

AEP 2015 Budget
Adopted: January 10, 2015
 Amendments: 1-27-15, 2-5-15

	2014 Jan-Dec Actuals	2014 Budget	2015 Budget	Description for 2015 Budget
Beginning Balance (Reserves)	380,047.00	394,418	417,726	
Ordinary Income/Expense				
<u>Income</u>				
4100 - Dues				
4110 - Full memberships	149,248.90	154,500	153,000	Assumes 1020 @ \$150
4120 - Corporate memberships	16,250.00	21,250	18,750	Assumes 75 @ \$250
4125 - Agency memberships	5,500.00	5,000	6,250	Assumes 25 @ \$250
4130 - Student memberships	7,700.00	10,500	7,000	Assumes 200 @ \$35
4150 - Emeritus (retired)	840.00	420	350	Assumes 5 @ \$70
4160 - Young Professionals	6,090.00	4,900	4,900	Assumes 70 @ \$70
4170 - Out-of-Work Adjustments	80.00	200	120	Assumes 3 @ \$40
Total 4100 - Dues	185,708.90	196,770	190,370	
4200 - Conference and Workshops				
4210 - Annual Conference				
4211 - Registration	104,760.00	90,000	109,025	Registration: 225 units @\$445
4212 - Sponsorships	48,200.00	65,000	62,550	
4210 - Annual Conference - Other	0.00	0	0	
Total 4210 - Annual Conference	152,960.00	155,000	171,575	
4220 - Workshops				
4221 - Spring CEQA	104,255.00	75,000	75,000	500 attendees x \$150
4222 - Fall CEQA	77,095.00	45,000	45,000	300 attendees x \$150
4224 - NEPA Workshop	21,825.00	23,625	23,625	135 attendees x \$175
Total 4220 - Workshops	203,175.00	143,625	143,625	

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4240 - AEP Institute	8,975.00	12,500	25,000	100 attendees x \$250 average
Total 4200 - Conference and Workshops	<u>365,110.00</u>	<u>311,125</u>	<u>340,200</u>	
4300 - Publications Income				
4310 - CEQA Book Sales	22,281.98	21,500	21,500	Assumes sale of books at \$30@ and CD's at \$15@.
Total 4300 - Publications Income	<u>22,281.98</u>	<u>21,500</u>	<u>21,500</u>	
4400 - Advertising Income				
4410 - Website Advertising	10,480.00	9,000	10,000	Based on 2014 Actuals
4420 - Other Publications	150.00	0	0	
Total 4400 - Advertising Income	<u>10,630.00</u>	<u>9,000</u>	<u>10,000</u>	
4500 - Sponsorships/Donations				
4510 - Awards Application Fee Income	550.00	500	500	Fees received for awards applications based on 10 submittals at \$50 each is \$500
Total 4500 - Sponsorships/Donations	<u>550.00</u>	<u>500</u>	<u>500</u>	
4600 - Other Income				
4610 Investments				
4611 - Interest	161.52	180	150	Actual interest for 2014.
4620 - Insurance Commissions	425.85	1,450	200	Based on 2014 performance.
Total 4600 - Other Income	<u>587.37</u>	<u>1,630</u>	<u>350</u>	
4700 - Chapter Support Income	6,438.00	6,480	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.
Total 4700 - Chapter Support Income	<u>6,438.00</u>	<u>6,480</u>	<u>6,480</u>	
4513 - 2016 State Conference				Collection of Sponsorships for 2016 (\$65,000 Sponsorship, \$90,000 registration) Rolls into 2016 budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.

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Total 4500 - Other Income	0.00	0	0	
Total Income	591,306.25	547,005	569,400	
<u>Expense</u>				
5100 - Program Expenses				
5110 - Chapter support				
5111 - Chapter subventions	29,079.00	29,516	28,555.50	15% of total dues
5112 - Chapter Summit	5,437.07	3,075	4,000	Food for Chapter Summit, Chapters pay for their reps to attend.
5113 - Chapter Program Support	0.00	2,500	1,230	MCLE and AICP fees paid by AEP State for all Chapter and State functions.
5114 - Student Chapter Support	1,340.00	4,500	4,500	Up to \$500/Chapter x 9 Chapters
5115 - Chapter Events	1,040.00	0	0	
Total 5110 - Chapter support	35,396.07	39,591	38,286	
5120 - Member Services				
5121 - Legislative Services				
5121.1 - Lobbyist Services	36,000.00	40,000	45,000	Contract with Lobbyist Approved
5121.2 - Lobbyist Expenses	888.63	3,000	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.
5121.3 - Day at Capitol	1,468.75	1,500	1,500	President & Executive VP travel and expenses to Join Legislative Liaison for this annual meeting.
Total 5121 - Legislative Services	38,357.38	44,500	49,500	
5122 - Website	15,950.17	15,000	15,000	\$750 per month for webmaster services (total \$9,000), software renewal and upgrades (approx. \$2,000), website reprogramming/enhancements (approx. \$4,000).
Total 5120 - Member Services	54,307.55	59,500.0	64,500	
5130 - Committees				
5131 - Standing committees				

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5131.1 - Legislative committee	932.02	1,500	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).
5131.14 - Student Outreach Committee	0.00	120	120	2 calls at \$60 each.
5131.15 - Executive Committee	897.20	720	720	12 monthly calls @\$60 per cal
5131.2 - Permanent conference committee	183.65	720	720	12 monthly calls @\$60 per cal
5131.3 - Membership expansion	3,144.84	4,600	1,200	12 conference calls (12 x \$60 = \$1,200)
5131.4 - Finance/Budget	0.00	180	180	Assumes 4 conference calls @ \$60 (4 x \$60 = \$180).
5131.5 - Emerging Issues	5,125.13	4,160	1,000	Assumes conference calls and expenses for AEP Institute Planning.
5131.6 - CEQA Workshops	0.00	360	360	Assumes 6 conference calls @ \$60 (6 x \$60 = \$360).
5131.7 - Communications/Publications	0.00	180	180	Assumes 4 conference calls @ \$60 (4 x \$60 = \$180).
5131.8 - Awards/Professional Recognition	2,464.36	5,000	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.
Total 5131 - Standing committees	<u>12,747.20</u>	<u>17,540</u>	<u>10,980</u>	
5132 - Ad hoc committees				
5132.1 - Greenhouse Gas/Climate Change	0.00	0	180	Assumes 4 conference calls @ \$60 (4 x \$60 = \$180).
5132.2 - Audit committee	0.00	0	0	
5132.3 - CEQA Portal committee	0.00	0	5,740	\$240 for 4 conf calls @ \$60/meeting and \$3,500 for coordination with AEP Webmaster and Communications Consultant and \$2,000 for potential travel expenses for CEQA Portal coordination.
Total 5132 - Ad hoc committees	<u>0.00</u>	<u>0</u>	<u>5,920.0</u>	
Total 5130 - Committees	<u>12,747.20</u>	<u>17,540</u>	<u>16,900</u>	
5140 - Conferences and workshops				
5141 - Annual conference				

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5141.1 - Basic Expenses				
5154.01 - Host Committee Expenses				
5141.02 - Audio/Visual	11,497.71	0		
5141.03 - Attendee Packets	1,219.21	0		
5141.04 - Online Registration	3,000.00	0		
5141.05 - Food and Beverage	64,528.25	0		
5141.06 - Continuing Education Fees	75.00	0		
5141.07 - Publications	2,706.54	0		
5141.08 - Conference Planner Fees	15,000.00	0		
5141.09 - Speaker Concessions	0.00	0		
5141.10 - Conference Committee	184.07	0		
5141.11 - Mobile Workshops	301.00	0		
5141.12 - Conference Planner Expenses	1,674.74	0		
5141.13 - Website	359.80	0		
5141.14 - Gifts/Recognition	308.57	0		
5141.15 - ADA Requirement Expense	0.00	0		
5141.16 - Close out Financials	500.00	0		
5141.17 - Merchant Fees	4,442.53	0		
5141.18 - Basic Expenses - Other	0.00	0		
Total 5141.1 - Basic Expenses	107,838.42	84,150	119,276	Includes \$15,000 for AEP Conference Planner
5141.2 - Host Chapter Profit Share	16,273.55	23,381	17,415	1/3 gross profit of \$52,299
5141.3 - 2016 State Conf Expenses	0.00	0	0	Place holder for any 2016 Conference expenses incurred in 2015.
Total 5141 - Annual conference	124,111.97	107,531	136,691	Profit of \$34,813 to the State
5142 - Workshops				
5142.1 - Spring CEQA				
5142.5 - Basic Expenses	23,333.41	42,500	42,500	500 attendees x \$85 per person

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5142.51 Vendor/Food/Beverages	9,256.67	0		
5142.52 Speaker Expenses	392.45	0		
5142.53 Shipping	302.04	0		
5142.54 Accounting	500.00	0		
5142.55- Merchant Fees	4,120.49	3,400	3,400	
5142.6 - Chapters Profit Shares	19,569.33	9,750	9,750	
Total 5142.1 - Spring CEQA	57,474.39	55,650	55,650	30% split of profit to the Chapters
5142.2 - Fall CEQA				
5142.7 - Basic Expenses	16,452.35	20,000	20,000	500 attendees x \$85 per person
5142.71 Vendor/Food/Beverages	6,850.71	0		
5142.72 Speaker Expenses	373.48	0		
5142.73 Shipping	310.83	0		
5142.74 Accounting	500.00	0		
5142.75- Merchant Fees	2,845.80	0		
5142.6 - Chapters Profit Share	14,910.54	5,100	5,100	30% split of profit to the Chapters
Total 5142.2 - Fall CEQA	42,243.71	25,100	25,100	
Total 5142 - Workshops	99,718.10	80,750	80,750	
5142.41 - NEPA Workshop				
5142.90- Merchant Fees	818.98	1,000	1,000	Based on 2014 Merchant Fees
5142.91 Vendor/Food/Beverages	4,973.74	0	6,000	Expenses for Venue, Food/Beverage
5142.92 Speaker Expenses	2,611.29	0	6,000	Expenses for Venue, Food/Beverage
5142.93 Shipping	88.48	0	0	
5142.94 Accounting	500.00	0	500	Based on 2014 Accountant Fees
5142.95 - Basic Expenses	5,120.15	15,000	7,000	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.
Total 5142.41 - NEPA Workshops	14,112.64	16,000	20,500	
5143- AEP Institute				

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5143.01 Basic Expenses	3,658.32	2,500	360	6 conference calls @\$60 = \$360
5143.02 Vendor/Food/Beverages	5,000.00	3,000	8,000	Assume 20% larger than 2014 event
5143.03 Speaker Expenses	0.00	3,000	1,000	Assume 2 speakers @ \$500 each
5143.04 Shipping	65.64	0	0	
5143.05 Accounting	0.00	500	500	Accounting Fee
5143.06 Merchant Fees/On-Line Registration	352.75	1,000	1,000	Based on actuals from 2014
5143.2 - Chapters Profit Shares	0.00	0	900	Assume \$100 per chapter x 9 chapters = \$900
5143.3 - Meeting Planner Fee	0.00	0	5,000	Could increase or decrease depending on attendance.
Total 5143 - AEP Institute	9,076.71	10,000	16,760	
Total 5140 - Conferences and Workshops	247,019.42	214,281	254,701	
5150 - Publications				
5151 - CEQA Guidelines	27,706.90	27,994	27,994	Assumes 2900 printed, 1750 provided to members (including students), 1100 sold, and 50 others distributed for free or not sold.
5152 - EM/EA	5,830.00	11,660	5,000	Assumes \$1,095 for EA per issue & \$1,820 for EM per issue. All issues go out by e-mail. Additional services for the EM/EA and other communication services provided by AMC.
Total 5150 - Publications	33,536.90	39,654	32,994	
5160- NAEP				
5161 - NAEP Affiliation Fee	2,000.00	2,000	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.
5162 - NAEP Liaison/Board Meetings	2,119.36	800	2,400	Attendance by one person at three NAEP board meetings for year 2014. (Hotel \$200 and Travel \$600 for each meeting).
5163 - NAEP Officer Dues	875.00	750	875	AEP agreed in the AA to pay for Executive Members of AEP Board (Pres., 3 VPs and NAEP Liaison at \$175 each) for NAEP membership.
5164 - NAEP Conference Attendance	3,705.17	2,600	3,100	Attendance by one person (Hotel 5 nights at \$300/night (includes meals), registration \$600, \$1,000 travel).(Includes one Board meeting).
Total 5160 - NAEP	8,699.53	6,150	8,375	
5170 - Sponsorships	0.00	1,000	0	

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Total 5100 - Program Expenses	391,706.67	377,716	415,756	
5200 - General and Administrative				
5210 - Board of Directors				
5211 - Board Meetings	24,841.39	13,500	15,000	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.
5212 - Annual retreat	0.00	0	6,350	This is a 2 day meeting. The state reviews the goals on 1 st day and 2 nd day is a BOD meeting. State covers room, tax, parking & continental breakfast/lunch for 2 days for all 18 AEP BOD members.
5213 - President's expenses	5,134.86	5,000	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)
5214 - Exec Comm Conference Attendance	1,264.12	3,500	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
Total 5210 - Board of Directors	31,240.37	22,000	29,850	
5220 - Management services				
5221 - Base contract	30,000.00	30,000	30,000	Contract amount
5222 - Membership services	34,999.92	35,000	35,000	Contract amount
5223 - Meeting attendance	3,000.00	3,000	3,000	Based on an assumption of attendees at workshops (\$25 per attendee)
5224 - Record Storage	1,800.00	1,800	1,800	\$150/month
5225 EM/EA & Website Support	0.00	0	5,000	
Total 5220 - Management services	69,799.92	69,800	74,800	
5230 - Accounting and Legal				
5231 - Bookkeeping	9,600.00	8,500	8,500	Includes Chapter share (9 Chapters x \$200 = \$1,800)

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5232 - Tax Preparation	10,000.00	10,000	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
Total 5230 - Accounting and Legal	19,600.00	18,500	18,500	
5240 - Taxes	0.00	10	10	State Taxes only.
5250 - Elections	0.00	0	100	Cost for Survey Monkey.
5260 - Fee and commissions				
5261 - Investment Expenses	78.33		80	Based on Actual for 2014
5262 - Merchant credit card fees	6,887.52	6,500	7,000	Based on Actual for 2014
Total 5260 - Fee and commissions	6,965.85	0	7,080	
5270 - Insurance	4,075.00	3,200	1,195	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.] The State pays \$1,195 out of a total of \$4,075 for the insurance premium.
5281 - Postage	2,845.80	4,000	4,000	Postage for CEQA Books after first run for members only, Fedex, etc.
5283 - Office expenses	1,742.95	3,300	3,300	Based on actuals for ink and paper.
Total 5280 - Supplies	4,588.75	7,300	7,300	
5290 - Phone/fax	635.91	800	780	\$65 per month x 12 months = \$780
Total 5200 - General and Administrative	136,905.80	121,610	139,615	
5300 - Other Expenses				
5311 Communications Consultant	7,967.00	10,000	10,200	\$850 per month for communication consultant fee.
Total 5300 - Other Expenses	7,967.00	10,000	10,200	
<u>Total Expense</u>	536,579.47	509,326	565,571	
<u>Net Income</u>	54,726.78	37,679	3,830	

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Ending Balance (Reserves)	300,175.78	417,726	398,248	Estimated total reserves at end of year 2015
Emergency Reserves	268,289.74	254,663	282,785	Minimum reserve level: 6 months operating expenses