



NEW YORK LIBRARY ASSOCIATION
The Voice of the Library Community

Section/Roundtable Budget Worksheet

Fiscal Year 2025-2026

Please carefully review all directions before filling out and submitting the Budget Worksheet. All Sections/ Roundtables (hereinafter referred to as Units) will be required to submit a Budget Worksheet annually outlining all anticipated expenses to be included in the upcoming year's budget. **This worksheet will be due by February 1st of each year.**

When completing this worksheet please review any past year budgeting, expense records, etc. to assist in determining what amount your Unit anticipates spending in the next fiscal year. Think about new activities, programming, and continuing education your unit plans to offer. Do **not** include anticipated income/revenue from registration, sponsorship, etc.

Here are some of the items to consider when outlining your Unit's budgetary needs:

- **Unit Events and Programs** – conference fees for special events and meetings, webinars, etc.
- **Printing and mailing costs**
- **Digital promotion, ads or banners**
- **Fees for platforms or other accounts**
- **Stipends for contracted work, executive board, etc.**
- **Miscellaneous expenses (raffle tickets, candy for event tables, giveaways, etc.)**
- **Scholarships** – This should be included for scholarships given that are not in the designated scholarship savings account.

Following your submission, the NYLA office and the Budget and Finance Committee will work together to draft NYLA 's annual budget for review, discussion, and approval via a vote by the NYLA Council.

This worksheet is intended to help Units consider all their financial needs throughout the year. Should unanticipated expenses or the ability to offer opportunities of value to membership arise after the budgeting process is complete, Units will have the opportunity to request additional funding from NYLA Council. ***Please note: Units may be asked for additional information during the budgeting process. Budget Worksheets will be presented to, discussed, and approved by Council annually at the May Council meeting. This worksheet does not guarantee approval of all items outlined by Units on the submitted worksheet however, good faith efforts will be made to ensure all units are funded as requested. Failure to complete a budget worksheet will result in a standard minimum amount in the Unit's budget line. This amount will be set by Council. Units which over/underspend their annual budget will be asked to reevaluate their request in future years.***

Thank you for your time and efforts to make our Statewide organization a valuable resource to New York's Library Community.

Warmly,
NYLA Treasurer



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Use the following spreadsheet to help you itemize expected expenditures. Please note items/programs can be grouped into one lump expense. For example, all unit conference fees (venue costs, speaker fees, food and beverage, tradeshow fees, etc.) can be listed as conference expenses. Multiple sheets can be combined if required.

Item/Program Name	Justification	Amount
Total Amount Requested		

Unit President Signature: _____ Date: _____

Unit Treasurer Signature: _____ Date: _____



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DESIGNATED SCHOLARSHIP ANNUAL EXPENDITURES

Units that have funds in the designated scholarship savings account should use the spreadsheet below to help itemize expected scholarship disbursements for the office. Please note these amounts will not be included in your budget worksheet totals above as these funds are separate from your annual budget and can be used at the unit's discretion.

Scholarship Name	Description	Amount

