



To Complete:

For each budget category, give more specifics of each line item including description (of item), unit (how it is measured), # of units (for duration of project), cost per unit. The total should calculate automatically. Feel free to add as many line items as necessary.

[Budget preparation guidance from the ISOC Foundation](#)

Chapter Name:	UK England	
Project Title	2024 Chapter Admin	
Total Budget Amount:	\$	3,500
Local Currency Rate Used:	1 USD = 0.8 GBP	

Chapter Official Registration						
<i>Chapter registration, Annual registration/renewal costs, Legal costs, Bank account opening and yearly costs, Liability insurance for the officers of the chapters</i>						
Item	Unit	# of units	Cost per Unit	Total	Total Local Currency	Description
Director's Liability Insurance	Year	1	\$ 488	\$ 488	\$ 390	
Bank Charges	Year	1	\$ 60	\$ 60	\$ 50	
Registration Annual Return	Yearly	1	\$ 16	\$ 16	\$ 13	
ICO - Information Commissioner's Office	Yearly	1	\$ 50	\$ 50	\$ 40	
Total				\$ 614		

General Admin Support						
<i>Office rent, Office stationary, Office furniture and equipment maintenance charge, Accounting/invoice processing, Auditing charge of organization, Compensation for paid staff, Zoom license (or other video conference tool), Voting tools (e.g. Survey Monkey license)</i>						
Item	Unit	# of units	Cost/Unit (rate)	Total	Total Local Currency	Description
Zoom video communication	Year	1	\$ 180	\$ 180	\$ 172	
Annual Accounts	Year	1	\$ 750	\$ 750	\$ 600	
Quarterly Book-keeping	Quarterly	4	\$ 38	\$ 150	\$ 120	
Total				\$ 1,080		

Membership Management

Membership cards for officers and managers, Visiting cards for officers and BoD, Administration of members

Item	Unit	# of units	Cost/Unit	Total	Description
				\$ -	
				\$ -	
				\$ -	
Total				\$ -	

Website Development with Hosting

Website domain registration, Website management, Hosting services

Item	Unit	# of Units	Cost/Unit	Total	Description
Web Site Hosting	Year	1	\$ 625	\$ 625	\$ 500
Domain Names	Year	1	\$ 128	\$ 128	\$ 102
				\$ -	
Total				\$ 753	

General Assembly

Annual General Meeting, Advisory Team Meeting, Expert groups/sub-committee's meeting, Website update and material promotion

Item	Unit	# of units	Cost/Unit	Total	Description
AGM	Yearly	1	\$ 475	\$ 475	\$ 380
2nd yearly F2F coordination meeting	Yearly	1	\$ 475	\$ 475	\$ 380
				\$ -	
Total				\$ 950	

Marketing, Publicity, Branding

Gifts and promotional material for chapter events, Social media promotion of events organized by the chapter

Item	Unit	# of units	Cost/Unit	Total	Description
Promotional Material	Year	1	\$ 103	\$ 103	\$ 85
				\$ -	
				\$ -	
Total				\$ 103	

Grand Total: \$ 3,499