

Attachment 3

AEP 2020 BUDGET

Adopted 11-16-2019
Amended 1-25-20, 4-14-20

	2020	Description for 2020 Budget
	Budget	
Beginning Balance (Reserves)	-117,360	
<u>Income</u>		
4100 · Dues		
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
Total 4100 · Dues	231,055	
4200 · Conference and Workshops		
4210 · Annual Conference		
4211 · Registration	150,525	Budget Projection based on 367 attendees total registrations (all categories included in estimate). (164 @ \$450 [Member Full] + 23 @ \$550 [Non-Member])
4212 · Sponsorships	66,000	Based on Actuals for 2018 Conference \$65,000; 2019 Conference \$76,000
4210 · Annual Conference - Other	-	
Total 4210 · Annual Conference	216,525	
4220 · Workshops		
4221 · Advanced CEQA	140,000	800 attendees x \$175
4222 · CEQA Essentials	87,500	500 attendees x \$175
4224 · NEPA Workshop	14,875	85 attendees x \$175
Total 4220 · Workshops	242,375	
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	484,900	
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.

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	2020	
	Budget	Description for 2020 Budget
Total 4300 - Publications Income	41,000	
4400 - Advertising Income		
4410 - Website Advertising	16,000	Based on 2019 Actuals plus increase for job ads.
4420 - Other Publications		
Total 4400 - Advertising Income	16,000	
4500 - Sponsorships/Donations		
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	2,000	Based on 2019 performance
4620 - Insurance Commissions	0	Based on 2019 performance
Total 4600 - Other Income	2,000	
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	
4513 - 2019 State Conference	0	Collection of Sponsorships and Registrations for 2021 Conference. Rolls into 2021 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	782,185.00	
<u>Expenses</u>		
5100 - Program Expenses		
5110 - Chapter Support		
5111 - Chapter Subventions	46,211	20% of total dues
5112 - Chapter Summit	17,200	Food for Chapter Summit, Chapters pay for their reps to attend - State gives \$800 per chapter to attend if needed.
5113 - Chapter Program Support	10,000	For chapter events, leadership training that are approved by the EXCOM

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5114 · Student Chapter Support	9,000	Student Chapter maintenance (no Chapter monetary match for Student Chapter maintenance). Also includes \$500 seed money per Chapter to open a new Student Chapter.
5114.1 - Student Scholarships	9,000	\$9,000 for student scholarships with proof of Chapter monetary match. Each chapter can request up to \$1,000.
5115 · Chapter Events	0	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	91,411	
5120 · Member Service		
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	41,500	\$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 MemberLeap membership database (\$7,000)
5123 - MemberLeaps	4,080	\$340 per month
Total 5120 · Member Services	103,080	
5130 · Committees		
5131 · Standing committees		
5131.1 · Legislative Committee	42,396	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	10,000	One in-person meeting of the membership committee and production costs for Chapter-specific, pre-program, and onboarding videos
5131.4 · Finance/Budget	0	
5131.5 · Emerging Issues	0	

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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.
5131.9 · AEP Institute	0	
Total 5131 · Standing committees	66,116	
5132 · Ad hoc committees		
5132.1 · Greenhouse Gas/Climate Change	6,700	Assumes 4 conference calls @ \$60 (4 x \$60 = \$240). 4 Board Meetings and conference attendance (limited to \$500) \$4,000 NAEP Conference Participation.
5132.2 · Audit committee	0	
5132.3 · CEQA Portal committee	21,400	\$ 14,400 – Student Intern assistance for supporting documents (\$1,200 per month x 12 months) \$ 2,000 – Marketing Cost/Reimbursable Cost (local AEP chapter events, APA, CLE, and other events/conferences) \$ 5,000 – Website Maintenance/CyberScriber work on paywall
Total 5132 · Ad hoc committees	28,100	
Total 5130 · Committees	94,216	
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		

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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	172,523	Includes \$15,000 for AEP Conference Planner
5141.2 · Host Chapter Profit Share	14,951	1/3 of profit to Host Chapter (Central)
5141.3 · 2021 State Conference Expenses	0	Place holder for any 2021 Conference expenses incurred in 2020.
Total 5141 · Annual conference	187,474	Profit to State (2/3 which is \$29,918) and \$14,951 to the Chapter.
5142 · CEQA Workshops		
5142.1 · Advanced CEQA		
5142.5 · Basic Expenses	68,000	800 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	23,760	30% split of (\$72,000) profit to the Chapters
Total 5142.1 · Advanced CEQA	91,760	
5142.2 · Essentials CEQA		
5142.7 · Basic Expenses	42,500	500 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	23,975	30% split of (\$72,650) profit to the Chapters
Total 5142.2 · Essentials CEQA	66,475	

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Total 5142 - CEQA Workshops	158,235	
5142.41 - NEPA Workshop		
5142.90 Merchant Fees	550	Based on 2019 Merchant Fees
5142.91 Vendor/Food/Beverages	4,500	Expenses for Venue, Food/Beverage
5142.92 Speaker Expenses	1,500	Based on 2019 expenses
5142.93 Shipping	200	Shipping of workshop materials
5142.94 Accounting	3,500	MCLE, Workbook publication, RT/LB Expenses, Speaker gifts.
5142.95 Chapter Share of Profit	1,526	30% share of (\$4,625) profit for 4 Chapters.
Total 5142.41 - NEPA Workshops	11,776	
5143- AEP Institute		
5143.01 - Basic Expenses	500	MemberLeaps
5143.02 - Venue/Food and Beverage	14,000	Budget based on 100 attendance. \$140 food allowance per person
5143.03 - Speaker Expenses	4,000	Assume travel expenses for four speakers (1 per panel) \$4,000
5143.04 - Shipping	250	Lynne may want to ship materials
5143.05 - Accounting	500	Accountant fee
5143.06 - Merchant Service Charges	750	3% of \$250 reg fee = \$7.50 X 100 = \$750
5143.3 - Meeting Planner Fee	5,000	Flat fee
5143.4 - Technical Writer	4,000	Recommend \$1,000 per panel for tech writer
5143.5 Sponsorships	6,000	6 sponsorships at \$1,000 each
Total 5143 - AEP Institute	34,500	
Total 5140 - Conferences and Workshops	391,985	
5150 - Publications		
5151 - CEQA Guidelines	30,000	Assumes 3200 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.

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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	729,842	
5200 · General and Administrative		
5210 · Board of Directors		
5211 · Board Meetings	23,000	Assumes 4 meetings + 1 web meeting, assuming two meetings at convenient, inexpensive location with no overnight stays. AEP reimburses five Officers (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.
5213 · President's expenses	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/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)
5214 · Exec Committee Conference Attendance	6,000	Conference registrations and/or travel expenses for president, three VPs, three DALs, and the NAEP rep. assumes \$750/person
Total 5210 · Board of Directors	44,500	
5220 · Management Services		
5221 · Base contract	30,000	Contract amount
5222 · Membership services	45,000	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

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	2020	Description for 2020 Budget
	Budget	
5225 EM/EA & Website Support	5,000	
Total 5220 · Management services	86,300	
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	
5240 · Taxes	10	State Taxes filing fee
5250 · Elections	25	State Elections 2020
5260 · Fee and commissions		
5261 · Investment Expenses	0	Based on Actuals for 2019
5262 · Merchant credit card fees	10,000	Based on Actuals for 2019
Total 5260 · Fee and commissions	10,035	
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.
5280 · Supplies		
5281 · Postage	4,600	Postage for CEQA Books after first run for members only, FedEx, labor, etc.
5283 · Office expenses	2,500	Based on actuals for ink and paper.
Total 5280 · Supplies	7,100	
5290 · Phone/fax	780	\$65 per month x 12 months = \$780
Total 5200 · General and Administrative	170,936	
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.
Total 5300 · Other Expenses	29,000	
<u>Total Expense</u>	929,778	
<u>Net Income</u>	(147,593)	
Ending Balance (Reserves)	(264,953)	Estimated total reserves at end of year 2019
Emergency Reserves	464,889	Minimum reserve level: 6 months operating expenses