

**American Association of Registrars and Admissions Officers
Proposed Budget FY18**

	FY 2018 Operating	FY 2017 Operating	Year over Year Change
Revenue			
Advertising	\$ 182,800	\$ 197,300	\$ (14,500)
Contributions	-	-	\$ -
Corporate/associate dues	150,000	120,000	\$ 30,000
Exhibit fees	767,100	668,151	\$ 98,949
Grant/contract income	-	-	\$ -
Interest income	-	-	\$ -
Investment gain/(loss)	-	-	\$ -
Label/mailling list income	-	-	\$ -
Management fees	-	-	\$ -
Member dues*	2,893,491	2,836,756	\$ 56,735
Other income	35,000	195,000	\$ (160,000)
Publication sales	785,390	788,000	\$ (2,610)
Registrations	2,512,072	2,494,628	\$ 17,445
Service fees	2,573,600	2,370,106	\$ 203,494
Sponsorship revenue	466,792	446,466	\$ 20,326
Total Revenue	\$ 10,366,245	\$ 10,116,407	\$ 249,838
Personnel costs			
Salaries and Wages	\$ 3,305,117	\$ 3,236,517	\$ 68,600
Fringe Benefits	863,228	763,069	\$ 100,159
Payroll Taxes	230,455	229,356	\$ 1,099
Total Personnel costs	\$ 4,398,800	\$ 4,228,942	\$ 169,858
Other expenses			
Advertising and promotion	\$ 37,381	\$ 57,058	\$ (19,676)
Awards, scholarships and grants	-	4,900	\$ (4,900)
Bad debt	-	-	\$ -
Bank charges	231,413	204,341	\$ 27,072
Consulting/outside services	1,120,905	984,197	\$ 136,708
Contingency expenses	125,401	184,544	\$ (59,143)
Depreciation	258,575	241,547	\$ 17,028
Equipment rental	-	1,000	\$ (1,000)
General taxes	3,500	1,500	\$ 2,000
Insurance	57,788	66,892	\$ (9,104)
Interest	-	-	\$ -
Legal and accounting	334,000	330,000	\$ 4,000
Lodging	300,594	291,850	\$ 8,744
Marketing	53,664	47,500	\$ 6,164
Meals and entertainment	176,009	181,948	\$ (5,939)
Meeting costs	1,094,052	1,132,890	\$ (38,837)
Memberships and subscriptions	128,489	94,700	\$ 33,789
Other expenses	31,689	33,397	\$ (1,708)
Postage and delivery	106,025	121,004	\$ (14,978)
Printing, production and duplicating	304,886	328,831	\$ (23,945)
Registration fees	11,785	18,700	\$ (6,916)
Rent	311,965	305,101	\$ 6,864
Supplies, equipment and maintenance	185,533	189,621	\$ (4,088)
Communications/internet	118,938	105,457	\$ 13,481
Temporary assistance	6,588	7,957	\$ (1,369)
Training and development	33,500	28,500	\$ 5,000
Travel	448,408	403,928	\$ 44,481
Total Other Expenses	\$ 5,481,090	\$ 5,367,362	\$ 113,728
Total Expenses	\$ 9,879,890	\$ 9,596,303	\$ 283,586
Net/(Loss)	\$ 486,355	\$ 520,103	\$ (33,748)

*FY17 budget reflects dues increase passed in March 2016.

**American Association of Registrars and Admissions Officers
Detailed Master Proposed Budget FY18**

	Annual Meeting	Gov't Relations	Communication	Research	General Admin	MIS	Governance	Meetings	Member Services	Marketing	IES	AC	Pubs	Sub-total	Projects	Operating Total
Revenue																
Advertising	2,800	-	-	-	-	-	-	-	180,000	-	-	-	-	182,800	-	\$ 182,800
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate/associate dues	-	-	-	-	150,000	-	-	-	-	-	-	-	-	150,000	-	150,000
Exhibit fees	538,100	-	-	-	-	-	-	229,000	-	-	-	-	-	767,100	-	767,100
Grant/contract income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment gain/(loss)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Label/mailling list income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Member dues	-	-	-	-	2,893,491	-	-	-	-	-	-	-	-	2,893,491	-	2,893,491
Other income	-	-	35,000	-	-	-	-	-	-	-	-	-	-	35,000	-	35,000
Publication sales	-	-	20,000	-	-	-	-	-	-	-	-	-	765,390	785,390	-	785,390
Registrations	1,041,909	-	-	-	-	-	-	1,120,163	-	-	350,000	-	-	2,512,072	-	2,512,072
Service fees	-	-	-	-	-	-	-	53,600	-	-	670,000	1,850,000	-	2,573,600	-	2,573,600
Sponsorship revenue	200,889	-	-	40,000	-	-	-	225,903	-	-	-	-	-	466,792	-	466,792
Total Revenue	1,783,698	-	55,000	40,000	3,043,491	-	-	1,628,666	180,000	-	1,020,000	1,850,000	765,390	10,366,245	-	10,366,245
Personnel costs																
Salaries and Wages	214,063	280,881	267,192	135,595	441,821	303,584	54,306	293,287	260,952	10,575	407,143	491,522	144,196	3,305,117	-	3,305,117
Fringe Benefits	51,375	67,411	64,126	32,543	176,037	72,860	13,033	70,389	62,628	2,538	97,714	117,965	34,607	863,228	-	863,228
Payroll Taxes	14,984	19,662	18,703	9,492	30,927	21,251	3,801	20,530	18,267	740	28,500	34,407	9,190	230,455	-	230,455
Total Personnel costs	280,423	367,954	350,022	177,629	648,786	397,695	71,141	384,206	341,847	13,853	533,357	643,894	187,993	4,398,800	-	4,398,800
Other expenses																
Advertising and promotion	1,491	-	-	-	1,000	-	-	8,190	2,700	-	18,000	-	6,000	37,381	-	37,381
Awards, scholarships and grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bad debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank charges	56,192	-	718	-	97,467	-	-	43,012	4,965	-	6,945	-	22,114	231,413	-	231,413
Consulting/outside services	95,703	-	45,000	-	63,500	110,000	-	121,754	13,000	-	78,000	534,389	59,560	1,120,905	-	1,120,905
Contingency expenses	-	-	-	-	125,401	-	-	-	-	-	-	-	-	125,401	-	125,401
Depreciation	-	-	-	-	258,575	-	-	-	-	-	-	-	-	258,575	-	258,575
Equipment rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General taxes	-	-	-	-	3,500	-	-	-	-	-	-	-	-	3,500	-	3,500
Insurance	3,637	-	-	-	50,000	-	-	2,391	-	-	-	-	1,760	57,788	-	57,788
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal and accounting	-	-	-	-	334,000	-	-	-	-	-	-	-	-	334,000	-	334,000
Lodging	9,493	3,000	3,800	2,500	10,000	2,000	91,000	29,880	1,200	-	22,000	116,121	9,600	300,594	-	300,594
Marketing	16,424	-	5,000	-	-	-	-	22,986	-	-	-	8,254	1,000	53,664	-	53,664
Meals and entertainment	16,317	500	4,500	1,000	7,500	2,000	58,000	25,187	1,000	-	12,700	43,565	3,740	176,009	-	176,009
Meeting costs	523,862	-	1,000	-	-	-	19,100	483,387	1,300	-	50,000	8,604	6,800	1,094,052	-	1,094,052
Memberships and subscriptions	39	40,000	3,300	1,500	20,500	25,000	30,000	-	500	-	4,000	3,150	500	128,489	-	128,489
Other expenses	8,779	-	-	2,500	8,000	-	1,000	7,910	-	-	500	-	3,000	31,689	-	31,689
Postage and delivery	13,592	-	46,000	-	1,200	-	600	8,814	2,840	-	100	2,179	30,700	106,025	-	106,025
Printing, production and duplicating	13,592	-	195,000	-	3,000	-	1,126	9,170	2,100	-	1,800	20,598	58,500	304,886	-	304,886
Registration fees	298	-	500	1,000	1,500	-	2,200	-	-	-	1,000	5,287	-	11,785	-	11,785
Rent	44,862	27,909	15,850	-	87,966	33,078	5,685	23,637	22,844	-	25,222	13,645	11,267	311,965	-	311,965
Supplies, equipment and maintenance	17,234	-	1,447	680	76,255	20,114	15,340	39,177	517	-	13,157	411	1,201	185,533	-	185,533
Communications/internet	1,572	-	2,060	1,607	63,556	28,370	4,910	9,651	2,882	545	-	3,131	654	118,938	-	118,938
Temporary assistance	4,356	-	-	-	-	-	-	1,732	-	-	-	-	500	6,588	-	6,588
Training and development	1,500	-	1,000	-	5,000	20,000	-	-	500	-	5,000	-	500	33,500	-	33,500
Travel	38,100	1,500	4,000	3,000	15,000	4,000	82,000	71,258	750	-	28,000	194,500	6,300	448,408	-	448,408
Total Other Expenses	867,041	72,909	329,175	13,787	1,232,920	244,562	310,961	908,137	57,098	545	266,424	953,834	223,696	5,481,090	-	5,481,090
Total Expenses	1,147,464	440,863	679,197	191,416	1,881,706	642,257	382,102	1,292,343	398,945	14,398	799,781	1,597,728	411,689	9,879,890	-	9,879,890
Change in Net Assets FY18 Budget	636,234	(440,863)	(624,197)	(151,416)	1,161,785	(642,257)	(382,102)	336,323	(218,945)	(14,398)	220,219	252,272	353,701	486,355	-	486,355