

## BA Local Meeting Sample Budget

The purpose of this “Sample Budget” is to give you an idea of the possible expenses you might incur in a given year, based on our experience. By no means is this designed to be financial advice as much as a list of items for your group consider. You and your team will have to determine what your needs may be for the local group.

1. Personnel & Benefits
  - a. Salary \$TBD by local Meeting
  - b. Benefits \$TBD by local meeting
2. Start Up Costs
  - a. Annual Membership \$500
  - b. First Time Meeting Expenses \$TBD
  - c. Background checks and Admin \$TBD
3. Training
  - a. TCEA Certification per person \$800 (If needed)
4. Inventory & Supplies
  - a. Demo iPads \$500 on up
  - b. Demo Accessories \$100-500
  - c. Demo Software \$100-400
5. Printing
  - a. Badges \$10 per person minimum of 5 per order
  - b. Cards \$100 per 1000
  - c. Posters \$280 per 1000
  - d. Table Skirt \$100 per table skirt
6. Overhead
  - a. Event Expenses \$TDB
  - b. Accounting & Legal \$750