

# AACPM Proposed Budget for FY 2010

date

	2008	2009	2009	2009	2010	Variance
	Actuals as of 12/31/2008	HOD Approved Budget	Board Authorized Budget	Rev./Exp. as 30-Jun-09	Total budget as proposed for 2010	2009 vs. 2010 \$
<b>RECEIPTS</b>						
Revenue						
Membership Dues	24,865	31,000	31,000	22,895	28,200	
payment of 2009 dues in 2010		-	-			
Society Assessments	2,000	1,900	1,900	1,800	1,800	
Confer., Funds Raised, Transfer	-					
Return of Conference Advances	4,153	4,155	4,155		2,542	
Expense. Reimburse. Other Party	-					
Sale of Merchandise	467	1,000	1,000	203	400	
Interest	354	440	440	149	250	
Askew Award reimbursement	346	450	450		300	
Miscellaneous (Amazon.com fees)	156	220	220	79	150	
Other Receipts						
Funds carried forward from 08	1,986		1,570			
Alabama Society Close Out				1,203		
<b>Total Receipts</b>	<b>34,327</b>	<b>39,165</b>	<b>40,735</b>	<b>26,329</b>	<b>33,642</b>	
<b>EXPENSES</b>						
Newsletter	2,747	3,000	3,000	2,220	3,200	
Annual Report/Directory	-	400	400			
Grants to Local Societies	500	1,500	1,500		500	
Membership Certificates	-	450	450		232	
Service Awards	1,450	550	550		550	
Askew Awards	1,267	900	900		500	
Insurance	1,162	1,165	1,165	1,705	1,705	
CPA Review	1,700	1,900	1,900		2,000	
Corporate Filing Fee				55	30	
Bank Service Fees	24	24	24	37	25	
HOD Meeting Expense	371	650	650		800	
General Postage	164	300	300	17	100	
Office Supplies	569	300	300	42	100	
Telephone	101	200	200	90	300	
Board Travel	12,156	13,825	13,825	3,666	13,900	
Henning Recipient Travel	-	1,000	1,000	265	1,000	
Annual Conference Expenses	1,540	1,000	1,000	535	1,000	
2009 Conference Loss	72					
Leadership Institute	-					
Fran L. Wilkinson Scholarships	1,500	1,500	1,500		1,500	
Advance Future Conferences	4,153	4,233	4,233	2,000	2,600	
Merchandise For Sale	387	1,000	1,000		1,200	
Marketing, Development & Initiatives	58	1,500	1,500	257	500	
Web Page Services	930	1,800	1,800	665	1,400	
Public Manager Magazine	116	-	-			
Legal Services	883	-	-	3,833		
Strategic Planning Implementation	371	500	500		500	
Savings deposit	-	-	-			
<b>Total Expenses</b>	<b>32,221</b>	<b>37,697</b>	<b>37,697</b>	<b>15,386</b>	<b>33,642</b>	
HOD Authorized Budget	34,311	39,165	39,165			
Excess or (Deficiency) of	2,090					
Revenue over Expenditures	2,106		3,038	10,943		

Narrative for the  
AACPM Proposed Budget for FY 2010

Revenue	Budget Narrative
Membership Dues	Revenue is based on a conservative estimate of members (1400 in 2010. This is a decrease from 1550 budgeted in 2009.)
Payment of 2009 Dues in 2010	None budgeted
Society Assessments	Based on 18 active societies. Potential new societies include DC Metro, Alaska, Nebraska, Nevada, & Iowa. None would be assessed in first year of membership.
Conference, Funds Raised, Transfer	Any proceeds received for Academy's share of annual conference profit.
Return of Conference Advances	Return of advance for conference (\$2,000 and \$542 insurance expense for 2009 educational conference)
Expense Reimbursement - Other Party	Miscellaneous reimbursements to the Academy from non-Academy sources.
Sale of Merchandise	Sales by Ways & Means Committee at the 2009 annual conference in Florida.
Interest Accrued	Earned from \$20,000 savings CD in 2009 (1.25% interest forecast for 2010)
Askew Award Reimbursement	Reimbursements for Societies with more than one Askew recipient for the cost of the medallions. (12 medallions @ \$25 each)
Miscellaneous (Amazon.com profit-sharing)	Revenue from AACPM member purchases through the Academy link to Amazon.com
Other Receipts	
Funds Carried Forward from 2009	Amount from prior year's budget that was unspent as of 12/31/2009. None budgeted until the outcome of the 2009 Annual Conference in Florida.
Release Restricted Asset for Operations	Transfer of savings CD into checking account
<b>Total Receipts</b>	Total current year projected revenue to fund the expense budget for the Academy
Expenses	
Newsletter	Costs for print design (M. Pratt) of each newsletter and the printing/mailing of 40 newsletters: one for each Society and 20 for mailing to Academy members who do not have e-mail addresses.
Annual Report/Directory	Academy annual reports are presently sent electronically to Society Presidents.
Grants to Local Societies	Grants authorized by the board to new societies as startup costs and for existing societies in need of funding for a special purpose or activities. (None budgeted for 2010, but a check to VA Society remains outstanding)
Society and CPM Program Events	Activities set forth in SOP 21.40. Travel by representatives of the Board to CPM Graduations and/or to meet with Society or attend society event. The Host Society is expected to pay 50% of the travel cost. This cost share may be waived for visits to new Societies in the process of formation and chartering.
Membership Certificates	Cost of materials, printing and mailing of certificates to new members
Service Awards	Cost of certificates and plaques to Henning winner and nominees, committee members, and board members
Askew Awards	Cost to purchase Askew award medallions (For 2009, 20 medallions @ \$25 each)
Insurance	Board liability insurance and Treasurer's Bond
CPA Review	Employ CPA to audit the prior year academy financial records. Includes tax filing on behalf of the Academy
Corporate Filing Fee	Annual corporation filing fee (\$30) with the state of Georgia and other miscellaneous expenses. Formerly listed as "Miscellaneous."
Miscellaneous	
Bank Service Fees	Bank fees for academy checking, savings, and CD investment accounts.
HOD Meeting Expenses	Cost to print and mail the ballots and reports to HOD members. Also used to support HOD meeting by renting of sound/recording system.
General Postage	Postage for mailings to Board members and others in the conducting of business on behalf of the Academy.
Office Supplies	Office supplies (envelopes, paper, ink cartridges, etc.)
Telephone	Telephone and teleconference costs for board members and committee chairs to conduct Academy business as needed.
Board Travel	\$12,000 earmarked to support the Officers and Academy Board Members to travel to a two-day mid-year board meeting and the annual education conference. Airfare, hotel, per diem for the mid-year meeting is \$750 per director and \$1,225 per director for the annual education conference. The balance (\$500) allows travel by representatives of the Board to CPM graduations and/or to meet with a Society or attend a special society event. The Host Society is expected to pay 50% of the travel cost. This cost share may be waived for visits to new Societies in the process of formation and chartering. This latter was formerly included in "Society and CPM Program Events."
Henning Recipient Travel	Revised SOP sets travel maximum at \$1,000
Education Foundation filings	Line removed from Academy budget in 2009. The Education Foundation is self-funding and self-sufficient.
Annual Conference Expenses	Reimbursement to the host society for Academy's share of conference costs. Reduced in 2009 because the President's luncheon is no longer funded.
Conference Loss	We are optimistic this 2009 line item will remain empty. In the event of losses, CDs will be used to help cover the costs.
Leadership Institute	This initiative remains as a line item in the budget but has no funding requirements at present.
Fran L. Wilkinson Scholarships	Two scholarships of \$750 each are authorized to be funded based on the recommendation of merit from the scholarship committee.
Advance Future Conferences	Cash advance provided to 2009 conference committee to cover costs until conference registration fees are collected. This advance is repaid to the Academy as part of the conference close out.

Same as with the xls.Budget. Larger print for easier reading.

Merchandise For Sale	Items purchased by the Ways & Means committee for resale or to provide to the membership to promote the Academy.
Marketing Development & Initiatives	AACPM promotional expenses (AACPM grippers, CPM license plate frames, etc.) <b>A reusable banner was purchased this year</b>
Web Page Services	Payment to web master for hosting & maintenance services. Posts new materials and newsletters. Increased in 2009 is to allow for updating and additions of information posted for member and committee reference. Also includes the domain fee.
Public Manager Magazine	The Board voted to discontinue this service because it was greatly underutilized by the membership.
Legal Services	Unbudgeted line item; remains in case of future need.
Strategic Planning Session	Unbudgeted line item; remains in case of future need.
Contingency	Revenue that is unbudgeted in an expense line. It could fund any approved unbudgeted expenses and/or could be used as carry-over or savings deposit funds for the next budget year. <b>Formerly called "Savings Deposit."</b>
Savings Deposit	Revenue that is unbudgeted in an expense line. <b>(It is recommended we rename this line item "contingency." It could fund any unbudgeted expenses and/or could be used as carry-over or savings deposit funds for the next budget year.)</b>
<b>Total Expenses</b>	Total budgeted current year expenses
Excess or (Deficiency) of Revenue Over Expenditures	The net of the revenues minus the expenses. This should be zero or a positive number to provide a properly balanced budget