

AEP 2024 Budget

Adopted 1/27/2024

					2024 Budget (\$)	Description of 2024 Budget Items
Beginning Balance (Reserves)						
Income						
4100 - Dues						
4110 - Full Memberships					177,275	Assumes 1,013 @ \$175 (a 5% increase in membership)
4120 - Corporate Memberships					19,800	Assumes 72 @ \$275
4125 - Agency Memberships					33,000	Assumes 120 at \$275 (a 5% increase in membership)
4130 - Student Memberships					0	Assumes 1,048 (Student dues free)
4150 - Emeritus (retired)					1,275	Assumes 15 active in AEP initiatives, 15 are paying members at \$85
4160 - Young Professionals					12,155	Assumes 143 @ \$85, also assumes 15% conversion of 950 student members at graduation in 2023/24
4170 - Out-of-Work Adjustments					0	Assumes 0 @ \$40
Total 4100 - Dues					243,505	Total Members 2,426 (includes 1,048 students)
4200 - Conference and Workshops						
4210 - Annual Conference						
4211 - Registration					155,305	
4212 - Sponsorships					60,000	
4210 - Annual Conference - Other					0.00	
Total 4210 - Annual Conference					215,305	
4220 - Workshops						
4221 - CEQA Advanced					97,500	500 total over 9 chapters at \$195 member rate for in person
4222 - CEQA Essentials					78,000	400 total over 9 chapters at \$195 member rate for in person Registration fee ranges from \$35 for Students to \$250 for individual non-members, for an average fee of \$142 per paying participant. Budget assumes 125 x \$142 average fee per participant for virtual event (\$17,750). Hold a second virtual NEPA workshop in Jan 2024 assumes 50 x \$125 (\$6,250).
4224 - NEPA Workshop					24,000	
Total 4220 - Workshops					199,500	
4240 - AEP Institute						
4240.01 - Sponsorship					1,000	one sponsorship at \$1,000
4240 - AEP Institute - Other					19,500	100 attendees x \$195 average a virtual event. Hold a second event virtually assume 35 attendees at \$150
Total 4240 AEP Institute					20,500	
4311 - Webinars					25,000	Assumes for 3 webinars \$25 for members and \$150 non-members per webinar.
Total 4200 - Conference and Workshops					460,305	
4300 - Publications Income						
4310 - CEQA Book Sales					32,000	Based on 2023 actuals

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Total 4300 - Publications Income	32,000	
4400 - Advertising Income		
4410 - Website Advertising	20,000	Job ads
Total 4400 - Advertising Income	20,000	
4500 - Sponsorships/Donations		
4510 - Awards Application Fee Income	1,000	Fees received for awards applications based on 20 submittals at \$50 each
Total 4500 - Sponsorships/Donations	1,000	
4600 - Other Income		
4610 - Investments		
4611 - Interest	11,000	Based on 2023 performance
Total 4600 - Other Income	11,000	
4700 - Chapter Support Income	10,468	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 \$763.10 per year per Chapter for Insurance (9 x \$763.10 = \$6,867.90) 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	10,468	
4513 - 2025 State Conference	0	Collection of Sponsorships and Registrations for 2025 Conference. Rolls into 2025 Budget – Offset with expense line item. This to be zeroed and noted as being for tracking purposes only.
Total Income	778,278	
Expenses		
5100 - Program Expenses		
5110 - Chapter Support		
5111 - Chapter Subventions	56,037	20% of total dues for all levels other than students. Chapters do not receive subventions for emeritus members since they will be paying an estimate of \$0.00. and does not include the \$7 subvention per student member that is picked up by the State in the amount of \$7,336 based on 1,048 students
5112 - Chapter Summit	17,000	Food for Chapter Summit, Chapters pay for their reps to attend - State makes available \$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	4,000	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. Chapters with three or more student Chapters can request up to \$1,500.
5114.1 - Student Scholarships	4,000	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	81,037	
5120 - Member Services		
5121 - Legislative Services		
5121.1 - Lobbyist Services	48,000	Contract with Lobbyist (\$4,000/month)

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5121.2 · Lobbyist Expenses	1,000	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	52,500	
5122 · Website	25,500	\$1,200 per month (\$14,400) for webmaster fees and \$9,600 for miscellaneous.
5123 - MemberLeap	4,080	\$340 per month is paid by State
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.
5125 - DEI	115,000	Board voted to set aside \$150,000 in 2022. In 2022 \$45,000 and in 2023 \$21,385.59 (total \$66,385.59) of the \$150,000 was spent. 2024 budget includes \$70,000 for La Mika's contract, and \$45,000 to retain a full time AEP support equivalent who will help to integrate DEI into AEP Administration and Operations.
5126 - Mentoring Program	500	
Total 5120 · Member Services	222,580	
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	0	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
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	
5131.7 · Communications/Publications	0	
5131.8 · Awards/Prof. 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 · GHG/Climate Change	3,000	NAEP Conference limited to registration and travel and other expenses.
5132.2 · Audit Committee	0	
5132.3 · CEQA Portal Committee	7,000	Website Maintenance/CyberScriber work on paywall and \$2,000 for an intern.
Total 5132 · Ad Hoc Committees	10,000	

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Total 5130 - Committees	23,500	
5140 - Conferences and Workshops		
5141 - Annual Conference		
5141.1 - Basic Expenses		
5141.01 - Shipment of Supplies	2,475	Other misc. Pre-conf expenses (\$575)
5141.02 - Audio/Visual	21,000	
5141.03 - Attendee Packets	1,350	
5141.04 - Online Registration	0.00	
5141.05 - Food and Beverage	87,650	includes 8.75% (sales) \$9,459.19 + (21% service) \$22,702.05
5141.06 - Continuing Education Fees	0.00	
5141.07 - Publications	500	
5141.08 - Conference Planner Fees	25,000	
5141.09 - Speaker Concessions	0.00	
5141.10 - Conference Committee	1,500	
5141.11 - Mobile Workshops	1,560	Transportation (2 - 22 pass vans @ \$750 each) Mobile Workshops \$60 for snacks
5141.12 - Conference Planner Expenses	1,500	
5141.13 - Website	500	
5141.14 - Conference Marketing	500	
5141.15 - ADA Requirement Expense	0.00	
5141.17 - Merchant Service Fees	5,800	
5141.18 - Accounting	500	
5142.13 - Conf Décor/Related Costs	4,850	Mobile AP (\$2,000) Other (\$2,850)
5141.1 - Basic Expenses - Other	0	
Total 5141.1 - Basic Expenses	154,685	
5141.2 - Host Chapter Profit Share	20,157	1/3 of profit to Host Chapter (Orange Co.)
5141.3 - 2025 State Conf Expenses	0	Place holder for any 2025 Conference expenses incurred in 2024.
Total 5141 - Annual Conference	174,842	
5142 - CEQA Workshops		
5142.1 - Advanced CEQA		
5142.5 - Basic Expenses	47,500	500 total over 9 chapters at \$95 in person
5142.51 Vendor/Food/Beverages	0	
5142.52 Speaker Expenses	100	
5142.53 Shipping	500	
5142.54 Accounting	500	
5142.55- Merchant Fees	0	Accounted for in basic expenses at 6.5%
5142.6 - Chapters Profit Shares	13,000	30% split of (\$39,000) profit to the Chapters
Total 5142.1 - Advanced CEQA	61,600	

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5142.2 - Essentials CEQA		
5142.7 - Basic Expenses	38,000	400 total over 9 chapters at \$95 in person (\$38,000)
5142.71 Vendor/Food/Beverages		
5142.72 Speaker Expenses	100	
5142.73 Shipping	500	
5142.74 Accounting	500	
5142.75- Merchant Fees		Accounted for in basic expenses at 6.5%
5142.6 - Chapters Profit Share	6,900	30% split of (\$20,700) profit to the Chapters
Total 5142.2 - Essentials CEQA	46,000	
Total 5142 - CEQA Workshops	107,600	
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 Basic Expenses	0	Virtual Event
Total 5142.41 - NEPA Workshops	5,700	
5143- AEP Institute		
5143.01 - Basic Expenses	500	\$5.00 per registration (The event will be virtual)
5143.02 - Venue/Food and Beverage	0	
5143.03 - Speaker Expenses	0	
5143.04 - Shipping	0	
5143.05 - Accounting	500	Accountant fee
5143.06 - Merchant Service Charges	1,000	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	7,000	
Total 5140 - Conferences and Workshops	295,142	
5150 - Publications		
5151 - CEQA Guidelines	40,000	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	43,260	

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5160- NAEP		
5161 · NAEP Affiliation Fee		
5162 · NAEP Liaison/Board Meetings	1,000	Attendance by NAEP Liaison at in-person board meeting/Chapter Summit for year 2024 (in addition to the Board Meeting attended in Minneapolis in Conjunction with the NAEP 2024 Annual Conference). Airfare and hotel for the October 2024 Board Meeting/Chapter summit (\$1,000 allocated).
5163 · NAEP Officer Dues	350	
5164 · NAEP Conference Attendance	2,600	Attendance by NAEP Liaison at in-person conference (registration \$600; \$1,000 travel; \$1,000 hotel)
Total 5160 · NAEP	3,950	
5170 · Sponsorships	0	
Total 5100 · Program Expenses	669,469	
5200 · General and Administrative		
5210 · Board of Directors		
5211 · Board Meetings	23,000	Assumes 4 meetings (assumes 2 of those meetings are by Zoom), AEP reimburses five Officers (President, three Vice Presidents, and the NAEP/AEP Liaison) and 3 Directors, and GHG 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	
R 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	37,500	Contract amount
5222 · Membership Services	37,500	Contract amount
5223 · Meeting Attendance	9,000	Based on AMC Meeting Logistics and attendance for 4 State BOD Meetings, Summit and Webinars.
5224 · Record Storage	1,800	\$150/month
5225 EM/EA & Website Support	5,000	
Total 5220 · Management Services	90,800	
5230 · Accounting and Legal		
5231 · Bookkeeping	17,800	Includes Chapter share (9 Chapters x \$200 = \$1,800) plus \$2,000 for file transfer. \$7,000 to update the Chapter Financial Handbook in 2024.
5232 · Tax Preparation	10,000	Includes Chapter share (9 Chapters x \$200 = \$1,800)
Total 5230 · Accounting and Legal	27,800	

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5240 · Taxes	10	State Taxes filing fees
5250 · Elections	0	State Elections 2024 through MemberLeap
5260 · Fee and Commissions	0	
5261 · Investment Expenses	0	Based on Actuals for 2023
5262 · Merchant Credit Card Fees	35,000	Based on Actuals for 2023
Total 5260 · Fee and Commissions	35,000	
5,300 5270 · Insurance	764	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 \$7,631. [Each Chapter is responsible for \$763.10 per year to be deducted from Subventions 9 x \$763.10 = \$6,867.90]. State's payment is \$763.10 out of the \$7,631.
5280 · Supplies		
5281 · Postage	5,000	Postage for CEQA Books after first run for members only, FedEx, labor, etc.
5283 · Office Expenses	2,500	
Total 5280 · Supplies	7,500	
5290 · Wireless Phone	72	\$6.00 per month
Total 5200 · General and Administrative	196,446	
5300 · Other Expenses		
5312 Member Appreciation	10,000	Recognition Plaques for 25+ years as AEP member. Program for 50th Anniversary includes the cake.
Total 5300 · Other Expenses	10,000	
Total Expense	875,915	
Net Income	(97,637)	
Ending Balance (Reserves)	(675,179)	Estimated total reserves at end of year 2024
Emergency Reserves	437,958	Minimum reserve level: 6 months operating expenses