

## 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

