speaker/Meeting Expenses	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Printed Matter/Reproduction				
Section Administration	_____	_____	_____	_____
Newsletters/Meeting Notices	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Student Section Assistance				
Student Aid	_____	_____	_____	_____
Student Awards/Scholarships	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Miscellaneous				
Payments to Local Engineering Org.	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Subtotal				
Total Expenditures				
Revenue				
Allocation	_____	_____	_____	_____
Interest	_____	_____	_____	_____
Professional Development	_____	_____	_____	_____
Programs/Events	_____	_____	_____	_____
Advertising	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Total Revenue				

DISTRICT LETTER: _____	SECTION CODE: _____
SECTION NAME: _____	
<i>If appropriate, please indicate:</i>	
<input type="checkbox"/> Subsection	<input type="checkbox"/> Group
<input type="checkbox"/> Tech. Chapter	
Sub-unit name: _____	

Annual section allotments are determined by a formula approved by the Knowledge & Community Sector at the beginning of each fiscal year.
*Variance equals the difference between the Budgeted and Actual amounts for the previous year

ANNUAL FINANCIAL REPORT

Program Year: July 1, 2008 to June 30, 2009

Revenue Allocation _____ Interest _____ Professional Development _____ Program/Events _____ Advertising _____ Other 1. _____ 2. _____ 3. _____ Subtotal _____	Assets as of July 1, 2008 Bank balance _____ other account _____ other account _____ Other cash _____ Total assets as of July 1, 2008 _____ Current Fiscal Year Revenue _____ Current Fiscal Year Expenditures _____ Surplus/Deficit _____ Current Assets _____ Assets as of June 30, 2009 Current Bank Balance _____ other account _____ other account _____ Other cash _____ TOTAL ASSETS AS OF JUNE 30, 2009 _____ <i>If Current Assets does not equal Total Assets as of June 30, 2008, please explain</i> _____ _____
Expenditures Telephone _____ Postage _____ Supplies _____ Program/Meeting Expenses _____ Printed Matter/Reproduction _____ Student Section Assistance _____ Miscellaneous _____ Subtotal _____	

Please fill in the following

Bank Name(s)	_____
Bank Account Number(s)	_____

DISTRICT LETTER:		SECTION CODE:	
SECTION NAME:	_____		

If financial information is reported for sub-units, please list sub-units below and indicate if allocations should be sent to the Treasurer of the Section or the sub-unit. If you need to add information for more sub-units please attach an additional sheet.

Name of Unit	Mail Check to:	Unit Type		
	<input type="checkbox"/> SECTION <input type="checkbox"/> SUB-UNIT	<input type="checkbox"/> Subsection	<input type="checkbox"/> Group	<input type="checkbox"/> Tech. Chapter
	<input type="checkbox"/> SECTION <input type="checkbox"/> SUB-UNIT	<input type="checkbox"/> Subsection	<input type="checkbox"/> Group	<input type="checkbox"/> Tech. Chapter
	<input type="checkbox"/> SECTION <input type="checkbox"/> SUB-UNIT	<input type="checkbox"/> Subsection	<input type="checkbox"/> Group	<input type="checkbox"/> Tech. Chapter

TREASURER SIGNATURE (& E-MAIL ADDRESS) _____

AUDITOR SIGNATURES (& E-MAIL ADDRESSES)

Please send report to ASME Unit Support

On the Web : Unit Support page at http://volunteer.asme.org/unit/Unit_Forms_Instructions.cfm; pdf. form also available; email submission to: Volunteer E-Request Tool (V.E.R.T.) <http://vorequest.asme.org>

BY mail: For those without electronic capabilities forms can be returned to Jessica Albert, ASME, Three Park Avenue, New York NY 10016-5990