

**2019 Proposed OASBO Budget**

Data Provided for the Years Ending December 31, 2015, 2016, 2017, 2018 and 2019

Approved 2015 Budget	Approved 2016 Budget	Approved 2017 Budget	2017 Actual	Amount Over/Under Budget	Description	Approved 2018 Budget	2018 Estimated Actual	Amount Over/Under Budget	Proposed 2019 Budget	% of Total Budget	Changes from 2018	Description of Changes to Proposed Budget
<b>REVENUES</b>												
55,000	80,000	90,000	81,720	(8,280)	<b>Member Dues</b>	90,000	88,280	(1,720)	92,000	9.0%	2,000	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)	<b>Advertising Fees</b>	1,500	-	(1,500)	1,500	0.1%	-	
40	40	50	39	(11)	<b>Administrative</b>							
					Interest Income	50	42	(8)	50	0.0%	-	
103,200	119,600	134,075	127,550	(6,525)	<b>Summer Conference</b>	138,000	145,800	7,800	148,000	14.5%	10,000	
42,000	48,000	57,475	57,775	300	Member Registration	63,000	64,000	1,000	68,000		5,000	Estimate registrations unchanged and \$25 increase in registration fee
1,200	1,600	1,600	-	(1,600)	Additional Meals Sold	-	-	-	-		-	
60,000	70,000	75,000	69,775	(5,225)	Vendor Registration	75,000	81,800	6,800	80,000		5,000	
40,000	48,000	92,000	95,000	3,000	<b>Business Partnership/Sponsorship</b>	95,000	100,000	5,000	110,000	10.8%	15,000	Estimate assumes no change in the business partners at highest levels
7,500	7,500	7,500	3,307	(4,193)	<b>Foundation Golf Tournament</b>	5,000	7,370	2,370	7,500	0.7%	2,500	Reduced to more accurately reflect possible revenues
2,500	2,500	2,500	-	(2,500)	<b>Zone Meeting Sponsorships, etc.</b>	-	-	-	-	0.0%	-	Eliminated due to new sponsorship program
5,000	5,000	5,000	-	(5,000)	<b>National ASBO-Scholarships</b>	5,000	-	(5,000)	-	0.0%	(5,000)	
-	-	-	500	500	<b>National ASBO-Sponsorships</b>	1,500	-	(1,500)	-	0.0%	(1,500)	Estimate minimal sponsorship
67,000	77,100	61,000	47,000	(14,000)	<b>New Business Manager Institute</b>	61,000	82,500	21,500	70,000	6.9%	9,000	Estimate based on 13 in each of the 3 years of the program
-	-	10,000	-	(10,000)	<b>Workshops/Professional Development</b>	10,000	-	(10,000)	5,000	0.5%	(5,000)	Estimate of revenue from roll out of individual NBMI Courses to membership.
-	30,000	25,000	31,222	6,222	<b>Contract Services</b>	30,000	50,060	20,060	40,000	3.9%	10,000	OSFMA Contract for ED and Admin Asst. services and other contracted services
-	-	-	-	-	<b>Business Office Reviews</b>	-	-	-	-		-	
500	500	500	-	(500)	<b>Professional Certification</b>	500	-	(500)	250	0.0%	(250)	
12,000	12,000	15,000	20,371	5,371	<b>Corporate Sponsor Rebates</b>	20,000	521,808	501,808	520,000	51.0%	500,000	Corporate partnership fees such as U.S. Communities included here
17,500	16,800	21,000	21,690	690	<b>Fall Workshops</b>	24,000	21,030	(2,970)	24,000	2.4%	-	Estimate slight increase in fee for 2018
500	500	500	511	11	<b>Other/Miscellaneous</b>	500	740	240	750	0.1%	250	
312,240	401,040	465,625	428,911	(36,714)	<b>Revenue without Beginning FB</b>	482,050	1,017,630	535,580	1,019,050	100.0%	537,000	
284,380	284,380	360,000	371,142	11,142	Beginning Fund Balance	360,000	337,017	(22,983)	375,111			
596,620	685,420	825,625	800,053	(25,572)	<b>Total Resources</b>	842,050	1,354,647	512,597	1,394,161			
<b>EXPENDITURES</b>												
79,850	163,850	189,450	211,494	(18,792)	<b>Administration</b>	220,750	223,939	(3,473)	243,550	23.7%	22,800	
62,000	150,000	160,500	163,358	(2,858)	Payroll Costs	167,000	189,926	(22,926)	200,000			Increase reflects inclusion of NBMI Instructors and contract employees and ED inc to .80 FTE for the full year
500	500	500	224	276	Awards & Gifts	500	330	170	500			
150	150	150	63	87	Bank Charges	150	195	(45)	200			Bank charges currently indicate need for increase
			28,720	(28,720)	Corporate Partner Promotional Items	25,000	13,924	11,076	17,500			Reduced to reflect actual estimates
-		1,500	1,727	(227)	Credit Card Processing Fees	2,000	2,263	(263)	2,000			Fees increasing as utilization increases
1,800	1,800	1,800	374	1,426	Dues & Fees	1,800	295	1,505	500			
			1,188		Subscriptions		1,214	(1,214)	1,500			Added line for software subscription services
250	250	250	223	27	Duplicating/Printing	250	303	(53)	350			Slight increase based on actual estimates for current year
750	750	-	-	-	Faxing & Phones	-	-	-	-			
2,200	2,200	2,300	2,099	201	Insurance	2,300	1,871	429	2,300			
1,000	1,000	2,000	-	2,000	Legal	2,000	500	1,500	2,000			
2,500	3,500	3,500	1,682	1,818	Board Meeting Expense	3,500	3,206	294	3,500			
250	250	1,500	279	1,221	Miscellaneous Expense	1,500	261	1,239	500			Reduced to reflect actual estimate based on current and historic data
3,200	3,200	5,000	2,165	2,835	Computer Expense/Office Supplies/Software	4,500	862	3,638	2,750			Separated software and reduced estimate of computer and supply costs
-	-	2,000	312	1,688	Office Furniture	1,500	-	1,500	-			Don't anticipate purchase of any office furniture
-	-	2,000	250	1,750	Non-consumable Supplies	1,000	500	500	1,000			
			1,561		Software	-	508	(508)	750			Added separate account and estimated needs for 2019
5,000	-	5,000	5,000	-	COSA Contract	5,000	5,000	-	5,000			
250	250	250	566	(316)	Postage	750	1,065	(315)	1,200			Slight increase in postage/shipping fees
-	-	1,200	1,702	(502)	Rent-Storage Facility	2,000	1,716	284	2,000			
3,500	3,500	3,500	2,100	1,400	<b>Web Page/ERC &amp; Computer</b>	3,500	2,100	1,400	3,500	0.3%	-	
					<b>Forecast5/OSBA Partnership</b>	-	500,000	(500,000)	500,000		500,000	Added budget for Forecast5/OSBA partnership expense
500	500	500	-	500	<b>Professional Certification</b>	500	-	500	150	0.0%	(350)	Reduced - don't anticipate any costs

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30,000	35,000	52,000	50,411	1,589	<b>Travel</b>	55,000	51,244	3,756	55,000	5.4%	-	
25,000	25,000	42,000	45,977	(3,977)	Professional Development	47,500	45,334	2,166	47,500			
-	-	-	-	-	Reimbursable	-	-	-	-			
5,000	10,000	10,000	4,435	5,565	General	7,500	5,910	1,590	7,500			
13,500	16,800	21,000	20,717	283	<b>Fall Workshop</b>	24,000	21,000	3,000	24,000	2.3%	-	
15,000	15,000	18,000	15,383	2,617	<b>National ASBO Scholarships</b>	18,000	18,000	-	18,000	1.8%	-	9 scholarships at \$2,000 each
10,000	10,000	10,000	16,247	(6,247)	<b>National ASBO Election</b>	7,500	12,000	(4,500)	5,000	0.5%	(2,500)	Left some budget related to Claire's service as officer in 2019
35,000	35,000	30,000	21,199	8,801	<b>New Business Manager Institute</b>	35,000	34,124	876	40,000	3.9%	5,000	Increased to reflect additional travel and meal costs
				-	<b>Workshops/Professional Development</b>			-			-	
				-	<b>Contract Services</b>			-			-	
7,500	7,500	7,500	-	7,500	Services	2,500	1,500	1,000	2,500	0.2%	-	
1,000	1,000	1,000	-	1,000	Travel	500	250	250	500	0.0%	-	
100,750	124,250	116,500	114,638	1,862	<b>Summer Conference</b>	121,000	104,149	16,851	117,750	11.5%	(3,250)	
5,500	7,500	3,000	3,505	(505)	Staff Prep Time & Board Meetings	4,000	7,884	(3,884)	8,000			Covering additional hotel costs
		2,000	9,464	(7,464)	President's Dinner/Board-Guest Expense	7,500	8,635	(1,135)	8,500			Increased to reflect estimated costs for President's dinner and out-of-state guest dinner
500	500	1,000	496	504	Awards & Gifts	1,000	141	859	500			Reduced to reflect actual historic data
4,000	6,500	6,500	5,629	871	Entertainment	6,500	3,603	2,897	5,000			Reduced to reflect actual historic data
62,500	80,000	75,000	78,722	(3,722)	Facility & Meals	81,000	64,057	16,943	70,000			Reduced to reflect actual historic data and contract estimates
1,500	1,500	-	-	-	Planning Meetings	-	-	-	-			
250	250	500	148	352	Postage	500	13	487	250			Slight reduction based on historic data
1,000	1,000	1,000	2,803	(1,803)	Printing	3,000	2,226	774	2,500			Slight reduction based on historic data
7,500	9,000	7,500	3,526	3,974	Scholarships	7,500	8,776	(1,276)	10,500			Increase for lodging expense assuming board wants to maintain 30 scholarships
12,000	12,000	10,000	8,229	1,771	Speakers	10,000	6,897	3,103	10,000			
6,000	6,000	10,000	2,117	7,883	Supplies, Misc.	-	1,918	(1,918)	2,500			Increase due to promotional items now required as part of partnership program
4,500	4,500	4,000	3,402	598	<b>Foundation Tournament Expense</b>	4,000	2,798	1,202	4,000	0.4%	-	
3,000	3,000	3,000	3,000	-	<b>Foundation Scholarships</b>	2,000	3,000	(1,000)	3,000	0.3%	1,000	Budget 3 scholarships at \$1,000 each
2,000	2,000	2,000	235	1,765	<b>Committees</b>	1,000	1,792	(792)	2,500	0.2%	1,500	Increased to reflect actual estimates for 2019
5,000	5,000	7,500	4,208	3,292	<b>Zone Meetings</b>	7,500	3,640	3,860	7,500	0.7%	-	\$1,500 per zone for expense
311,100	426,900	465,950	463,035	5,664		502,750	979,536	(476,786)	1,026,950	100.0%	524,200	
1,140	(25,860)	(325)	(34,125)	(42,378)	Expenditures (Over)/Under Revenue	(20,700)	38,094	1,012,366	(7,900)			
285,520	258,520	359,675	337,017	(22,658)	<b>Unappropriated Ending Fund Balance</b>	339,300	375,111	35,811	367,211			0