

ATTACHMENT 3

AEP 2017 Budget Adopted: 11-5-16 Amendments:

Line Items	2017 Budget	Description for 2017 Budget
Beginning Balance (Reserves)	388,804	
<u>Income</u>		
4100 - Dues		
4110 - Full memberships	181,500	Assumes 1200 @ \$150
4120 - Corporate memberships	19,250	Assumes 77 @ \$250
4125 - Agency memberships	12,500	Assumes 50 @ \$250
4130 - Student memberships	8,680	Assumes 248 @ \$35
4150 - Emeritus (retired)	1,190	Assumes 17 @ \$70
4160 - Young Professionals	8,470	Assumes 121 @ \$70
4170 - Out-of-Work Adjustments	0	Assumes 0 @ \$40
Total 4100 - Dues	231,590	(10% increase projected over 2016)
4200 - Conference and Workshops		
4210 - Annual Conference		
4211 - Registration	144,625	Budget Projection based on 325 attendees at \$445 (all categories included in estimate).
4212 - Sponsorships	75,000	
4210 - Annual Conference - Other	2,800	Mobile workshops
Total 4210 - Annual Conference	222,425	
4220 - Workshops		
4221 - Spring CEQA	122,500	700 attendees x \$175
4222 - Fall CEQA	96,250	550 attendees x \$175
4224 - NEPA Workshop	22,750	130 attendees x \$175
Total 4220 - Workshops	241,500	
4240 - AEP Institute		
4240.01 - Sponsorship	1,000	4 sponsorships X \$250 each.

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Line Items	2017 Budget	Description for 2017 Budget
4240 · AEP Institute - Other	20,000	80 attendees x \$250 average
Total 4240 · AEP Institute	21,000	
Total 4200 · Conference and Workshops	484,925	
4300 · Publications Income		
4310 · CEQA Book Sales	32,000	Assumes sale of books at \$30@ and Flash drives at \$20@.
Total 4300 · Publications Income	32,000	
4400 · Advertising Income		
4410 · Website Advertising	15,000	Based on 2016 Actuals plus increase for job ads.
4420 · Other Publications	0	
Total 4400 · Advertising Income	15,000	
4510 - Awards Application Fee Income	500	Fees received for awards applications based on 10 submittals at \$50 each is \$500
Total 4500 - Sponsorships/Donations	500	
4600 · Other Income		
4610 Investments		
4611 · Interest	250	Actual interest for 2016.
4620 · Insurance Commissions	120	Based on 2016 performance.
Total 4600 - Other Income	370	
4700 - Chapter Support Income	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	

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Line Items	2017 Budget	Description for 2017 Budget
4513 - 2018 State Conference	0	Collection of Sponsorships for 2018 (\$XX Sponsorship, \$XX registration) Rolls into 2017 budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
Total 4500 - Other Income	0	
Total Income	770,865	
<u>Expense</u>		
5100 - Program Expenses		
5110 - Chapter support		
5111 - Chapter subventions	34,738.50	15% of total dues
5112 - Chapter Summit	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	0	
5114 - Student Chapter Support	10,000	Up to \$500/Chapter x 9 Chapters and membership for Chapter advisors plus additional funds to support student volunteers at State Conference.
5115 - Chapter Events	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	57,969	
5120 - Member Services		
5121 - Legislative Services		
5121.1 - Lobbyist Services	48,000	Contract with Lobbyist
5121.2 - Lobbyist Expenses	6,000	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	1,500	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.

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Total 5121 - Legislative Services	55,500	
5122 - Website	30,000	\$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) Website upgrade (\$10,000)
Total 5120 - Member Services	85,500	
5130 - Committees		
5131 - Standing committees		
5131.1 - Legislative committee	18,000	Legislative Committee expenses at the Day at the Capital and other Committee expenses.
5131.14 - Student Outreach Committee	1,020	2 calls at \$60 each. Develop a mentoring program for students and young professionals (\$900)
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	4,220	12 conference calls (12 x \$60 = \$720), One face to face meeting of the membership committee (\$3,500).
5131.4 - Finance/Budget	240	Assumes 4 conference calls @ \$60 (4 x \$60 = \$240).
5131.5 - Emerging Issues	750	Assumes conference calls and expenses for AEP Institute Planning.
5131.6 - CEQA Workshops	360	Assumes 6 conference calls @ \$60 (6 x \$60 = \$360)
5131.7 - Communications/Publications	1,500	Assumes 4 conference calls @ \$60 (12 x \$60 = \$720) and additional funds to help support the communications technology committee.

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Line Items	2017 Budget	Description for 2017 Budget
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.
Total 5131 · Standing committees	32,530	
5132 · Ad hoc committees		
5132.1 · Greenhouse Gas/Climate Change	240	Assumes 4 conference calls @ \$60 (4 x \$60 = \$240).
5132.2 · Audit committee	0	
5132.3 · CEQA Portal committee	35,100	\$ 9,600 – Professional Labor (Paid) Law Students (\$800 per month x 12 months); \$ 20,500 – Support Costs • \$ 1,200 – Website Maintenance • \$ 6,000 – Mitigation Database Maintenance • \$ 1,250 – Minor Improvements to CEQA Portal Functionality • \$ 4,850 – Marketing Cost/Reimbursable Cost • \$ 7,200 (12 months at \$600/month) – CyberScriber Site Maintenance (Maintain membership access list (add new members/delete retired members)
Total 5132 · Ad hoc committees	35,340	
Total 5130 · Committees	67,870	
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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Line Items	2017 Budget	Description for 2017 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	175,045	Includes \$15,000 for AEP Conference Planner
Total 5141.1 · Basic Expenses		
5141.2 · Host Chapter Profit Share	21,930	1/3 of profit to Host Chapter
5141.3 · 2017 State Conference Expenses	0	Place holder for any 2018 Conference expenses incurred in 2017.
Total 5141 · Annual conference	196,975	Profit to State (2/3 which is \$44,524) and \$21,930 to the San Francisco Chapter.
5142 · CEQA Workshops		
5142.1 · Spring CEQA		
5142.5 · Basic Expenses	59,500	700 attendees x \$85 per person (\$55 cap on food & room rental)
5142.51 Vendor/Food/Beverages		

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Line Items	2017 Budget	Description for 2017 Budget
5142.52 Speaker Expenses		
5142.53 Shipping		
5142.54 Accounting		
5142.55 Merchant Fees	0	Accounted for in basic expenses
5142.6 - Chapters Profit Shares	18,900	30% split of profit to the Chapters
Total 5142.1 - Spring CEQA	78,400	0
5142.2 - Fall CEQA		
5142.7 - Basic Expenses	46,750	550 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	14,850	30% split of profit to the Chapters
Total 5142.2 - Fall CEQA	61,600	
Total 5142 - CEQA Workshops	140,000	
5142.41 - NEPA Workshop		
5142.90 Merchant Fees	1,500	Based on 2016 Merchant Fees
5142.91 Vendor/Food/Beverages	8,500	Expenses for Venue, Food/Beverage
5142.92 Speaker Expenses	100	Shipping of workshop materials
5142.93 Shipping	500	Based on 2016 Accountant Fees
5142.94 Accounting	7,800	Speaker Expenses, MCLE, Workbook publication, RT/LB Expenses, Speaker gifts.
5142.95 Chapter Share of Profit	1,350	30% share of profit for 4 Chapters.

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Line Items	2017 Budget	Description for 2017 Budget
Total 5142.41 - NEPA Workshops	19,750	
5143- AEP Institute		
	360	6 conference calls @\$60 = \$360
	8,500	Assume similar size to 2016 event
	0	
	0	
	500	Accounting Fee
	1,000	Based on actuals from 2016.
	900	Assume \$100 per chapter x 9 chapters = \$900
	5,000	Could increase or decrease dependent on attendance.
Total 5143 - AEP Institute	16,260	
Total 5140 - Conferences and Workshops	372,985	
5150 - Publications		
5151 - CEQA Guidelines	30,000	Assumes 2900 printed, 1750 provided to members (including students), 1100 sold, and 50 others distributed for free or not sold.
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.
Total 5150 - Publications	30,000	
5160- NAEP		
5161 - NAEP Affiliation Fee	0	The Affiliation Agreement Chapter fee has been deleted for the 2016 - 2020 cycle.
5162 - NAEP Liaison/Board Meetings	2,400	Attendance by one person at three NAEP board meetings for year 2016. (Hotel \$200 and Travel \$600 for each meeting).

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Line Items	2017 Budget	Description for 2017 Budget
5163 - NAEP Officer Dues	350	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.
5164 - NAEP Conference Attendance	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	5,850	
5170 - Sponsorships	0	
Total 5100 - Program Expenses	620,174	
5200 - General and Administrative		
5210 - Board of Directors		
5211 - Board Meetings	18,000	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.
5212 - Annual retreat	8,000	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 19 AEP BOD members.
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 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)

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5214 - Exec Comm Conference Attendance	4,500	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
Total 5210 - Board of Directors	36,000	
5220 - Management services		
5221 - Base contract	30,000	Contract amount
5222 - Membership services	35,000	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	
Total 5220 - Management services	76,300	
5230 - Accounting and Legal		
5231 - Bookkeeping	10,300	Includes Chapter share (9 Chapters x \$200 = \$1,800) plus \$1,800 for file transfer.
5232 - Tax Preparation	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
Total 5230 - Accounting and Legal	20,300	
5240 - Taxes	10	State Taxes only.
5250 - Elections	25	State elections in 2017.
5260 - Fee and commissions		
5261 - Investment Expenses	250	Based on Actual for 2016
5262 - Merchant credit card fees	8,000	Based on Actual for 2016

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Line Items	2017 Budget	Description for 2017 Budget
Total 5260 · Fee and commissions	8,250	
5270 · Insurance	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	Postage for CEQA Books after first run for members only, Fedex, etc.
5283 · Office expenses	3,000	Based on actuals for ink and paper.
Total 5280 · Supplies	7,000	
5290 · Phone/fax	780	\$65 per month x 12 months = \$780
Total 5200 · General and Administrative	150,086	
5300 · Other Expenses		
5311 Communications Consultant	5,000	Place holder for communications consultant fees, enhance AEP logo and branding materials.
Total 5300 · Other Expenses	5,000	
<u>Total Expense</u>	775,260	
- <u>Net Income</u>	-4,395	
Ending Balance (Reserves)	384,410	Estimated total reserves at end of year 2017
Emergency Reserves	387,630	Minimum reserve level: 6 months operating expenses