

Item A-



Date: March 21, 2015
To: AEP Board of Directors
From: Lynn Calvert-Hayes, Financial Vice President
Subject: **Final End of the Year 2014 Profit And Loss Statement**

The reporting period for the end of the 2014 year is January 1 – December 31, 2014.

Profit and Loss/Budget Performance (Attachment 1)

For the 4th quarter of Year 2014, the State had a net income of \$54,726.78 for January – December 2014.

Quarterly Profit

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to Date
\$167,129.51	\$-98,018.42	\$-25,924.55	\$11,540.24	\$54,726.78

The following Line Items (LI) income are under budget for 2014:

- LI 4100 Dues is \$11,061.10 under budget
- LI 4210 Annual Conference is \$2,040.00 under budget
- LI 4500 Sponsorships/Donations is \$50 under budget
- LI 4700 Chapter Support Income is \$42 under budget
- LI 4620 Insurance Commissions is \$1,024,15 under budget

The following Line Items (LI) income are over budget for 2014:

- LI 4220 CEQA Workshops is \$59,550.00 over budget
- LI 4300 Publications Income is \$781.98 over budget
- LI 4400 Advertising Income is \$1,630.00 over budget

The following Line Items (LI) expenses are over budget for 2014:

- LI 5112 Chapter Summit is \$2,362.07 over budget
- LI 5122 Website is \$950.17 over budget

- LI 5131.15 Executive Committee is \$177.20 over budget
- LI 5131.5 Emerging Issues is \$2,664.13 over budget
- LI 5141 Annual Conference is \$16,580.97 over budget
- LI 5142 Workshops is \$19,001.58 over budget
- LI 5162 NAEP Liaison is \$1,319.36 over budget
- LI 5163 NAEP Officer Dues is \$125 over budget due to an increase in NAEP dues of \$25
- LI 5211 Board Meetings is \$6,608.61 over budget
- LI 5210 Board of Directors is \$4,507.59 over budget
- LI 5213 President's expenses is \$134.86 over budget
- LI 5220 Management Services is \$1,499.92 over budget (meeting attendance for AEP Institute)
- LI 5231 Bookkeeping is \$1,100.00 over budget (AEP Institute bookkeeping)
- LI 5262 Merchant credit card fees is \$387.52 over budget
- LI 5270 Insurance is \$875.00 over budget
- LI 5311 Communications Consultant is \$317.00 over budget

The following Line Items (LI) expenses are under budget for 2014:

- LI 5110 Chapter support is \$2,694.93 under budget
- LI 5121 Legislative Services is \$6,142.62 under budget
- LI 5131.1 Legislative Committee is \$567.98 under budget
- LI 5131.14 Student Outreach Committee is \$120.00 under budget
- LI 5131.2 Permanent Conference Committee is \$536.35 under budget
- LI 5131.3 Membership Expansion Committee is \$1,455.16 under budget
- LI 5131.4 Finance/Budget Committee is \$180.00 under budget
- LI 5131.6 CEQA Workshops is \$360.00 under budget
- LI 5131.7 Publications Committee is \$180.00 under budget
- LI 5131.8 Awards/Professional Recognition Committee is \$2,535.64 under budget
- LI 5130 Committees is \$3,093.50 under budget
- LI 5150 Publications is \$6,117.10 under budget
- LI 5214 Ex Committee Conference Attendance is \$2,235.88 under budget
- LI 5280 Supplies is \$2,711.25 under budget

Recommendation: Financial Report is for informational purposes, no action by the Board is required.

Attachment 1 Final End of the Year 2014 Profit And Loss Statement (State Only)

**Attachment 1
FINAL END OF THE YEAR 2014
PROFIT AND LOSS STATEMENT**

	Prior YTD Jan - Dec 13	Current YTD Jan - Dec 14	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
4100 - Dues					
4110 - Full memberships	152,475.00	149,248.90	154,500.00	-5,251.10	96.6%
4120 - Sponsor memberships	23,800.00	16,250.00	21,250.00	-5,000.00	76.47%
4125 - Agency memberships	0.00	5,500.00	5,000.00	500.00	110.0%
4130 - Student memberships	7,035.00	7,700.00	10,500.00	-2,800.00	73.33%
4150 - Emeritus	635.00	840.00	420.00	420.00	200.0%
4160 - Young Professionals	6,400.00	6,090.00	4,900.00	1,190.00	124.29%
4170 - Out-of-Work Adjustments	0.00	80.00	200.00	-120.00	40.0%
Total 4100 - Dues	190,345.00	185,708.90	196,770.00	-11,061.10	94.38%
4200 - Conference and Workshops					
4210 - Annual Conference					
4211 - Registration	191,480.00	104,760.00	90,000.00	14,760.00	116.4%
4212 - Sponsorships	84,550.00	48,200.00	65,000.00	-16,800.00	74.15%
Total 4210 - Annual Conference	276,030.00	152,960.00	155,000.00	-2,040.00	98.68%
4220 - CEQA Workshops					
4221 - Spring CEQA	86,235.00	104,255.00	75,000.00	29,255.00	139.01%
4222 - Fall CEQA	50,039.02	77,095.00	45,000.00	32,095.00	171.32%
4224 - NEPA Workshop	24,675.00	21,825.00	23,625.00	-1,800.00	92.38%
Total 4220 - CEQA Workshops	160,949.02	203,175.00	143,625.00	59,550.00	141.46%
4240 - AEP Institute	0.00	8,975.00	0.00	8,975.00	100.0%
Total 4200 - Conference and Workshops	436,979.02	365,110.00	298,625.00	66,485.00	122.26%
4300 - Publications Income					
4310 - CEQA Book Sales	32,687.13	22,281.98	21,500.00	781.98	103.64%

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Total 4300 · Publications Income	32,687.13	22,281.98	21,500.00	781.98	103.64%
4400 · Advertising Income					
4410 · Website	9,401.00	10,480.00	9,000.00	1,480.00	116.44%
4420 · Other publications	0.00	150.00	0.00	150.00	100.0%
Total 4400 · Advertising Income	9,401.00	10,630.00	9,000.00	1,630.00	118.11%
4500 · Sponsorships/Donations					
4510 · Awards application fee income	0.00	550.00	600.00	-50.00	91.67%
4500 · Sponsorships/Donations - Other	20.00	0.00	0.00	0.00	0.0%
Total 4500 · Sponsorships/Donations	20.00	550.00	600.00	-50.00	91.67%
4700 · Chapter Support Income	6,660.00	6,438.00	6,480.00	-42.00	99.35%
Total Income	676,092.15	590,718.88	532,975.00	57,743.88	110.83%
Expense					
5100 · Program Expenses					
5110 · Chapter support					
5111 · Chapter subventions	34,025.00	29,079.00	29,516.00	-437.00	98.52%
5112 · Chapter Summit	1,500.00	5,437.07	3,075.00	2,362.07	176.82%
5113 · Chapter Program Support	75.00	0.00	2,500.00	-2,500.00	0.0%
5114 · Student Chapter Support	500.00	1,340.00	4,500.00	-3,160.00	29.78%
5115 · Chapter Events	1,040.00	1,040.00	0.00	1,040.00	100.0%
Total 5110 · Chapter support	37,140.00	36,896.07	39,591.00	-2,694.93	93.19%
5120 · Member Services					
5121 · Legislative Services					
5121.1 · Lobbyist Services	36,000.00	36,000.00	40,000.00	-4,000.00	90.0%
5121.2 · Lobbyist Expenses	218.81	888.63	3,000.00	-2,111.37	29.62%

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	Prior YTD Jan - Dec 13	Current YTD Jan - Dec 14	Annual Budget	\$ Over Budget	% of Budget
5121.3 · Day at Capitol	511.78	1,468.75	1,500.00	-31.25	97.92%
Total 5121 · Legislative Services	36,730.59	38,357.38	44,500.00	-6,142.62	86.2%
5122 · Website	20,247.56	15,950.17	15,000.00	950.17	106.33%
Total 5120 · Member Services	56,978.15	54,307.55	59,500.00	-5,192.45	91.27%
5130 · Committees					
5131 · Standing committees					
5131.1 · Legislative committee	6,265.24	932.02	1,500.00	-567.98	62.14%
5131.14 · Student Outreach Committee	0.00	0.00	120.00	-120.00	0.0%
5131.15 · Executive Committee	606.31	897.20	720.00	177.20	124.61%
5131.2 · Permanent conference committee	0.00	183.65	720.00	-536.35	25.51%
5131.3 · Membership expansion	5,633.06	3,144.84	4,600.00	-1,455.16	68.37%
5131.4 · Finance/Budget	0.00	0.00	180.00	-180.00	0.0%
5131.5 · Emerging Issues	408.26	6,824.43	4,160.00	2,664.43	164.05%
5131.6 · CEQA Workshops	0.00	0.00	360.00	-360.00	0.0%
5131.7 · Publications	0.00	0.00	180.00	-180.00	0.0%
5131.8 · Awards/Professional Recognition	3,966.79	2,464.36	5,000.00	-2,535.64	49.29%
Total 5131 · Standing committees	16,879.66	14,446.50	17,540.00	-3,093.50	82.36%
Total 5130 · Committees	16,879.66	14,446.50	17,540.00	-3,093.50	82.36%
5140 · Conferences and workshops					
5141 · Annual conference					
5141.1 · Basic Expenses					
5141.01 · Host Committee Expenses	0.00	2,041.00	0.00	2,041.00	100.0%
5141.02 · Audio/Visual	17,113.68	11,497.71	0.00	11,497.71	100.0%
5141.03 · Attendee Packets	2,953.71	1,219.21	0.00	1,219.21	100.0%
5141.04 · Online Registration	2,810.00	3,000.00	0.00	3,000.00	100.0%

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	Prior YTD Jan - Dec 13	Current YTD Jan - Dec 14	Annual Budget	\$ Over Budget	% of Budget
5141.05 · Food and Beverage	132,122.73	64,528.25	0.00	64,528.25	100.0%
5141.06 · Continuing Education Fees	1,115.00	75.00	0.00	75.00	100.0%
5141.07 · Publications	7,855.78	2,706.54	0.00	2,706.54	100.0%
5141.08 · Conference Planner Fees	15,000.00	15,000.00	0.00	15,000.00	100.0%
5141.09 · Speaker Concessions	897.20	0.00	0.00	0.00	0.0%
5141.10 · Conference Committee	1,828.09	184.07	0.00	184.07	100.0%
5141.11 · Mobile Workshops	2,203.70	301.00	0.00	301.00	100.0%
5141.12 · Conference Planner Expenses	5,264.45	1,674.74	0.00	1,674.74	100.0%
5141.13 · Website	757.25	359.80	0.00	359.80	100.0%
5141.14 · Conference Marketing	0.00	0.00	0.00	0.00	0.0%
5141.15 · ADA Requirement Expense	2,528.00	0.00	0.00	0.00	0.0%
5141.17 · Merchant Service Fees	7,249.55	4,442.53	0.00	4,442.53	100.0%
5141.18 · Accounting	500.00	500.00	0.00	500.00	100.0%
5142.13 · Gifts/Recognition	0.00	308.57	0.00	308.57	100.0%
5141.1 · Basic Expenses - Other	1,615.00	0.00	84,150.00	-84,150.00	0.0%
Total 5141.1 · Basic Expenses	201,814.14	107,838.42	84,150.00	23,688.42	128.15%
5141.16 · NAEP Profit Share	45,570.66	0.00	0.00	0.00	0.0%
5141.2 · Host Chapter Profit Share	10,190.22	16,273.55	23,381.00	-7,107.45	69.6%
Total 5141 · Annual conference	257,575.02	124,111.97	107,531.00	16,580.97	115.42%
5142 · Workshops					
5142.1 · Spring CEQA					
5142.5 · Basic Expenses	19,456.87	23,333.41	42,500.00	-19,166.59	54.9%
5142.51 · Venue/Food and Beverage	14,245.45	9,256.67	0.00	9,256.67	100.0%
5142.52 · Speaker Expenses	1,052.70	392.45	0.00	392.45	100.0%
5142.53 · Shipping	470.28	302.04	0.00	302.04	100.0%
5142.54 · Accounting	500.00	500.00	0.00	500.00	100.0%
5142.55 · Merchant Service Fees	3,302.17	4,120.49	3,400.00	720.49	121.19%
5142.6 · Chapters Profit Share Expenses	13,242.98	19,569.33	9,750.00	9,819.33	200.71%

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	Prior YTD Jan - Dec 13	Current YTD Jan - Dec 14	Annual Budget	\$ Over Budget	% of Budget
Total 5142.1 · Spring CEQA	52,270.45	57,474.39	55,650.00	1,824.39	103.28%
5142.2 · Fall CEQA					
5142.7 · Basic Expenses	10,432.07	16,485.83	20,000.00	-3,514.17	82.43%
5142.71 · Venue/Food and Beverage	5,131.29	6,850.71	0.00	6,850.71	100.0%
5142.72 · Speaker Expenses	686.10	373.48	0.00	373.48	100.0%
5142.73 · Shipping	261.53	310.83	0.00	310.83	100.0%
5142.74 · Accounting	500.00	500.00	0.00	500.00	100.0%
5142.75 · Merchant Service Charges	1,727.43	2,845.80	0.00	2,845.80	100.0%
5142.8 · Chapters Profit Share	8,888.64	14,910.54	5,100.00	9,810.54	292.36%
Total 5142.2 · Fall CEQA	<u>27,627.06</u>	<u>42,277.19</u>	<u>25,100.00</u>	<u>17,177.19</u>	<u>168.44%</u>
Total 5142 · Workshops	79,897.51	99,751.58	80,750.00	19,001.58	123.53%
5142.41 · Summer NEPA					
5142.90 · Merchant Service Fees	987.64	818.98	1,000.00	-181.02	81.9%
5142.91 · Venue/ Food and Beverage	3,371.88	4,973.74	0.00	4,973.74	100.0%
5142.92 · Speaker Expenses	1,109.37	2,611.29	0.00	2,611.29	100.0%
5142.93 · Shipping	171.11	88.48	0.00	88.48	100.0%
5142.94 · Accounting	500.00	500.00	0.00	500.00	100.0%
5142.95 · Basic Expenses	5,770.98	5,120.15	15,000.00	-9,879.85	34.13%
Total 5142.41 · Summer NEPA	<u>11,910.98</u>	<u>14,112.64</u>	<u>16,000.00</u>	<u>-1,887.36</u>	<u>88.2%</u>
5143 · AEP Institute					
5143.01 · Basic Expenses	0.00	3,658.32	0.00	3,658.32	100.0%
5143.02 · Venue/Food and Beverage	0.00	5,000.00	0.00	5,000.00	100.0%
5143.03 · Speaker Expenses	0.00	0.00	0.00	0.00	0.0%
5143.04 · Shipping	0.00	65.64	0.00	65.64	100.0%
5143.05 · Accounting	0.00	0.00	0.00	0.00	0.0%
5143.06 · Merchant Service Charges	0.00	352.75	0.00	352.75	100.0%

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	Prior	Current	Annual		
	YTD Jan - Dec 13	YTD Jan - Dec 14	Budget	\$ Over Budget	% of Budget
5143.2 · Chapters Profit Share	0.00	0.00	0.00	0.00	0.0%
Total 5143 · AEP Institute	0.00	9,076.71	0.00	9,076.71	100.0%
Total 5140 · Conferences and workshops	349,383.51	247,052.90	204,281.00	42,771.90	120.94%
5150 · Publications					
5151 · CEQA Guidelines	27,432.18	27,706.90	27,994.00	-287.10	98.97%
5152 · EM/EA/ESB	9,840.00	5,830.00	11,660.00	-5,830.00	50.0%
Total 5150 · Publications	37,272.18	33,536.90	39,654.00	-6,117.10	84.57%
5160 · NAEP					
5161 · NAEP Affiliation Fee	2,000.00	2,000.00	2,000.00	0.00	100.0%
5162 · NAEP Liaison	0.00	2,119.36	800.00	1,319.36	264.92%
5163 · NAEP Officer Dues	150.00	875.00	750.00	125.00	116.67%
5164 · NAEP Conference Attendance	450.00	3,705.17	4,000.00	-294.83	92.63%
Total 5160 · NAEP	2,600.00	8,699.53	7,550.00	1,149.53	115.23%
5170 · Sponsorships	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 5100 · Program Expenses	500,253.50	394,939.45	369,116.00	25,823.45	107.0%
5200 · General and Administrative					
5210 · Board of Directors					
5211 · Board Meetings	9,306.13	20,108.61	13,500.00	6,608.61	148.95%
5212 · Annual retreat	6,425.78	0.00	0.00	0.00	0.0%
5213 · President's expenses	2,562.91	5,134.86	5,000.00	134.86	102.7%
5214 · Exec Comm Conference Attendance	2,813.97	1,264.12	3,500.00	-2,235.88	36.12%
Total 5210 · Board of Directors	21,108.79	26,507.59	22,000.00	4,507.59	120.49%
5220 · Management services					

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5221 · Base contract	30,000.00	30,000.00	30,000.00	0.00	100.0%
5222 · Membership services	34,999.92	34,999.92	35,000.00	-0.08	100.0%
5223 · Meeting attendance	3,000.00	4,500.00	3,000.00	1,500.00	150.0%
5224 · Record Storage	1,800.00	1,800.00	1,800.00	0.00	100.0%
Total 5220 · Management services	69,799.92	71,299.92	69,800.00	1,499.92	102.15%
5230 · Accounting and Legal					
5231 · Bookkeeping	9,600.00	9,600.00	8,500.00	1,100.00	112.94%
5232 · Audit/Tax Preparation	10,000.00	10,000.00	10,000.00	0.00	100.0%
Total 5230 · Accounting and Legal	19,600.00	19,600.00	18,500.00	1,100.00	105.95%
5240 · Taxes	10.00	0.00	10.00	-10.00	0.0%
5260 · Fee and commissions					
5261 · Investment expenses	0.00	78.33	0.00	78.33	100.0%
5262 · Merchant credit card fees	7,981.16	6,887.52	6,500.00	387.52	105.96%
Total 5260 · Fee and commissions	7,981.16	6,965.85	6,500.00	465.85	107.17%
5270 · Insurance	3,659.00	4,075.00	3,200.00	875.00	127.34%
5280 · Supplies					
5281 · Postage	3,031.27	2,845.80	4,000.00	-1,154.20	71.15%
5283 · Office expenses	1,730.70	1,742.95	3,300.00	-1,557.05	52.82%
Total 5280 · Supplies	4,761.97	4,588.75	7,300.00	-2,711.25	62.86%
5290 · Phone/fax	1,242.39	635.91	800.00	-164.09	79.49%
Total 5200 · General and Administrative	128,163.23	133,673.02	128,110.00	5,563.02	104.34%
5300 · Advertising and fund raising					
5311 · Communication Consultant	0.00	7,967.00	7,650.00	317.00	104.14%
Total 5300 · Advertising and fund raising	0.00	7,967.00	7,650.00	317.00	104.14%

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Total Expense	<u>628,416.73</u>	<u>536,579.47</u>	<u>504,876.00</u>	<u>31,703.47</u>	<u>106.28%</u>
Net Ordinary Income	47,675.42	54,139.41	28,099.00	26,040.41	192.67%
Other Income/Expense					
Other Income					
4600 · Other Income					
4610 · Investments					
4611 · Interest	173.47	161.52	180.00	-18.48	89.73%
Total 4610 · Investments	<u>173.47</u>	<u>161.52</u>	<u>180.00</u>	<u>-18.48</u>	<u>89.73%</u>
4620 · Insurance Commissions	1,494.05	425.85	1,450.00	-1,024.15	29.37%
Total 4600 · Other Income	<u>1,667.52</u>	<u>587.37</u>	<u>1,630.00</u>	<u>-1,042.63</u>	<u>36.04%</u>
Total Other Income	<u>1,667.52</u>	<u>587.37</u>	<u>1,630.00</u>	<u>-1,042.63</u>	<u>36.04%</u>
Net Other Income	<u>1,667.52</u>	<u>587.37</u>	<u>1,630.00</u>	<u>-1,042.63</u>	<u>36.04%</u>
Net Income	<u><u>49,342.94</u></u>	<u><u>54,726.78</u></u>	<u><u>29,729.00</u></u>	<u><u>24,997.78</u></u>	<u><u>184.09%</u></u>