

Association of Old Crows 2018 Draft Budget

as of October 15 2017

	2016 Actual	2017 Budget	2018 Budget	Notes
Income				
4200 · Membership				
4211 · New Individual Member	63,684	45,000	55,000	
4212 · Renew Individual Member	174,512	135,000	150,000	
4213 · New Industry Member	17,658	10,000	10,000	
4214 · Renew Industry Member	191,640	140,000	140,000	
4217 · Membership - 3yr & Life Accrual	-	48,000	48,000	2016 figure got rolled into individual member lines
Total 4200 · Membership	447,493	378,000	403,000	
4400 · Convention				
4411 · Convention Registration	232,981	175,000	195,000	
4412 · Convention Sponsorship	186,845	150,000	195,000	
4413 · Convention Show Daily	14,575	15,000	15,000	
4414 · Convention Exhibits	848,005	800,000	850,000	
Total 4400 · Convention Income	1,282,406	1,140,000	1,255,000	
4500 · Conferences				
4511 · Conferences Registration	397,660	265,000	335,000	
4512 · Conference Sponsorship	225,600	110,000	300,000	
4711C · International Conferences	177,336	193,000	180,000	
Total 4500 · Conferences	800,597	568,000	815,000	
NEW · STEM				
STEM Sponsorship	7,325	5,000	-	all money will be moved over to Foundation account
Total NEW · STEM Income	7,325	5,000	-	
4600 · Education				
4611 · PDC Registration	133,920	125,000	100,000	2 PDC courses and 3 convention courses
4612 · Webinar Sponsorship	84,000	90,000	65,000	
Total 4600 · Education	217,920	215,000	165,000	
4750 · JED Royalties				
7312 · JED Royalties (Naylor)	149,769	145,000	145,000	
7345 · JED Web Ads/Buyers Guide	21,730	12,000	15,000	
Total 4750 · JED Royalties	171,499	157,000	160,000	
4760 · JED Subscription				
4218 · e-Crow Royalty	8,608	5,500	5,500	
7311 · JED Subscriptions	42,685	45,000	45,000	
7313 · Royalties - Misc.	398	400	400	
Total 4760 · JED Subscription	51,691	50,900	50,900	
4850 · Sales				
7320 · Jewelry & Mementos	4,244	1,500	1,500	
7325 · History Books	869	500	500	
7330 · Misc. Pubs	1,450	1,000	1,000	
Total 4850 · Sales	6,563	3,000	3,000	
NEW · Advocacy				
NEW · Advocacy - Industry Partnership Projects		-	20,000	
NEW · Advocacy Sponsorship		-	25,000	
Total NEW · Advocacy	-	-	45,000	
4900 · Rental Income				
7315 · Parking Rental Revenue	2,800	-	-	

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7400 · Rental Revenue	110,418	120,000	-	2017 money from Reserve Fund
Total 4900 · Rental Income	113,218	120,000	-	

7600 · Other revenue	4,223	500	500	
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Total Income	3,102,934	2,637,400	2,897,400
	3,102,934	2,637,400	2,897,400

Expense

5000 · Convention

5011 · COGS - Temps & Volunteers	5,000	10,000	10,000	
5020 · COGS - Contract Labor	73,160	60,500	60,500	
5026 · COGS - Staff Development	1,768	2,000	4,000	PCMA 2 people + additional training
5030 · COGS - Supplies	1,204	6,000	6,000	
5040 · Travel - Convention	3,266	3,000	3,000	
5044 · COGS - Gratuities/Licenses	1,355	1,500	1,500	
5051 · COGS - Giveaways	12,184	10,000	12,000	
5052 · COGS - Photography	4,500	5,000	5,000	
5053 · COGS - Video Production		8,000	8,000	
5054 · COGS - Entertainment	17,102	20,000	20,000	
5059 · COGS - Freight Shipping Courier		5,000	5,000	
5062 · COGS - Design - Onsite Program	4,177	5,000	5,000	
5064A · Convention Marketing	27,927	15,000	15,000	
5715 · General Contractor	22,648	15,000	20,000	
5722 · Conv Show Daily	7,109	7,000	7,000	
5730 · Food & Beverage	362,975	286,250	294,000	24% of convention revenue
5731 · Speaker Fees	1,724	-	-	
5732 · AV Rentals	80,801	75,000	75,000	
5733 · Facility Rent	20,567	38,000	38,000	
5734 · Equipment Rental	2,258	6,000	6,000	
5762 · Sales Commission	9,185	-	-	
5769 · Security Guards	14,803	20,000	20,000	
5773 · Onsite Phone / Internet	7,285	7,500	7,500	
5712 · Registration Service	16,019	15,000	15,000	
5779 · Medical Services	2,604	2,500	2,500	
5790 · Miscellaneous		500	500	

Total 5000 · Convention	699,620	623,750	640,500
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NEW · STEM

5744A - STEM Outreach Program Expenses	15,653	37,000	20,500	
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TOTAL 5744A · STEM	15,653	37,000	20,500
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5100 · Conference

5020A · Staff Support Conferences	33,270	38,000	40,000	
5020C · Contract Labor	70,030	66,000	66,000	
5064C · Conference Marketing	2,048	5,000	5,000	
5782 · Conference Expenses	406,037	245,000	295,000	

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5782A · Conference Expenses	-	30,000	-	
Total 5100 · Conference	511,385	384,000	406,000	
5200 · Membership services				
5020B · Staff Support	41,407	-	-	
5023 · Staff Training	1,096			
5037 · COGS - Jewelry & Mementos	5,110	4,000	4,000	
5045 · Travel	2,136	4,000	4,000	
5060 · Postage	24,720	27,000	27,000	
5061 · Printing & Envelopes		-	-	
5064D · Membership Marketing	18,445	20,000	20,000	
5742 · Chapter Support				
5742A · Chapter Awards	4,881	5,000	5,000	
5742B · Chapter Startup	325	1,000	1,000	
5742C · Chapter Sustainment	57,439	64,000	64,000	
5742D · Regional Director Travel	1,015			
5742E · Chapter Election	-	-	-	
Total 5742 · Chapter Support	63,661	70,000	70,000	
5750 · Dues Notices	17,175	20,000	20,000	
Membership Cards		3,000		
5760 · Awards Programs				
5760A · Awards Cost/Shipping	9,069	12,000	12,000	
5760B · Awards Presentation Travel	-	5,000	5,000	
5760D · Awards Committee	250	5,000	5,000	
5760 · Awards Programs - Other	1,555	-	-	
Total 5760 · Awards Programs	10,874	22,000	22,000	
5765 · AOC Legacy Support	1,500	1,500	1,500	
Total 5200 · Membership services	186,124	171,500	168,500	
6100 · Fringe Benefits				
6110 · Fringe Benefits-FICA/Medicare	40,011	41,569	53,763	
6115 · Fringe Benefits - FUTA	333	804	1,040	
6118 · Fringe Benefits - SUTA	3,928	3,581	4,624	
6120 · Fringe Benefits-Medical Insuran	74,081	71,600	111,324	
6125 · Fringe Benefits - Vision	1,593	2,424	3,232	
6130 · Fringe Benefits-Retirement Plan	10,306	16,122	13,014	
6135 · Fringe Benefits - Plan Fees	5,450	4,200	4,500	
6145 · Fringe Benefits-Staff Welfare	391	1,000	1,000	
6146 · Fringe Benefits- Merit Increase	-			
6147 · Fringe Benefits - Staff Bonuses	-			
6150 · Fringe Benefits - Life/Disabili	1,750	1,500	2,380	
Total 6100 · Fringe Benefits	137,841	142,800	194,877	
6190 · Personnel				

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5010 · COGS - Direct Labor	283,502	397,483	445,000	
6610 · Admin - Labor	252,803	159,705	355,000	
Total 6190 · Personnel	536,305	557,188	800,000	

6200 · Facilities

6214 · Real Estate Taxes	33,370	33,400	33,400	
6215 · Personal Property Tax	1,791	1,800	1,800	
6290 · Repairs and Maintenance				
6290A · Heating & A/C Maintenance/Repair	6,123	4,000	4,000	
6290B · Elevator Maintenance/Repairs	4,001	3,500	3,500	
6290C · Fire Alarm/Security Maintenance	1,346	1,200	1,200	
6290 · Repairs and Maintenance - Other	3,119	1,000	1,000	
Total 6290 · Repairs and Maintenance	14,589	9,700	9,700	

6291 · Utilities	32,768	41,000	41,000	
6292 · Trash and recycling	4,152	3,800	3,800	
6293 · Janitorial	10,055	10,500	10,500	
6294 · Janitorial Supplies	1,495	1,800	1,800	
6297 · Miscellaneous		500	500	

Total 6200 · Facilities 98,221 102,500 102,500

6300 · Professional development

5064B · Education Marketing		3,000	3,000	
5784 · Professional Develop. Expenses				
5700 · Virtual Series Expenses	-	-	2,500	webinar speaker fees
5784 · Professional Develop. Expenses - Other	74,580	65,000	75,000	instructor fees + AV costs at Convention
Total 5784 · Professional Develop. Expenses	74,580	65,000	77,500	

Total 6300 · Professional development 74,580 68,000 80,500

6600 · Operations Expense

6625 · Admin - Training	-	-	-	
6626 · Admin - Staff Development	1,830	1,000	12,500	ASAE membership for staff; MM&C Conference (for 2), YM Users Group conference (for 3)
6630 · Admin - Supplies	3,094	3,000	3,000	
6632 · Admin - Office Misc.	22	200	200	
6635 · Admin - Software	570	500	500	
6637 · Admin - Website Support	7,576	6,500	2,500	This is for website hosting & routine service and maintenance. Most of these costs should be rolled into YM for 2018
6638 · Admin - Tech Support	19,695	23,000	23,000	IT support
6642 · Admin - Avectra				
6642A · AMS Database Fees	23,860	25,000	51,879	Abilia Jan - Apr (\$20,904) end of contract New database and learning module (\$30,975)
6642B · AMS Database Customization	1,427	5,000	2,500	2018 = chapter assignment code maintenance

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6642C · AMS consultant fees	-	-	5,000	possible Benel consulting costs
Total 6642 · Admin - Avecetra	25,287	30,000	59,379	
6643 · Admin - AOC Security	1,142	1,000	1,000	
6660 · Admin - Postage				
6660A · Admin - Postage - Lease	2,404	2,500	2,500	
6660 · Admin - Postage - Other	2,839	-	-	
Total 6660 · Admin - Postage	5,243	2,500	2,500	
6662 · Admin - Copier Rent/Maint	12,877	8,200	8,200	
6670 · Admin - Commercial Insurance	21,715	21,700	21,700	
6671 · Admin - Workers Compensation	3,073	2,500	2,500	
Total 6600 · Operations Expense	102,124	100,100	136,979	
6688 · AOC National Elections	3,141	3,400	3,400	
6695 · Government/Industry Affairs (rename Advocacy and Outreach)				
5021 · Contract Labor	82,946	86,000	-	
5021A · Contract Labor - Outreach Consultant	12,446	60,000	-	
5021B · Outreach Expenses	-	10,000	18,500	(continuing education; networking events/conferences; misc travel)
5785 · Government Affairs	3,960	5,000	23,075	(professional memberships; advocacy software; cap hill events; misc travel)
Total 6695 · Government/Industry Affairs	99,352	161,000	41,575	
6750 · Administration				
5059A · Freight, Shipping, Courier		1,000	1,000	
5795 · Bad Debt Expense	3,825	1,000	1,000	
6680 · BoD Operations				
6680A · Admin - Leadership Travel	19,432	20,000	5,000	
6680C · Admin - Directors	88,520	75,000	90,000	
6680D · Admin - Past Presidents	1,034		1,500	
6680E · Admin - Executive Director	112	150	3,000	
6680F · Admin - Executive Committee	231	1,000	1,000	
6680G · Audit and Inspection Committee		1,500		
6680J · ED Foundation Committee		2,000		
6680-K · EW Experts Travel	8,994	10,000	10,000	
6680L · International Director Travel	1,506	8,000	8,000	
6680 · BoD Operations - Other (building travel)	638		5,000	
Total 6680 · BoD Operations	120,467	117,650	123,500	
6690 · Admin - Other	1,299	300	300	
Total 6750 · Administration	125,591	118,950	124,800	

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Notes

6800 · Office Costs

5063 · AOC Marketing	7,395	4,500	1,500	email marketing will be moved into YM, no longer Constant Contact
5064 · Dept. Marketing	-			
5064E · Sponsor Brochures	2,032	3,500	4,500	4 pages longer due to added branding pages
5065 · Dues/ Subscriptions	788		1,000	
6644 · Admin - Legal Fees	3,755	2,500	2,500	
6645 · Admin - Accounting Fees				
6645A · Admin - Accounting Services	36,000	36,000	36,000	
6645 · Admin - Accounting Fees - Other	19,450	20,000	20,000	
Total 6645 · Admin - Accounting Fees	55,450	56,000	56,000	

6650 · Admin - Telephone	11,284	10,000	12,000	
6652 · Admin - Software/Hardware/Email	2,480	1,000	1,000	
6653 · Admin - Internet				
6653A · Webex (Adobe)		6,500	6,500	
6653 · Admin - Internet - Other	4,308	10,000	6,000	Cdyne, Comcast, paypal charges, etc.
Total 6653 · Admin - Internet	4,308	16,500	12,500	

6655 · Admin - Bank Fees	68,361	55,000	55,000	
6656 · Admin - Taxes and Licenses	668	700	700	
6657 · Admin - Brokerage Fees	10,800	6,000	6,000	
6658 · Admin - Payroll Fees	3,079	3,320	3,320	

Total 6800 · Office Costs 170,398 159,020 156,020

6900 · Unallowable Expenses

 6912 · Other unallowables

Total 6900 · Unallowable Expenses

Total Expense 2,744,681 2,629,208 2,876,151

Profit/Loss 358,253 8,192 21,249