

ARMA International – Twin Cities Chapter

BUDGET CODES

**Expenses**

- 6120 Bank Service Charges – *annual credit card fee, WCMA annual fee, returned check charges, deposits, extra checks, credit card usage fees*
- 6140 Contributions – *assistance to other chapters, leadership sponsorship, CRM exam reimbursement, scholarship sponsorship, donations to other non-profit or not for profit organizations*
- 6160 Dues and Subscriptions – *chapter registration fee with the State of Minnesota, LINC sponsorship, regional assessment, honorary memberships,*
- 6165 Educational Materials –*library acquisitions such as books, videos and webinars or other educational resources purchased for membership*
- 6170 Equipment Rental – *podiums, projection screens, projectors, microphones, carts, etc.*
- 6250 Postage and Delivery – *post office box fees and postage for any item for mailing*
- 6260 Printing and Reproduction – *invitations and /or programs, engraving for award plaques, brochures, speaker handouts, graphics*
- 6270 Professional Fees – *database maintenance, website enhancements, website hosting fees, any professional services rendered for Chapter business (i.e. outside auditors)*
- 6275 Advertising – *advertising in trade magazines or newsletters for chapter events*
- 6330 Chapter Leader Meetings and Seminars - *registration for Chapter President at ARMA International Conference; ARMA Region Leadership Conference registration*
- 6335 Meetings and Seminars – *speakers fees and gifts; meeting room rental and meeting meals*
- 6340 Telephone – *internet access fees; conference call line*
- 6350 Travel and entertainment – *travel, parking, and lodging for Chapter leaders at the ARMA Region Leadership conference; speaker travel, lodging, meals, parking and transportation*
- 6770 Supplies – *tenure pins, trading pins, name badges, ribbons, decorations, letterhead stationary, accounting software, labels, digital camera supplies, award plaques*

**Income**

- 4030 Contributions – *proceeds from meeting raffle and vendor spotlight*
- 4090 Membership Dues
- 4155 Advertising Income
- 4160 Web Pages Income – *advertising on the website*
- 4170 Program Income – *revenue from monthly meetings and Spring Conference*
- 7010 Interest Income – *bank account and investments*