

BUDGET FINANCE COMMITTEE

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM**

BUDGET SUMMARY

COMMITTEE: Anti Basileus

Section I: To be completed by the Budget & Finance Committee:

<u>BUDGET REQUEST</u>	<u>BUDGETED AMOUNT</u>	<u>TOTAL ALLOCATED</u>	<u>IN-KIND DONATION(S)</u>
\$ 150	\$ 150.00	\$	\$

ACTIVITY(S)/EVENT(S): _____

Section II: To be completed by the Committee Chairman:

<u>ITEMIZATION</u>	<u>ACTUAL COSTS</u>	<u>COMMENTS</u>	<u>IN-KIND DONATIONS</u>
Printing Cartridges/Pa	\$ 100.00	Printing documents	\$
Stamps/Postage	\$ 50.00	Mailing/Shipping items to Sorors	\$
3.	\$	_____	\$
4.	\$	_____	\$
5.	\$	_____	\$
6.	\$	_____	\$
7.	\$	_____	\$
8.	\$	_____	\$
9.	\$	_____	\$
10.	\$	_____	\$
TOTAL:	\$ 150.00		\$ -

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Walette Stanford

DATE: 5-Oct-20

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below:

b&fc

BUDGET FINANCE COMMITTEE

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM**

BUDGET SUMMARY

COMMITTEE: Chapter Anniversary

Section I: To be completed by the Budget & Finance Committee:

<u>BUDGET REQUEST</u>	<u>BUDGETED AMOUNT</u>	<u>TOTAL ALLOCATED</u>	<u>IN-KIND DONATION(S)</u>
\$7,491.00	\$	\$	\$

ACTIVITY(S)/EVENT(S): 35th Chapter Anniversary

Section II: To be completed by the Committee Chairman:

<u>ITEMIZATION</u>	<u>ACTUAL COSTS</u>	<u>COMMENTS</u>	<u>IN-KIND DONATIONS</u>
1. Venue (Food and Beverage)	\$ 4,500.00		\$
2. Room Rental	\$ 500.00	<u>Discount on the room</u>	\$
3. Guest Speaker	\$ 500.00	<u>\$50.00 one Ticket Paid by Anniversary budget</u>	\$
4. Floral arrangement	\$ 100.00	<u>Head Table</u>	\$
5. Chapter Gifts For 125 members	\$ 700.00		\$
6. 150 Programs	\$ 300.00		\$
7. 150 Tickets cost	\$ 25.00	<u>selling of each ticket will be \$50.00 (150x\$50.00= \$7,500)</u>	\$
8 125 Gifts Bags & Tissues Paper	\$ 366.00		\$
9. Technology	\$ 500.00	<u>Audio & Video Package</u>	\$
10.	\$		\$
TOTAL:	\$ 7,491.00		\$ -

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: _____ DATE: _____

BASILEUS: _____ DATE: _____

TAMIOUCHOS: _____ DATE: _____

If approved with modifications, provide detail below:

*Custodian
Archives
Storage \$700*

ALPHA KAPPA ALPHA SORORITY, INCORPORATED
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

*submit
Mary 2nd*

BUDGET SUMMARY

COMMITTEE: Archives/Custodian

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED	IN-KIND DONATION(S)
\$	\$	\$	\$

ACTIVITY(S)/EVENT(S): Year book

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS	IN-KIND DONATIONS
1. Acid Free Paper	26.10	X5 = 130.50	\$
2. No. 1 Pencil	5.19	X3 = 15.57	\$
3. Label Tape	\$9.85	X4 = 37.00	\$
4. Manila Folder	\$10.39	X4 = 41.56	\$
5. Tabbed Index	\$13.84	X10 = 138.40	\$
6. Binder-in-box	\$43.00	X3 = 129.00	\$
7. 3-Hole Mounting Page	\$ 7.80	X13 = 101.40	\$
8. 3 Hole Page Protector	\$15.70	X13 = 204.10	\$
9. 32mm Archival Corners	\$ 9.00	X5 = 45.00	\$
10. Petty Cash	\$300.00	X1 = 300.00	\$
TOTAL:	<u>0</u>		<u>0</u>

Subtotal \$1,141.4

from pages 1, 2, 3 → \$8,462.35

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Myrallya Miller / Jacquelyn Wright

DATE: 10-9-2020
DATE: _____
DATE: _____

BASILEUS: _____
TAMIOUCHOS: _____

If approved with modifications, provide detail below:

ALPHA KAPPA ALPHA SORORITY, INCORPORATE
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

BUDGET SUMMARY

COMMITTEE: Awards And Exhibits

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED
\$	\$	\$

ACTIVITY(S)/EVENT(S): Cluster Awards

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS
1. Scrapbooks	110.97	3 @ \$36.99
2. Photo printing	20.00	
3. Mailing	\$ 25.00	to various destinations
4. Packing materials	\$ 25.00	Boxes, bubblewrap, peanuts, etc.
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL:	\$ <u>180.97</u>	

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Mary S Wheeler

BASILEUS: _____

TAMIOUCHOS: _____

If approved with modifications, provide detail below:

b&fc

ALPHA KAPPA ALPHA SORORITY, INCORPORATE
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

BUDGET SUMMARY

COMMITTEE: Awards and Exhibits

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED
\$	\$	\$

ACTIVITY(S)/EVENT(S): Chapter Awards

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS
1. Custom Acrylic Awards	153.00	3 @ \$5 ea., from Awards Gallery
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL:	<u>\$153.00</u>	

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Mary S. Wheeler

BASILEUS: _____

TAMIOUCHOS: _____

If approved with modifications, provide detail below:

b&fc

ALPHA KAPPA ALPHA SORORITY, INCORPORATE
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

BUDGET SUMMARY

COMMITTEE: Awards And Exhibits

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED
\$	\$	\$

ACTIVITY(S)/EVENT(S): Regional Awards: Scrapbook and Exhibits Costs

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS
1. 5 Scrapbooks	184.95	@ \$36.99 ea (50 page)
2. 3 pks extra pages	35.47	@ \$11.99 ea
3. 1 pk extenders	\$ 2.99	extendsize of book
4. Decorations	\$ 70.00	Phinestones, flowers, butterflies, etc.
5. Decorative paper	\$ 15.80	20 @ \$.79 ea
6. Photo prints	\$ 150.00	
7. Print Photo Book	\$ 80.00	2 books @ \$40 each
8. Entry fee	\$ 250.00	Regional Fee \$250/11 entries
9. Mail/shipping	\$ 72.75	1 Priority mail, 5bx to Charleston, SC
10. Packing/boxes	\$ 75.00	Shipping boxes, peanuts, bubble wrap, etc
TOTAL:	<u>\$937.46</u>	

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: May S. Wheeler

IN-KIND
DONATION(S)

\$

IN-KIND
DONATIONS

700

\$ 400.00

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$ 400.00

all costs for Target 1 +
Pauline Koller's book covered
by Pauline

DATE: 9/22/2020

BASILEUS: _____

TAMIOUCHOS: _____

If approved with modifications, provide detail below:

b&fc

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

2

BUDGET SUMMARY

COMMITTEE: Custodian/Archive

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED	IN-KIND DONATION(S)
\$ _____	\$ _____	\$ _____	\$ _____

ACTIVITY(S)/EVENT(S): File + Organize Documents Submitted Quarterly

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS	IN-KIND DONATION(S)
1. Rolling Ladder	73.95	X 1	\$
2. Fire proof storage	3,699.00 (orig. 6081.00)	X 1 36" W x 20" D x 72" H	\$
3. Sure Fire + Water Proof Cabinet	89.00	X 5	\$
4. Lockmat 4 in x 4 ft	1,199.99	X 1	\$
5. File Cabinet 4 drawers	229.99	X 2	\$
6. File Cabinet 5 drawers	410.00	X 2	\$
7.	\$		\$
8.	\$		\$
9.	\$		\$
10.	\$		\$
TOTAL:	<u>0</u>	sub total <u>6,644.95</u>	<u>0</u>

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Jacquelyn Wright

DATE: _____

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below:

* Contacted Heritage Works.com + left my msg for their services provided cost. Myrtle Miller

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM**

BUDGET SUMMARY

COMMITTEE: Connections Committee 20-21

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED	IN-KIND DONATION(S)
<u>\$250.00</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

ACTIVITY(IES)/EVENT(S) AKA DAY @ CAPITOL, COMMUNITY FORUM (AT CHURCH)

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS	IN-KIND DONATIONS
1. Registratic	\$170.00	<u>Basileus and Connections Chairman</u>	\$
2. Community Forum	\$80.00	<u>Refreshments</u>	\$
3.	\$	_____	\$
4.	\$	_____	\$
5.	\$	_____	\$
6.	\$	_____	\$
7.	\$	_____	\$
8.	\$	_____	\$
9.	\$	_____	\$
10.	\$	_____	\$
TOTAL:	<u>\$250.00</u>	_____	<u>\$ -</u>

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: _____

DATE: _____

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below:

Brea Parks

to me

Chapter Event Decorations

Line item	Cost	Explanation
Linen cleaning/upkeep	\$500	Because we have invested in our purchasing of our own linen, I would like to set aside an allotment, so that it can be cared for before and after event usage.
Linen procurement	\$500	I would like to purchase standard table linens that can be used regularly so that we do not have to rent items every time we carry out an event.
Hostess Boutonniere/ ribbon pins	\$150	I would like to invest in reusable pins for our hostesses so that during events they are uniformed and presentable.
Miscellaneous	\$300	Because we are unsure of the upcoming state of events due to the current pandemic, I would like to keep a fund to help with centerpieces, signage, or background decor in the case that we are able to move forward with in person events.

Thanks in Advance,

Brea Simone' Parks
PharmD, RPh

BUDGET FINANCE COMMITTEE

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

BUDGET SUMMARY

COMMITTEE: Membership

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED	IN-KIND DONATION(S)
\$	\$	\$	\$

ACTIVITY(S)/EVENT(S): Reactivation / Chapter Orientation

Section II: To be completed by the Committee Chairman:

DESCRIPTION	ACTUAL COSTS	IN-KIND
1. Pens	\$ 5.99	\$
2. Pink Paper 1 Ream	\$ 15.99 x 2	\$
3. Green Paper	\$ 15.49 x 2	\$
4. Copy Paper	\$ 34.99	\$
5. File Folders	\$ 18.99	\$
6. Binders	\$ -	\$
7.	\$ 7.59 x 10 = 75.98	\$
8. Tabs	\$	\$
9.	\$ 3.89 - Set x 10	\$
10.	\$ 30.89	\$
TOTAL:	\$ -	\$ -

~~700.00~~ 7/16. — We request
the same budget
900.00...

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Rebecca Crosby

DATE: 10/11/2020

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below:

* Printing Costs

b&fc * Food. \$200 - per event

~~gift~~ door prizes - 4 per event max cost per gift
10

= \$80

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM**

BUDGET SUMMARY

COMMITTEE: RISK MANAGEMENT

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED	IN-KIND DONATION(S)
\$265.00	\$	\$	\$

ACTIVITY(IES)/EVENTS: MEDICAL EQUIPMENT

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS	IN-KIND DONATIONS
1. Disposable Masks	\$15.00		\$
2. Disposable Gloves	\$20.00		\$
3. Digital Infrared Thermometer	\$70.00	<u>Hand held thermometer</u>	\$
4. Blood Pressure Cup	\$110.00	<u>Designed to be used by non-medical personnel</u>	\$
5. Printing Risk Management Plan	\$50.00	<u>Booklets to be distributed to all sorors. (105)</u>	\$
6.	\$		\$
7.	\$		\$
8.	\$		\$
9.	\$		\$
10.	\$		\$
TOTAL:	\$ 265.00		\$ -

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Elizabeth S. Young DATE: _____

BASILEUS: _____ DATE: _____

TAMIOUCHOS: _____ DATE: _____

If approved with modifications, provide detail below:



SISTERLY RELATIONS PROPOSED

2021 BUDGET

October 7, 2020

TO: The Budget & Finance Committee

Projected	Actual Spent	
	2020	2021
Reclamation Day		
*January 15- International Sisterly Relations Day	\$150	\$150
February-Pink Heart Celebration		
*March- Jewel Sorors Shower of Love	\$75	
April- Intergenerational Bonding		
*May- Celebrate Legacies	\$180	
*June- Sisterly Regional Recognitions	\$600	
\$350		
September- Sisterly Relations Outing		
October- Sisterly Service Activity		
November- Sisterly Feast		\$250
December- Leadership Recognition		\$100

Sisterly relations is currently budgeted to receive \$200 annually. To cover the mandates from

The International Office and celebrate our monthly thrust we need more resources. This year select members of the SR Committee spent in excess of \$795 of their personal funds providing/donating food, gifts and items for activities. Since we are all sisters and enjoy the niceties this committee provides I feel it's only fair that this

committee is funded by the chapter as a whole. It is in this spirit that we ask for \$800 to fulfill our duties.

Sisterly, Soror K Mischell Glenn- Chair

Soror Elizabeth Young-Co Chair

PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM

BUDGET SUMMARY

COMMITTEE: Storage Rental GL Code 5310

Section I: To be completed by the Budget & Finance Committee:

BUDGET REQUEST	BUDGETED AMOUNT	TOTAL ALLOCATED	IN-KIND DONATION(S)
\$ _____	\$ _____	\$ _____	\$ _____

ACTIVITY(S)/EVENT(S): _____

Section II: To be completed by the Committee Chairman:

ITEMIZATION	ACTUAL COSTS	COMMENTS	AMOUNT
1. PE O Storage	\$ 626.28	Secur Storage	\$
2.	\$	Jan 2021 - Thru Jan 2022	\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
6.	\$		\$
7.	\$		\$
8.	\$		\$
9.	\$		\$
10.	\$		\$
TOTAL:	\$ -		\$ -

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Jacquelyn Wright

DATE: 10-9-2020

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below:

b&fc

BUDGET FINANCE COMMITTEE

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM**

BUDGET SUMMARY

COMMITTEE: Strategic Planning

Section I: To be completed by the Budget & Finance Committee:

<u>BUDGET REQUEST</u>	<u>BUDGETED AMOUNT</u>	<u>TOTAL ALLOCATED</u>	<u>IN-KIND DONATION(S)</u>
\$ 150	\$ -	\$	\$

ACTIVITY(S)/EVENT(S): _____

Section II: To be completed by the Committee Chairman:

<u>ITEMIZATION</u>	<u>ACTUAL COSTS</u>	<u>COMMENTS</u>	<u>IN-KIND DONATIONS</u>
Printing New Strategic	\$ 150.00	Printing documents in a pamplet format on upgraded p	\$
3.	\$	_____	\$
4.	\$	_____	\$
5.	\$	_____	\$
6.	\$	_____	\$
7.	\$	_____	\$
8.	\$	_____	\$
9.	\$	_____	\$
10.	\$	_____	\$
TOTAL:	\$ 150.00	_____	\$ -

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: Walette Stanford

DATE: 5-Oct-20

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below:

b&fc

BUDGET FINANCE COMMITTEE

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
PI ETA OMEGA CHAPTER
COMMITTEE BUDGET REQUEST FORM**

BUDGET SUMMARY

COMMITTEE: Technology

Section I: To be completed by the Budget & Finance Committee:

<u>BUDGET REQUEST</u>	<u>BUDGETED AMOUNT</u>	<u>TOTAL ALLOCATED</u>	<u>IN-KIND DONATION(S)</u>
	\$	\$	\$

ACTIVITY(S)/EVENT(S): _____

Section II: To be completed by the Committee Chairman:

<u>ITEMIZATION</u>	<u>ACTUAL COSTS</u>	<u>COMMENTS</u>	<u>IN-KIND DONATIONS</u>
G. Suite	\$ 557.40	Annually	\$
Zoom	\$ 899.40	Annually	\$
Quickbooks	\$ 480.00	Annually	\$
SignRequest	\$ 144.00	Annually	\$
One Call/Call Em Now	\$ 660.00	Annually	\$
Website	\$ 300.00	Annually	\$
Adobe Creative Cloud	\$ 636.00	Annually Future purchase	\$
Poster My Wall	\$ 120.00	Annually Future purchase	\$
Contingency	\$ 250.00	Annually	\$
10.	\$		\$
TOTAL:	\$ 4,046.80		\$ -

APPROVED: YES: _____ NO: _____

COMMITTEE CHAIRMAN: _____

DATE: _____

BASILEUS: _____

DATE: _____

TAMIOUCHOS: _____

DATE: _____

If approved with modifications, provide detail below: