

SAMPLE CHART OF ACCOUNTS

Income Accounts

Chapter Member

 New Induction Fee (Chapter portion)

 Renewal Fee

 Chapter Member – Other

Contributions

 Endowment

 Restricted

 Unrestricted

 Contributions – Other

Fund Raising Income

Interest Income

Programs

 Induction

 Research/Education

 Society Events

 Other (Name)

International Income

 Induction Fee (International portion)

 Keys and Jewelry

SAMPLE

Expense Accounts

Awards

- Recognition
- Research
- Scholarship
- Awards – Other

Chapter Administration

- Business Meetings
- Misc. Expense
- Postage
- Printing
- Professional Services
- Secretarial Services
- Supplies
- Travel and Meetings
- Chapter Administration – Other

Fund Raising

(Project Name)

- Publicity
- Supplies
- Other

Annual Meeting

- Décor
- Printing
- Refreshments
- Room
- Supplies

Induction Expense

- Décor
- Printing
- Refreshments
- Room
- Speaker
- Supplies

Newsletters

- Mailing
- Printing
- Supplies

Orientation

- Décor
- Printing
- Refreshments
- Room
- Speaker
- Supplies

SAMPLE

Research/Education

- Décor
- Printing
- Refreshments
- Room
- Speaker
- Supplies

Social

- Décor
- Printing
- Refreshments
- Room
- Speaker
- Supplies

Expenses Paid to International

- Induction Fees
- Jewelry

Biennial/Chapter Leader Academy

- Meals
- Registration
- Room
- Travel
- Other

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