

Attachment 3

AEP 2023 Budget

Adopted 11/12/2022, Amended 1/21/23

	2023 Budget	Description of 2023 Budget Items
Beginning Balance (Reserves)	(499,265)	
Income		
4100 · Dues		
4110 · Full memberships	168,875	Assumes 965 @ \$175
4120 · Corporate memberships	19,800	Assumes 72 @ \$275
4125 · Agency memberships	22,000	Assumes 80 at \$275
4130 · Student memberships	0	Assumes 700 (Student dues free)
4150 · Emeritus (retired)	2,550	Assumes 30 @ \$85
4160 · Young Professionals	11,135	Assumes 131 @ \$85, also assumes 20% conversion of student members graduation in 2022
4170 · Out-of-Work Adjustments	0	Assumes 0 @ \$40
Total 4100 · Dues	\$244,360	
4200 · Conference and Workshops		
4210 · Annual Conference		
4211 · Registration	130,675	
4212 · Sponsorships	55,000	
4210 · Annual Conference - Other	-	
Total 4210 · Annual Conference	\$185,675	
4220 · Workshops		
4221 · CEQA Advanced	136,500	600 total over 9 chapters at \$195 member rate for in person (\$111,000) and 100 virtual at \$195 member rate (\$19,500)
4222 · CEQA Essentials	117,000	500 total over 9 chapters at \$195 member rate for in person (\$97,500) and 100 at \$185 member rate for virtual event (\$19,500)
4224 · NEPA Workshop	17,500	140 attendees x \$125 member rate for virtual event (\$17,500)
Total 4220 · Workshops	\$271,000	
4240 - AEP Institute		

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4240.01 · Sponsorship	5,000	5 sponsorships X \$1,000 each
4240 · AEP Institute - Other	19,500	100 attendees x \$195 average a virtual event
Total 4240 AEP Institute	\$24,500	
4311 - Webinars	9,000	Assumes for 3 webinars \$25 for members and \$125 non-members per webinar.
Total 4200 · Conference and Workshops	\$490,175	
4300 · Publications Income		
4310 · CEQA Book Sales	32,000	Based on 2022 actuals.
Total 4300 · Publications Income	\$32,000	
4400 · Advertising Income		
4410 · Website Advertising	20,000	Job ads based on 2022 actuals.
4420 · Other Publications	0	
Total 4400 · Advertising Income	\$20,000	
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	4,000	Based on 2022 performance
4620 · Insurance Commissions	0	Based on 2022 performance
Total 4600 - Other Income	\$4,000	
4700 - Chapter Support Income		
	\$8,308	Assumes \$200 per Chapter per year for bookkeeping services (9 x \$200 = \$1,800) and \$200 per year per Chapter for Tax preparation services (9 x \$200 = \$1,800) and \$523.10 per year per Chapter for Insurance (9 x \$523.10 = \$4,707.90) 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	\$8,308	

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4513 - 2024 State Conference	-	Collection of Sponsorships and Registrations for 2024 Conference. Rolls into 2024 Budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
Total Income	\$779,593	
Expenses		
5100 · Program Expenses		
5110 · Chapter Support		
5111 · Chapter Subventions	55,080	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 \$4,900 based on 700 students.
5112 · Chapter Summit	13,000	Food for Chapter Summit, Chapters pay for their reps to attend - State gives \$800 per Chapter to attend if needed.
5113 · Chapter Program Support	0	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	\$90,680	
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.

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Total 5121 · Legislative Services	\$57,500	
5122 · Website	16,467	\$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 (\$2,500).
5123 - MemberLeap	4,080	\$340 per month
5124 · Podcast	24,000	Professional podcast consultant to co-create, launch, and host AEP Podcast Program of interviews/discussion about 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.
5125 - DEI	125,000	Placeholder, consultant to train the Board at its Jan 2023 meeting paid for in the 2022 budget.
5126 - Mentoring Program	3,000	* \$1,300 to host a one-hour event prior to reception at the 2023 conference where participants in the mentorship conference (as well as anyone interested and committed to being in a mentor/mentee relationship). The cost is anticipated to cover drinks and snacks. It was estimated that approximately 50 people would attend. * \$200 to create and pass out ribbons at the conference and CEQA workshops for attendees to indicate if they are in the mentorship program or interested in being a mentor or mentee. *\$1,500 to provide lost-cost incentives (AEP Swag or gift cards) for participants in the mentorship program. We had estimated 150 people at \$10/person.
Total 5120 · Member Services	\$230,047	
5130 · Committees		
5131 · Standing Committees		
5131.1 · Legislative Committee	3,500	Legislative Committee expenses at the Day at the Capital and other Committee expenses.
5131.14 - Student Outreach Committee	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 Committee	0	Calls fall under our Zoom Account which is \$14.99/month
5131.2 · Permanent Conference Committee	0	Calls fall under our Zoom Account which is \$14.99/month

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5131.3 · Membership Expansion	0	Calls fall under our Zoom Account which is \$14.99/month.
5131.4 · Finance/Budget	0	
5131.5 · Emerging Issues	0	
5131.6 · CEQA Workshops	0	Calls fall under our Zoom Account which is \$14.99/month.
5131.7 · Communications/Publications	0	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 (two awards per winner all other awards to be charged to recipient), 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	\$13,500	
5132 · Ad Hoc Committees		
5132.1 · Greenhouse Gas/Climate Change	3,000	AEP Conference Attendance limited to \$700. NAEP Conference limited to registration and travel and other expenses.
5132.2 · Audit Committee	0	
5132.3 · CEQA Portal Committee	\$5,000	\$5,000 – Website Maintenance/CyberScriber work on paywall
Total 5132 · Ad Hoc Committees	\$8,000	
Total 5130 · Committees	\$21,500	
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		

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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	20,000	1/3 of profit to Host Chapter (Sacramento)
5141.3 · 2024 State Conference Expenses	-	Place holder for any 2024 Conference expenses incurred in 2023.
Total 5141 · Annual Conference	\$156,768	
5142 · CEQA Workshops		
5142.1 · Advanced CEQA		
5142.5 · Basic Expenses	58,500	UPDATE: 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	100	

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	2023 Budget	Description of 2023 Budget Items
5142.53 Shipping		
5142.54 Accounting		
5142.55 Merchant Fees		Accounted for in basic expenses at 6.5%
5142.6 - Chapters Profit Shares	21,600	30% split of (\$71,000) profit to the Chapters
Total 5142.1 · Advanced CEQA	\$80,200	
5142.2 · Essentials CEQA		
5142.7 · Basic Expenses	49,750	UPDATE: 500 total over 9 chapters at \$95 in person (\$47,500) 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	18,375	30% split of (\$61,250) profit to the Chapters
Total 5142.2 · Essentials CEQA	\$68,125	
Total 5142 · CEQA Workshops	\$148,325	
5142.41 · NEPA Workshop		
5142.90 Merchant Fees	2,000	at 6.5%
5142.91 Vendor/Food/Beverages	0	Virtual event
5142.92 Speaker Expenses	0	Virtual event
5142.93 Shipping	200	Shipping of workshop materials
5142.94 Accounting	3,500	MCLE, Workbook publication, Management fees.
5142.95 Chapter Share of Profit	0	Virtual event
Total 5142.41 · NEPA Workshops	\$5,700	
5143 · AEP Institute		
5143.01 · E Touches	500	\$5.00 per registration (event will be virtual)
5143.02 · Venue/Food and Beverage	0	

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	2023 Budget	Description of 2023 Budget Items
5143.03 · Speaker Expenses	0	
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	0	
5143.3 · Meeting Planner Fee	5,000	Flat fee
5143.4 · Technical Writer	0	
5143.5 Sponsorships/Scholarships	0	
Total 5143 · AEP Institute	\$7,300	
Total 5140 - Conferences and Workshops	\$318,093	
5150 · Publications		
5151 · CEQA Guidelines	16,000	Assumes 2,600 printed, 1,650 provided to members, 1100 sold, and 50 others distributed for free or not sold. Students do not receive a book they will be provided the website link.
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	3,260	3 webinars at \$1,000 each for web support.
Total 5150 · Publications	\$19,260	
5160- NAEP		
5161 · NAEP Affiliation Fee	0	
5162 · NAEP Liaison/Board Meetings	1,200	Attendance by one person at one NAEP in-person board meeting for year 2023 (NAEP decided for 2022 that the other two board meetings will be held virtually and the third is held at the NAEP Conference). Hotel and Other Travel Expenses total \$1,000 allocated.
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	\$3,450	

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	2023 Budget	Description of 2023 Budget Items
5170 · Sponsorships	0	
Total 5100 · Program Expenses	\$683,030	
5200 · General and Administrative		
5210 · Board of Directors		
5211 · Board Meetings	23,000	Assumes 4 meetings + 1 web meeting, assuming two meetings at convenient, AEP reimburses five Officers (President, three Vice Presidents, and the NAEP/AEP Liaison) and 3 Directors, and Membership Committee Chair for travel and lodging to quarterly Board meeting connected to the State Conference. 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	0	
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	\$34,500	
5220 · Management Services		
5221 · Base Contract	35,000	Contract amount
5222 · Membership Services	35,000	Contract amount
5223 · Meeting Attendance	6,000	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	

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	2023 Budget	Description of 2023 Budget Items
Total 5220 · Management Services	\$82,800	
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	0	State Elections for 2023 done under MemberLeap
5260 · Fee and Commissions		
5261 · Investment Expenses	0	Based on Actuals for 2022
5262 · Merchant Credit Card Fees	25,000	Based on Actuals for 2022
Total 5260 · Fee and Commissions	\$25,000	
5270 · Insurance	530	Based on Insurance payment for policy and liability insurance and for State and Chapters and another for insurance for the Board for a total of \$5,300. [Each Chapter is responsible for \$530 per year to be deducted from Subventions 9 x \$530 = \$4,700]. States payment is \$530 out of the \$5,300.
5280 · Supplies		
5281 · Postage	7,500	Postage for CEQA Books after first run for members only, Fedex, labor, etc.
5283 · Office expenses	2,500	
Total 5280 · Supplies	\$10,000	
5290 · Wireless Phone	1,200	\$100 per month x 12 months = \$1,200
Total 5200 · General and Administrative	\$174,840	
5300 · Other Expenses		
5311 Communications Manager	0	
5312 Member Appreciation	0	Recognition Plaques for 10, 20, 25 years as AEP member. Resume program for 50th Anniversary.
Total 5300 · Other Expenses	\$0	
Total Expense	\$857,870	
Net Income	\$(78,277)	

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	2023 Budget	Description of 2023 Budget Items
Ending Balance (Reserves)	\$(577,542)	Estimated total reserves at end of year 2023
Emergency Reserves	\$428,935	Minimum reserve level: 6 months operating expenses