|  |  |
| --- | --- |
| **Chapter Name**  | Nebraska |
| **Chapter Number (ex. CH0000)**  | CH6064 |
| **Chapter Location (City, State)**  | Omaha, NE |
| **Chapter Membership Size**  | Medium (101 - 349) |
| **Contact Person for this Submission:**  | Krishna Clay |
| **Email Address:**  | claykrishna@atdnebraska.org |
| **Phone Number:**  | (402) - 602 - 8275 |
| **Chapter Board Position:**  | VP of Finance |
| **Chapter Website URL:**  | <http://www.atdnebraska.org/> |
| **Submission Title:**  | Transparent Budget Reports |
| **Submission Description:**  | One of our ongoing chapter goals is to build business acumen among the board and develop solid, repeatable business processes. During budget planning, most of the board was simply estimating what the person in that position prior to them had estimated. With the previous budget report many expenses were lumped together into a generic category, making it challenging to understand how much things were really costing our chapter. For the 2015 budget, we broke down all of the expenses into individual categories and added some groupings to see things more clearly. Having the board able to understand the financial aspects of running the chapter has provided an increased awareness of where the chapter funds are going and; therefore, a simpler decision process when additional expenses arise. |
| **Need(s) Addressed? Please be specific.**  | Our board needed to have a full understanding of the income and expenses related to their individual areas as well as a basic understanding of the financial information regarding the other areas of the board.  |
| **What is your chapter's mission?**  | The mission of the Nebraska Chapter of ATD is to enhance members’ abilities, to develop talent and support clients and organizations in our local and global communities. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?**  | This change has helped the board members improve their business and financial acumen. We anticipate continued success with this new budget report structure when we conduct our budget planning sessions at the end of 2015 to prepare for 2016. |
| **National ATD's mission is to "empower professionals to develop knowledge & skills successfully". How does this submission align with ATD's mission? Please provide specific examples.**  | This change has helped the board members improve their business and financial acumen. We anticipate continued success with this new budget report structure when we conduct our budget planning sessions at the end of 2015 to prepare for 2016. |
| **Target Audience: (Who will benefit/has benefited from this effort?)**  | Our chapter board members have benefited from having a better understanding of the finances impacting our decisions. Our membership will continue to benefit from the education and programming sessions that our chapter will be able to provide due to this full knowledge of the income and expenses related to these events. Our board members also have a higher level of confidence in making decisions that impact the finances of our chapter. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)**  | There was no monetary cost to the chapter to implement this change. The VP of Finance for the chapter spent approximately 30 hours researching individual items costs, updating our budgeting software categories, and developing a new budget report. There was also time involved from all VPs and Executive Council members in estimating 2015 budget income and expenses, which was comparable to what is done every year during budget committee meetings.  |
| **How did you implement: (please give a brief description)**  | Incoming VPs and Executive Council completed their Budget Worksheets (estimates) as usual at the end of 2014. Budget meetings were conducted by the Budget committee members regarding each budget worksheet. As the 2015 estimates from the budget meetings were finalized, the VP of Finance entered the estimates into the new Budget Report rather than using the old report. This new report was then sent to all board members to review and provide feedback or ask questions. Since implementing this more in depth, detailed budget report, the VP of Finance has been able to have better conversations with board members in regards to the income and expenses. Board members have indicated their appreciation for being able to get a truer picture of the cost of running the chapter. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)**  | Our chapter has a stable financial foundation that the board and members can have confidence in. We continue to look for ways to improve the financial health of our chapter. This has enabled the board to determine the success of events and consider whether or not such events/topics should be repeated, cancelled or adjusted in the future. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | The majority of the work for the new budget report was completed up front by the VP of Finance. Key tips include ensuring every individual expense is understood and determining if that expense warrants its own expense category or if it is minimal enough to be lumped together with other similar expenses (i.e. all legal expenses in one category). Another key was to understand what individual events will be helpful to see grouped. (i.e. Chapter programs are conducted monthly. Rather than having one category for “Facilitator Fee” for the year, we have that category for each month. This will allow us to view each individual program and determine the event success.) |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):**  | VP of Finance developed the report; all board members were asked to review and provide feedback; the previous Excel document was used as a starting point for the new version. |
| **Please attach any documents that help support this submission: (additional documents should be sent to** SOS@td.org**)**  |  [Budget\_Blank 2014.xlsx](https://forms.td.org/download.php?q=Zm9ybV9pZD0xMSZpZD03NyZlbD1lbGVtZW50XzE2) |
| **additional supporting documents:**  |  [Budget\_Blank 2015.xlsx](https://forms.td.org/download.php?q=Zm9ybV9pZD0xMSZpZD03NyZlbD1lbGVtZW50XzIy) |
| **How did you become familiar with the Sharing Our Success (SOS) program?**  | Saw or heard of SOS from another Chapter Leader |