

Connecticut Association of School Business Officials

	Jul '18 - Feb 19	18-19 Proj't YE	2018-19 Approved Budget	2019-20 Proposed Budget	2017-18 Actual YE
Income					
4100 · Dues					
4110 · Full Dues (based on 162)	75,500.00	76,000.00	77,500.00	81,000.00	81,025.00
4120 · Regular Dues (based on 7)	3,625.00	4,100.00	2,850.00	3,325.00	2,865.00
4125 · Professional 085 Dues	85.00	85.00	0.00	0.00	0.00
4130 · Vendor Dues (based on 60)	15,000.00	15,000.00	15,000.00	15,000.00	15,020.00
4131 · Featured Member (based on 11)	5,450.00	5,450.00	4,050.00	4,950.00	5,141.00
4135 · Strategic Member (based on 3)	7,500.00	15,000.00	7,500.00	22,500.00	0.00
4140 · Associate-Support Services (based on 3)	16,500.00	19,000.00	19,000.00	16,500.00	20,000.00
Total 4100 · Dues	123,660.00	134,635.00	125,900.00	143,275.00	124,051.00
4199 · Prior Year Revenue	0.00	0.00			
4200 · Professional Development					
4210 · Fall Workshop	7,655.00	7,665.00	8,500.00	8,500.00	9,225.00
4220 · Winter Workshop	9,335.00	9,500.00	8,500.00	8,500.00	8,310.00
4230 · Spring Workshop	7,650.00	8,000.00	8,500.00	8,500.00	10,065.00
4250 · Joint Conference - GFOA	0.00	0.00	0.00	0.00	0.00
4260 · Associate Meetings	600.00	200.00	1,500.00	500.00	775.00
4270 · ED001	0.00	0.00	0.00	0.00	0.00
4280 · NEASBO	0.00	0.00	0.00	0.00	0.00
Total 4200 · Professional Development	25,240.00	25,365.00	27,000.00	26,000.00	28,375.00
4300 · Vendor Day	48,415.00	77,875.00	77,875.00	78,500.00	79,180.00
4400 · Institute					
4410 · Institute Registrations	0.00	12,500.00	15,000.00	14,000.00	23,010.00
4420 · Institute Prepaid Registration	11,960.00	11,960.00	10,000.00	12,000.00	8,405.00
4430 · Institute Sponsor	7,750.00	7,750.00	7,500.00	7,500.00	9,250.00
Total 4400 · Institute	19,710.00	32,210.00	32,500.00	33,500.00	40,665.00
4500 · Marketing					
4510 · Briefs	4,250.00	5,000.00	6,575.00	5,000.00	6,425.00
4520 · US Communities	4,826.00	6,500.00	8,500.00	6,500.00	4,111.00
4530 · Wilkes University	634.00	2,080.00	2,750.00	2,250.00	1,500.00
Total 4500 · Marketing	9,710.00	13,580.00	17,825.00	13,750.00	12,036.00
4700 · Various Income					
4730 · Scholarship Sponsorship	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00
4740 · P-Card	0.00	750.00	600.00	750.00	1,074.00
Allocation from Reserves				20,000.00	
Total 4700 · Various Income	1,000.00	2,750.00	1,600.00	21,750.00	2,074.00
Total Income	227,735.00	286,415.00	282,700.00	316,775.00	286,381.00
Expense					
2020 · Prior Year Expense	0.00	0.00	0.00		
7000 · Payroll Expenses					
7010 · Executive Director Salary	65,440.00	98,160.00	98,160.00	100,123.00	96,000.00
7020 · FICA, etc.	4,405.00	7,700.00	7,465.00	7,945.00	7,620.00
7030 · TSA Contribution	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Total 7000 · Payroll Expenses	71,345.00	107,360.00	107,125.00	109,568.00	105,120.00

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8100 · Professional Development Expense					
8110 · Fall Workshop	4,307.00	4,307.00	5,000.00	4,750.00	5,282.00
8120 · Winter Workshop	4,248.00	4,248.00	5,000.00	4,750.00	4,042.00
8130 · Spring Workshop	0.00	4,000.00	5,000.00	4,750.00	3,855.00
8140 · ED001 Workshop	0.00	0.00	0.00	0.00	0.00
8150 · Mentorship Academy	250.00	750.00	750.00	750.00	495.00
8160 · Leadership Academy	0.00	0.00	0.00	0.00	420.00
8170 · Joint Workshop	580.00	580.00	750.00	750.00	542.00
8175 · NEASBO Conf	0.00	0.00	0.00	0.00	0.00
8180 · Associate Meetings	1,405.00	2,500.00	6,000.00	4,000.00	3,543.00
Total 8100 · Professional Development Expens	10,790.00	16,385.00	22,500.00	19,750.00	18,179.00
8200 · Vendor Day Expenses					
8210 · Vendor Day Pipe & Drape	0.00	7,000.00	7,000.00	7,000.00	6,832.00
8220 · Vendor Day Facility Use	0.00	6,500.00	6,500.00	6,500.00	5,200.00
8230 · Vendor Day Food, Bev, AV, etc.	1,000.00	22,000.00	21,000.00	22,000.00	20,125.00
8240 · Vendor Day Raffle	0.00	4,100.00	4,100.00	4,000.00	4,150.00
8250 · Vendor Day Printing & Postage	375.00	900.00	500.00	1,000.00	945.00
8260 · Vendor Day General Expenses	0.00	0.00	0.00	0.00	0.00
Total 8200 · Vendor Day Expenses	1,375.00	40,500.00	39,100.00	40,500.00	37,252.00
8300 · Institute Expenses					
8310 · Printing	50.00	100.00	100.00	100.00	225.00
8330 · Food, Beverage, Room Charges	1,699.00	24,000.00	23,000.00	24,000.00	35,398.00
8340 · Speaker Expenses	0.00	3,000.00	7,000.00	7,000.00	9,475.00
8350 · Institute - Items	0.00	1,000.00	1,000.00	1,000.00	300.00
8360 · Institute - Decor	0.00	750.00	750.00	750.00	90.00
8370 · Institute - Transportation	0.00	0.00	0.00	0.00	0.00
8300 · Institute Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 8300 · Institute Expenses	1,749.00	28,850.00	31,850.00	32,850.00	45,488.00
8400 · Leadership Development					
8410 · ASBO Conf (Pres/Pres Elect/LL)	6,228.00	6,228.00	7,500.00	7,500.00	6,638.00
8420 · ASBO ELF - President Elect	1,282.00	2,250.00	2,500.00	2,500.00	2,194.00
8430 · ASAE CEO Symp (President Elect)	0.00	0.00	250.00	250.00	315.00
8440 · Strategic Plan Development	0.00	1,500.00	1,500.00	20,000.00	673.00
Total 8400 · Leadership Development	7,510.00	9,978.00	11,750.00	30,250.00	9,820.00
8500 · Staff Leadership/Expenses					
8510 · ASBO Conference (Exec Dir)	642.00	642.00	2,500.00	2,500.00	2,428.00
8520 · ASBO ELF (Exec Dir)	1,104.00	2,250.00	2,500.00	2,500.00	2,229.00
8530 · ASAE CEO Symp (Exec Dir)	0.00	0.00	250.00	250.00	263.00
8540 · Conferences/Travel	1,575.00	5,000.00	4,500.00	4,500.00	6,146.00
Total 8500 · Staff Leadership/Expenses	3,321.00	7,892.00	9,750.00	9,750.00	11,066.00
8600 · Administrative Expenses					
8610 · Postage	50.00	50.00	200.00	100.00	13.00
8620 · Printing	0.00	0.00	150.00	100.00	20.00
8630 · Phone	343.00	600.00	600.00	600.00	588.00

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8640 · D & O and Liability Insurance	0.00	2,500.00	2,500.00	2,750.00	2,645.00
8650 · Board of Director Expense	1,959.00	2,500.00	2,500.00	2,500.00	4,275.00
8660 · Office Expense	1,113.00	1,200.00	1,000.00	1,000.00	1,641.00
8665 · Operating Expenses	1,132.00	1,750.00	1,750.00	1,750.00	1,860.00
8670 · Equipment	643.00	1,000.00	1,000.00	1,000.00	360.00
8680 · Bank Charges	1,844.00	2,600.00	2,400.00	2,750.00	2,913.00
8690 · Administrative Services	0.00	0.00	0.00	7,500.00	0.00
8600 · Adminstrative Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 8600 · Adminstrative Expenses	7,084.00	12,200.00	12,100.00	20,050.00	14,315.00
8700 · Communication					
8710 · Newsletter	350.00	350.00	350.00	350.00	350.00
8720 · Website	9,185.00	9,300.00	9,000.00	9,500.00	9,706.00
8730 · Survey Tool	0.00	350.00	350.00	350.00	288.00
8740 · ERC	0.00	500.00	500.00	500.00	1,000.00
Total 8700 · Communication	9,535.00	10,500.00	10,200.00	10,700.00	11,344.00
8800 · Member Services					
8810 · Pins/ASBO Conf Supplies	0.00	0.00	0.00	0.00	0.00
8820 · Sunshine Fund	50.00	250.00	500.00	500.00	165.00
8830 · Service Awards	0.00	1,500.00	1,500.00	1,500.00	2,164.00
8835 · SBO Award Scholarship	0.00	1,000.00	1,000.00	1,000.00	1,000.00
8840 · Member Benefits	0.00	0.00	0.00	0.00	0.00
8850 · Member Events	123.00	250.00	750.00	750.00	759.00
8860 · Contributions	0.00	0.00	0.00	0.00	0.00
8870 · CT/ASBO Dinner	2,015.00	1,700.00	1,500.00	1,500.00	435.00
8880 · Other	55.00	55.00	0.00	0.00	45.00
8890 · New Opportunities	0.00	0.00	5,375.00	4,000.00	0.00
Total 8800 · Member Services	2,243.00	4,755.00	10,625.00	9,250.00	4,568.00
8900 · Representation					
8910 · Legislative Awareness	1,535.00	6,000.00	7,200.00	7,200.00	6,575.00
8920 · Legislative Liaison	11,667.00	17,500.00	17,000.00	18,500.00	19,070.00
8925 · Legislative Liaison Exp Reim	1,667.00	2,500.00	2,500.00	2,500.00	2,500.00
8930 · Legal Services	0.00	0.00	1,000.00	1,000.00	0.00
Total 8900 · Representation	14,869.00	26,000.00	27,700.00	29,200.00	28,145.00
Total Expense	129,821.00	264,420.00	282,700.00	311,868.00	285,297.00
	97,914.00	21,995.00	0.00	4,907.00	1,084.00

1 We are scheduled for the full strategic planning and leadership training meeting (April 2-3,2020 tentatively held), which we have previously funded from reserves ~\$20,000

CASBO

2019-20 Draft Budget Details

INCOME

Dues and Workshop Fee History

	2009-10	2010-12	2012-13	2013-17	2017-18	2018-19	2019-20
Full Membership	\$575	\$575	\$625	\$625	\$650	\$650	\$650
Regular Membership	\$450	\$450	\$450	\$475	\$475	\$475	\$475
Associate/Vendor Membership	\$195	\$225	\$225	\$250	\$250	\$250	\$250
Non-member workshop registration fee	\$155	\$155	\$155	\$155	\$155	\$155	\$155
District guest & Vendor member workshop fee	\$85	\$85	\$85	\$85	\$85	\$85	\$85
Regular member workshop registration fee	\$150	\$150	\$150	\$150	\$150	\$150	\$150

Projected Income from Full Memberships

Breakdown of Dues	\$650 - 162 Members	Projected Income - \$105,300
Dues	\$500	\$81,000
Fall Workshop	\$50	\$8,100
Winter Workshop	\$50	\$8,100
Spring Workshop	\$50	\$8,100

Projected Income from Regular Memberships

Projected Income – 7 Members \$475 Dues Rate = \$3,325

Projected Income from Associate/Vendor Memberships

60 Vendor members @ \$250 = \$15,000
 11 Featured Members @ \$450 = \$4,950
 66 – IT, General Business, Payroll @ \$250 = \$16,500
 3 Strategic Members (10 maximum) @ \$7,500 = \$22,500

Workshop – Fall, Winter, Spring

Based upon history

Joint Conference

No income anticipated

Associate Workshops

Anticipate 20 paying registrations at \$25 for all meetings

ED001 (May change to EFS)

None planned.

Vendor Day

Based upon 122 booths @ \$625 for members & \$685 for non-members

June Institute

Based upon anticipated attendance

ASBO Dinner

Based upon location, no guest income is anticipated.

Briefs/Website

Advertisers in electronic newsletter (down slightly due to anticipated changes over to Strategic Members)

US Communities & Wilkes University

Based upon current earnings; although some changes may be coming regarding US Communities

Scholarship Sponsorship

Sponsor provides funds to CASBO to be paid to recipient

EXPENSES

Payroll Expenses**ED Salary**

As set by the Executive Committee

ED Benefits & TSA

FICA, etc., based upon salary. TSA contribution as provided in contract

Professional Development**Workshops**

Based upon previous budget, history, and provided for nominal speaker expense (up to \$1,000/workshop)

ED001

None planned

Mentorship Academy

Based upon current structure for room rental and refreshments

Leadership Academy

None planned at this time.

Joint Workshop

Anticipated costs for joint conference with SNACT

Vendor Day & Institute

Based upon previous budget, history, and anticipated expenses

Leadership Development & Staff Leadership**ASBO Conference**

Based upon anticipated expenses of National Harbor, MD, allowing for attendance by President, President-Elect & Legislative Liaison

ASBO ELF

Based upon previous use and anticipated expense for President Elect & Executive Director to attend in New Orleans

ASAE CEO Symposium

Cost for President-Elect & Executive Director to attend the ASBO Governance Session @ ELF

Strategic Plan Development

Last full strategic planning meeting was held in 2017; therefore, we are due for the strategic planning and leadership training meeting. In keeping with historical practice, we will allocate funds from reserves since it is a multi-year investment.

ED Dues/Travel/Conferences

Anticipated events (YM Conference, Eastern AEDG and AEDG June) and membership dues

Administrative Expenses**Postage**

Based upon previous and anticipated use

Printing

Based upon previous and anticipated use

Phone

Charge for phone line (no toll charges)

D&O, Liability, and Worker's Comp Insurance

Based upon previous and anticipated use

Board of Directors Expense

Based upon previous use for meetings, conference calls, etc.

Office Expenses

Based upon use – meeting supplies, paper, ink cartridges, etc.

Operating Expenses

Partial reimbursement for cell phone & internet service

Equipment

Funds allocated to allow for purchase of necessary equipment

Communication**Newsletter**

Annual fee for converting newsletter to electronic format

Website & ERC

Your Membership (database & website hosted software) as well as Survey Monkey, ERC, webinar technology, & listserv service

Member Services**Pins/ASBO Conference Support**

State pins and materials for ASBO Conference – none planned this year

Sunshine Fund & Service Award Fund

Recognition awards and remembrances, based upon previous and anticipated use

SBO Award Scholarship

Scholarship given to graduating student of the Celebrated SBO's choice

Member Events

Funds for social events for members

CT/ASBO Dinner

Funds for social event at ASBO for attending members

Other

Based upon use for non-typical, non-re-occurring expenses

New Opportunities

Funds allocated to allow for nimble reaction to timely opportunities or unanticipated expense

Representation**Legislative Awareness**

Funds allocation to continue support of coalition efforts shared with CABE & CAPSS; lobbyist workshop registration, State filing fees, and attendance at AASA/ASBO Legislative Summit by President, Director of Government Affairs & Executive Director

Director of Government Affairs

Funds allocated to engage Director of Government Affairs

Director of Government Affairs Expense Partial Reimbursement

Partial reimbursement for cell phone, internet service, and mileage.

Legal

Allocated funds for possible legal services - 4 hours @ \$250