

5 Budgeting & Projection Reports You Should Know



As you begin planning for next year, there are a variety of reports available to you in your ChamberMaster/MemberZone software that will assist you in planning and budgeting

- ✓ Sales by Item Report
 - Membership Dues
 - Non-Member Dues
- ✓ Payments / Receipts by Account
- ✓ Scheduled Sales by Month Report
- ✓ Membership Renewals
- ✓ Growth Report

Sales by Item Report

The **Sales by Item** report provides the details of your sales over a selected date range, based on a specific member join date, specific item type (as defined by your fee items), a specific fee item, and/or a specific event

WIKI: [Sales by Item Report](#)

Sales By Item - Summary Select Another Report

Filter Options

Sale Date From: [more...](#) Item Type:

Through: Item Basis:

Member Join Date From: View:

Through: Show write-off transactions

Include refunds/negative sales receipts

Refresh Report Print Report Print PDF Download Report Reset Options

Sales By Fee Item
October 1, 2019 - October 8, 2019

Fee Item	Basis	Voluntary	Avg Price	% of Sales*	Quantity	Amount
1/2 Page Ad	Cash	No	55.00	1.0%	1	55.00
2018 Happy Hour Tour	Accrual	No	40.00	0.7%	1	40.00
2019 BBQ Sponsorship Fee	Cash	No	-∞	-0.5%	0	-25.00
CP - Event Fee	Cash	No	9.60	0.9%	5	48.00
El Cajon Building Fund	Cash	Yes	10.00	0.5%	3	30.00
El Cajon Fee Item Event	Cash	No	36.25	10.4%	16	580.00
Event Fee Sponsorship	Cash	No	400.00	14.4%	2	800.00
Gold Membership	Cash	No	256.70	13.9%	3	770.10
Monthly Lunch	Cash	No	175.00	22.1%	7	1225.00
Small Business Membership	Cash	No	306.00	27.6%	5	1530.00
sw	Cash	No	500.00	9.0%	1	500.00
Total					44	5553.10

Scheduled Sales by Month

The **Scheduled Sales by Month** report, helps in budgeting for the following year as well as planning for cash-flow in the coming year. This report, filtered by month provides a view into recurring fees assigned to your current active members.

WIKI: [Scheduled Sales by Month](#)

Scheduled Sales By Item - Summary Select Another Report

Filter Options

Sales Month: Item Type: Member Join Date From: Item Basis: Through: Show Active/Courtesy members only. View:

Scheduled Item Sales (Full Year)

report date: October 8, 2019

Fee Item	Basis	Voluntary	Avg Price	% of Sales*	Quantity	Amount
Emerald Membership (inactive)	Cash	No	800.00	17.3%	4	3200.00
Gold Membership	Cash	No	263.35	11.4%	8	2106.81
Small Business Membership	Cash	No	306.00	71.3%	43	13158.00
Total					55	18464.81

*Percentage of Sales is calculated based only on those sales included in the report results.
Report Generated 10/8/2019 at 08:29 AM

The **Payment/Receipts by Account** report, provides a total of all payments received in a selected date range, summarized by account. This report can be useful as a companion to the Sales by Account report, to provide an understanding of what the actual receipts were vs. the sales.

WIKI: [Payment/Receipts by Account](#)

Payments / Receipts by Account

G/L Account: (All) [Select All](#) / [Unselect All](#)

Payment Applied Between: 10/1/2019
and: 10/8/2019

Item Collection Basis: Any
Fee Item Type: Any
Display Option: Summary
Member Status: (All) [Select All](#) / [Unselect All](#)

(Optional) Member Join Date After: <Choose Date> None
(Optional) Member Join Date Before: <Choose Date> None

[Refresh Report](#)

1 of 1 | Save as [PDF](#) [Excel](#) [Word](#)

Payments/Receipts by Account

10/1/2019 to 10/8/2019

1000987 Total:	\$10.00	
Event:EventReg Total:	\$32.00	
EventAcct Total:	\$60.00	
Events:Gala:Sponsorship Total:	\$800.00	
Membership Dues Total:	\$4,000.00	
Membership Fees and Dues Total:	(\$2,823.00)	
Grand Total:	\$2,079.00	

10/8/2019 9:06:10 AM

Scheduled Sales by Month

The **Scheduled Sales by Month** report, helps in budgeting for the following year as well as planning for cash-flow in the coming year. This report, filtered by month provides a view into recurring fees assigned to your current active members.

WIKI: [Scheduled Sales by Month](#)

Scheduled Sales By Item - Summary Select Another Report

Filter Options

Sales Month: Item Type: Member Join Date From: Item Basis: Through: Show Active/Courtesy members only. View:

Scheduled Item Sales (Full Year)

report date: October 8, 2019

Fee Item	Basis	Voluntary	Avg Price	% of Sales*	Quantity	Amount
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Report Generated 10/8/2019 at 08:29 AM

The **Membership Renewals** report will provide a listing of members and their assigned fees.

WIKI: [Membership Renewals](#)

Membership Renewals

Select Another Report

Filter Options

Renewal Month:

Account Rep:

Item Type:

Item Basis:

Join Date From:

Through:

Show Annual Totals.

Show [Active/Courtesy](#) members only.

Include voluntary fees.

Include inactive fees.

Include members with zero totals.

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Membership Renewals for January					
Member Name	Status	Membership Type	Join Date	Scheduled Items	Scheduled Total
A Place for Dogs	Active	Platinum Membership	3/21/2017	\$260.10 Gold Membership	260.10
Acorns - John Jones	Active			\$306.00 Small Business Membership	306.00
Addams & Sons	Active	Gold Membership	9/11/2019	\$306.00 Small Business Membership	306.00
AK Greatland B&B	Active		8/29/2017	\$306.00 Small Business Membership	306.00
Alex Race Track Events LLC	Active	Diamond Membership	7/31/2018	\$306.00 Small Business Membership	306.00

By reviewing the Membership Growth report, you will be able to see if your growth is trending up, down or remaining flat. Comparison to previous term will also provide insight into your current growth trends.

WIKI: [Membership Growth Report](#)

Membership Growth Report 8/13/2019 - 9/13/2019				
<u>Member Name</u>	<u>Primary Contact</u>	<u>Join Date</u>	<u>Drop Date</u>	<u>Sales Rep</u>
Addams & Sons	John Addams	9/11/2019		
Harry's	Candy Swanson	8/27/2019		
Fayette Store	Sandra Quinn	8/27/2019		Andrea Anderson
Yales Shoes	John Yale	8/21/2019		

Growth/Decline Rate (8/13/2019 - 9/13/2019)

Current Membership:	206	active/courtesy members
Membership Growth:	1.98%	(4 members)
Membership Decline:	1.49%	(3 members)
Cumulative Growth Rate:	0.50%	(1 members)

Previous Term Rate (7/13/2019 - 8/13/2019)

Membership Growth:	3.05%	(4 members)
Membership Decline:	3.82%	(5 members)
Cumulative Growth Rate:	-0.76%	(-1 members)

www.growthzone.com/year-end

- ✓ [Visit our End-of-Year Resources Page](#)

The end of the year will be here before you know it. That's why we're providing these helpful year-end resources specifically for ChamberMaster and MemberZone software users

- ✓ [Download the Year-End Checklist](#)

Download a handy step-by-step checklist of the topics covered in today's presentation

www.growthzone.com/year-end

- ✓ Attend One of Our Year-End Webinars:

Take advantage of six additional educational opportunities specifically focused on helping you complete important year-end tasks

- ✓ Schedule a Consultation with Our Engagement Team

Sign up for a complimentary one-to-one consultation with our Engagement Manager who will provide you with the tools needed to break down your year-end tasks into practical steps

Questions?