

Membership Dues Allocation Template



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Template Structure:

- **Total Dues Collected:** Input the total membership dues collected for a specified period (monthly, quarterly, annually).
- **Core Program Allocation:** Designate a percentage or specific amount to fund core programs such as educational initiatives, outreach, and member events.
- **Operational Expenses:** Allocate a portion to cover ongoing operational costs like staffing, office supplies, and facility management.
- **Reserve Fund:** Set aside a percentage of dues to establish a reserve fund to cover unexpected expenses or downturns in revenue.
- **Member Benefits & Services:** Allocate funds to member-focused services such as networking events, access to resources, and member-exclusive content.
- **Events and Special Projects:** Fund events, sponsorships, and special projects that engage your members and generate revenue.
- **Pending or Unallocated Funds:** Track any funds that have not yet been allocated or are pending decision on where they will be used.

Template Example:

| Category | Amount (\$) | Percentage (%) |
|----------------------------|-------------|----------------|
| Total Dues Collected | \$100,000 | 100% |
| Core Programs | \$40,000 | 40% |
| Operational Expenses | \$25,000 | 25% |
| Reserve Fund | \$15,000 | 15% |
| Member Benefits & Services | \$10,000 | 10% |
| Events & Special Projects | \$5,000 | 5% |
| Pending/Unallocated Funds | \$5,000 | 5% |

How to Use the Template:

1. Input your total dues collected: Enter the amount of dues your association has collected for the given period.
2. Allocate funds to key areas: Divide the total amount into the categories listed, adjusting the percentages as needed based on your association's priorities.

Review and adjust periodically: As expenses or income streams fluctuate, revisit and adjust your allocations to stay on track with your financial goals.

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