Servas Budget Format

(Currency : Swiss Francs - CHF)

Responsibility of the Committees >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		EXCO	Youth Committee	ICT with Steering Team	SI Newsletter	Distant Voting Adminstrator	SI Archivist	Job DescriptionCommittee	Audit Committee	Nominations Committee	Conflict Resolution Committee	DFC Development Fund Committee
INCOME	**DESCRIPTION**											
Stamp fees received	Treasurer with EXCO	x										
SI conference Net collections	Treasurer with EXCO	x										
Interest Received on Bank Deposit	Treasurer with EXCO	x										
Forex Gains	Treasurer with EXCO	x										
Others	Treasurer with EXCO	x										
Total Income												
EXPENSES												
SI Conference Expenses Nett	Treasurer with EXCO	x										
Meeting Expenses	Meeting Expenses of committees	x	x	x		x		x	x	x	x	x
Accounting Expenses	Treasurer - book keeping contract.	x										
Printing Cost	Printing expenses - folders pamphlets etc	x	X		x							
Archiving Expenses	Storage and Moving charges						x					
Stationery & Copying Charges	Xerox and stationery expenses	x	x	x	x	x	x	x	x	x	x	x
Postage	postage and courier expenses	x			x				x			x
Telephone & Internet	Skype call charges, internet communication	x	x	x								x
Travelling Expenses	Travelling for meeting or specific assigned work	x	x	x					x			x
Miscellaneous Expenses		x	x	x	x	x	x	x	x	x	x	x
Web Server Hosting Expenses	Web Server contracts for Servas websites			x								
Programmers cost	Dolphin (now maturing) SOL (to be implemented)			x								
Professional Support Expenses	nature of support expenses to be approved.	x		x								
Legal Expenses for SI Registration	formal registration work and legal counsel	x										
Membership to Other Organisations	Treasurer with EXCO	x										
Depreciation	As per Accounting Standards rates - auditor	x										
Bank Expenses	Treasurer after discussion with banks	x										
Auditors Expenses	Treasurer with EXCO vide GA approval	x										
Total Expenses												

The following positions individually chart out their activities and allocate expense for it and then consolidate under EXCO

President

Vice President

General Secretary

Treasurer

Host List Coordinator