

ATTACHMENT 3

AEP 2016 Budget

ADOPTED: 11-13-15

AMENDMENTS:

Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
Beginning Balance (Reserves)	505,934	398,248	
Ordinary Income/Expense			
<u>Income</u>			
4100 · Dues			
4110 · Full memberships	153,000	165,000	Assumes 1100 @ \$150
4120 · Corporate memberships	18,750	18,750	Assumes 75 @ \$250
4125 · Agency memberships	6,250	11,250	Assumes 45 @ \$250
4130 · Student memberships	7,000	7,875	Assumes 225 @ \$35
4150 · Emeritus (retired)	350	1,050	Assumes 15 @ \$70
4160 · Young Professionals	4,900	7,700	Assumes 110 @ \$70
4170 · Out-of-Work Adjustments	120	0	Assumes 0 @ \$40
Total 4100 · Dues	190,370	211,625	
4200 · Conference and Workshops			
4210 · Annual Conference			
4211 · Registration	109,025	129,075	Budget Projection was based on 240 attendees at \$445 and 45 attendees at \$495 for a total of \$129,075; Full members and Full non-members early registrations are assumed.
4212 · Sponsorships	62,550	60,000	
4210 · Annual Conference - Other	0	3,675	
Total 4210 · Annual Conference	171,575	192,750	
4220 · Workshops			
4221 · Spring CEQA	75,000	101,250	675 attendees x \$150
4222 · Fall CEQA	45,000	71,250	475 attendees x \$150
4224 · NEPA Workshop	23,625	22,750	130 attendees x \$175
Total 4220 · Workshops	143,625	195,250	

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4240 - AEP Institute	25,000	20,000	80 attendees x \$250 average
4240.01 · Sponsorship	0	4,500	18 sponsorships X \$250 each
4240 · AEP Institute - Other	0	0	
Total 4240 4240 · AEP Institute	25,000	24,500	
Total 4200 · Conference and Workshops	340,200	412,500	
4300 · Publications Income			
4310 · CEQA Book Sales	21,500	25,000	Assumes sale of books at \$30@ and CD's at \$15@.
Total 4300 · Publications Income	21,500	25,000	
4400 · Advertising Income			
4410 · Website Advertising	10,000	10,000	Based on 2015 Actuals
4420 · Other Publications	0	0	
Total 4400 · Advertising Income	10,000	10,000	
4510 - Awards Application Fee Income	500	500	Fees received for awards applications based on 10 submittals at \$50 each is \$500
Total 4500 - Sponsorships/Donations	500	500	
4600 · Other Income			
4610 Investments			
4611 · Interest	150	150	Actual interest for 2015.
4620 · Insurance Commissions	200	100	Based on 2015 performance.
Total 4600 - Other Income	350	250	

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Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
4700 - Chapter Support Income	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	6,480	6,480	
4513 - 2017 State Conference			Collection of Sponsorships for 2017 (\$60,000 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.
Total 4500 - Other Income	0	0	
Total Income	569,400	666,355	
<u>Expenses</u>			
5100 · Program Expenses			
5110 · Chapter support			
5111 · Chapter subventions	28,555.50	31,743.75	15% of total dues
5112 · Chapter Summit	4,000	10,000	Food for Chapter Summit, Chapters pay for their reps to attend - State gives \$500 per chapter to attend if needed.
5113 · Chapter Program Support	1,230	0	
5114 · Student Chapter Support	4,500	5,000	Up to \$500/Chapter x 9 Chapters and membership for Chapter advisors
5115 · Chapter Events	0	3,230	MCLE and AICP fees paid by AEP State for all Chapter and State functions. State does not pay annual fees, however a portion is divided up between each event so it's covered. State pays any overage (\$1,230). CEP training events (\$2,000).
Total 5110 · Chapter Support	38,286	49,974	

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Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
5120 · Member Services			
5121 · Legislative Services			
5121.1 · Lobbyist Services	45,000	50,000	Contract with Lobbyist, anticipate a request for 10% increase 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.
5121.2 · Lobbyist Expenses	3,000	3,000	
5121.3 · Day at Capitol	1,500	1,500	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	49,500	54,500	
5122 · Website	15,000	15,000	\$936 per month for webmaster services (total \$11,232), licensing costs (approx \$1,415/year), security (\$240/year), backup (\$240/year), Web site hosting (\$720 - \$1,080.00 per year (\$60 - \$90 per month)
Total 5120 · Member Services	64,500	69,500	
5130 · Committees			
5131 · Standing committees			
5131.1 · Legislative committee	3,500	18,000	Legislative Committee to hold all day summit to update policy platform (\$3,000 - venue, meals, and travel for Leg committee). Legislative campaign - sponsor a bill or significantly back a bill (\$15,000) in lobbyist and other services.
5131.14 - Student Outreach Committee	120	1,020	2 calls at \$60 each. Develop a mentoring program for students and young professionals (\$900)
5131.15 - Executive Committee	720	720	12 monthly calls @\$60 per call
5131.2 · Permanent Conference Committee	720	720	12 monthly calls @\$60 per call
5131.3 · Membership Expansion	720	3,720	12 conference calls (12 x \$60 = \$720), Implement the "Refer a Colleague" program (\$3,000)

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5131.4 · Finance/Budget	180	240	Assumes 4 conference calls @ \$60 (4 x \$60 = \$240). Assumes conference calls and expenses for AEP Institute Planning.
5131.5 · Emerging Issues	1,000	750	
5131.6 · CEQA Workshops	360	360	
5131.7 · Communications/Publications	180	720	
5131.8 · Awards/Professional Recognition	5,000	5,000	
Total 5131 · Standing committees	12,500	31,250	
5132 · Ad hoc committees			Assumes 4 conference calls @ \$60 (4 x \$60 = \$240). \$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.
5132.1 · Greenhouse Gas/Climate Change	180	240	
5132.2 · Audit committee	0	0	
5132.3 · CEQA Portal committee	5,740	5,740	
Total 5132 · Ad hoc committees	5,920.0	5,980.0	
Total 5130 · Committees	18,420	37,230	
5140 · Conferences and workshops			
5141 · Annual conference			
5141.1 · Basic Expenses			
5141.01 · Host Committee Expenses			
5141.02 · Audio/Visual			
5141.03 · Attendee Packets			
5141.04 · Online Registration			

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Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
5141.05 · Food and Beverage			
5141.06 · Continuing Education Fees			
5141.07 · Publications			
5141.08 · Conference Planner Fees			
5141.09 · Speaker Concessions			
5141.10 · Conference Committee			
5141.11 · Mobile Workshops			
5141.12 · Conference Planner Expenses			
5141.13 · Website			
5141.14 · Conference Marketing			
5141.15 · ADA Requirement Expense			
5141.17 · Merchant Service Fees			
5141.18 · Accounting			
5142.13 · Gifts/Recognition			
5141.1 · Basic Expenses - Other	119,276	126,578	Includes \$15,000 for AEP Conference Planner
Total 5141.1 · Basic Expenses			
5141.2 · Host Chapter Profit Share		22,057	
5141.3 · 2017 State Conference Expenses	0	0	Place holder for any 2017 Conference expenses incurred in 2016.
Total 5141 · Annual conference	119,276	148,635	Profit of \$66,172 to the State (2/3 of \$44,115) and \$22,057 to the San Diego Chapter.
5142 · Workshops			
5142.1 · Spring CEQA			
5142.5 · Basic Expenses	42,500	57,375	675 attendees x \$85 per person (\$55 cap on food & room rental)

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Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
5142.51 Vendor/Food/Beverages			
5142.52 Speaker Expenses			
5142.53 Shipping			
5142.54 Accounting			
5142.55· Merchant Fees	3,400	0	Accounted for in basic expenses
5142.6 - Chapters Profit Shares	9,750	12,142	
Total 5142.1 · Spring CEQA	55,650	69,517	30% split of profit to the Chapters
5142.2 · Fall CEQA			
5142.7 · Basic Expenses	25,500	40,375	475 attendees x \$85 per person
5142.71 Vendor/Food/Beverages			
5142.72 Speaker Expenses			
5142.73 Shipping			
5142.74 Accounting			
5142.75· Merchant Fees		0	Accounted for in basic expenses
5142.6 · Chapters Profit Share	6,500	8,242	30% split of profit to the Chapters
Total 5142.2 · Fall CEQA	32,000	48,617	
Total 5142 · Workshops	87,650	118,134	
5142.41 · NEPA Workshop			
5142.90· Merchant Fees	1,000	600	Based on 2015 Merchant Fees
5142.91 Vendor/Food/Beverages	6,000	6,000	Expenses for Venue, Food/Beverage
5142.92 Speaker Expenses	6,000	3,500	Expenses for Venue, Food/Beverage
5142.93 Shipping	0	100	
5142.94 Accounting	500	500	Based on 2015 Accountant Fees

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5142.95 · Basic Expenses	7,000	7,800	Speaker Expenses, MCLE, Workbook publication, RT/LB Expenses, Speaker gifts.
Total 5142.41 · NEPA Workshops	20,500	18,500	
5143· AEP Institute			
5143.01 Basic Expenses	360	360	6 conference calls @\$60 = \$360
5143.02 Vendor/Food/Beverages	8,000	8,500	Assume similar size to 2015 event
5143.03 Speaker Expenses	1,000	0	
5143.04 Shipping	0	0	
5143.05 Accounting	500	500	Accounting Fee
5143.06· Merchant Fees/On-Line Registration	1,000	1,000	Based on actuals from 2014 and 2015
5143.2 - Chapters Profit Shares	900	900	Assume \$100 per chapter x 9 chapters = \$900
5143.3 - Meeting Planner Fee	5,000	5,000	Could increase or decrease depending on attendance.
Total 5143 · AEP Institute	16,760	16,260	
Total 5140 - Conferences and Workshops	244,186	301,529	
5150 · Publications			
5151 · CEQA Guidelines	27,994	28,000	Assumes 2900 printed, 1750 provided to members (including students), 1100 sold, and 50 others distributed for free or not sold. 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.
5152 · EM/EA	5,000	0	
Total 5150 · Publications	32,994	28,000	

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Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
5160-NAEP			<p>The Affiliation Agreement Chapter fee has been deleted for the 2016 - 2020 cycle.</p> <p>Attendance by one person at three NAEP board meetings for year 2016. (Hotel \$200 and Travel \$600 for each meeting).</p> <p>The new Affiliation Agreement requires only the President and the Chapter Representative to be members of NAEP. This is a savings of \$525/year for new Affiliation Agreement cycle, 2016-2020.</p> <p>Attendance by one person (Hotel 5 nights at \$300/night (includes meals), registration \$600, \$1,000 travel)(Includes one Board meeting).</p>
5161 · NAEP Affiliation Fee	2,000	0	
5162 · NAEP Liaison/Board Meetings	2,400	2,400	
5163 · NAEP Officer Dues	875	350	
5164 · NAEP Conference Attendance	3,100	3,100	
Total 5160 · NAEP	8,375	5,850	
5170 · Sponsorships	0	0	
Total 5100 · Program Expenses	406,761	492,083	
5200 · General and Administrative			<p>Assumes 4 meetings + 1 web meeting, assuming two meetings at convenient, inexpensive location with no overnight stays. AEP reimburses six Officers (President, Past 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.</p> <p>This is a 2 day meeting. The state reviews the goals on 1st day and 2nd day is a BOD meeting. State covers room, tax, parking & continental breakfast/lunch for 2 days for all 19 AEP BOD members.</p>
5210 · Board of Directors			
5211 · Board Meetings	15,000	18,000	
5212 · Annual retreat	6,350	8,000	

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<p>5213 · President's expenses</p> <p style="padding-left: 40px;">5214 · Exec Comm Conference Attendance</p> <p>Total 5210 · Board of Directors</p> <p>5220 · Management services</p> <p style="padding-left: 40px;">5221 · Base contract</p> <p style="padding-left: 40px;">5222 · Membership services</p> <p style="padding-left: 40px;">5223 · Meeting attendance</p> <p style="padding-left: 40px;">5224 · Record Storage</p> <p style="padding-left: 40px;">5225 - EM/EA & Website Support</p> <p>Total 5220 · Management services</p> <p>5230 · Accounting and Legal</p> <p style="padding-left: 40px;">5231 · Bookkeeping</p> <p style="padding-left: 40px;">5232 · Tax Preparation</p> <p>Total 5230 · Accounting and Legal</p> <p>5240 · Taxes</p>	<p>5,000</p> <p>3,500</p> <p>29,850</p> <p>30,000</p> <p>35,000</p> <p>3,000</p> <p>1,800</p> <p>5,000</p> <p>74,800</p> <p>8,500</p> <p>10,000</p> <p>18,500</p> <p>10</p>	<p>5,500</p> <p>4,500</p> <p>36,000</p> <p>30,000</p> <p>35,000</p> <p>4,500</p> <p>1,800</p> <p>5,000</p> <p>76,300</p> <p>8,500</p> <p>10,000</p> <p>18,500</p> <p>10</p>	<p>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 2016 CAAPA Conference (\$1,000), b.) NAEP Liaison and attend 2016 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)</p> <p>Conference registrations and/or travel expenses for president, past president, three VPs, three DALs, and the NAEP rep. up to a maximum of \$500/person</p> <p>Contract amount</p> <p>Contract amount</p> <p>Based on AMC Meeting Logistics and attendance for 4 State BOD Meetings.</p> <p>\$150/month</p> <p>Includes Chapter share (9 Chapters x \$200 = \$1,800)</p> <p>Includes Chapter share (9 Chapters x \$200 = \$1,800)</p> <p>State Taxes only.</p>

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Budget Line Item	2015 Budget	2016 Budget	Description for 2016 Budget
5250 · Elections	100	25	State elections in 2016.
5260 · Fee and commissions			
5261 · Investment Expenses	80	0	Based on Actual for 2015
5262 · Merchant credit card fees	7,000	8,000	Based on Actual for 2015
Total 5260 · Fee and commissions	7,080	8,000	
5270 · Insurance	1,195	1,421	Based on Insurance payment for policy and liability insurance for State and Chapters. [Each Chapter is responsible for \$350 per year to be deducted from Subventions 9 x \$350 = \$3,150] The State pays \$1,421 out of a total of \$4,571 for the insurance premium.
5281 · Postage	4,000	4,000	Postage for CEQA Books after first run for members only, Fedex, etc.
5283 · Office expenses	3,300	3,000	Based on actuals for ink and paper.
Total 5280 · Supplies	7,300	7,000	
5290 · Phone/fax	780	780	\$65 per month x 12 months = \$780
Total 5200 · General and Administrative	139,615	148,036	
5300 · Other Expenses			
5311 Communications Consultant	10,200	5,000	Place holder for communications consultant fees, enhance AEP logo and branding materials.
Total 5300 · Other Expenses	10,200	5,000	
<u>Total Expense</u>	556,576	645,119	
<u>Net Income</u>	12,825	21,236	
Ending Balance (Reserves)	407,243	527,171	Estimated total reserves at end of Year 2016
Emergency Reserves	278,288	322,559	Minimum reserve level: 6 months operating expenses