

To Complete:

For each budget category, give more specifics of each line item including description (of item), unit (how it is measured), # of units (for duration of project), cost per unit. The total should calculate automatically. Feel free to add as many line items as necessary.

[Budget preparation guidance from the ISOC Foundation](#)

Chapter Name:	ISOC Norway
Project Title	2024 Chapter Admin
Total Budget Amount:	\$ 4 860
Local Currency Rate Used:	10 NOK: 1 USD

Chapter Official Registration						
<i>Chapter registration, Annual registration/renewal costs, Legal costs, Bank account opening and yearly costs, Liability insurance for the officers of the chapters</i>						
Item	Unit	# of units	Cost per Unit	Total	Total Local Currency	Description
Banking fees		1	\$ 210	\$ 210		DnB fees for account 1503.70.12170
				\$ -		
				\$ -		
Total				\$ 210		

General Admin Support						
<i>Office rent, Office stationary, Office furniture and equipment maintenance charge, Accounting/invoice processing, Auditing charge of organization, Compensation for paid staff, Zoom license (or other video conference tool), Voting tools (e.g. Survey Monkey license)</i>						
Item	Unit	# of units	Cost/Unit (rate)	Total		Description
Accounting system	Licence	1	\$ 450	\$ 450		PowerOffice
Accountant	Service	1	\$ 690	\$ 690		Saldo Regnskap AS
Email system	Licence	5	\$ 50	\$ 250		Proton 5 users
Communication, passwordsystem	Licence	1	\$ 450	\$ 450		Zoom, Passbolt, Meetup
Membership	Membership	1	\$ 160	\$ 160		NFJE.no
Post			\$ 50	\$ 50		Postal shipping
				\$ -		
Total				\$ 2 050		

Membership Management						
<i>Membership cards for officers and managers, Visiting cards for officers and BoD, Administration of members</i>						
Item	Unit	# of units	Cost/Unit	Total		Description
Meeting cost, member administration				\$ 100		
				\$ -		
				\$ -		
Total				\$ 100		

Website Development with Hosting						
<i>Website domain registration, Website management, Hosting services</i>						
Item	Unit	# of Units	Cost/Unit	Total		Description
				\$ -		
				\$ -		
				\$ -		
Total				\$ -		

General Assembly						
<i>Annual General Meeting, Advisory Team Meeting, Expert groups/sub-committee's meeting, Website update and material promotion</i>						
Item	Unit	# of units	Cost/Unit	Total		Description
General Assembly, meetings				\$ 500		
				\$ -		
				\$ -		
Total				\$ 500		

Marketing, Publicity, Branding						
<i>Gifts and promotional material for chapter events, Social media promotion of events organized by the chapter</i>						
Item	Unit	# of units	Cost/Unit	Total		Description
Promotion materiale				\$ 2 000		Info materiale for ISOC, ISOC Norway
				\$ -		
				\$ -		
Total				\$ 2 000		

Grand Total: \$ 4 860