



2023 Banking Task Force

Educational Session - Club Budgeting

Task Force Members - Bankers

Brecka Byers – Boise, ID

Connie Francis – Dubuque, IA

Lisa Thompson – Wamego, KS

Agenda

Is your Club required to submit an Annual Club Expense Report for your bank's overall budget?

If so, we have created an Excel Document that will help with planning your expenses and track your Profits & Losses (P&L).

If not, this is a great tool to show the benefits of the club to your members and your members to your bank's bottom line.

How to start:

Consider:

- How many active members?
- How many activities a year? (luncheons, bingo, ice cream socials)
- How many day-trips a year?
- How many 2-3 day trips a year?
- How many extended trips (in North America) a year?
- How many international trips a year?

Categories & Typical Expenses:

Marketing:

- Newsletter expenses
- Stationery Supplies
- Special Mailings/Invitations
- Postage

Tour Costs:

- Airline baggage fees
- Credit card fees
- Points for Travel (PTF) Card Redemption
- Travel Shows
- Predeparture travel parties
- Name tags
- Supplies for motor coach tour (snacks, water, goodie bags, etc.)
- Special guests

General Supplies/Expenses:

- Global Phone Charges
- General Club Supplies (clipboards, pens, paper, etc.)
- Director's Logo wear
- Education (HCI membership, conference registration, transportation)

Member Support:

- Cards/flowers (deaths, birthdays, special recognitions)

Activities:

- Education Seminars (speaker fee, venue cost, supplies, etc.)
- Promotions/Contests – supplies and prizes
- Food, beverage, salt/pepper, cream/sugar, serving supplies
- Decorations
- Name tags

Human resources: (depending on bank's requirements)

- Mileage
- Salary (Club Director, Assistant(s))
- Cell phone
- Other

What categories or expenses do you have that we may not have listed here?

Are there any listed that you found helpful?

Excel Spreadsheet: Located in Helpful Resources on the HCI website

Expenses: (flows to P&L tab)

- Projected Annual Expenses
- Actual Annual Expenses
- Difference
- Travel Marketing and Expenses
- Activities
- Club Expenses
- Education
- Member Support, recognition
- Other

Income: (flows to P&L tab)

- Travel Income
- Activity Fees
- Membership Dues
- Bank Resources
- Other

P&L: (auto-fills from Expenses and Income tabs)

- Income
- Expenses
- Net Income <loss>

Questions?