

# AEP 2014 BUDGET

**Adopted: 1-11-14**  
**Amendments: 8-17-14**

	2014	
	Budget	Description for 2014 Budget
<b>Beginning Balance (Reserves)</b>	394,418	
<b>Ordinary Income/Expense</b>		
<u>Income</u>		
<b>4100 · Dues</b>		
4110 · Full memberships	154,500	Assumes 1030 @ \$150
4120 · Corporate memberships	21,250	Assumes 85 @ \$250
4125 · Agency memberships	5,000	
4130 · Student memberships	10,500	Assumes 300 @ \$35
4150 · Emeritus (retired)	420	Assumes 6 @ \$70
4160 · Young Professionals	4,900	Assumes 70 @ \$70
4170 · Out-of-Work Adjustments	200	Assumes 5 @ \$40
<b>Total 4100 · Dues</b>	196,770	
<b>4200 · Conference and Workshops</b>		
4210 · Annual Conference		
4211 · Registration	90,000	Budget Projection was based on 202 attendees paying full registration of \$445.
4212 · Sponsorships	65,000	
4210 · Annual Conference - Other	0	
<b>Total 4210 · Annual Conference</b>	155,000	
4220 · Workshops		
4221 · Spring CEQA	75,000	500 attendees x \$150
4222 · Fall CEQA	45,000	300 attendees x \$150
4224 · NEPA Workshop	23,625	135 attendees x \$175
<b>Total 4220 · Workshops</b>	143,625	
4240 · AEP Institute	12,500	50 attendees x \$250
<b>Total 4200 · Conference and Workshops</b>	311,125	
<b>4300 · Publications Income</b>		
4310 · CEQA Book Sales	21,500	Assumes sale of books at \$30@ and CD's at \$15@.
<b>Total 4300 · Publications Income</b>	21,500	

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<b>4400 - Advertising Income</b>		
4410 - Website Advertising	9,000	Based on 2013 Actuals
4420 - Other Publications	0	Based on 2013 Actuals
<b>Total 4400 - Advertising Income</b>	9,000	
<b>4500 - Sponsorships/Donations</b>		
4510 - Awards Application Fee Income	500	Fees received for awards applications based on 10 submittals at \$50 each is \$800
<b>Total 4500 - Sponsorships/Donations</b>	500	
<b>4600 - Other Income</b>		
4610 Investments		
4611 - Interest	180	Actual interest for 2013 is really low - suggest reducing to be based on what 2013 actually is - It's good to have the funds liquid and safe, but interest rates are really, really low right now.
4620 - Insurance Commissions	1,450	Based on 2013 performance.
<b>Total 4600 - Other Income</b>	1,630	
<b>4700 - Chapter Support Income</b>	6,480	Assumes \$200 per Chapter per year for book keeping services (9 x \$200 = \$1,800) and \$200 per year per Chapter for Tax preparation services (9 x \$200 = \$1,800) and \$320 per year per Chapter for Insurance (9 x \$320 = \$2,880) paid back to the State to offset the Chapter share of accounting/tax and insurance services.
<b>Total 4700 - Chapter Support Income</b>	6,480	
4513 - 2016 State Conference		Collection of Sponsorships for 2015 (\$65,000 Sponsorship, \$90,000 registration) Rolls into 2015 budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
<b>Total 4500 - Other Income</b>	0	
<b>Total Income</b>	<b>547,005</b>	
<b><u>Expenses</u></b>		
5100 - Program Expenses		
5110 - Chapter support		
5111 - Chapter subventions	29,516	15% of total dues

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<b>5112 · Chapter Summit</b>	3,075	Lunch for Chapter Summit, Chapters pay for their reps to attend held at Annual Conference.
<b>5113 · Chapter Program Support</b>	2,500	
<b>5114 · Student Chapter Support</b>	4,500	Up to \$500/Chapter x 9 Chapters
<b>5115 · Chapter Events</b>	0	
<b>Total 5110 · Chapter support</b>	39,591	
<b>5120 · Member Services</b>		
<b>5121 · Legislative Services</b>		
<b>5121.1 · Lobbyist Services</b>	40,000	Contract with Lobbyist
<b>5121.2 · Lobbyist Expenses</b>	3,000	Only related to State Legislative Lobbyist expenses - Chapters to pay lobbyist directly if they need additional services. The State will fund Lobbyist's travel to each of the Chapters at least once a year.
<b>5121.3 · Day at Capitol</b>	1,500	President & Executive VP travel and expenses to Join Legislative Liaison for this annual meeting.
<b>Total 5121 · Legislative Services</b>	44,500	
<b>5122 · Website</b>	15,000	\$750 per month for webmaster services (total \$9,000), software renewal and upgrades (approx. \$2,000), website reprogramming/enhancements (approx. \$4,000).
<b>Total 5120 · Member Services</b>	59,500.0	
<b>5130 · Committees</b>		
<b>5131 · Standing committees</b>		
<b>5131.1 · Legislative committee</b>	1,500	12 monthly calls @\$60 per call (FreeConference Conference-On-Demand Premium 800). Legislative Committee gets together once a year for one face to face meeting with committee (\$780).
<b>5131.14 · Student Outreach Committee</b>	120	2 calls at \$60 each.

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	Budget	Description for 2014 Budget
5131.15 - Executive Committee	720	12 monthly calls @\$60 per call
5131.2 - Permanent conference committee	720	12 monthly calls @\$60 per call
5131.3 - Membership expansion	4,600	10 conference calls (10 x \$60 = \$600), promotional materials (\$2,000), follow up meetings \$2,000.
5131.4 - Finance/Budget	180	Assumes 4 conference calls @ \$60 (4 x \$60 = \$180).
5131.5 - Emerging Issues	4,160	Assumes 12 conference calls @ \$60 (12 X \$60 = \$720), CEQA Portal development (\$2,000), one face to face meeting (\$1,440).
5131.6 - CEQA Workshops	360	Assumes 6 conference calls @ \$60 (6 x \$60 = \$360).
5131.7 - Communications/Publications	180	Assumes 4 conference calls @ \$60 (4 x \$60 = \$180).
5131.8 - Awards/Professional Recognition	5,000	Expenses are for one face to face meeting with Award Committee members, Conference calls, production of the Mountain Awards, Certificates of Appreciation, Jurist gifts, Emcee gift, Posters for Awards Program and Table flyer.
<b>Total 5131 - Standing committees</b>	<b>17,540</b>	
5132 - Ad hoc committees		
5132.1 - Greenhouse Gas/Climate Change	0	Self-funded
5132.2 - Audit committee	0	
5132.3 - CEQA Portal committee	0	
<b>Total 5132 - Ad hoc committees</b>	<b>0</b>	
<b>Total 5130 - Committees</b>	<b>17,540</b>	
5140 - Conferences and workshops		
5141 - Annual conference		
5141.1 - Basic Expenses		
5154.01 - Host Committee Expenses	0	
5141.02 - Audio/Visual	0	
5141.03 - Attendee Packets	0	
5141.04 - Online Registration	0	
5141.05 - Food and Beverage	0	
5141.06 - Continuing Education Fees	0	
5141.07 - Publications	0	

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	2014	
	Budget	Description for 2014 Budget
5141.08 · Conference Planner Fees	0	
5141.09 · Speaker Concessions	0	
5141.10 · Conference Committee	0	
5141.11 · Mobile Workshops	0	
5141.12 · Conference Planner Expenses	0	
5141.13 · Website	0	
5141.14 · Gifts/Recognition	0	
5141.15 · ADA Requirement Expense	0	
5141.16 · Close out Financials	0	
5141.17 · Merchant Fees	0	
5141.18 · Basic Expenses - Other	0	
<b>Total 5141.1 · Basic Expenses</b>	84,150	Includes \$15,000 for AEP Conference Planner
5141.2 · Host Chapter Profit Share	23,381	1/3 gross profit of \$70,850
5141.3 · 2015 State Conference Expenses	0	Place holder for any 2015 Conference expenses incurred in 2014.
<b>Total 5141 · Annual conference</b>	107,531	Profit of \$47,469 to the State
<b>5142 · Workshops</b>		
<b>5142.1 · Spring CEQA</b>		
5142.5 · Basic Expenses	42,500	500 attendees x \$85 per person
5142.51 Vendor/Food/Beverages	0	
5142.52 Speaker Expenses	0	
5142.53 Shipping	0	
5142.54 Accounting	0	
5142.55 Merchant Fees	3,400	
5142.6 · Chapters Profit Shares	9,750	
<b>Total 5142.1 · Spring CEQA</b>	55,650	30% split of profit to the Chapters
5142.2 · Fall CEQA		

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	Budget	Description for 2014 Budget
5142.7 - Basic Expenses	20,000	500 attendees x \$85 per person
5142.71 Vendor/Food/Beverages	0	
5142.72 Speaker Expenses	0	
5142.73 Shipping	0	
5142.74 Accounting	0	
5142.75- Merchant Fees	0	
5142.6 - Chapters Profit Share	5,100	30% split of profit to the Chapters
<b>Total 5142.2 - Fall CEQA</b>	<b>25,100</b>	
<b>Total 5142 - Workshops</b>	<b>80,750</b>	
5142.41 - NEPA Workshop		
5142.90- Merchant Fees	1,000	
5142.91 Vendor/Food/Beverages	0	
5142.93 Shipping	0	
5142.94 Accounting	0	
5142.95 - Basic Expenses	15,000	Expenses for Venue, Food/Beverage, Speaker Expenses, MCLE, Workbook publication, RT/LB Expenses, Speaker gifts. Any profit is to be used to cover the NAEP Liaison position/duties no profits go to the Chapters.
<b>Total 5142.41 - NEPA Workshops</b>	<b>16,000</b>	
5143- AEP Institute		
5143.01 Basic Expenses	2,500	
5143.02 Vendor/Food/Beverages	3,000	
5143.03 Speaker Expenses	3,000	
5143.04 Shipping	0	
5143.05 Accounting	500	
5143.06- Merchant Fees/On-Line Registration	1,000	
5142.2 - Chapters Profit Shares	0	
<b>Total 5143 - AEP Institute</b>	<b>10,000</b>	
<b>Total 5140 - Conferences and Workshops</b>	<b>214,281</b>	

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<b>5150 · Publications</b>		
<b>5151 · CEQA Guidelines</b>	27,994	Assumes 2900 printed, 1750 provided to members (including students), 1100 sold, and 50 others distributed for free or not sold.
<b>5152 · EM/EA</b>	11,660	Assumes \$1,095 for EA per issue & \$1,820 for EM per issue. All issues go out by e-mail.
<b>Total 5150 · Publications</b>	39,654	
<b>5160 NAEP</b>		
<b>5161 · NAEP Affiliation Fee</b>	2,000	\$2,000 annual fees to be paid to NAEP per Nov 13, 2010 Board Meeting approved Affiliation Agreement (AA) with NAEP. Term of agreement runs from 2011-2015.
<b>5162 · NAEP Liaison/Board Meetings</b>	800	Attendance by one person at three NAEP board meetings for year 2014. (Hotel \$200 and Travel \$600).
<b>5163 · NAEP Officer Dues</b>	750	AEP agreed in the AA to pay for Executive Members of AEP Board (Pres., 3 VPs and NAEP Liaison at \$150 each) for NAEP membership.
<b>5164 · NAEP Conference Attendance</b>	2,600	Attendance by one person (Hotel 5 nights at \$200/night, registration \$600, \$1,000 travel).(Includes one Board meeting).
<b>Total 5160 · NAEP</b>	6,150	
<b>5170 · Sponsorships</b>	1,000	
<b>Total 5100 · Program Expenses</b>	377,716	
<b>5200 · General and Administrative</b>		
<b>5210 · Board of Directors</b>		
<b>5211 · Board Meetings</b>	13,500	Assumes 4 meetings + 1 web meeting, assuming two meetings at convenient, inexpensive location with no overnight stays. AEP reimburses five Officers (President, three Vice Presidents, and the NAEP/AEP Liaison) and 3 Directors At Large for travel and one night's lodging to quarterly Board meetings. All travel and lodging expenses of the nine Chapter Directors shall be paid by their respective Chapters. No reimbursement for chapter directors to attend dinner on night before board meeting.
<b>5212 · Annual retreat</b>	0	Held in the odd year.
<b>5213 · President's expenses</b>	5,000	1) Liaison with Local Chapters (Chapter Visits 4@\$150 = \$600). 2. Marketing and Promotion of AEP (Board direction to coordinate with CAAPA and NAEP) to include a.) APA Liaison and attend CAAPA Conference (\$1,000), b.) NAEP Liaison and attend NAEP Conference/Bd Mtg. (\$1,500), and c. Other expenses (meetings with other related organizations) (\$200), 3) Legislative Liaison (Capital visits \$305 x 2 = \$700), 4) Miscellaneous Visits/Meetings/Speaking Engagements (\$500) 5) Other Expenses (\$500)

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<b>5214 · Exec Comm Conference Attendance</b>	3,500	Conference registrations and/or travel expenses for president, three VPs, three DALs, and the NAEP rep. up to a maximum of \$500/person
<b>Total 5210 · Board of Directors</b>	22,000	
<b>5220 · Management services</b>		
<b>5221 · Base contract</b>	30,000	Contract amount
<b>5222 · Membership services</b>	35,000	Contract amount
<b>5223 · Meeting attendance</b>	3,000	Contract amount
<b>5224 · Record Storage</b>	1,800	\$150/month
<b>Total 5220 · Management services</b>	69,800	
<b>5230 · Accounting and Legal</b>		
<b>5231 · Bookkeeping</b>	8,500	Includes Chapter share (9 Chapters x \$200 = \$1,800)
<b>5232 · Tax Preparation</b>	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
<b>Total 5230 · Accounting and Legal</b>	18,500	
<b>5240 · Taxes</b>	10	State Taxes only
<b>5250 · Elections</b>	0	No elections in 2014.
<b>5260 · Fee and commissions</b>		
<b>5262 · Merchant credit card fees</b>	6,500	Based on Actual for 2013
<b>Total 5260 · Fee and commissions</b>	6,500	
<b>5270 · Insurance</b>	3,200	Based on Insurance payment for policy and liability insurance for State and Chapters. [Each Chapter is responsible for \$320 per year to be deducted from Subventions 9 x \$320 = \$2,880.]
<b>5281 · Postage</b>	4,000	Postage for CEQA Books after first run for members only, Fedex, etc.



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<b>5283 · Office expenses</b>	3,300	Based on actuals for ink and paper.
Total 5280 · Supplies	7,300	
5290 · Phone/fax	800	
Total 5200 · General and Administrative	128,110	
5300 · Other Expenses		
5311 Communications Consultant	10,000	
Total 5300 · Other Expenses	10,000	
<u>Total Expenses</u>	<b>515,826</b>	
<u>Net Income</u>	<b>31,179</b>	
Ending Balance (Reserves)	<b>411,226</b>	Estimated total reserves at end of year 2014
Emergency Reserves	<b>257,913</b>	Minimum reserve level: 6 months operating expenses