

2018 Proposed OASBO Budget

Data Provided for the Years Ending December 31, 2014, 2015, 2016, 2017 and 2018

Approved 2014 Budget	Approved 2015 Budget	Approved 2016 Budget	2016 Actual	Amount Over/Under Budget	Description	Approved 2017 Budget	2017 Estimated Actual	Amount Over/Under Budget	Proposed 2018 Budget	% of Total Budget	Changes from 2017	Description of Changes to Proposed Budget
REVENUES												
52,500	55,000	80,000	82,475	2,475	Member Dues	90,000	83,000	(7,000)	90,000	18.7%	-	Although dues will increase this est. is constant due to the new structure of assoc. membership dues which are incorporated into their conference or other partnership fee
1,500	1,500	1,500	-	(1,500)	Advertising Fees	1,500	-	(1,500)	1,500	0.3%	-	
					Administrative							
50	40	40	49	9	Interest Income	50	37	(13)	50	0.0%	-	
98,200	103,200	119,600	120,175	575	Summer Conference	134,075	122,315	(11,760)	138,000	28.6%	3,925	
37,000	42,000	48,000	50,100	2,100	Member Registration	57,475	58,050	575	63,000		-	Estimate registrations unchanged and \$25 increase in registration fee
1,200	1,200	1,600	-	(1,600)	Additional Meals Sold	1,600	-	(1,600)	-		-	
60,000	60,000	70,000	70,075	75	Vendor Registration	75,000	64,265	(10,735)	75,000		-	
46,000	40,000	48,000	49,000	1,000	Business Partnership/Sponsorship	92,000	95,000	3,000	95,000	19.7%	3,000	Estimate assumes no change in the business partners at highest levels
10,000	7,500	7,500	5,535	(1,965)	Foundation Golf Tournament	7,500	3,487	(4,013)	5,000	1.0%	(2,500)	Reduced to more accurately reflect possible revenues
2,000	2,500	2,500	1,184	(1,316)	Zone Meeting Sponsorships, etc.	2,500	-	(2,500)	-	0.0%	(2,500)	Eliminated due to new sponsorship program
5,000	5,000	5,000	5,000	-	National ASBO-Scholarships	5,000	-	(5,000)	5,000	1.0%	-	
5,000	-	-	-	-	National ASBO-Sponsorships	-	-	-	1,500	0.3%	1,500	Estimate minimal sponsorship
48,000	67,000	77,100	63,600	(13,500)	New Business Manager Institute	61,000	50,400	(10,600)	61,000	12.7%	-	Estimate based on 13 in each of the 3 years of the program
	-	-	-	-	Workshops/Professional Development	10,000	-	(10,000)	10,000	2.1%	-	Estimate of revenue from roll out of individual NBMI Courses to membership.
	-	30,000	11,250	(18,750)	Contract Services	25,000	27,504	2,504	30,000	6.2%	5,000	OSFMA Contract for ED and Admin Asst. services and other contracted services
	-	-	-	-	Business Office Reviews	-	-	-	-		-	
500	500	500	-	(500)	Professional Certification	500	-	(500)	500	0.1%	-	
5,000	12,000	12,000	17,478	5,478	Corporate Sponsor Rebates	15,000	18,296	3,296	20,000	4.1%	5,000	Corporate partnership fees such as U.S. Communities included here
16,000	17,500	16,800	21,070	4,270	Fall Workshops	21,000	20,260	(740)	24,000	5.0%	3,000	Estimate slight increase in fee for 2018
500	500	500	(3,027)	(3,527)	Other/Miscellaneous	500	187	(313)	500	0.1%	-	
290,250	312,240	401,040	373,789	(27,251)	Revenue without Beginning FB	465,625	420,486	(45,139)	482,050	100.0%	16,425	
273,000	284,380	284,380	317,882	33,502	Beginning Fund Balance	360,000	371,142	11,142	348,420			
563,250	596,620	685,420	691,671	6,251	Total Resources	825,625	791,628	(33,997)	830,470			
EXPENDITURES												
83,150	79,850	163,850	132,195	31,656	Administration	189,450	182,124	7,846	195,750	38.9%	6,300	
65,000	62,000	150,000	110,864	39,136	Payroll Costs	160,500	163,343	(2,843)	167,000			Slight increase for possible COLA
250	500	500	-	500	Awards & Gifts	500	50	450	500			
200	150	150	15	135	Bank Charges	150	36	114	150			
-	-	-	1,282	(1,282)	Credit Card Processing Fees	1,500	1,541	(41)	2,000			Fees increasing as utilization increases
1,800	1,800	1,800	613	1,187	Dues & Fees	1,800	92	1,708	1,800			
250	250	250	42	208	Duplicating/Printing	250	201	49	250			
500	750	750	-	750	Faxing & Phones	-	-	-	-			
2,200	2,200	2,200	2,145	55	Insurance	2,300	2,099	201	2,300			
1,000	1,000	1,000	-	1,000	Legal	2,000	-	2,000	2,000			
2,500	2,500	3,500	1,637	1,863	Board Meeting Expense	3,500	1,640	1,860	3,500			
250	250	250	419	(169)	Miscellaneous Expense	1,500	145	1,355	1,500			
2,750	3,200	3,200	4,666	(1,466)	Computer Expense/Office Supplies/Software	5,000	5,436	(436)	4,500			
-	-	-	2,902	(2,902)	Office Furniture	2,000	312	1,688	1,500			
-	-	-	2,265	(2,265)	Non-consumable Supplies	2,000	-	2,000	1,000			
5,000	5,000	-	5,000	(5,000)	COSA Contract	5,000	5,000	-	5,000			
250	250	250	345	(95)	Postage	250	509	(259)	750			Slight increase in postage/shipping fees
1,200	-	-	-	-	Rent-COSA	-	-	-	-			
-	-	-	331	(331)	Rent-Storage Facility	1,200	1,720	(520)	2,000			Increase to reflect new monthly storage fees
18,100	3,500	3,500	2,117	1,383	Web Page/ERC & Computer	3,500	2,100	1,400	3,500	0.7%	-	

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1,000	500	500	-	500	Professional Certification	500	-	500	500	0.1%	-	
30,000	30,000	35,000	28,241	6,759	Travel	52,000	50,905	1,095	55,000	10.9%	3,000	
25,000	25,000	25,000	23,849	1,151	Professional Development	42,000	46,946	(4,946)	47,500			Increased to allow additional board/staff professional development
-	-	-	-	-	Reimbursable	-	-	-	-			
5,000	5,000	10,000	4,392	5,608	General	10,000	3,960	6,040	7,500			
13,000	13,500	16,800	15,972	828	Fall Workshop	21,000	18,600	2,400	24,000	4.8%	3,000	Increase to reflect increasing costs
10,000	15,000	15,000	14,938	62	National ASBO Scholarships	18,000	15,723	2,277	18,000	3.6%	-	9 scholarships at \$2,000 each
15,000	10,000	10,000	9,242	758	National ASBO Election	10,000	6,851	3,149	7,500	1.5%	(2,500)	
30,000	35,000	35,000	23,198	11,802	New Business Manager Institute	30,000	23,635	6,365	35,000	7.0%	5,000	Increased to reflect contract services for coordinator, etc.
				-	Workshops/Professional Development			-			-	
				-	Contract Services			-			-	
7,500	7,500	7,500	1,500	6,000	Services	7,500	-	7,500	2,500	0.5%	(5,000)	Expenses allocated in other specific areas such as NBMI
	1,000	1,000	1,155	(155)	Travel	1,000	500	500	500	0.1%	(500)	Expenses allocated in other specific areas such as NBMI
101,250	100,750	124,250	83,685	40,566	Summer Conference	116,500	131,616	(15,116)	146,000	29.0%	29,500	
6,500	5,500	7,500	7,238	262	Staff Prep Time & Board Meetings	3,000	3,505	(505)	4,000			Covering additional hotel costs
					President's Dinner/Board-Guest Expense	2,000	9,464	(7,464)	7,500			Increased to reflect estimated costs for President's dinner and out-of-state guest dinner
500	500	500	643	(143)	Awards & Gifts	1,000	459	541	1,000			
2,500	4,000	6,500	5,600	900	Entertainment	6,500	5,629	871	6,500			
65,000	62,500	80,000	52,000	28,000	Facility & Meals	75,000	78,722	(3,722)	81,000			Increased to cover COLA increase
1,500	1,500	1,500	-	1,500	Planning Meetings	-	-	-	-			
250	250	250	367	(117)	Postage	500	148	352	500			
2,500	1,000	1,000	792	208	Printing	1,000	2,803	(1,803)	3,000			Increase to cover additional printing needs
7,500	7,500	9,000	6,879	2,121	Scholarships	7,500	3,526	3,974	7,500			Assumes Board will continue to offer 30 scholarships for 2018 OASBO conference
10,000	12,000	12,000	1,200	10,800	Speakers	10,000	3,229	6,771	10,000			
5,000	6,000	6,000	8,966	(2,966)	Supplies, Misc.	10,000	24,132	(14,132)	25,000			Increase due to promotional items now required as part of partnership program
6,500	4,500	4,500	3,411	1,089	Foundation Tournament Expense	4,000	3,402	598	4,000	0.8%	-	
5,000	3,000	3,000	3,000	-	Foundation Scholarships	3,000	3,000	-	2,000	0.4%	(1,000)	Budget 2 scholarships at \$1,000 each
1,000	2,000	2,000	100	1,900	Committees	2,000	544	1,456	1,000	0.2%	(1,000)	
3,500	5,000	5,000	3,511	1,489	Zone Meetings	7,500	4,208	3,292	7,500	1.5%	-	\$1,500 per zone for expense
325,000	311,100	426,900	322,595	104,305		465,950	443,208	22,742	502,750	100.0%	36,800	
(34,750)	1,140	(25,860)	51,194	(131,556)	Expenditures (Over)/Under Revenue	(325)	(22,722)	(67,881)	(20,700)			
60,500	285,520	258,520	369,076	110,556	Unappropriated Ending Fund Balance	359,675	348,420	(11,255)	327,720			0