Four Keys to Chapter Financial Success
With Stephen Tweed, CSP

1. Frame Your Financial Systems
   - Review your Chart of Accounts
   - Establish your Checking Account Procedures
   - Define your Bill Paying Procedures
   - Create your Expense Authorization Procedures
   - Decide where to put Your Investments

2. Build Your Budget
   - Plan First! Then Budget
   - Project your Annual Income by Revenue Source
   - Plan your Annual Expenses by Line Item
   - Communicate your Budget with Officers and Committee Chairs

3. Focus on Revenue over Expenses to get Profit
   - Focus on Revenue Generating Events
   - Build a Budget for Each Event
   - Set a Fund Balance Goal
   - Determine how you will use your Surplus

4. Measure and Manage your Financial Results
   - Prepare a Monthly Financial Report
   - Make it a Regular Agenda Item of Board Meetings
   - Provide Financial Reports to Chapter Members
   - Prepare an Annual Audited Financial Statement
   - Build Next Year’s Budget