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Worshipful Grand Marshall

DEVELOPING A LODGE BUDGET

Lodge Budget

- You may not have thought about it, but everyone makes use of budgets.
- This is true in every aspect of life, whether it be conserving energy for use in the final minutes of a game, or reducing automobile speed to stretch-out the remaining gasoline supply until you can reach a gas station.

Lodge Budget

A Lodge Treasurer of 31 years, when asked by the Senior Warden about the budget:

*“We took in some money, we spent some money,
and we have some left.”*

*This is not what you want to hear when you are in the process of
creating a Lodge Budget.*

Lodge Budget

- It is impossible to plan for a successful year, unless you know what your income and expenses are.
- The purpose of creating a Budget is to assess the past and current finances of the Lodge so you can plan for its future.
- Blue Book, By-Laws and Budget, oh my !

Lodge Budget

- Blue Book does not address Lodge Budgets.
- Lodge By-Laws will indicate how the dues are to be calculated, and this will govern how your budget is determined.
- Lodge By-Laws may also tell you who prepares the budget and when it is to be presented to and approved by the lodge.

Lodge Budget

Lets look at what makes up a Budget.

- Income (The plus side or “Assets”)
- Expenses (The minus side or “Liabilities”)

Lodge Budget

Income or “assets” may include:

- Initiation Fees*
- Dues / from dues paying members*
- Interest and Dividends*
- Rental Income*
- Established Fundraisers*
- Donations*
- Other Miscellaneous Sources – Dinners, etc.*

Lodge Budget

Expenses or “Liabilities” may include:

- Rent/Maintenance - Fixed*
- Salaries or Honorariums - Fixed*
- Printing / Postage - Fixed*
- Grand Lodge Per Capita and Assessments - Fixed*
- Utilities / Telephone, etc. - Fixed*
- Office Supplies / Awards, Aprons, Rituals, etc. – NF*
- Dinners, Refreshments, Etc. – NF*
- Ladies Night, Past Masters Night, etc. - NF*

Lodge Budget

Fixed Expenses vs. Non-Fixed Expenses

- “Fixed” or Non-Discretionary Expenses are re-occurring and the same each time.
 - Rent / Maintenance
 - Utilities / Phone
 - Salaries / Honorariums & Associated Taxes
 - Trestleboard Printing / Postage
 - Per Capita / Assessments

Lodge Budget

Fixed Expenses vs. Non-Fixed Expenses

- “Non-Fixed” or Discretionary Expenses are one time expenses and are variable.
 - Printing Costs for Programs, Tickets, Flyers
 - Postage for Invitations, Flyers, Tickets
 - Decoration / Entertainment Costs
 - Food and Refreshments Costs
 - Equipment / Facility Rental

Lodge Budget

Estimated Income	2006 Actual	2007 Budget
Dues	\$7,410.00	\$7,410.00
Income from Suppers	\$2,240.00	\$2,000.00
Interest on Lodge Investments	\$300.00	\$300.00
Interest on Checking Account	\$15.00	\$10.00
Miscellaneous	\$320.00	0.00
	\$10,285.00	\$9,860.00
PROPOSED EXPENDITURES		
Secretary's Expenses	\$1,100.00	1,175.00
Rent	\$4,200.00	\$4,200.00
Aprons	\$150.00	\$180.00
Postage	385.00	400.00
Sewer	300.00	425.00
Electricity	485.00	500.00
Salaries	800.00	800.00
Per Capita	1,852.50	1,852.50
	\$9,272.50	\$9,532.50

Lodge Budget

Lodge Budget - Comparison

	2008	2009
INCOME:	Proposed	Proposed
Dues (200 @ \$52.00)	\$10,400.00	\$10,400.00
Interest - Checking, Savings	1,200.00	1,500.00
Interest - Cert. of Deposit	3,300.00	4,000.00
Fees	400.00	400.00
Other	<u>4,000.00</u>	<u>4,625.00</u>
TOTAL INCOME	\$19,300.00	\$20,925.00
EXPENSES:		
1. FRATERNAL		
A. Grand Lodge Assessment	\$ 2,700.00	\$ 2,800.00
B. Pins-Widow, Life, Anniver.	100.00	100.00
C. Flowers & Memorial	700.00	500.00
D. P.M. Apron & Jewel	500.00	500.00
E. Robing	<u>400.00</u>	<u>350.00</u>
TOTAL FRATERNAL	\$ 4,400.00	\$ 4,250.00
2. DONATIONS		
A. Treasurer	\$ 130.00	150.00
B. Tyler	150.00	150.00
C. Organist	<u>100.00</u>	<u>50.00</u>
TOTAL DONATIONS	\$ 380.00	\$ 350.00
3. MEETINGS		
A. Temple Rent	\$ 6,600.00	\$ 6,600.00
B. Meeting Refreshments	<u>240.00</u>	<u>240.00</u>
TOTAL MEETINGS	\$ 6,840.00	\$ 6,840.00
4. COMMUNICATION		
A. Masonic News	\$ 1,200.00	\$ 1,200.00
B. Telephone (Answering Machine)	175.00	210.00
C. Postage & Printing	<u>400.00</u>	<u>450.00</u>
TOTAL COMMUNICATIONS	\$ 1,775.00	\$ 1,860.00
5. OFFICER HONORARIUM		
A. Secretary	\$ 1,200.00	\$ 1,200.00
B. Payroll Taxes	<u>\$ 280.00</u>	<u>\$ 225.00</u>
TOTAL HONORARIA	\$ 1,480.00	\$ 1,425.00
6. EVENTS		
A. Mason-of-the-Year Dinner	\$ 175.00	\$ 275.00
B. Past Master Dinner	250.00	275.00
C. All Masonic Picnic	200.00	200.00
D. Life Member Night	175.00	200.00
E. Stag Picnic	500.00	250.00
F. Installation	600.00	600.00
G. Table Lodge	150.00	100.00
H. Lodge Visitation - Grand Lodge	100.00	250.00
I. Scholarship Program	1,000.00	1,000.00
J. Youth Charity	100.00	50.00
K. Charity & Relief	100.00	200.00
L. Other	<u>1,275.00</u>	<u>2,800.00</u>
TOTAL EVENTS	\$ 4,425.00	\$ 6,200.00
TOTAL EXPENSES	\$ 19,300.00	\$ 20,925.00

Lodge Budget

EVENT BUDGET FOR _____

ESTIMATED INCOME	<u>Budget</u>	<u>Actual</u>
Paying Attendees		
Corporate Donations		
Member Donations		
Raffle / Fundraiser Income		
Miscellaneous Income		
Total Income		
PROPOSED EXPENDITURES		
Cost per Plate (Food Cost)		
Cost of Comps - No. of Guests __		
Decorations / Centerpieces		
Postage for Invitations		
Printing Invites / Tickets / Cards		
Pre-event Hors d'oeuvres / snacks		
Equipment rental / AV		
Facility Rental		
Gifts / Table favors		
Entertainment for Event		
Total Expenses		

Lodge Budget

Summary:

- Check your Lodge By-Laws on Finances.
 - Make sure to follow your Lodge By-Laws.
- Know your Income, Plan your Expenses.
 - Work on Non-Fixed Expenses.
- Use Budget as a tool to plan activities.
 - *If you fail to plan, your plan will fail !*