

CALIFORNIA ALPHA DELTA KAPPA
BUDGET ITEM DESCRIPTIONS
2024-2026

California Alpha Delta Kappa's adopted "Policy and Procedures Manual" provides direction to the California Executive Board regarding the disbursement of each item in the adopted budget.

Budget Development – The proposed budget for the biennium was prepared by the State Treasurer and Budget Committee under the direction of the California State Executive Board.

INCOME

Income shall consist of:

1. **State Dues** collected from each dues-paying member in the state each year of the biennium. (Life Members, Limited Members, and Honorary Members do not pay state dues.)
2. **Donations** to altruistic, leadership, scholarship and Educators Helping Educators accounts.
3. **Profit** from sales of state funding projects.
4. **Noel Leonard Legacy Fund** invested in the Alpha Delta Kappa Foundation.
5. **Interest** from state bank accounts.

EXPENDITURES

1. **International Convention** (odd year) – Travel and hotel expenses of the state president, president-elect, immediate past president, vice president for membership and treasurer shall be reimbursed up to the budgeted amount. Additional specified board members may be assisted with travel/hotel expenses as approved by the California State Executive Board.
 - a. **Hotel/Hospitality Suite** – Accommodations for the attending executive board shall include a suite, if financially feasible, during the time of the convention. If a suite is available, it shall also provide a place for hospitality and informational meetings for California members, receptions, and for any other state function. The suite must provide sleeping accommodation for at least three (3) people.
2. **Regional Southwest/Northwest /Conference** (even year) – Travel and hotel expenses of the state president, president-elect, immediate past president, vice president for membership and treasurer shall be reimbursed up to the budgeted amount. Additional specified board members may be assisted with travel/hotel expenses as approved by the California State Executive Board.
 - a. **State Committee Chair Leadership Training** – The budget shall allow for attending state committee chairs to each receive up to one hundred dollars (\$100) to assist with travel expenses.

- b. **Noel Leonard Legacy Fund** – Interest from this account will be used to support a one-hundred-dollar (\$100) grant to the council president or her designee from each of the eleven councils to pursue leadership training at the Northwest/Southwest Regional Conference. If funding from this account falls below \$35,000 a loan from the state may fund these grants if necessary.
3. **State Board Meetings**
 - a. **Hotel** – Accommodations for the state executive board shall be paid for each night's stay required.
 - b. **Executive Board Room** – The fee will be paid for the meeting room of the state executive board held the night before and the afternoon/evening following the four annual district conferences and Sunday morning if needed.
 - c. **Per Diem** – Per diem shall be paid to each state executive board member in attendance at the rate of thirty-five dollars (\$35) for each overnight stay required while attending to state business. This is not a line item expense for International Convention or Northwest/Southwest Regional Conference. The International Convention and Northwest/Southwest Regional Conference are not intended to conduct official California Alpha Delta Kappa business. Therefore, the executive board members are not to be paid per diem for attending either of these two events.
 - d. **Transportation** – Costs for state executive board members shall include airfare at the lowest available economy rate plus necessary ground transportation, parking, tolls, baggage and tips. Automobile travel shall be reimbursed at the current mileage rate, or a commercial car rental cost and fuel, whichever is the lesser expense. However, transportation costs shall not exceed the lowest airfare(s) for the same trip.
4. **Administrative Expenses** – Expenditures shall include those items necessary to conduct state business, such as printing (district conference materials, etc.), office equipment and supplies, treasurer's surety bond, audit expenses, income tax preparation, tax and banking fees and website costs. All bills are to be approved by the California State Executive Board.
5. **Official Business**
 - a. **Courtesy** – Purchase of the past president's guard and the traditional state gifts of appreciation shall be made and presented to the state president and retiring board members as they leave office. Courtesies may also be extended to International dignitaries, Southwest dignitaries and other guests of the state. To honor a California member elected to the International Board, a twenty-five-dollar (\$25) donation will be made to the Honor a Sister Program at International Headquarters.
 - b. **District Conferences** – Expenses incurred by the California State Executive Board to provide materials for workshops at these meetings are to be reimbursed by the state. The published registration/luncheon cost shall be paid for each attending state executive board member.

- c. **Liaison** – Travel expenses of state officers may be paid when they are required to attend a council meeting to aid in solving problems, assist in the formation of new or colonizing chapters, or to fulfill other duties as directed by the state president. The officer will be reimbursed for mileage or alternative transportation costs which shall not exceed mileage costs. Whenever possible, liaison shall be accomplished using Zoom technology to avoid the need for travel expenses.
 - d. **Leadership Development** (even year) – Expenses will be reimbursed for travel, hotel, and per diem expenses for the newly elected executive board to convene for planning and training in the summer prior to the first district conference.
 - e. **Membership Development** – Money will be provided to develop new chapters and to expand membership.
 - f. **Miscellaneous** – Approved expenses will be reimbursed to cover items not specifically line budgeted.
 - g. **Fees** – Fees related to banking or investment expenses, tax-exempt status, or federal or state tax reporting will be paid.
 - h. **Recognition** – Expenses related to acknowledgment of our members’ achievements and contributions to the organization will be covered upon approval by the California State Executive Board.
 - i. **State Committee Chairs** – Each chair is allowed up to thirty dollars (\$30) for supplies, postage, and printing. The Scholarship Chair may receive sixty dollars (\$60). The Publicity/Technology/Archives Webmaster may receive up to eighty dollars (\$80). When the duties of the above chairs require travel, hotel, or other expenses, reimbursement may be given with prior approval by the California State Executive Board.
 - j. **Historian** – The State Historian/Sergeant-at-Arms will be reimbursed for expenses related to maintaining the state archives and creating an archive for the current biennium.
6. **State Convention** – The California State Convention is funded with \$7500 seed money and is financed exclusive of the state budget. To align with International Bylaws the convention operational (seed) money is to be returned to the state treasurer by June 30 following the close of convention.
- a. **Noel Leonard Leadership Grants for First-Timers** – The interest from the Noel Leonard Legacy Fund, which has been established with the International Alpha Delta Kappa Foundation, will be used to fund one or more grants of one hundred dollars (\$100) to first-time attendees to State Convention. Grants will be given to each of the eleven councils based on the number of chapters in the council. For every four (4) chapters, the council will qualify for one \$100 award. If the account balance falls under \$35,000, monies from the Leadership line item may be used as a loan to fund these grants.
7. **Scholarships/Grants**
- a. **District Mini Grants** – These grants are offered once each year for personal and professional growth to one member in each of the four districts when there is a qualified candidate. If there are no applicants from a district, monies for these grants will go to the next qualified candidate from another district.

- b. **Eleanor Bendell California State Scholarship** – This scholarship may be awarded once per biennium to a California Alpha Delta Kappa member for professional growth or to fund a worthy project when there is a qualified candidate. It shall be given to a member who is currently in good standing and has been in good standing for at least two (2) previous years. The recipient shall remain in good standing for at least two (2) years after the scholarship is received. Otherwise, the amount of the scholarship is to be repaid without interest. The scholarship award shall be paid from the State Scholarship Account, donations and monies from the general budget.
 - c. **Excellence in Education** – The state recipient of the Excellence in Education award shall be given a monetary award. The amount is to be determined by the California State Executive Board.
8. **Altruistic** – An amount approved by the California State Executive Board will be awarded annually to the State Altruistic Project selected by a vote of the delegates at the previous state convention. Monies to fund this donation will be donated by chapters and other contributors to this altruistic fund.
9. **Reserve Account** – The amount in this account must be equal to at least one year’s operating budget.
10. **Line Items in Budget** – Monies from one line in the state’s general operating budget may be transferred to another line item at the discretion of the California State Executive Board.

BUDGET COMMITTEE

Diana Galvan, Beta Eta, State Treasurer, Past State President, Northern District

Virginia Riding, Gamma, State President-Elect, Valley District

Karen Kirby, Gamma Mu, Past State President, Webmaster, Marina District

Marlene Cordova, Phi, Past State Treasurer, Northern District

Donna McCartney, Gamma Nu, State Vice President for Membership, Marina District