

# ATTACHMENT 3

## AEP 2019 BUDGET

Adopted 11-10-18, Amended 1-26-19, 3-24-19

	2019	
	Budget	Description for 2019 Budget
Beginning Balance (Reserves)	24,416	
<b>Income</b>		
<b>4100 - Dues</b>		
4110 - Full memberships	154,500	Assumes 1030 @ \$150
4120 - Corporate memberships	17,250	Assumes 69 @ \$250
4125 - Agency memberships	44,000	Assumes 176 @ \$250
4130 - Student memberships	5,075	Assumes 145 @ \$35
4150 - Emeritus (retired)	1,050	Assumes 15 @ \$70
4160 - Young Professionals	9,100	Assumes 130 @ \$70
4170 - Out-of-Work Adjustments	80	Assumes 2 @ \$40
<b>Total 4100 - Dues</b>	<b>231,055</b>	
<b>4200 - Conference and Workshops</b>		
4210 - Annual Conference		
4211 - Registration	150,525	Budget Projection based on 325 attendees at \$445 (all categories included in estimate) (325 @ \$445 [Member Full] + 13 @ \$495 [Member-Regular])
4212 - Sponsorships	65,000	
4210 - Annual Conference - Other		
<b>Total 4210 - Annual Conference</b>	<b>215,525</b>	
4220 - Workshops		
4221 - Advanced CEQA	131,250	750 attendees x \$175
4222 - CEQA Essentials	97,125	555 attendees x \$175
4224 - NEPA Workshop	23,626	135 attendees x \$175
<b>Total 4220 - Workshops</b>	<b>252,001</b>	
4240 - AEP Institute		
4240.01 - Sponsorship	1,000	4 sponsorships X \$250 each.
4240 - AEP Institute - Other	25,000	100 attendees x \$250 average
<b>Total 4240 AEP Institute</b>	<b>26,000</b>	
<b>Total 4200 - Conference and Workshops</b>	<b>493,526</b>	
<b>4300 - Publications Income</b>		
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.
<b>Total 4300 - Publications Income</b>	<b>41,000</b>	

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	2019	Description for 2019 Budget
	Budget	
<b>4400 - Advertising Income</b>		
<b>4410 - Website Advertising</b>	12,000	Based on 2018 Actuals plus increase for job ads.
<b>4420 - Other Publications</b>		
<b>Total 4400 - Advertising Income</b>	12,000	
<b>4510 - Awards Application Fee Income</b>	750	Fees received for awards applications based on 15 submittals at \$50 each is \$750
<b>Total 4500 - Sponsorships/Donations</b>	750	
<b>4600 - Other Income</b>		
<b>4610 - Investments</b>		
<b>4611 - Interest</b>	350	Based on 2018 performance
<b>4620 - Insurance Commissions</b>	130	Based on 2018 performance
<b>Total 4600 - Other Income</b>	480	
<b>4700 - Chapter Support Income</b>	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.
<b>Total 4700 - Chapter Support Income</b>	6,480	
<b>4513 - 2019 State Conference</b>	0	Collection of Sponsorships and Registrations for 2020 Conference. Rolls into 2020 budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
<b>Total 4500 - Other Income</b>	0	
<b>Total Income</b>	<b>785,291.00</b>	
<b><u>Expense</u></b>		
<b>5100 - Program Expenses</b>		
<b>5110 - Chapter support</b>		
<b>5111 - Chapter subventions</b>	46,211	20% of total dues
<b>5112 - Chapter Summit</b>	17,200	Food for Chapter Summit, Chapters pay for their reps to attend - State gives \$800 per chapter to attend if needed.
<b>5113 - Chapter Program Support</b>	10,000	For chapter events, leadership training that are approved by the EXCOM
<b>5114 - Student Chapter Support</b>	10,000	Up to \$500 per Chapter x 9 Chapters and membership for Chapter advisors plus additional funds to support student volunteers at State Conference.
<b>5115 - Chapter Events</b>	0	MCLE and AICP fees paid by AEP State for all Chapter and State functions are rolled into the Workshops and State Conference
<b>Total 5110 - Chapter support</b>	83,411	
<b>5120 - Member Services</b>		
<b>5121 - Legislative Services</b>		
<b>5121.1 - Lobbyist Services</b>	48,000	Contract with Lobbyist

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<b>5121.2 · Lobbyist Expenses</b>	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.
<b>5121.3 · Day at Capitol</b>	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.
<b>Total 5121 · Legislative Services</b>	57,500	
<b>5122 · Website</b>	39,500	\$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 (\$14,500), and Member Clicks membership database (\$5,000)
<b>5123 · MemberLeaps</b>	4,080	\$340 per month
<b>Total 5120 · Member Services</b>	101,080	
<b>5130 · Committees</b>		
<b>5131 · Standing committees</b>		
<b>5131.1 · Legislative committee</b>	42,396	Legislative Committee expenses at the Day at the Capital, Housing Survey, and other Committee expenses.
<b>5131.14 · Student Outreach Committee</b>	1,020	2 calls at \$60 each. Develop a mentoring program for students and young professionals (\$900)
<b>5131.15 · Executive Committee</b>	720	12 monthly calls @ \$60 per call
<b>5131.2 · Permanent Conference Committee</b>	120	12 monthly @ \$60 per call
<b>5131.3 · Membership Expansion</b>	10,000	One face to face meeting of the membership committee (\$4,000) and Recruitment Video and Welcome/On Board Videos (\$6,000).
<b>5131.4 · Finance/Budget</b>	0	
<b>5131.5 · Emerging Issues</b>	360	Assumes 6 conference calls @ \$60 (6 x \$60 = \$360)
<b>5131.6 · CEQA Workshops</b>	360	Assumes 6 conference calls @ \$60 (6 x \$60 = \$360)
<b>5131.7 · Communications/Publications</b>	1,500	Assumes 4 conference calls @ \$60 (12 x \$60 = \$720) and additional funds to help support the communications technology committee.
<b>5131.8 · Awards/Professional Recognition</b>	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.
<b>Total 5131 · Standing committees</b>	66,476	
<b>5132 · Ad hoc committees</b>		
<b>5132.1 · Greenhouse Gas/Climate Change</b>	5,750	Assumes 4 conference calls @ \$60 (4 x \$60 = \$240). 4 Board Meetings and conference attendance (limited to \$500) \$3,000 for energy pathways model.

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	Budget	Description for 2019 Budget
5132.2 · Audit committee		
		\$ 14,400 – Student Intern assistance for supporting documents (\$1,200 per month x 12 months) \$ 16,500 – Support Costs • \$ 3,000 – Website Maintenance, website improvements • \$ 5,500 – Marketing Cost/Reimbursable Cost (local AEP chapter events, APA, CLE, and other events/conferences) • \$ 8,000 – CyberScriber work on paywall at end of 2019
5132.3 · CEQA Portal committee	30,900	
<b>Total 5132 · Ad hoc committees</b>	36,650	
<b>Total 5130 · Committees</b>	103,126	
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		
<b>Total 5141.1 · Basic Expenses</b>	171,498	Includes \$15,000 for AEP Conference Planner
5141.2 · Host Chapter Profit Share	14,966	1/3 of profit to Host Chapter
5141.3 · 2020 State Conf Expenses	0	Place holder for any 2020 Conference expenses incurred in 2019.
<b>Total 5141 · Annual conference</b>	186,464	Profit to State (2/3 which is \$29,932) and \$14,966 to the Monterey Chapter.
5142 · CEQA Workshops		
5142.1 · Advanced CEQA		
5142.5 · Basic Expenses	59,500	700 attendees x \$85 per person (\$55 cap on food & room rental)

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	Budget	Description for 2019 Budget
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
<b>Total 5142.1 - Advanced CEQA</b>	<b>78,400</b>	
<b>5142.2 - Essentials CEQA</b>		
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
<b>Total 5142.2 - Essentials CEQA</b>	<b>61,600</b>	
<b>Total 5142 - CEQA Workshops</b>	<b>140,000</b>	
<b>5142.41 - NEPA Workshop</b>		
5142.90 Merchant Fees	1,500	Based on 2018 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 2018 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.
<b>Total 5142.41 - NEPA Workshops</b>	<b>19,750</b>	
<b>5143- AEP Institute</b>		
5143.01 - Basic Expenses	500	MemberLeaps
5143.02 - Venue/Food and Beverage	14,000	
5143.03 - Speaker Expenses	2,000	
5143.04 - Shipping	-	
5143.05 - Accounting	500	
5143.06 - Merchant Service Charges	1,000	
5143.3 - Meeting Planner Fee	5,000	
5143.4 - Technical Writer	20,000	\$18,000 increase from 2018 for Housing Survey, \$2,000 for 2019 Institute
<b>Total 5143 - AEP Institute</b>	<b>43,000</b>	Food, Venue, Speaker expenses

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	Budget	Description for 2019 Budget
<b>Total 5140 - Conferences and Workshops</b>	389,214	
<b>5150 - Publications</b>		
<b>5151 - CEQA Guidelines</b>	30,000	Assumes 2900 printed, 1750 provided to members (including students), 1100 sold, and 50 others distributed for free or not sold.
<b>5152 - EM/EA</b>	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.
<b>5153 - Webinars</b>	9,000	3 webinars at \$3,000 each for web support.
<b>Total 5150 - Publications</b>	39,000	
<b>5160- NAEP</b>		
<b>5161 - NAEP Affiliation Fee</b>	0	The Affiliation Agreement Chapter fee has been deleted for the 2016 - 2020 cycle.
<b>5162 - NAEP Liaison/Board Meetings</b>	3,450	Attendance by one person at 3 NAEP board meetings for year 2018. (Hotel \$250 and Travel \$900 for each meeting).
<b>5163 - NAEP Officer Dues</b>	350	
<b>5164 - NAEP Conference Attendance</b>	3,850	Attendance by one person (Hotel 5 nights at \$350/night (includes meals), registration \$600, \$1,500 travel).(Includes one Board meeting).
<b>Total 5160 - NAEP</b>	7,650	
<b>5170 - Sponsorships</b>	2,500	AEP Sponsorship Booth \$1,800 at NAEP Conference and \$750 for hotel.
<b>Total 5100 - Program Expenses</b>	725,981	
<b>5200 - General and Administrative</b>		
<b>5210 - Board of Directors</b>		
<b>5211 - Board Meetings</b>	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.
<b>5212 - Annual retreat</b>	10,000	This is a 2 day meeting. The state reviews the goals on 1 <sup>st</sup> day and 2 <sup>nd</sup> day is a BOD meeting. State covers room, tax, parking & continental breakfast/lunch for 2 days for all 19 AEP BOD members.

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<b>5213 · President's expenses</b>	5,500.00	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/Board 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)
<b>5214 · Exec Comm Conference Attendance</b>	6,750	Conference registrations and/or travel expenses for president, past president, three VPs, three DALs, and the NAEP rep. assumes \$750/person
<b>Total 5210 · Board of Directors</b>	46,250	
<b>5220 · Management services</b>		
<b>5221 · Base contract</b>	30,000	Contract amount
<b>5222 · Membership services</b>	45,000	Contract amount
<b>5223 · Meeting attendance</b>	4,500	Based on AMC Meeting Logistics and attendance for 4 State BOD Meetings.
<b>5224 · Record Storage</b>	1,800	\$150/month
<b>5225 EM/EA &amp; Website Support</b>	5,000	
<b>Total 5220 · Management services</b>	86,300	
<b>5230 · Accounting and Legal</b>		
<b>5231 · Bookkeeping</b>	10,800	Includes Chapter share (9 Chapters x \$200 = \$1,800) plus \$2,000 for file transfer.
<b>5232 · Tax Preparation</b>	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
<b>Total 5230 · Accounting and Legal</b>	20,800	
<b>5240 · Taxes</b>	10	State Taxes filing fee
<b>5250 · Elections</b>	25	State Elections 2019
<b>5260 · Fee and commissions</b>		
<b>5261 · Investment Expenses</b>	-	Based on Actuals for 2018
<b>5262 · Merchant credit card fees</b>	10,000	Based on Actuals for 2018
<b>Total 5260 · Fee and commissions</b>	10,035	
<b>5270 · Insurance</b>	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.
<b>5281 · Postage</b>	4,000	Postage for CEQA Books after first run for members only, FedEx, etc.
<b>5283 · Office expenses</b>	2,500	Based on actuals for ink and paper.
<b>Total 5280 · Supplies</b>	6,500	

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	Budget	Description for 2019 Budget
5290 - Phone/fax	780	\$65 per month x 12 months = \$780
<b>Total 5200 - General and Administrative</b>	172,086	
5300 - Other Expenses		
5311 Communications Manager	24,000	Contract Stages 1-4 (\$19,000) plus \$5,000 for immediate communications needs.
5312 Member Appreciation	5,000	Recognition Plaques for 10, 20, 25 years as AEP member.
<b>Total 5300 - Other Expenses</b>	29,000	
<b><u>Total Expense</u></b>	927,067	
<b><u>Net Income</u></b>	<b>(141,776)</b>	
<b>Ending Balance (Reserves)</b>	(117,360)	Estimated total reserves at end of year 2019
<b>Emergency Reserves</b>	463,534	Minimum reserve level: 6 months operating expenses