

Attachment 3

AEP 2018 BUDGET

Adopted 1-27-18

	2018 Budget	Description for 2018 Budget
Beginning Balance (Reserves)	384,410	
<u>Income</u>		
4100 · Dues		
4110 · Full memberships	155,700	Assumes 1038 @ \$150
4120 · Corporate memberships	17,250	Assumes 69 @ \$250
4125 · Agency memberships	18,750	Assumes 75 @ \$250
4130 · Student memberships	5,320	Assumes 152 @ \$35
4150 · Emeritus (retired)	1,050	Assumes 15 @ \$70
4160 · Young Professionals	9,310	Assumes 133 @ \$70
4170 · Out-of-Work Adjustments	80	Assumes 2 @ \$40
Total 4100 · Dues	207,460	
4200 · Conference and Workshops		
4210 · Annual Conference		
4211 · Registration	151,060	Budget Projection based on 325 attendees at \$445 (all categories included in estimate) (325 @ \$445 [Member Full] + 13 @ \$495 [Member-Regular])
4212 · Sponsorships	60,000	
4210 · Annual Conference - Other	0	
Total 4210 · Annual Conference	215,750	
4220 · Workshops		
4221 · Spring CEQA	131,250	750 attendees x \$175
4222 · Fall CEQA	97,125	555 attendees x \$175
4224 · NEPA Workshop	23,626	135 attendees x \$175

Total 4220 - Workshops	252,001	
4240 - AEP Institute		
4240.01 - Sponsorship	1,000	4 sponsorships X \$250 each.
4240 - AEP Institute - Other	25,000	100 attendees x \$250 average
Total 4240 AEP Institute	26,000	
Total 4200 - Conference and Workshops	493,751	
4300 - Publications Income		
4310 - CEQA Book Sales	32,000	Assumes sale of books at \$30@ and Flash drives at \$20@.
4311 - Webinars	9,000	Assumes for 3 webinars \$25 for members and \$75 non-members per webinar.
Total 4300 - Publications Income	41,000	
4400 - Advertising Income		
4410 - Website Advertising	12,000	Based on 2016 Actuals plus increase for job ads.
4420 - Other Publications		
Total 4400 - Advertising Income	12,000	
4510 - Awards Application Fee Income	750	Fees received for awards applications based on 15 submittals at \$50 each is \$750
Total 4500 - Sponsorships/Donations	750	
4600 - Other Income		
4610 - Investments		
4611 - Interest	450	Based on 2017 performance
4620 - Insurance Commissions	140	Based on 2017 performance
Total 4600 - Other Income	590	
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	

		Collection of Sponsorships and Registrations for 2019 Conference. Rolls into 2019 budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
4513 - 2019 State Conference	0	
Total 4500 - Other Income	0	
Total Income	762,031	
<u>Expense</u>		
5100 - Program Expenses		
5110 - Chapter support		
5111 - Chapter subventions	31,119	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	10,000	For chapter events, leadership training that are approved by the EXCOM
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	-	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	61,119	
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	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	57,500	
5122 - Website	35,000	\$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), and Member Clicks membership database (\$5,000)
Total 5120 - Member Services	92,500	
5130 - Committees		
5131 - Standing committees		
5131.1 - Legislative committee	28,000	Legislative Committee expenses at the Day at the Capital, Housing Survey, 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	120	12 monthly @\$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.

5131.8 · Awards/Professional Recognition	10,000	Expenses are for one face to face meeting with Award Committee members, Conference calls, production of the Mountain Awards, Time of Service recognition Award, Certificates of Appreciation, Jurist gifts, Emcee gift, Posters for Awards Program and Table flyer.
Total 5131 · Standing committees	46,930	
5132 · Ad hoc committees		
5132.1 · Greenhouse Gas/Climate Change	2,750	Assumes 4 conference calls @ \$60 (4 x \$60 = \$240). 4 Board Meetings and conference attendance (limited to \$500)
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	37,850	
Total 5130 · Committees	84,780	
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		
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		
Total	5141.1 · Basic Expenses	169,250	Includes \$15,000 for AEP Conference Planner
	5141.2 · Host Chapter Profit Share	16,025	1/3 of profit to Host Chapter
	5141.3 · 2019 State Conf Expenses	0	Place holder for any 2019 Conference expenses incurred in 2018.
Total 5141 · Annual conference		185,275	Profit to State (2/3 which is \$32,050) and \$16,025 to the Inland Empire 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		
	5142.52 Speaker Expenses		
	5142.53 Shipping		
	5142.54 Accounting		
	5142.55· Merchant Fees		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	
	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		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.
Total 5142.41 NEPA Workshops	19,750	
5143 AEP Institute		
5143.01 Basic Expenses	500	E-touches
5143.02 Venue/Food and Beverage	14,000	
5143.03 Speaker Expenses	2,000	
5143.04 Shipping	0	
5143.05 Accounting	500	
5143.06 Merchant Service Charges	1,000	
5143.3 Meeting Planner Fee	5,000	
5143.4 Technical Writer	2,000	
Total 5143 AEP Institute	25,000	Food, Venue, Speaker expenses
Total 5140 Conferences and Workshops	370,025	
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.

5153 - Webinars	9,000	3 webinars at \$3,000 each for web support,
Total 5150 - Publications	39,000	
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	3,450	Attendance by one person at 3 NAEP board meetings for year 2018. (Hotel \$250 and Travel \$900 for each meeting).
5163 - NAEP Officer Dues	350	
5164 - NAEP Conference Attendance	3,850	Attendance by one person (Hotel 5 nights at \$350/night (includes meals), registration \$600, \$1,500 travel).(Includes one Board meeting).
Total 5160 - NAEP	7,650	
5170 - Sponsorships	2,500	AEP Sponsorship Booth \$1,800 at NAEP Conference and \$750 for hotel.
Total 5100 - Program Expenses	657,574	
5200 - General and Administrative		
5210 - Board of Directors		
5211 - Board Meetings	24,000	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 and the GHG and Portal Committee Chairs for travel and 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	10,000	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.

		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)
5213 · President's expenses	5,500	
5214 · Exec Comm Conf Attendance	6,000	Conference registrations and/or travel expenses for president, past president, three VPs, three DALs, and the NAEP rep. assumes \$750/person
Total 5210 · Board of Directors	45,500	
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	10,800	Includes Chapter share (9 Chapters x \$200 = \$1,800) plus \$2,000 for file transfer.
5232 · Tax Preparation	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
Total 5230 · Accounting and Legal	20,800.00	
5240 · Taxes	10	State Taxes filing fee
5250 · Elections	25	State Elections 2018
5260 · Fee and commissions		
5261 · Investment Expenses	250	Based on Actuals for 2017
5262 · Merchant credit card fees	10,000	Based on Actuals for 2017
Total 5260 · Fee and commissions	10,250	

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	2,500	Based on actuals for ink and paper.
Total 5280 - Supplies	6,500	
5290 - Phone/fax	780	\$65 per month x 12 months = \$780
Total 5200 - General and Administrative	161,551	
5300 - Other Expenses		
5311 Communications Manager	35,000	Place holder for communications consultant fees, assumes 8 hours per week and \$\$ to attend meetings and conference calls.
5312 Member Appreciation	5,000	Recognition Plaques for 10, 20, 25 years as AEP member.
Total 5300 - Other Expenses	40,000	
<u>Total Expense</u>	859,125	
<u>Net Income</u>	-97,094	
Ending Balance (Reserves)	287,316	Estimated total reserves at end of year 2017
Emergency Reserves	429,563	Minimum reserve level: 6 months operating expenses