

2013 Budget Summary - 2nd Qtr

Cash Basis

9/15/2013

FUND/ITEM	REVENUE			EXPENSES			NOTES - [(FN) designates Footnote on page 5]
	Budgeted	Actual	Variance (budgeted vs actual)	Budgeted	Actual	Variance (budgeted vs actual)	
GENERAL FUND							
GOVERNANCE							
MID-YEAR MTGS				12,000.00	14,109.00	(2,109.00)	
FALL MEETINGS				30,000.00	0.00	30,000.00	Includes Leadership dinner
REGN & INST. MTGS				15,000.00	20,849.00	(5,849.00)	EO/Bd rep exp
BOARD TELECONFS				0.00	122.00	(122.00)	Currently using primarily Adobe Connect
Category Subtotal	\$0.00	\$0.00	\$0.00	\$57,000.00	\$35,080.00	21,920.00	
						0.00	
ORG EXPENSES							
INSURANCE				5,500.00	7,814.00	(2,314.00)	Assoc. liability ins; rate increase. Event coverage \$6,439 - All events.(FN2)
DUES				4,700.00	4,246.00	454.00	ACE,ASAE,CAS,NBCC, KS Annl Rpt, KSU permits, AMEX Rewards
AUDIT/IRS RPT				6,500.00	0.00	6,500.00	Acct fees for audit, 990, 1009 prep, consult
ELECTIONS				150.00	117.00	33.00	Mailings to members without e-mails
EXTERNAL RELATNS & PARTNERSHIPS				10,000.00	4,816.00	5,184.00	Partnerships/international
LDRSHP TELECNF				300.00	139.00	161.00	Regions, CIGD, Committees, Adv Boards
CC BANK FEES				2,000.00	244.00	1,756.00	Misc bank fees/expenses
SALES TAXES				750.00	0.00	750.00	
CIG DIVISION				5,800.00	52.00	5,748.00	Per member allocation
POSTAGE				700.00	138.00	562.00	Misc Leadership/Association correspondence
MISC				1,000.00	937.00	63.00	Sympathy arrangements, hosting, holiday cards, gifts, retirement events
INTERPRETERS				0.00	0.00	0.00	As required only
BOARD DISCRETION				5,000.00	0.00	5,000.00	
Category Subtotal	\$0.00	\$0.00	0.00	\$42,400.00	\$18,503.00	23,897.00	

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	Budgeted	Actual	Variance (budgeted vs actual)	Budgeted	Actual	Variance (budgeted vs actual)	NOTES - [(FN) designates Footnote on page 5]
SERVICES							
ACAD ADV TODAY				1,500.00	0.00	1,500.00	Formatting for e-delivery
AWARDS				69,000.00	20,200.00	48,800.00	Awards, Ldrship plaques, Awards reception
CLEARINGHOUSE							
JOURNAL	5,500.00	5,555.00	\$55.00	75,000.00	7,228.00	67,772.00	Printing costs, postage
RESEARCH				25,000.00	6,962.00	18,038.00	Grants, brochure
AACSS	2,500.00	6,525.00	\$4,025.00	0.00	5.00	(5.00)	NACADA fees from consultants
Category Subtotal	\$8,000.00	\$12,080.00	\$4,080.00	\$170,500.00	\$34,395.00	\$136,105.00	
MARKETING & PROMOTION							
DISPLAYS				0.00	551.00	(551.00)	Promos to regions, allies, external relations
BROCHURES				3,000.00	0.00	3,000.00	Prof development, Clearinghouse, Research
PROMO ITEMS				2,500.00	111.00	2,389.00	Pens, calendars, bookmarks, mugs etc.
SPONSORSHIPS				0.00	0.00	0.00	
CHRONICLE ADS				5,750.00		5,750.00	Award winner ad
MISC				0.00	0.00	0.00	Marketing discounts
Category Subtotal	\$0.00	\$0.00	0.00	\$11,250.00	\$662.00	\$10,588.00	
MEMBERSHIP							
MEMBER RENEWALS				250.00	37.00	213.00	Receipts/postage/envelopes
BROCHURE				1,000.00	0.00	1,000.00	Membership brochure
MEMBERSHIPS	550,000.00	366,055.00	(183,945.00)	25,000.00	8,248.00	16,752.00	Credit Card fees
Category Subtotal	\$550,000.00	\$366,055.00	(183,945.00)	\$26,250.00	\$8,285.00	\$0.00	
OPERATIONS							
SALARIES & FB				1,408,110.00	507,949.00	900,161.00	Incl. staff and stu S&FB, prog consultant, 3% increase
PHONES				7,600.00	2,913.00	4,687.00	Phones, computer lines, LD, addtl student
COPYING/PRINTING				1,000.00	2,512.00	(1,512.00)	(FN1)Office/operations-related copies. \$2700 copier contract signed 11/01/12
PROF DEVEL				7,000.00	1,841.00	5,159.00	Staff support
OFFICE SUPPLIES				12,000.00	5,850.00	6,150.00	Printer toner, paper, shredding, etc.

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	Budgeted	Actual	Variance (budgeted vs actual)	Budgeted	Actual	Variance (budgeted vs actual)	NOTES - [(FN) designates Footnote on page 5]
COMPUTER EQUIP & SOFTWARE				10,000.00	3,336.00	6,664.00	Replct desktops, laptops, printers; licenses
SOFTWARE SUPPORT				53,000.00	42,705.00	10,295.00	Protech fees, 2 users conf fees for staffers
INFORMATION TECHNOLOGY				171,891.00	56,815.00	115,076.00	30% of 2012 NI per Bd at MY 2012 ; IT salaries, consulting, etc. related to new AMS
OFFICE FURNITURE				0.00	75.00	(75.00)	
STAFF RECRUITMENT				0.00	187.00	(187.00)	Ads, interviewee travel expenses
OFFICE RENOVATION / REPAIRS				0.00		0.00	Minor repairs
Category Subtotal	\$0.00	\$0.00	\$0.00	\$1,670,601.00	\$624,183.00	\$1,046,418.00	
MISCELLANEOUS							
MAIL LIST RENTAL	3,000.00	5,100.00	2,100.00			0.00	Mailing list revenues decreasing
INTEREST INCOME	45,000.00	12,200.00	(32,800.00)			0.00	(FN3) Decreased investment returns
FOUNDATION (includes Silent Auction)	1,000.00	5,254.00	4,254.00		350.00	(350.00)	Donations, silent auction encl exp, scholarships awarded
Category Subtotal	\$49,000.00	\$22,554.00	(\$26,446.00)	\$0.00	\$350.00	(\$350.00)	
PUBLICATIONS							
MONOGRAPHS	35,000.00	31,438.00	(3,562.00)	20,000.00	19,106.00	894.00	New Peer Advising monograph
BOOKS	90,000.00	17,520.00	(72,480.00)	90,000.00	12,734.00	77,266.00	New Approaches book edited by 12-1-2012; production expenses will fall iin 2013 budget
INCOME SHARES-Publs	0.00	7,112.00	\$7,112.00	0.00	123.00	(123.00)	FYE income shares, author royalties
DVDs/VIDEOS	5,000.00	1,305.00	(3,695.00)	0.00	0.00	0.00	Residual sales of DVD 2nd edition
CD SERIES	2,000.00	0.00	(2,000.00)	100.00	0.00	100.00	Cost of materials
POCKET GUIDES	10,000.00	10,902.00	\$902.00	10,000.00	0.00	10,000.00	Inventory, and will print 2-3 new PGs
SHIPPING SUPPLIES				1,000.00	439.00	561.00	Padded envelopes, bubble wrap, etc.
POSTAGE/SHIPPING	5,000.00	4,160.00	(840.00)	11,500.00	1,384.00	10,116.00	Shipping for publications sold
COPIES/ORDER FORM				100.00	0.00	100.00	New receipt books
BROCHURE				1,000.00	0.00	1,000.00	Publications brochure
PRODCTN SOFTWARE & SUPPLIES				0.00	0.00	0.00	CD duplicator supplies
BANK FEES PUBLS				4,800.00	2,083.00	2,717.00	Credit card bank fees
Category Subtotal	\$147,000.00	\$72,437.00	(\$74,563.00)	\$138,500.00	\$35,869.00	102,631.00	

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	Budgeted	Actual	Variance (budgeted vs actual)	Budgeted	Actual	Variance (budgeted vs actual)	NOTES - [(FN) designates Footnote on page 5]
GENERAL FUND TOTAL	\$754,000.00	\$473,126.00	(\$280,874.00)	\$2,116,501.00	\$757,327.00	\$2,116,501.00	
NCAA PROJECT	81,000.00	19,950.00	(61,050.00)	81,000.00	25,632.00	55,368.00	1 staff, support, and 2 initiatives w/ NCAA funding
Category Subtotal	\$81,000.00	\$19,950.00	(61,050.00)	\$81,000.00	\$25,632.00	\$55,368.00	
ACTIVITIES – NET*							Overall Income to Expenses for Activities*
ANNUAL CONF	700,000.00	162,635.00	(537,365.00)	500,000.00	28,731.00	471,269.00	
SUMMER INSTITUTES	175,000.00	240,588.00	65,588.00	140,000.00	22,965.00	117,035.00	
ADMIN INSTITUTE	40,000.00	90,639.00	50,639.00	30,000.00	50,996.00	(20,996.00)	YTD NI = \$39,643
ASSESS INSTITUTE	45,000.00	102,630.00	57,630.00	35,000.00	52,191.00	(17,191.00)	YTD NI = \$50,439
NATL SEMINAR	35,000.00	38,404.00	3,404.00	20,000.00	19,455.00	545.00	YTD NI = \$18,949
INTL CONFERENCE	23,500.00	72,055.00	48,555.00	25,000.00	21,408.00	3,592.00	
CREDIT CARD/BANK FEES				38,000.00	17,129.00	20,871.00	Event Credit Card fees. Allocated 2nd & 4th Qtrs
GRAD CERTIF PRGM	40,000.00	0.00	(40,000.00)	1,000.00	311.00	689.00	10% of COE tuition revenue; certificate frames
WEBINARS, CDs & PACKAGED PRODUCTS	100,000.00	78,254.00	(21,746.00)	30,000.00	68.00	29,932.00	Production costs/new delivery platform, KSU income share; CC fees and EO staff not incl.
EMERGING LDRS		0.00	0.00	16,000.00	3,933.00	12,067.00	
Category Subtotal	\$1,158,500.00	\$785,205.00	(\$373,295.00)	\$835,000.00	\$217,187.00	\$617,813.00	
TOTAL OPERATING BUDGET	\$1,993,500.00	\$1,278,281.00	(\$715,219.00)	\$3,032,501.00	\$1,000,146.00	\$2,032,355.00	
REGION ASSISTANCE				0.00			To re-establish minimum funding level
Regional Conferences	\$325,000.00	\$512,587.00	\$187,587.00	\$300,000.00	\$408,404.00	(\$108,404.00)	Amt to General Fund = \$___ in 2013
TOTAL GROSS INCOME & EXPENSES	\$2,318,500.00	\$1,790,868.00	(\$527,632.00)	\$3,332,501.00	\$1,408,550.00	\$1,923,951.00	NET

Footnotes:

FN 1: A change in KSU copier services 11/1/2012 required an equipment and usage lease.

FN 2: \$1,967 increase to name NACADA as an additional insured on each of the 17 event hotels in 2013.

FN 3: 2013 interest income expected to be less than \$35,000 due to decreased rates of return and investments spread over years 2013 through 2016. Amount shown includes \$585 investment loss YTD.