

# ACSP'S BUDGET

## Background

ACSP must obtain and spend funds to accomplish its objectives. Revenues come primarily from base dues charged to each member school, capitation dues based on the number of faculty in each program, net revenues from conferences, and miscellaneous income. Expenditures include the annual conference; *JPER* publication; strategic initiatives, special studies, and various committee and interest group activities approved by the Governing Board; and organizational support (administrative and financial). At the direction of the Governing Board, ACSP also maintains a reserve fund of \$125,000 to insure its future financial solvency.

The proposed annual budget (prepared by the Executive Committee) is reviewed, amended as necessary, and approved by the Governing board at their Spring meeting each year. In preparing the proposed budget the treasurer solicits budget requests from all ACSP sub-units (standing and special committees, interest groups, *JPER* editors, etc.).

For the past several years (at least since 2002), ACSP has been in a healthy financial situation. This has not always been the case. In the early 1990s, ACSP was in deficit and near bankruptcy. The absence of accurate accounting systems allowed funding allocations to exceed available resources. To correct this situation the Board became more prudent in decision-making, established a reserve fund, and engaged a professional accounting firm to set up proper financial systems for the Association. As well, subsequent treasurers (Susan Bradbury, Tom Clark and Barry Nocks) worked closely with Donna Dodd (our financial staff person) and the accounting firm to institute more careful financial record keeping. We currently receive annual and semi-annual reports from our accountant of actual expenditures that we compare to budgeted amounts.

In recent years the Board has taken the following actions to insure our continued financial well-being:

- Increased the required reserve fund amount to \$125,000;
- Developed and specifically funded a set of strategic initiatives (web site improvement, data collection and consistent reporting, and strategic planning); and
- Created a process by which committees and interest groups submit budget requests for review at the Spring Board meeting.