



Budget Template Guidelines for State Councils and Chapters

The budget template is a tool for ENA state councils and chapters to produce a detailed, yet concise financial budget. Use the following key guidelines to assist you in developing your budget.

1. We strongly recommend that your state council or chapter use the provided budget template located in the ENA Brand Center. State councils that choose not to use the template must have the below included in their budget submissions:
 - a. Upcoming year approved budget
 - i. Avoid two consecutive years of deficit budgeting
 - b. Chapter budgets (three-tier states)
 - c. Current year actual or projected year end
 - d. Current year budget
 - e. Prior year actual
2. Provide notes or comments for items that the reader may need more explanation on
3. Per procedures, the state council/separately incorporated chapter must make provisions in its annual budget for the following:
 - a. Educational events/conferences
 - b. Technology service(s) (email vendor, website services etc.)
 - c. Mailings, business meetings and educational programs (i.e., TNCC and ENPC)
 - d. Total or partial funding for the state council's delegates to attend the ENA's General Assembly.
 - e. Total or partial funding for the chapter representatives, if three-tiered structured, to attend state council meetings.
4. If you have an event, list in detail both all revenues and expenses associated with the event (do not just insert a net gain in revenues for the event, or a net loss in expenses for the event)
5. For all reserves listed, provide the date they were being reported on
6. Suggested goal for reserves is 50% of operating expenses. (For example, if your budget expenses are \$75,000, it is recommended you have reserves of at least \$37,500).
7. A budget with a deficit should:
 - a. Have sufficient reserves to cover the shortfall
 - b. Have a reasonable explanation for the shortfall. Does the explanation answer one of the two following questions:
 - i. Do reserves significantly exceed 50% of the operating budget? OR
 - ii. Is the budget deficit being incurred due to infrastructure improvements that will increase revenues going forward?
 - c. Have a plan to have future budget(s) replace what is being removed from reserves (assuming reserves will drop below threshold)
 - d. Typically not exceed 5-10% of the operating revenues (i.e., budgeted revenues of \$45,000, deficit should not exceed \$4,500)
8. A Budget Narrative is required to be completed if a budget has a deficit. The Budget Narrative must be submitted along with the final budget to ENA Component Relations that explains:

- a. Major Initiatives for the budget
- b. Assumptions for the budget (expected or presumed income and expenses. Making reasonable assumptions when creating a budget for the first time gives you starting numbers to work with for planning purposes).
- c. Significant variances in line items from prior year
- d. Explanation of Budget Deficit (if applicable)