

ATTACHMENT 3

AEP 2022 Budget

Adopted 1-29-22

	2022 Budget (\$)	Description of 2022 Budget Items
Beginning Balance (Reserves)	-397,862	
Income		
4100 · Dues		
4110 · Full Memberships	162,900	Assumes 1086 @ \$150
4120 · Corporate Memberships	17,250	Assumes 69 @ \$250
4125 · Agency Memberships	51,750	Assumes 207 at \$250
4130 · Student Memberships	0	Assumes 549 @ \$35 (Student dues free)
4150 · Emeritus (retired)	3,500	Assumes 50 @ \$70
4160 · Young Professionals	9,800	Assumes 140 @ \$70, also assumes 20% conversion of student members graduating in 2022
4170 · Out-of-Work Adjustments	160	Assumes 4 @ \$40
Total 4100 · Dues	245,360	
4200 · Conference and Workshops		
4210 · Annual Conference		
4211 · Registration	130,675	Based on 2017 State 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	0	Included in \$130,675
Total 4210 · Annual Conference	185,675	
4220 · Workshops		
4221 · CEQA Advanced	129,500	600 total over 9 chapters at \$185 member rate for in person (\$111,000) and 100 virtual at \$185 member rate (\$18,500)
4222 · CEQA Essentials	83,250	300 total over 9 chapter at \$185 member rate for in person (\$55,500) and 150 at \$185 member rate for virtual event (\$27,750)
4223 - CEQA Intermediate	83,250	300 total over 9 chapter at \$185 member rate for in person (\$55,500) and 150 at \$185 member rate for virtual event (\$27,750)
4224 · NEPA Workshop	18,500	50 attendees x \$185 member rate for in person (\$9,250) and 50 attendees x \$185 member rate for virtual event (\$9,250)
Total 4220 · Workshops	314,500	
4240 - AEP Institute		
4240.01 · Sponsorship	7,000	7 sponsorships X \$1,000 each
4240 · AEP Institute - Other	20,000	100 attendees x \$200 average
Total 4240 AEP Institute	27,000	
4311 - Webinars	9,000	Assumes for 3 webinars \$25 for members and \$125 non-members per webinar.
Total 4200 · Conference and Workshops	536,175	

	2022 Budget (\$)	Description of 2022 Budget Items
4300 · Publications Income		
4310 · CEQA Book Sales	30,000	
Total 4300 · Publications Income	30,000	
4400 · Advertising Income		
4410 · Website Advertising	15,000	Job ads
4420 · Other Publications		
Total 4400 · Advertising Income	15,000	
4500 - Sponsorships/Donations		
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	4,500	Based on 2021 performance
4620 · Insurance Commissions	0	Based on 2021 performance
Total 4600 - Other Income	4,500	
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 2023 Conference. Rolls into 2023 Budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
Total Income	838,765	
Expenses		
5100 · Program Expenses		
5110 · Chapter Support		
5111 · Chapter Subventions	52,915	20% of total dues for all levels other than students. Includes \$7 subvention per student member that will be picked up by the State in the amount of \$3,843
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.

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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	99,715	
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 - MemberLeap	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 (2022).
5125 - DEI	20,000	Placeholder for a consultant to provide training to the Board.
5126 - Mentoring Program	1,500	Placeholder for expenses.
5127 - AEP File Storage	2,000	Expenses related to Google for Non-Profit format.
Total 5120 · Member Services	151,580	
5130 · Committees		
5131 · Standing Committees		
5131.1 · Legislative	15,000	Legislative Committee expenses at the Day at the Capital and other Committee expenses.
5131.14 - Student Outreach	900	Develop a mentoring program for students and young professionals (\$900). Calls fall under our Zoom Account which is \$14.99/month.
5131.15 - Executive	0	Calls fall under our Zoom Account which is \$14.99/month
5131.2 · Permanent Conference	0	Calls fall under our Zoom Account which is \$14.99/month

	2022 Budget (\$)	Description of 2022 Budget Items
5131.3 · Membership Expansion	11,000	One in-person meeting of the membership committee (\$6k) and production costs for Board and Student Recruitment videos and small edits to finish chapter videos (\$5k)
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	Funds to help support the communications technology committee. Calls fall under our Zoom account which is \$14.99/month.
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	Calls fall under our Zoom account which is \$14.99/month.
Total 5131 · Standing Committees	38,760	
5132 · Ad hoc Committees		
5132.1 · Greenhouse Gas/Climate Change	750	Calls fall under our Zoom Account which is \$14.99/month. 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 payroll
Total 5132 · Ad hoc Committees	20,150	
Total 5130 · Committees	58,910	
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		

	2022 Budget (\$)	Description of 2022 Budget Items
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	36,768	Includes \$25,000 for AEP Conference Planner
5141.2 · Host Chapter Profit Share	16,719	1/3 of profit to Host Chapter (Central Valley)
5141.3 · 2022 State Conference Expenses	0	Place holder for any 2023 Conference expenses incurred in 2022.
Total 5141 · Annual Conference	153,487	Profit to State (2/3 which is \$33,438) and \$16,768 to the Host Chapter.
5142 · CEQA Workshops		
5142.1 · Advanced CEQA		
5142.5 · Basic Expenses	58,500	600 total over 9 chapters at \$95 in person (\$57,000) with cap of \$65 per person for room and food and 100 virtual at \$15 per person for virtual event (\$1,500).
5142.51 Vendor/Food/Beverages		
5142.52 Speaker Expenses		
5142.53 Shipping		
5142.54 Accounting		
5142.55· Merchant Fees		Accounted for in basic expenses at 6.5%
5142.6 - Chapters Profit Shares	21,300	30% split of (\$71,000) profit to the Chapters
Total 5142.1 · Advanced CEQA	79,800	
5142.2 · Essentials CEQA		
5142.7 · Basic Expenses	30,750	300 total over 9 chapters at \$95 in person (\$28,500) with cap of \$65 per person for room and food and 150 virtual at \$15 per person for virtual event (\$2,250).
5142.71 Vendor/Food/Beverages		
5142.72 Speaker Expenses		
5142.73 Shipping		
5142.74 Accounting		
5142.75· Merchant Fees		Accounted for in basic expenses at 6.5%
5142.6 · Chapters Profit Share	15,500	30% split of (\$52,500) profit to the Chapters
Total 5142.2 · Essentials CEQA	46,250	
5142.3 · Intermediate CEQA		
5142.7 · Basic Expenses	30,750	300 total over 9 chapters at \$95 in person (\$28,500) with cap of \$65 per person for room and food and 150 virtual at \$15 per person for virtual event (\$2,250).
5142.71 Vendor/Food/Beverages		
5142.72 Speaker Expenses		
5142.73 Shipping		
5142.74 Accounting		
5142.75· Merchant Fees		Accounted for in basic expenses at 6.5%

	2022 Budget (\$)	Description of 2022 Budget Items
5142.6 · Chapters Profit Share	15,750	30% split of (\$52,500) profit to the Chapters
Total 5142.3 · Intermediate CEQA	46,500	
Total 5142 · CEQA Workshops	172,550	
5142.41 · NEPA Workshop		
5142.90 Merchant Fees	1,202	at 6.5%
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	1,988	30% share of (\$6,625) profit for 4 Chapters.
Total 5142.41 · NEPA Workshops	12,890	
5143· AEP Institute		
5143.01 · E Touches	500	\$5.00 per registration
5143.02 · Venue/Food and Beverage	6,000	Allowance for speaker lunches
5143.03 · Speaker Expenses	6,000	
5143.04 · Shipping	0	
5143.05 · Accounting	500	Accountant fee
5143.06 · Merchant Service Charges	1,300	6.5% of \$200 reg fee = \$13.00 X 100 registrations = \$1,300
5143.07 · After Event Reception	2,000	(\$20 X 100 persons)
5143.3 · Meeting Planner Fee	5,000	Flat fee
5143.4 · Technical Writer	0	
5143.5 Sponsorships/Scholarships	0	6 sponsorships at \$1,000 each
Total 5143 · AEP Institute	21,300	
Total 5140 - Conferences and Workshops	360,227	
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 will be virtual.
5163 · NAEP Officer Dues	350	
5164 · NAEP Conference Attendance	2,100	Attendance by one person for registration \$600, \$1,000 for travel and \$500 for hotel.
Total 5160 · NAEP	2,450	
5170 · Sponsorships	0	
Total 5100 · Program Expenses	711,882	

	2022 Budget (\$)	Description of 2022 Budget Items
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 2022 CAAPA Conference (\$1,000), b.) NAEP Liaison and attend 2022 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)
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
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 2022
5260 · Fee and Commissions		
5261 · Investment Expenses	0	Based on Actuals for 2021
5262 · Merchant Credit Card Fees	25,000	Based on Actuals for 2021
Total 5260 · Fee and Commissions	25,000	

	2022 Budget (\$)	Description of 2022 Budget Items
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	185,936	
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	927,168	
Net Income	(88,403)	
Ending Balance (Reserves)	(486,265)	Estimated total reserves at end of year 2022
Emergency Reserves	463,584	Minimum reserve level: 6 months operating expenses