

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
Beginning Balance (Reserves)	(577,542)	
Income		
4100 · Dues		
4110 · Full memberships	177,275	Assumes 1,013 @ \$175 (Assumes same as 2025)
4120 · Corporate memberships	18,150	Assumes 66 @ \$275 (Corporate membership in July 2024)
4125 · Agency memberships	30,250	Assumes 110 at \$275 (Agency membership in July 2024)
4130 · Student memberships	0.00	Assumes 800 at no charge to the student
4150 · Emeritus (retired)	1,275	Assumes 15 active in AEP initiatives, 15 are paying members at \$85
4160 · Young Professionals	10,200	Assumes 120 @ \$85, which is an increase of 8 from July 2024.
4170 · Out-of-Work Adjustments	0	Assumes 0 @ \$40
Total 4100 · Dues	243,505	
4200 · Conference and Workshops		
4210 · Annual Conference		
4211 · Registration	208,420	
4212 · Sponsorships	87,720	
4210 · Annual Conference - Other	0.00	
Total 4210 · Annual Conference	296,140	
4220 · Workshops		
4221 · CEQA Advanced	97,120	400 total over 9 chapters at \$195 member rate for in person
4222 · CEQA Essentials	78,000	400 total over 9 chapters at \$195 member rate for in person
4224 · NEPA Workshop	24,000	Registration fee ranges from \$35 for Students to \$250 for individual non-members, for an average fee of \$142 per paying participant. Budget assumes 100 x \$142 average fee per participant for virtual event (\$14,200). Hold a second virtual NEPA workshop assumes 50 x \$125 (\$11,250).
Total 4220 · Workshops	199,120	
4240 - AEP Institute		
4240.01 · Sponsorship	500	one sponsorship at \$500
4240 · AEP Institute - Other	19,500	100 attendees x \$195 average a virtual event.
Total 4240 AEP Institute	20,000	
4311 - Webinars	25,000	Assumes for 4-5 webinars \$25 for members and \$150 non-members per webinar.
Total 4200 · Conference and Workshops	550,260	
4300 · Publications Income		
4310 · CEQA Book Sales	32,000	Based on 2024 actuals.

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
Total 4300 · Publications Income	32,000	
4400 · Advertising Income		
4410 · Website Advertising	14,000	Job ads
4420 · Other Publications	0	
Total 4400 · Advertising Income	14,000	
4500 - Sponsorships/Donations		
4510 - Awards Application Fee Income	1,000	Fees received for awards applications based on 20 submittals at \$50 each
Total 4500 - Sponsorships/Donations	1,000	
4600 · Other Income		
4610 - Investments		
4611 · Interest	13,000	Based on 2024 performance
4620 · Insurance Commissions	0	
Total 4600 - Other Income	13,000	
4700 - Chapter Support Income	12,718	Assumes \$200 per Chapter per year for book keeping services (9 x \$200 = \$1,800), assumes \$250 per Chapter per year for on line Quick Books (9 x \$250=\$2,250) (State pays a total of \$4,590) and \$200 per year per Chapter for Tax preparation services (9 x \$200 = \$1,800) and \$763.10 per year per Chapter for Insurance (9 x \$763.10 = \$6,867.90) paid back to the State to offset the Chapter share of accounting/tax and insurance services. (This amount is taken out of the subventions that the state owes the Chapters.)
Total 4700 - Chapter Support Income	12,718	
4513 – 2025 State Conference	0	Collection of Sponsorships and Registrations for 2026 Conference. Rolls into 2026 Budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
Total Income	860,128	
Expenses		
5100 · Program Expenses		
5110 · Chapter Support		
5111 · Chapter Subventions	60,369	25% of total dues for all levels other than students. Chapters do not receive subventions for emeritus members since they will be paying an estimate of \$0.00. and does include the \$7 subvention per student member that will be picked up by the State in the amount of based on 800 students = \$5,600
5112 · Chapter Summit	11,000	Food for Chapter Summit, Chapters pay for their reps to attend - State gives \$800 per Chapter to attend if needed.
5113 · Chapter Program Support	0	For Chapter events, leadership training that are approved by the EXCOM.

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
5114 · Student Chapter Support	4,000	Student Chapter maintenance (no Chapter monetary match for Student Chapter maintenance is required and/or seed money per Chapter to open a new Student Chapter. Each Chapter can request up to \$1,000.
5114.1 - Student Scholarships	4,000	\$9,000 for student scholarships with proof of Chapter monetary match. Each Chapter can request up to \$1,000.
5115 · Chapter Events	0	MCLE and AICP fees paid by AEP State for all Chapter and State functions are rolled into the Workshops and State Conference.
Total 5110 · Chapter Support	79,369	
5120 · Member Services		
5121 · Legislative Services		
5121.1 · Lobbyist Services	60,000	Contract with Lobbyist (\$5,000/month)
5121.2 · Lobbyist Expenses	1,000	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	3,500	President & Executive VP travel and expenses to join lobbyist for this annual 2-day trip to Capitol to meet with legislators and staff and provide training.
Total 5121 · Legislative Services	64,500	
5122 · Website	31,500	\$1,200 per month (\$14,400) for webmaster fees and \$9,600 for miscellaneous. Estimate of \$6,000 for cloud storage/sharing of data.
5123 - MemberLeap	4,080	\$340 per month
5124 · Podcast	25,000	Professional podcast consultant to co-create, launch, and host AEP Podcast Program of interviews/discussion about leadership in the environmental profession; includes at least 24 audio shows with option for video; available to members and non-members. Assumes no corporate sponsors.
5125 - DEI	55,000	\$45,000 to retain a half-time AEP support equivalent who will help to integrate DEI into AEP Administration and Operations and \$5,000 for expenses.
5126 - Mentoring Program	1,000	
Total 5120 · Member Services	176,080	
5130 · Committees		
5131 · Standing Committees		
5131.1 · Legislative Committee	0	Calls fall under our Zoom Account which is \$14.99/month
5131.14 - Student Outreach Committee	0	Calls fall under our Zoom Account which is \$14.99/month
5131.15 - Executive Committee	0	Calls fall under our Zoom Account which is \$14.99/month
5131.2 · Permanent Conference Committee	0	Calls fall under our Zoom Account which is \$14.99/month

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
5131.3 · Membership Expansion	0	Calls fall under our Zoom Account which is \$14.99/month
5131.4 · Finance/Budget	0	
5131.5 · Emerging Issues	0	
5131.6 · CEQA Workshops	0	Calls fall under our Zoom Account which is \$14.99/month.
5131.7 · Communications/Publications	0	Calls fall under our Zoom Account which is \$14.99/month.
5131.8 Awards/Professional Recognition	8,500	Expenses are for one face to face meeting with Award Committee members, conference calls, production of the Mountain Awards (two awards per winner all other awards to be charged to recipient), Time of Service Recognition Award, Certificates of Appreciation, Jurist gifts, Emcee gift, Posters for Awards Program and Table flyer.
5131.9 ·AEP Institute	0	Calls fall under our Zoom account which is \$14.99/month.
Total 5131 · Standing Committees	8,500	
5132 · Ad Hoc Committees		
5132.1 · Greenhouse Gas/Climate Change	4,000	Budget is used for committee participation in NAEP Conference registration, travel, and other expenses.
5132.2 · Audit Committee	0	
5132.3 · CEQA Portal Committee	5,000	Website Maintenance/CyberScriber work on paywall and \$2,000 for an intern.
Total 5132 · Ad Hoc Committees	9,000	
Total 5130 · Committees	17,500	
5140 · Conferences and Workshops		
5141 · Annual Conference		
5141.1 · Basic Expenses		
5141.01 · Shipment of Supplies	1,411	
5141.02 · Audio/Visual	0	
5141.03 · Attendee Packets	21,765	
5141.04 · Online Registration	4,315	
5141.05 · Food and Beverage	0	
5141.06 · Continuing Education Fees	125,920	
5141.07 · Publications	418	
5141.08 · Conference Planner Fees	0	
5141.09 · Speaker Concessions	25,000	
5141.10 · Conference Committee	0	
5141.11 · Mobile Workshops	6,500	
5141.12 · Conference Planner Expenses	1,600	
5141.13 · Website	850	
5141.14 · Conference Marketing	0	
5141.15 · ADA Requirement Expense	2,650	
5141.17 · Merchant Service Fees	0	
5141.18 · Accounting	500	

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
5142.13 · Conf Décor/Related Costs	4,900	
5141.1 · Basic Expenses - Other	0	
Total 5141.1 · Basic Expenses	201,829	
5141.2 · Host Chapter Profit Share	36,401	1/3 of profit to Host Chapter (Monterey Bay)
5141.3 · 2025 State Conference Expenses	0	Place holder for any 2026 Conference expenses incurred in 2025.
Total 5141 · Annual Conference	238,230	
5142 · CEQA Workshops		
5142.1 · Advanced CEQA		
5142.5 · Basic Expenses	37,500	498 total over 9 chapters at \$75 per person if not virtual
5142.51 Vendor/Food/Beverages	0	
5142.52 Speaker Expenses	100	
5142.53 Shipping	500	
5142.54 Accounting	500	
5142.55· Merchant Fees	0	Accounted for in basic expenses at 7%
5142.6 - Chapters Profit Shares	12,000	30% split of (\$40,000) profit to the Chapters
Total 5142.1 · Advanced CEQA	50,450	
5142.2 · Essentials CEQA		
5142.7 · Basic Expenses	30,000	400 total over 9 chapters at \$75 in person (\$30,000)
5142.71 Vendor/Food/Beverages	0	
5142.72 Speaker Expenses	100	
5142.73 Shipping	500	
5142.74 Accounting	500	
5142.75· Merchant Fees	0	Accounted for in basic expenses at 7%
5142.6 · Chapters Profit Share	6,900	30% split of (\$20,700) profit to the Chapters
Total 5142.2 · Essentials CEQA	38,000	Based on 2024 actuals
Total 5142 · CEQA Workshops	88,450	
5142.41 · NEPA Workshop		
5142.90 Merchant Fees	2,000	At 7%
5142.91 Vendor/Food/Beverages	0	Virtual event
5142.92 Speaker Expenses	0	Virtual event
5142.93 Shipping	200	Shipping of workshop materials
5142.94 Accounting	3,500	MCLE, Workbook publication, Management fees.
5142.95 Chapter Share of Profit	0	Virtual event
Total 5142.41 · NEPA Workshops	5,700	
5143· AEP Institute		
5143.01 · Basic Expenses	0	event will be virtual
5143.02 · Venue/Food and Beverage	0	
5143.03 · Speaker Expenses	0	
5143.04 · Shipping	0	

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
5143.05 · Accounting	500	Accountant fee
5143.06 · Merchant Service Charges	1,400	At 7%
5143.07 · After Event Reception	0	Virtual
5143.3 · Meeting Planner Fee	5,000	Flat fee
5143.4 · Technical Writer	0	
5143.5 Sponsorships/Scholarships	0	
Total 5143 · AEP Institute	6,900	
Total 5140 - Conferences and Workshops	339,280	
5150 · Publications		
5151 · CEQA Guidelines	40,000	Assumes 2,600 printed, 1,650 provided to members, 1,100 sold, and 50 others distributed for free or not sold. Students do not receive a book they will be provided the website link.
5152 · EM/EA	0	All issues go out by e-mail. Additional services for the EM/EA and other communication services provided by AMC. The EM/EA is provided as a sponsorship from Placeworks.
5153 - Webinars	3,000	3 webinars at \$1,000 each for web support.
Total 5150 · Publications	43,000	
5160- NAEP		
5161 · NAEP Affiliation Fee	0	
5162 · NAEP Liaison/Board Meetings	1,000	Attendance by NAEP Liaison at in-person board meeting/Chapter Summit for year 2025 (in addition to the Board Meeting attended in Conjunction with the NAEP 2025 Annual Conference). Airfare and hotel for the Board Meeting/Chapter summit (1,000 allocated).
5163 · NAEP Officer Dues	350	
5164 · NAEP Conference Attendance	2,600	Attendance by NAEP Liaison at in-person conference (registration \$600; \$1,000 travel; \$1,000 hotel)
Total 5160 · NAEP	\$3,950	
5170 · Sponsorships	0	
Total 5100 · Program Expenses	662,179	
5200 · General and Administrative		
5210 · Board of Directors		
5211 · Board Meetings	20,000	Assumes 4 meetings (assumes 2 of those meetings are by Zoom), AEP reimburses five Officers (President, three Vice Presidents, and the NAEP/AEP Liaison) and 3 Directors, and GHG Committee Chair for travel and lodging to quarterly Board meeting connected to the State Conference. 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 the night before Board Meeting.
5212 · Annual retreat	0	

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
5213 · President's expenses	5,500	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 2021 CAAPA Conference (\$1,000), b.) NAEP Liaison and attend 2021 NAEP Conference/Bd Mtg. (\$1,500), c) AEP Institute "mini conference" (\$500) & d). Other expenses (meetings with other related organizations) (\$200), 3) Legislative Liaison (Capital visits \$350 x 2 = \$700), 4) Miscellaneous Visits/Meetings/Speaking Engagements (\$500) 5) Other Miscellaneous Expenses (\$500)
5214 · Exec Comm Conf Attendance	6,000	Conference registrations and/or travel expenses for president, three VPs, three DALs, and the NAEP rep. assumes \$750/person
Total 5210 · Board of Directors	31,500	
5220 · Management Services		
5221 · Base Contract	47,000	Contract amount
5222 · Membership Services	47,000	Contract amount
5223 · Meeting Attendance	4,500	Based on AMC Meeting Logistics and attendance for 4 State BOD Meetings.
5224 · Record Storage	1,800	\$150/month
5225 EM/EA & Website Support	5,000	Contract amount
Total 5220 · Management Services	105,300	
5230 · Accounting and Legal		
5231 · Bookkeeping	22,390	Includes Chapter share (9 Chapters x \$200 = \$1,800) plus \$2,000 for file transfer. \$7,000 to update the Chapter Financial Handbook in 2025, and \$4,590 for On-line Quick Books.
5232 · Tax Preparation	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
Total 5230 · Accounting and Legal	32,390	
5240 · Taxes	10	State Taxes filing fee
5250 · Elections	0	State Elections for 2025 done under MemberLeap
5260 · Fee and Commissions		
5261 · Investment Expenses	0	Based on Actuals for 2024
5262 · Merchant Credit Card Fees	36,000	Based on Actuals for 2024
Total 5260 · Fee and Commissions	36,010	
5270 · Insurance	764	Based on Insurance payment for policy and liability insurance and for State and Chapters and another for insurance for the Board for a total of \$7,631. [Each Chapter is responsible for \$763.10 per year to be deducted from Subventions 9 x \$763.10 = \$6,867.90]. State's payment is \$763.10 out of the \$7,631.
5280 · Supplies		
5281 · Postage	5,000	Postage for CEQA Books after first run for members only, FedEx, labor, etc.
5283 · Office expenses	2,500	
Total 5280 · Supplies	8,264	

AEP 2025 Budget

Adopted 11/10/24

	2025 Budget(\$)	Description of 2025 Budget Items
5290 · Wireless Phone	72	\$6.00 per month x 12 months = \$72
Total 5200 · General and Administrative	213,536	
5300 · Other Expenses		
5311 Communications Manager	0	
5312 Member Appreciation	0	
Total 5300 · Other Expenses	0.00	
Total Expense	907,215	
Net Income	(47,087)	
Ending Balance (Reserves)	(675,179)	Estimated total reserves at end of year 2025
Emergency Reserves	453,607	Minimum reserve level: 6 months operating expenses