**PROPOSED 2017-18 BUDGET**

**BUDGET NARRATIVE**

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| **Item**  **Number** | **Description** | **PROPOSED AMOUNT**  **(% of income)** | **Itemization/Bases for Projection** | **Other Comments**  **incl follow-up, deadlines, etc.**  **(# in parentheses: accounting figure**  **for 2016-17 as of 4/30/17)** |
| ***INCOME: TOTAL = $214,196*** | | | | |
| 201 | Membership Dues | $28,170  **(13.2%)** | -Active membership on 4/30/17: 502, using specific dues levels for regular members ($60), retired ($35), student ($35), lifetime ($35)…   * ***Didn’t we have #/category at retreat?***   -Projection based on *maintaining* membership level at 502, given expected increase in conference attendance | ***(No figure available for actual accounting figures for dues revenues in 2016-17)*** |
| 511 | Publications/ Subscriptions | $400  **(0.2%)** | Subscriptions paid to CCSS for SSR | Use 2016-17 budget projection for caution ***($471.38)*** |
| 514 | NCSS Rebate | $600  **(0.3%)** | CCSS share of NCSS member renewals | Use 2016-17 budget projection for caution ***($979)*** |
| 517 | 2018 SD Conference | $185,000  **(86.4%)** | See itemized conference budget | See itemized conference budget |
| 551 | Interest | $6  **(0.0%)** | Based on about $60,000 balance | ***($6)*** |
| 552 | Amazon Smile Program | $20  **(0.0%)** | “Smile” is the smaller program contribution (~0.5% of linked sales: was $10.79 through 4/30/17 | Use 2016-17 budget projection for caution BUT we can sign up to be an Amazon “associate” and get MUCH more (4-6%) if we’re willing to “promote” Amazon on the website and urge people to go through CCSS when they buy stuff through Amazon ***($10.79)*** |

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| **Item**  **Number** | **Description** | **PROPOSED AMOUNT**  **(% of income)** | **Itemization/Bases for Projection** | **Other Comments**  **incl follow-up, deadlines, etc.**  **(# in parentheses: accounting figure**  **for 2016-17 as of 4/30/17)** |
| ***EXPENSES: TOTAL = $211,943*** | | | | |
| ***300*** | ***Total: Governance*** | ***$40,250***  ***(with 6802: $45,270)*** | ***Percent of total organizational expenses:***  ***Categories 300 = 19.0%***  ***Categories 300 and 6802 = 21.4%*** | |
| *301* | *Total: Executive Governance* | *$3,800* | *Percent of total governance: categories 300 = 9.4% / categories 300* ***and*** *6802 = 8.4%* | |
| 3010 | Exec Retreat | $2,000 | Meeting room, travel/accommodations/food for Executive Council | Use 2016-17 budget projection; no figure yet for 2016-17 ***($0)*** |
| 3011 | President | $300 | Funds for travel to visit local councils, special meetings, advocacy/hearings, partner meetings, and other related duties | Use 2016-17 budget projection for caution; funds must be used, to advance CCSS objectives! ***($0)*** |
| 3012 | Pres-Elect | $300 |
| 3013 | First VP | $300 |
| 3014 | Northern VP | $300 |
| 3015 | Central VP | $300 |
| 3016 | Southern VP | $300 |
| *303* | *Total: Standing and Operating Committees* | *$11,800* | *Percent of total governance: categories 300 = 29.3% / categories 300* ***and*** *6802 = 26.1%* | |
| 3030 | Committee Expenses | $0 | Undefined | Use 2016-17 budget projection for caution ***($140.81)*** |
| 3031 | Gov Relations | $300 | -Each committee has $300 for projects to advance their objectives and those of CCSS as a whole  -BOD approves motions for use of funds  -Committees can share funds with other committees | Use 2016-17 budget projection for caution; funds must be used, to advance CCSS objectives! ***($0)*** |
| 3032 | C&I | $300 |
| 3033 | Pubs | $300 |
| 3034 | Membership | $300 |
| 3035 | Prof Standards | $300 |
| 3036 | D&SJ | $300 |
| 3037  **NOTE: Was 3046** | Task Forces/ Special Projects | $10,000 | *Maximum* allocation for strategic planning project, to be approved by Board | Need to explore multiple options for practitioners, to maximize impact/$$: could be task force review projects on CCSS outreach, web design and governance, OR outside consultant, OR other, OR combination of above… |

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| *304* | *Total: BOD Meetings* | *$15,750* | *Percent of total governance: categories 300 = 39.1% / categories 300* ***and*** *6802 = 34.8%* | |
| 3041 | May | $3,500 | Meeting room, travel/accommodations/food for Board (NoCal) | Increase from 2016-17 budget projection, to account for inflation ***($0)*** |
| 3042 | August | $7,000 | Meeting room, travel/accommodations/food for Board (San Diego) | Use 2016-17 budget projection for caution ***($5299.70)*** |
| 3043 | January | $3,500 | Meeting room, travel/accommodations/food for Board (NoCal) | Increase from 2016-17 budget projection, to account for inflation ***($1311.84)*** |
| 3044 | March | $1,500 | Meeting room, travel/accommodations/food for Board (San Diego) | Increase from 2016-17 budget projection, to account for inflation; should be inexpensive meeting since food only (meeting room is included in conference budget; no accommodations) ***($1263.13)*** |
| 3045 | Misc/Supplies | $250 |  | Use 2016-17 budget projection for caution ***($83.78)*** |
| *305* | *Professional Development* | *$3,600* | *Percent of total governance: categories 300 = 8.9% / categories 300* ***and*** *6802 = 8.0%* | |
| 3050  **NOTE: Was 30510** | NCSS Conference | $1,600 | President to attend CCSS conference: reg feed, travel, accommodations, food | Use 2016-17 budget projection for caution; should be less, since in CA ***($1577.96)*** |
| 3051  **NOTE: Was 30511** | NCSS Legislative Summer Institute | $0 | Executive Council decided to forego this year and use other means to establish NCSS Gold Star status | Prior budget projection was $800 ***($261.26)*** |
| 3053  **NOTE: Was 30513** | Other | $0 | Executive Council decided to forego sponsoring Western States’ breakfast this year | Served as fiscal agent for the WSB the past two years ***($798.51)*** |
| 3054  **NOTE: Was 30514** | Awards and Donations | $2,000 | CCSS awards, plaques, History Day awards, etc. | Reduced projection on basis of 2016-17 spending ***($1370.00)*** |
| 3055  **NOTE: Was 30515** | Nominations and Elections | $0 | Has been done at no cost through established communications platforms | In future, could consider spending $$ to strengthen the process and participation ***($0)*** |

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| *307* | *Governance Business* | *$5,300* | *Percent of total governance: categories 300 = 13.2% / categories 300* ***and*** *6802 = 11.7%* | |
| 3071 | BOD Liability Insurance | $1,000 | Cautious estimate based on cost of $850 for insurance beginning in May ‘17 | ***($0)*** |
| 3072 | Insurance/ Bond | $4,000 | Per prior estimates for blanket policy | ***($0)*** |
| 3075 | ADA Compliance | $300 | For possible meeting accommodations, NOT including conference (separately listed in conference budget) | Use 2016-17 budget projection for caution ***($0)*** |
| *308* | *Local Council Development* | *See 6802* | *Percent of total governance: categories 300* ***and*** *6802 = 11.1%* | |
| ***600*** | ***Total: Office Expenses*** | ***$14,998*** | ***Percent of organizational expenses: 7.1%*** | |
| 6001 | CC Fees | $4,000 | Percent based on sales: increase from $3,000 budgeted for 2016-17 on basis of actual costs | ***($4506.21 including Paypal: see 6002)*** |
| 6002 | Paypal Fees | $500 | Percent based on sales | ***($0; was merged into 6001)*** |
| 6003 | Communication | $100 | Conference calls, videoconferencing, etc. | ***($0)*** |
| 6004 | Storage | $540 | -Estimate of $45/mo x 12 months  -Avi likely to spend 0; rest for new ED, per updated cost of Laurie’s storage unit | ***($405 as of 6/1)***  NOTE: GoDaddy subscription good through 10/25/18; five-year subscription $500-600 |
| 6005 | Equipment | $2,000 | *Maximum* to spend on laptop and external hard drive | ***($0)*** |
| 6006 | Computer Programs | $658 | -Adobe Creative Cloud *including* **InDesign** for SSR and conference program ($20/mo x 12 mos = $240)  -QuickBooks Online Plus ($22/mo x 5 mos + $44/mo x  7 mos = $418)  -Wells Fargo link to QuickBooks ($9.95/mo x 12 mos = $119.40) | ***($359.88)*** |
| 6007 | Postage | $500 | Postage, printing/shipping, mailing…NOT including SSR (see item 7202) | Use 2016-17 budget projection for caution ***($123.16)*** |
| 6008 | Bank Fees | $150 | $3/view, cost for new checks… | Use 2016-17 budget projection ***($161.31)*** |
| 6009 | Supplies | $500 | Printer cartridges, labels, paper, materials… | Use 2016-17 budget projection for caution ***($384.29)*** |
| 6010 | Wild Apricot | $1,600 | Covers anticipated increase in yearly subscription for Wild Apricot Pro | ***($1404.00)*** |
| 6011 | Office Rent | $2,800 | Avi: $0 x 4 mos = $0  New ED: $350 x 8 mos = $2800 | Last year’s budget was based on a maximum of $500/mo, though total allocation was only $4200  ***($2250.00 for ~10.5 mos)*** |

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| 6012 | Consultant  Support | $750 | For tech support | Use 2016-17 budget projection for caution ***($75.00)*** |
| 6013 | Advertising and Publicity | $750 | Undefined: for general use | Cut 2016-17 budget projection in half, for caution ***($0)*** |
| 6014 | Mailbox Rent | $150 | On basis of Berkeley P.O.: ~75 for each 6 mos | ***($79.98 plus $86.60 in May ’17 including stamps)*** |
| ***620*** | ***Total: Personnel*** | ***$67,172*** | ***Percent of organizational expenses: 31.7%*** | ***Was called “Payroll”***  ***“Personnel” was 660 (why?)*** |
| 6201 | Workman Comp | $0 | See 6203 | ***($382)*** |
| 6202 | EDD | $0 | See 6203 | ***($457.01)*** |
| 6203 | Exec Director Compensation  **NOTE: Was “Salary”** | $49,522 | This figure reflects a change from a “salaried, exempt employee” position to “independent contractor”, and “rolls together” the following items:  -Prior “salary” (6203): *$20,800* ($41,600  (40x52x2x$10.00)/yr x 6 mos) + *$21,840* ($43,680  (40x52x2x$10.50)/yr x 6 mos) = ***$42,640***  -Prior Workman’s Comp (6201): ***$382***  -Prior EDD (6203): ***$500***  -Prior IRS Payroll Taxes (6204): ***$6000*** | ***($23,345.10 for salary alone)***  NOTE: In the future, this should be adjusted upward to reflect both increases in minimum wage AND associated benefits that went with the salaried position, which are based here on a lower figure so will also need to be readjusted upward |
| 6204 | IRS Payroll Taxes | $0 | See 6203 | ***($5086.84)*** |
| 6205 | Reimbursements | $150 | General | ***($0)*** |
| 6206 | ED Travel | $1,000 | Other than regular meetings, *including* at NCSS attend Presidents’ meeting, work the vendor hall (and provide report to Board on outcome) | Use allocation from 2016-17 budget projection, per EC recommendation ***($299.44)*** |
| 6207  **NOTE: Was 667** | Legislative Analyst Stipend | $15,000 | Actual pay to Fred Jones is $20,000; expense here reflects $5000 payment by CCEE | ***($10,000.00)*** |
| 6208  **NOTE: Was 6671** | Legislative Analyst Travel | $1,500 | Discretionary, to…  \*Board meetings INCLUDING (esp) conference  \*Legislative “events”: statewide, local, and for purposes  of advocacy for local councils | Use 2016-17 budget projection for caution ($500), then add $1000 to expand capacity ***($0)*** |
| ***625*** | ***Total: Accounting*** | ***$5,500*** | ***Percent of organizational expenses: 2.6%*** |  |
| 625 | Accounting | $5,500 | Payment to accountant to service payroll and taxes, plus general consulting support  \*Increased allocation of ~$2000 in anticipation of need  to reconcile accounts for much of 2017-18 | ***($3425.00)*** |

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| ***645*** | ***Total: Tax and Licenses*** | ***$110*** | ***Percent of organizational expenses: 0.0%*** | |
| 6451 | Sales Tax | $50 | Via accountant | Use 2016-17 budget projection for caution ***($20)*** |
| 6452 | Registry of Charitable Trusts | $50 | Via accountant | Use 2016-17 budget projection for caution ***($50)*** |
| 6453 | Franchise Tax Filing | $10 | Via accountant | Use 2016-17 budget projection for caution ***($10)*** |
| ***680*** | ***Total: Membership Expenses*** | ***$5,620*** | ***Percent of organizational expenses: 2.7%*** | |
| 6801 | Membership to NCSS | $500 | Payment to NCSS for fees collected: members typically register for membership directly through NCSS, not CCSS | Use 2016-17 budget projection for caution ***($0)*** |
| 6802 | Membership reimbursement to local councils | $5,020 | -Budget assumes $10 will be sent to local council for each registered member (x502: see item 201)  -Local councils must submit (re-)affiliation papers, bank statements and expense report to receive $10/ member | ***($0)***  Also see 308 |
| 6803 | NCSS Dues | $100 | Needed for Gold Star status | ***($100)*** |
| ***720*** | ***Total: Pubs Operations*** | ***$9,250*** | ***Percent of organizational expenses: 4.4%*** | |
| 7201 | Website Production/ Maintenance | $5,000 | *Maximum* allocation for work to support reworking and maintenance of website, to be approved by Board | ***($0)*** |
| 7202 | SSR Review | $500 | Printing, postage/shipping, mailing of hard copies *including* subscriptions | ***($1595.01: high cost due to color copying)*** |
| 7203 | Sunburst | $450 | **Constant Contact:** to cover anticipated increased fee (currently $31.50/mo x 12 mos = $378) | May cancel subscription to save expense, as functions duplicate others we have ***($360)*** |
| 7204 | OP’s | $0 | Additional costs? |  |
| 7205  **NOTE: Was 7250** | Sunburst Stipend | $500 | Ayisha (as Board member) does it for free – yeah, Ayisha! | Use 2016-17 budget projection for caution ***($300)*** |
| 7206  **NOTE: Was 7251** | SSR Stipend | $1,800 | Subject to search for new editor | Use 2016-17 budget projection ***($1800)*** |
| 7207  **NOTE: Was 7252** | OP’s Stipend | $1,000 | Subject to search for new editor | Use 2016-17 budget projection ***($0)*** |

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| 7208  **NOTE: Was 7253** | Web/Tech Blog | $0 | No plan for one at this time | ***($0)*** |
| ***818*** | ***2018 SD Conference*** | ***$69,043*** | ***Percent of organizational expenses: 32.6%*** | See itemized conference budget |
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| ***REVENUES: TOTAL = $214,196*** | | | | |
| ***EXPENSES: TOTAL = $211,943*** | | | | |
| ***NET (REVENUES MINUS EXPENSES): +$2,253*** | | | | |