

04 Eastern Michigan Chapter

Budget Worksheet June 1, 2018 May 31, 2019	FY 18 Budget as of 5/24/2017	17 Budget Notes	FY 18 Actual through March 31, 2018	FIRST Draft FY 2019 Budget
Income				
4100-00 Education Income				
4010-00 Other Meeting Income				
4101-00 Sept/Oct Meeting				
4101-01 Registration	500.00		690.00	740
4101-12 One-Time Pay Income	180.00			
Total 4101-00 Sept/Oct Meeting	\$ 680.00		\$ 690.00	\$ 740.00
4102-00 Fall Conference				
4102-01 Registration	35,825.00		33,580.00	34336
Total 4102-00 Fall Conference	\$ 35,825.00		\$ 33,580.00	\$ 34,336.00
4103-00 November Meeting				
4103-01 Registration	0.00			
4103-02 One-Time Pay Income	0.00			
Total 4103-00 November Meeting	\$ 0.00		\$ 0.00	\$ 0.00
4104-00 Jan/Feb Member Meeting				
4104-01 Registration	2,700.00		1,045.00	1095
4104-02 One-Time Pay Income	180.00			
Total 4104-00 Jan/Feb Member Meeting	\$ 2,880.00		\$ 1,045.00	\$ 1,095.00
4105-00 March Meeting				
4105-01 Registration	2,645.00		600.00	3000
4105-02 One-Time Pay Income	180.00			
Total 4105-00 March Meeting	\$ 2,825.00		\$ 600.00	\$ 3,000.00
4106-00 May Meeting				
4107-00 May Accounting Update				
4108-00 August Meeting	\$ 500.00		\$ 1,350.00	
4108-01 Registration	500.00		500.00	1650
4108-02 One-Time Pay Income	180.00			
Total 4108-00 August Meeting	\$ 680.00		\$ 1,850.00	\$ 1,650.00
4125-00 Webinar Income				
Women's Conference (accounts 4116 and 4950-16)	0.00			7000
Total 4100-00 Education Income	\$ 43,390.00		\$ 37,765.00	\$ 47,821.00
4301-00 Newsletter				
4301-00 Newsletter Advertising	3,125.00	allocation from sponsorship. Per National and 990 worksheet.		3125
Total 4301-00 Newsletter	\$ 3,125.00			
4200-00 Golf Outing Income				
4201-00 Golf Outing 1 Fees	5,070.00		3,900.00	4290
4952-00 Golf Outing 1 Spon	0.00			
Total Golf Outing 1	\$ 5,070.00		\$ 3,900.00	\$ 4,290.00
Total Golf Outing Income	\$ 5,070.00		\$ 3,900.00	\$ 4,290.00
4250-00 Social Events Income				
4252-00 Tiger Game Income	1,240.00		1,272.00	1240

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4251-00 EMC Bowling Night Income	300.00		0.00	
Total 4250-00 Social Events Income	\$ 1,540.00		\$ 1,272.00	\$ 1,240.00
4401-00 Directory Advertising	21,500.00	Allocation of sponsorship revenue for directory advertising per National		21500
4510-00 Website Advertising	200.00		900.00	
4600-00 Dues Rebate	14,533.00		4,808.74	13,000.00
4700-00 Interest Income	33.00		0.99	
4900-00 Other Income	43.00		18.00	
4102-03 Exhibit Revenue	9,350.00	Fall Conference Vendor Tables	13,250.00	12750
4950-00 General Sponsorship			-1,500.00	
4951-00 Sponsorship	20,625.00	directory revenue and \$3,125 allocated to newsletter revenue. Per National and 990	49,950.00	20,625.00
4952-00 Fall Conference	6,000.00		1,250.00	11000
4951-05 March Meeting Sponsorship	300.00		0.00	300
4955-00 Other Mtg Sponsorship	0.00			
Total 4950-00 General Sponsorship	\$ 26,925.00		\$ 49,700.00	\$ 31,925.00
4960-00 Contributions				
Total Income	\$ 125,709.00		\$ 111,614.73	\$ 132,526.00
Gross Profit	\$ 125,709.00	-\$ 10,725.00	\$ 111,614.73	\$ 132,526.00
Expenses		Less Revenue (\$ 9725 Women's Conf & \$4000Fall Conf Sponsorships)		
5000-00 Board Expenses				
5001-00 Annual Institute(T&E)				
5001-01 ANI Meeting Exp	2,330.00		2,280.00	2330
5001-02 ANI Travel & Related Exp	2,895.00		3,786.81	3000
Total 5001-00 Annual Institute(T&E)	\$ 5,225.00		\$ 6,066.81	\$ 5,330.00
5040-00 Fall President's Meeting Expens	1,000.00		966.36	1000
5003-00 Board Meetings				
5003-00 Board Mtg Mtg Exp	0.00	Included in meeting food		
Total 5050-00 Board Meetings	\$ 0.00			
5005-00 Leadership Training				
5005-01 Leadership Trg Mtg Exp	200.00	shirts and group dinners	173.49	
5005-02 Leadership Trg T&E	7,000.00			7000
5005-03 Leadership Trg T&E - committee member attendee	6,000.00			8000
Total 5005-00 Leadership Training	\$ 13,200.00	9 attendees in 2016, estimated 1 fewer in 2017	\$ 173.49	\$ 15,000.00
5006-00 Mini LTC				
5006-01 Mini LTC Mtg Exp - office supplies	650.00	per Susan		
Total 5006-00 Mini LTC	\$ 650.00		\$ 0.00	\$ 0.00

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5007-00 Comm/Chair Mtgs				
		See below, no Business Intelligence or Social Media expenses in 2016/17		
5007-01 Comm/Chair Mtgs Mtg Exp	4,940.00		82.40	4540
Total 5080-00 Comm/Chair Mtgs	\$ 4,940.00		\$ 82.40	\$ 4,540.00
Total 5000-00 Board Expenses	\$ 25,015.00		\$ 7,289.06	\$ 25,870.00
5100-00 Education				
5100-00 Other Meeting Expenses				
5101-00 Sept/Oct Meeting				
5101-03 Food	350.00		297.87	300
5101-01 Admin/Support	150.00			
Print Brochures Hand outs				
5101-05 Speaker Fees			412.43	
5101-05 Speaker Fees			500.00	500
Total 5101-00 Sept/Oct Meeting	\$ 500.00		\$ 1,210.30	\$ 800.00
5102-00 Fall Conference				
5102-03 Food	26,840.00		33,951.98	28200
5102-02 Facility	6,700.00		3,543.76	7200
5102-01 Admin/Support	9,000.00		10,654.00	8000
5102-04 Printing/Brochures/Handouts	600.00			
5102-05 Speaker Fees	5,000.00		4,418.47	5000
5102-06 Other	2,775.00		598.39	2800
Total 5102-00 Fall Conference	\$ 50,915.00		\$ 53,166.60	\$ 51,200.00
5103-00 November Meeting				
5103-03 Food	0.00			
5103-05 Speaker Fees	0.00			
Total 5103-00 November Meeting	\$ 0.00			
5104-00 Jan/Feb Member Meeting				
5104-03 Food	1,000.00		465.64	465
5104-01 Admin/Support				
5104-05 Speaker Fees	2,000.00			
Total 5104-00 Jan/Feb Member Meeting	\$ 3,000.00		\$ 465.64	\$ 465.00
5105-00 March Meeting				
	0.00	per Susan		
5105-03 Food	1,246.00			1800
5105-02 Facility				
5105-01 Admin/Support				127
5105-05 Speaker Fees	1,000.00			775
Total 5105-00 March Meeting	\$ 2,246.00		\$ 0.00	\$ 2,702.00
5106-00 May Meeting				
	0.00	per Susan		
5106-03 Food	350.00			350
5106-01 Admin/Support	150.00			500
Total 5106-00 May Meeting	\$ 500.00			
5107-00 May Accounting Update Tech Town			200.00	
5108-00 August Member Meeting				
5108-10 Food	475.00		1,120.75	1220

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5108-30 Admin/Support				
5108-50 Speaker Fees	25.00			
Total 5108-00 August Member Meeting	\$ 500.00		\$ 1,120.75	\$ 1,220.00
5110-00 Education Certification	1,400.00			
5120-00 Webinar Expense				
5116-00 Women's Conference				
Women's Conference Other		No Women's 0.00 Conference Expenses		10973
Total Women's Conference	\$ 0.00		\$ 0.00	\$ 10,973.00
5130-00 Education Program 3 Exp - Cost report Sessions				
Total 5100-00 Education	\$ 59,061.00		\$ 56,163.29	\$ 67,360.00
5200-00 Golf Outing Expenses				
5201-00 Golf Outing 1 Expenses	11,600.00		11,075.01	11837
Total 5200-00 Golf Outing Expenses	\$ 11,600.00		\$ 11,075.01	\$ 11,837.00
5250-00 Social Event Expenses				
5252-00 Tiger Game Expenses	1,421.00		1,810.00	1421
5251-00 Bowling Night Expenses	419.00			419
Total 5250-00 Social Event Expenses	\$ 1,840.00		\$ 1,810.00	\$ 1,840.00
5400-00 Directory Expenses				
5402-00 Directory Print/Copy	4,000.00			
Total 5400-00 Directory Expenses	\$ 4,000.00		\$ 0.00	\$ 0.00
5600-00 Member Recognition				
5601-00 Member Recog Awards	850.00		134.99	650
5602-00 Member Recog Program - Member Appreciation Luncheon	220.00			300
5604-00 Member Recognition Program - Retirees' Luncheon	720.00		750.00	720
New Member Gifts				
5606-00 Membership Fees	650.00	Susan and Debbie membership	500.00	500
Total 5600-00 Member Recognition	\$ 2,440.00		\$ 1,384.99	\$ 2,170.00
6000-00 General Administrative Expenses				
6001-00 Office Supplies/Copying	500.00		329.19	500
6002. Bank Service Charge			20.00	
6006-00 Telephone/Internet	2,943.00		2,457.98	2950
6010-00 Credit Cards			\$ 375.99	
6010-02 Credit Card Merchant Fee	1,649.52		1,262.54	1700
Total 6010-00 Credit Cards	\$ 1,649.52		\$ 1,638.53	\$ 1,700.00
Postage	225.00		34.24	250
Total 6000-00 General Administrative Expenses	\$ 5,317.52		\$ 4,479.94	\$ 5,400.00
6050-00 Regional Exp (Chapter)	3,250.00		1,600.29	3000
6500-00 Fees for Services	20.00	1099 forms		
6501-00 Audit Fees	100.00			100

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6503-00 Administrative Assistant	19,474.00		15,967.00	19500
Total 6500-00 Fees for Services	\$ 19,594.00		\$ 15,967.00	\$ 19,600.00
6600-00 Insurance				
6610-00 Insurance From National	1,310.00			1200
Total 6600-00 Insurance	\$ 1,310.00		\$ 0.00	\$ 1,200.00
8000-00 Other Expenses		0.00 CAT Removed per Sharon		
Uncategorized Expense				
Total Expenses	\$ 133,427.52		\$ 99,769.58	\$ 138,277.00
Net Operating Income	(7,718.52)		11,845.15	(5,751.00)
		\$3000 approved, Sharon applying for additional, projected breakeven on Women's conference		
4116-01 Innovation Grant - Women's Conference	3,000.00			3000
Net Income	(4,718.52)		11,845.15	(2,751.00)

<u>Committee Expenses A/C 5007.01</u>	<u>2018</u>	<u>2019</u>
Business Intelligence Committee	1000	1000
Financial Accounting and Reporting Committee	440	440
I&R Committee	200	200
Managed Care/Physician Committee	2000	500
Membership and retention	1000	600
Social Media	300	0
Placement Committee		
Certification		1400
Early Careerist		400
Revenue Cycle		
	<u>4940</u>	<u>4540</u>