

ATTACHMENT 3

AEP 2021 Budget

Adopted 1-30-21

	2021 Budget (\$)	Description of 2021 Budget Items
Beginning Balance (Reserves)	-310,029	
Income		
4100 · Dues		
4110 · Full memberships	154,200	Assumes 1028 @ \$150
4120 · Corporate memberships	17,250	Assumes 69 @ \$250
4125 · Agency memberships	44,500	Assumes 178 @ \$250
4130 · Student memberships	0	Assumes 174 @ \$35 (Student dues free for 2021)
4150 · Emeritus (retired)	2,240	Assumes 32 @ \$70
4160 · Young Professionals	9,660	Assumes 138 @ \$70
4170 · Out-of-Work Adjustments	80	Assumes 2 @ \$40
Total 4100 · Dues	227,930	
4200 · Conference and Workshops		
4210 · Annual Conference		
4211 · Registration	130,675	Based on 2017 Conference all categories (same assumptions used for 2018 and 2019 conferences)
4212 · Sponsorships	55,000	2018 Conference \$65,000; 2019 Conference \$76,000
4210 · Annual Conference - Other	1,250	Mobile workshops
Total 4210 · Annual Conference	186,925	
4220 · Workshops		
4221 · CEQA Advanced	87,500	500 attendees at \$175 (Virtual Event)
4222 · CEQA Essentials	52,500	300 attendees x \$175 (Virtual Event)
4223 · CEQA Intermediate	52,500	300 attendees x \$175 (Virtual Event)
4224 · NEPA Workshop	14,875	85 attendees x \$175 (Virtual Event)
Total 4220 · Workshops	207,375	
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	
4311 - Webinars	9,000	Assumes for 3 webinars \$25 for members and \$75 non-members per webinar.
Total 4200 · Conference and Workshops	429,300	
4300 · Publications Income		
4310 · CEQA Book Sales	30,000	Assumes sale of books at \$30@ and Flash drives at \$20@
Total 4300 · Publications Income	30,000	
4400 · Advertising Income		
4410 · Website Advertising	14,000	job ads
4420 · Other Publications	0	
Total 4400 · Advertising Income	14,000	
4500 - Sponsorships/Donations		

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4510 - Awards Application Fee Income	1,250	Fees received for awards applications based on 15 submittals at \$50 each is \$750
Total 4500 - Sponsorships/Donations	\$ 1,250	
4600 - Other Income		
4610 - Investments		
4611 - Interest	3,500	Based on 2020 performance
4620 - Insurance Commissions	0	Based on 2020 performance
Total 4600 - Other Income	\$ 3,500	
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. (This amount is taken out of the subventions that the state owes the Chapters.)
Total 4700 - Chapter Support Income	\$ 6,480	
4513 - 2022 State Conference	0	Collection of Sponsorships and Registrations for 2022 Conference. Rolls into 2022 Budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
Total Income	712,460	
Expense		
5100 - Program Expenses		
5110 - Chapter Support		
5111 - Chapter Subventions	46,804	20% of total dues. It includes 20% of student dues that will be picked up by State and distributed to the Chapters in the amount of \$1,218.
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
5114 - Student Chapter Support	9,000	Student Chapter maintenance (no Chapter monetary match for Student Chapter maintenance is required and/or seed money per Chapter to open a new Student Chapter. Each chapter can request up to \$1,000.
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	\$1,600	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	93,604.00	

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5120 - Member Services		
5121 - Legislative Services		
5121.1 - Lobbyist Services	48,000	Contract with Lobbyist (\$4,000/month)
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
5124 - Podcast	25,000	Professional podcast consultant to co-create, launch, and host AEP Podcast Program of interviews/discussion about all things leadership in the environmental profession; includes at least 24 audio shows with option for video; available to members and non-members. Assumes no corporate sponsors for the first year (2021). Note: \$4,000 per year for Podcast costs \$7,000 per year for an interviewee if not a volunteer.
5125 - DEI	20,000	Placeholder for a consultant to provide training to the Board.
5126 - Mentoring Program	1,000	Placeholder for expenses.
5127 - AEP File Storage	2,000	Expenses related to Google for Non-Profit format.
Total 5120 - Member Services	151,080	
5130 - Committees		
5131 - Standing Committees		
5131.1 - Legislative Committee	15,000	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	120	2 calls @60 per calls
5131.3 - Membership Expansion	10,000	One in-person meeting of the membership committee and production costs for recruitment videos
5131.4 - Finance/Budget	0	
5131.5 - Emerging Issues	0	
5131.6 - CEQA Workshops	360	Funds to support virtual communications
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	38,720	

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5132 · Ad hoc Committees		
5132.1 · Greenhouse Gas/Climate Change	740	Assumes 4 conference calls at \$60 @ (4x\$60=\$240), AEP Conference Attendance limited to \$500, NAEP Conference limited to registration.
5132.2 · Audit Committee	0	
5132.3 · CEQA Portal Committee	19,400	\$ 14,400 – Student Intern assistance for supporting documents (\$1,200 per month x 12 months) \$ 5,000 – Website Maintenance/CyberScriber work on paywall
Total 5132 · Ad hoc Committees	20,140.00	
Total 5130 · Committees	58,860.00	
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	136,768	Includes \$25,000 for AEP Conference Planner
5141.2 · Host Chapter Profit Share	16,719	1/3 of profit to Host Chapter (Los Angeles)
5141.3 · 2020 State Conf Expenses	0	Place holder for any 2022 Conference expenses incurred in 2021.
Total 5141 · Annual conference	153,487	Profit to State (2/3 which is \$33,438) and \$16,768 to the Chapter.
5142 · CEQA Workshops		
5142.1 · Advanced CEQA		

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5142.5 - Basic Expenses	7,500	500 attendees x \$15 per person (Virtual Event)
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	24,000	30% split of (\$80,000) profit to the Chapters
Total 5142.1 - Advanced CEQA	31,500	
5142.2 - Essentials CEQA		
5142.7 - Basic Expenses	4,500	300 attendees x \$15 per person
5142.71 Vendor/Food/Beverages		
5142.72 Speaker Expenses		
5142.73 Shipping		
5142.74 Accounting		
5142.75- Merchant Fees		
5142.6 - Chapters Profit Share	14,000	30% split of (\$48,000) profit to the Chapters
Total 5142.2 - Essentials CEQA	18,500	
5142.3 - Intermediate CEQA		
5142.7 - Basic Expenses	4,500	300 attendees x \$15 per person
5142.71 Vendor/Food/Beverages		
5142.72 Speaker Expenses		
5142.73 Shipping		
5142.74 Accounting		
5142.75- Merchant Fees		
5142.6 - Chapters Profit Share	14,000	30% split of (\$48,000) profit to the Chapters
Total 5142.3 - Intermedeiate CEQA	18,500	
Total 5142 - CEQA Workshops	68,500	
5142.41 - NEPA Workshop		
5142.90 Merchant Fees	550	
5142.91 Vendor/Food/Beverages	4,500	Expenses for Venue, Food/Beverage
5142.92 Speaker Expenses	1,500	
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	0	
5143.02 - Venue/Food and Beverage	500	Allowance for speaker lunches
5143.03 - Speaker Expenses	0	
5143.04 - Shipping	0	
5143.05 - Accounting	500	Accountant fee

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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	0	
5143.5 Sponsorships/Scholarships	6,000	6 sponsorships at \$1,000 each
Total 5143 · AEP Institute	12,750	
Total 5140 · Conferences and Workshops	246,513	
5150 · Publications		
5151 · CEQA Guidelines	30,000	Assumes 3000 printed, 1650 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	
5162 · NAEP Liaison/Board Meetings	0	All NAEP Board Meetings for 2021 will be virtual.
5163 · NAEP Officer Dues	350	
5164 · NAEP Conference Attendance	600	Attendance by one person for registration \$600. Conference will be virtual for 2021.
Total 5160 · NAEP	950	
5170 · Sponsorships	0	
Total 5100 · Program Expenses	590,007	
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, Portal, and Membership 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 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.
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 2021 CAAPA Conference (\$1,000), b.) NAEP Liaison and attend 2021 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 Comm Conf 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	

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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
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 2021
5260 · Fee and commissions		
5261 · Investment Expenses	0	Based on Actuals for 2020
5262 · Merchant credit card fees	20,000	Based on Actuals for 2020
Total 5260 · Fee and commissions	20,000	
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	
Total 5280 · Supplies	7,100	
5290 · Phone/fax	780	\$65 per month x 12 months = \$780
Total 5200 · General and Administrative	180,936	
5300 · Other Expenses		
5311 Communications Manager	24,350	\$350 for 1 year subscription for Hootsuite & Communication Manager Contract.
5312 Member Appreciation	5,000	Recognition Plaques for 10, 20, 25 years as AEP member.
Total 5300 · Other Expenses	29,350	
Total Expense	800,293	
Net Income	(87,833)	
Ending Balance (Reserves)	(397,862)	Estimated total reserves at end of year 2021
Emergency Reserves	400,147	Minimum reserve level: 6 months operating expenses