

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget: General Overview
(Prepared by Thomas Jurczak)**

The FY 2014 budget projects a net gain of \$35,554. This is \$22,076 (163.78%) greater than the FY 2013 budgeted net gain and \$31,302 (46.82%) less than the FY 2013 projected net gain. The FY 2014 proposed budget projects an increase in revenues of 7.06% and an increase in expenses of 6.15% as compared to the FY 2013 budget.

There are a number of items worth noting:

- FY 2014 is the third year of the three-year dues increase approved by the membership in August 2010. Due to this increase, budgeted dues revenues are projected to increase 8%.
- Education's Digital Archives Specialist (DAS) program is projected to be a major contributor to the budgeted 13.84% increase in workshop revenues.
- Conversely we project the 2013 Annual Meeting revenue to be 1.07% less than was realized in FY 2013 (the 2012 Annual Meeting in San Diego). Based on experience year to date, we also decreased Publications' budgeted net gain by 65.77% as compared to the FY 2013 budget.

That said, the most notable points of interest in the proposed FY 2014 budget are as follows:

- Anticipation of 1,450 attendees at the Annual Meeting;
- Most of the gain in dues revenue is due to the third year of the dues increase and not because of significant increases in membership;
- Continued strong growth in Education revenues;

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2014.

**The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Budget Master - Operations**

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ 859,852.37	\$ 796,156.24	\$ 804,142.87	\$ 63,696.13	8.00%	\$ 55,709.50	6.93%
Subscriptions & Advertising	224,220.00	187,193.00	200,076.17	37,027.00	19.78%	24,143.83	12.07%
Workshops	476,850.00	418,879.00	421,483.00	57,971.00	13.84%	55,367.00	13.14%
Annual Meeting	564,610.04	508,874.64	573,204.50	55,735.40	10.95%	(8,594.46)	(1.50%)
Publications	312,812.93	341,952.16	297,005.91	(29,139.22)	(8.52%)	15,807.02	5.32%
Contributions	-	-	100.00	-	N/A	(100.00)	(100.00%)
Investments	2,730.00	1,980.00	2,070.72	750.00	37.88%	659.28	31.84%
Other	60,403.46	81,520.00	77,460.02	(21,116.54)	(25.90%)	(17,056.56)	(22.02%)
Total Revenues	\$ 2,501,478.80	\$ 2,336,555.03	\$ 2,375,543.19	\$ 164,923.77	7.06%	\$ 125,935.61	5.30%
Expenses			Projected FY '13	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 965,876.83	\$ 911,763.72	\$ 888,446.63	\$ 54,113.11	5.93%	\$ 77,430.20	8.72%
Office Occupancy & Utilities	94,936.18	92,973.60	94,688.83	1,962.58	2.11%	247.35	0.26%
Services	936,639.78	871,839.81	907,882.74	64,799.97	7.43%	28,757.04	3.17%
Supplies	14,771.73	13,005.86	14,182.10	1,765.87	13.58%	589.63	4.16%
Travel	191,568.00	167,217.00	153,495.98	24,351.00	14.56%	38,072.02	24.80%
Leases, Rentals & Licenses	38,842.98	29,567.49	27,690.04	9,275.50	31.37%	11,152.94	40.28%
Taxes, Dues and Subscriptions	15,857.00	16,898.00	20,574.50	(1,041.00)	(6.16%)	(4,717.50)	(22.93%)
Depreciation, COGS, and Other	207,431.89	219,810.64	201,725.82	(12,378.76)	(5.63%)	5,706.07	2.83%
Total Expenses	\$ 2,465,924.39	\$ 2,323,076.13	\$ 2,308,686.64	\$ 142,848.26	6.15%	\$ 157,237.75	6.81%
Gain / (Loss) from Operations	\$ 35,554.41	\$ 13,478.90	\$ 66,856.55	\$ 22,075.51	163.78%	\$ (31,302.14)	(46.82%)
Replenishment of Council-Directed Funds	-	-	-				
Net Gain / (Loss)	\$ 35,554.41	\$ 13,478.90	\$ 66,856.55				

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**FY14 Proposed Budget Narrative:
General & Administrative (Program 100)
(Prepared by Thomas Jurczak)**

The projected net loss in this area for FY 2014 is \$524,784. This is \$49,973 (10.52%) greater than the FY 2013 budgeted net loss and \$42,590 (8.83%) greater than the FY 2013 projected net loss.

Effort of all staff members is allocated across the budget based on FY 2013 patterns. Personnel costs for G&A reflect 3.31 FTEs or 27.57% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

Significant points of interest in the proposed budget are as follows:

- This program now includes the staff salaries and benefits for the Web and IT Systems Administrator (Matt Black). Previously the time of the Director of Member and Technical Services was allocated primarily to Membership. Thus there is a concomitant drop in the salaries and benefits allocated to the Membership program (Program 120).
- We rent 3,807 square feet at a per-foot cost of \$22.00 per year (or approximately \$6,980 per month). Annual increases of \$.50 per square foot take effect each February 1. We also rent two storage spaces at a monthly cost of \$335. (Activity 2.d.)
- A number of the initial development expenses associated with the Drupal project will be fully depreciated during FY 2014. The FY 2014 depreciation expense is projected to decrease by more than \$10,000 as compared to the FY 2013 expense. (Activity 2.h.)
- Interest on CD balances is currently 0.42%. We are projecting the average CD balance to maintain its current level of \$650,000.
- Staff effort and associated expenses applied to the Foundation are refunded to the Foundation on a monthly basis as an in-kind donation. For FY 2014, this is calculated to amount to \$19,216. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
General & Administrative

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	100.00	-	N/A	(100.00)	(100.00%)
Investments	2,730.00	1,980.00	2,070.72	750.00	37.88%	659.28	31.84%
Other	-	-	26.10	-	N/A	(26.10)	(100.00%)
Total Revenues	\$ 2,730.00	\$ 1,980.00	\$ 2,196.82	\$ 750.00	37.88%	\$ 533.18	24.27%
Expenses							
	Fiscal '14	Fiscal '13	Actuals	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 270,835.25	\$ 224,394.35	\$ 214,330.60	\$ 46,440.90	20.70%	\$ 56,504.65	26.36%
Office Occupancy & Utilities	26,449.70	22,864.21	23,371.41	3,585.49	15.68%	3,078.29	13.17%
Services	130,687.61	128,933.94	132,045.66	1,753.67	1.36%	(1,358.05)	(1.03%)
Supplies	2,529.65	2,180.46	3,119.96	349.20	16.01%	(590.31)	(18.92%)
Travel	6,240.00	7,369.00	7,931.62	(1,129.00)	(15.32%)	(1,691.62)	(21.33%)
Leases, Rentals & Licenses	5,582.17	4,539.08	4,941.25	1,043.10	22.98%	640.92	12.97%
Taxes, Dues and Subscriptions	1,342.00	943.00	1,911.00	399.00	42.31%	(569.00)	(29.77%)
Depreciation, COGS, and Other	83,847.19	85,566.98	96,739.19	(1,719.78)	(2.01%)	(12,892.00)	(13.33%)
Total Expenses	\$ 527,513.57	\$ 476,791.00	\$ 484,390.69	\$ 50,722.57	10.64%	\$ 43,122.88	8.90%
Gain / (Loss) from Operations	\$ (524,783.57)	\$ (474,811.00)	\$ (482,193.87)	\$ (49,972.57)	10.52%	\$ (42,589.70)	8.83%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (524,783.57)	\$ (474,811.00)	\$ (482,193.87)				

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Staff an effective and efficient headquarters office.				\$ 273,672		\$ 226,688
	a.	Personnel Amounts in this document are those allocated specifically to the General & Administrative (G&A) cost center. The program planners for other individual cost centers include appropriate G&A allocations based on staffing. Based on "anticipated effort" allocations, 27.57% of G&A expenses are allocated to the General & Administrative cost center.	5000	Salaries & Wages	\$ 218,696		\$ 181,421	
			5000	Increase in Vacation Liability	-		-	
			5010	Insurance Coverage	17,102		15,535	
			5020	Employer Payroll Taxes	17,542		12,924	
			5030	Retirement Benefit	17,496		14,514	
			5040	Bonuses	-		-	
	b.	Staff memberships in professional organizations	5820	ASAE (NPB @ \$295) Association Foundation Group (NPB @ \$95) Association Forum (NPB @ \$340)	730		715	
	c.	Registration/travel for professional development offerings	5640	ASAE and Association Forum	1,325		994	
	d.	Business meals and local transportation	5290	Various Occasions and Meetings @ \$150/m (G&A share) - Holiday Luncheon: \$900 - Staff Acknowledgments (included in monthly amount)	781		584	
	2	Overhead costs of SAA headquarters office.				115,316		106,969
	a.	Electricity	5120	Electricity: Avg of \$400/m @ 27.57%	1,324		1,217	
	b.	Postage	5300	Postage: Avg of \$700/m @ 27.57%	2,316		2,020	
			5310	Express Mail Services: Avg of \$83/m	1,000		960	
	c.	Insurance	5260	Insurance (combined @ approx \$971/m) - Workers Compensation - Office Package - Professional Liability	11,650		12,369	
	d.	Rent - Current 10-year lease expires 1/31/18.	5100	7/12 - 1/13: (\$6,980+185 + 150-325.58) x 7m @ 27.57% 2/13 - 6/13: (\$7,138+185 + 150-325.58) x 5m @ 27.57%	23,339		19,815	
	e.	Supplies	5500	Office Supplies: Avg \$558/m @ 27.57%	1,820		1,470	
			5570	Miscellaneous Supplies	-		-	

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		f. Telephone	5110	Telephone/Internet: \$6,480 annually @ 27.57%	1,787		1,832	
		g. Printing and duplication	5400	Check Printing (2 @ \$200)	1,255		1,362	
			5400	Excess Usage of Ricoh (\$3,100 @ 27.57%)				
		h. Equipment and depreciation	5250	Maintenance and Repairs	-		-	
			5700	Equipment Lease, Site Licenses	5,582		4,539	
				- Phone System: Avg \$712/m @ 27.57%				
				- Copier / scanner / fax / printer: Avg \$575/m @ 27.57%				
				- Accounting Software License: \$1,025				
				- Pitney Bowes: Avg \$246/qtr @ 27.57%				
			5900	Depreciation: \$5,385.93/m	64,631		61,157	
		i. Property tax payments	5800	3,807 sq ft @ 17 North State (\$51/m)	612		228	
	3	Use outsource services as required to ensure that SAA's goals are met.				99,740		99,284
		a. Accounting	5240	Payroll Processing: \$282/m	3,380		3,210	
			5210	Audit and Tax Preparation	35,000		35,000	
		b. Bank charges	5230	Investment Fees: \$3,525/qtr allocated to Foundation	-		-	
			5233	Service Charges: Merrill Lynch Annual Fee	150		150	
			5236	Credit Card Processing Fees: Avg \$4,742/m	56,900		56,114	
		c. Legal services (general)	5280	Legal Services: \$1,000/qtr.	4,000		4,000	
		d. Courier	5275	Courier/Delivery Services:	-		-	
		e. Annual Report (disseminated electronically)	5350	Graphic Design/Layout	-		500	
		f. Annual Appeal (produced in-house in FY 12)	5350	Graphic Design/Layout	-		-	
			5335	Processing Labor and Materials	-		-	
			5400	Printing	-		-	
			5300	Postage	-		-	

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Program Planner
Fiscal 2014 Budget**

**Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		g. 1099 software and processing	5500	Software	210		210	
			5335	Processing/Postage/Mailing	100		100	
	4	Miscellaneous Income				(2,730)		(1,980)
		a. Contributions not designated for a particular fund	4610	Contributions	-		-	
		b. Return on Merrill Lynch General Fund	4700	Interest / Dividends: Assumes \$227.50/m	(2,730)		(1,980)	
		c. Return on Merrill Lynch Managed Fund	4705	Allocated to Foundation	-		-	
	5	Attendance at Annual Meeting (TJ, MB, CS, JS, LG)	5600	Bags / Ground Transport	500	4,915	400	6,375
		- TJ, CS, LG, MB rooms comped		Lodging @ \$135 x 5 (JS)	675		3,375	
				Per diem @ \$35 x 7 (TJ, CS), x 6 (LG, MB), x 5 (JS)	1,240		1,000	
				Airfare @ \$500 x 5	2,500		1,600	
	6	IT expenses (allocated across the budget)				14,655		13,066
		- Hardware, software, hosting, programming support (allocated across the budget)	5226	Computer Support	12,655		11,066	
				- Commonplaces: \$9,500 @ 27.57%				
				- General support: \$20,393 @ 27.57%				
		- Archives and Archivists List Coordinator C128		- Impact Solutions: \$8,764 @ 27.57%				
			5200	A&A List Consultant	1,500		1,500	
		Software and associated supplies	5500	Supplies	500		500	
	7	Administrative support of SAA Foundation	5915	In-kind donations from SAA to SAA Foundation		19,216		24,410
				Total Income		(2,730)		(1,980)
				Total Expenses		527,514		476,791
				(Gain) / Loss From Operations		\$ 524,784		\$ 474,811

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
The American Archivist (Program 102)
(Prepared by Teresa Brinati)**

The proposed FY 2014 budget projects a net loss of \$38,762 in this program area. This is \$33,083 (46.05%) less than the FY 2013 budgeted net loss and \$18,758 (32.61%) less than the FY 2013 projected net loss. The major reasons for this shift are anticipated growth in subscription and advertising revenue (+ \$23,580) and a reduction in allocation of staff time (-\$6,393).

Effort of all staff members is allocated across the budget based on modified FY13 patterns. Personnel costs for *The American Archivist* reflect 0.43 FTEs or 3.58% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Includes a winter 2014 meeting of the Editorial Board in Chicago. (Activity 1.b.)
- Includes a new \$1,000 line item for Submission Management software, per the Editor's request. (Activity 2.b.)
- Minor adjustments in printing (reduced) and mailing (increased) costs based on trends. (Activity 2.c.)
- Options (ranging from \$2,500 per year to \$4,500+ per year) for production of a digital edition. (See Activity 3.d. in the program planner for details.)
- A modest increase to two full-page paid ads per issue, based on trends. (Activity 2.d.)
- An increase to 580 subscriptions, based on three-year trends. (Activity 4.a.)

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
American Archivist

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	123,420.00	99,840.00	99,247.00	23,580.00	23.62%	24,173.00	24.36%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	6,250.00	5,450.00	6,116.62	800.00	14.68%	133.38	2.18%
Total Revenues	\$ 129,670.00	\$ 105,290.00	\$ 105,363.62	\$ 24,380.00	23.16%	\$ 24,306.38	23.07%
Expenses							
	Fiscal '14	Fiscal '13	Actuals	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 35,063.65	\$ 41,457.55	\$ 37,319.80	\$ (6,393.90)	(15.42%)	\$ (2,256.15)	(6.05%)
Office Occupancy & Utilities	3,429.47	4,225.66	3,841.84	(796.18)	(18.84%)	(412.37)	(10.73%)
Services	118,957.99	120,029.16	118,535.42	(1,071.17)	(0.89%)	422.57	0.36%
Supplies	1,229.58	1,278.31	270.72	(48.72)	(3.81%)	958.86	354.19%
Travel	8,775.00	8,480.00	2,030.00	295.00	3.48%	6,745.00	332.27%
Leases, Rentals and Licenses	976.50	1,664.82	886.36	(688.32)	(41.35%)	90.14	10.17%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 168,432.20	\$ 177,135.49	\$ 162,884.14	\$ (8,703.29)	(4.91%)	\$ 5,548.06	3.41%
Gain / (Loss) from Operations	\$ (38,762.20)	\$ (71,845.49)	\$ (57,520.52)	\$ 33,083.29	(46.05%)	\$ 18,758.32	(32.61%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (38,762.20)	\$ (71,845.49)	\$ (57,520.52)				

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management & Administration				\$0		\$0
		Administer activities of the journal; develop and monitor budget; participate in performance appraisal of editor; prepare reports and resource materials for the Editorial Board; consult with editor regarding visual materials for cover presentation; obtain professional literature for reviews editor; facilitate copyright and permissions; monitor subscriptions and claims; interact with persons within and outside the profession regarding association management and periodical publishing-related issues; and respond to feedback on the journal.				\$8,095		\$6,975
	a.	"Write Away" Morning Forum during Annual Meeting (split 50/50 with Pubs)	5290	F&B--Coffee/Tea (75 x \$14 @ 50%)	\$700		\$525	
	b.	Winter meeting of Editorial Board in Chicago (10 members + 1 Council liaison = 11)	5610	Member Travel (6x\$300 + 4x\$550 + 1x\$800 air/ground)	\$4,600		\$4,300	
			5620	(11p x \$150 x 1n lodging)	\$1,650		\$1,700	
			5630	(11p x \$45 x 1d per diem)	\$495		\$450	
			5290	Business meals	\$650			

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal	Activity <u>No.</u>	<u>Narrative</u>	Account <u>No.</u>	<u>Account Description</u>	Proposed FY14 Budget		FY13 Budget	
					<u>Line Amount</u>	<u>Activity Total</u>	<u>Line Amount</u>	<u>Activity Total</u>
	2	Print Publication of <i>The American Archivist</i> Vol. 76, No. 2 (Fall/Winter 2013) 300 pp Vol. 77, No. 1 (Spring/Summer 2014) 300 pp Expenses include manuscript mark-up; electronic page proof distribution to authors, editor, copyeditor, reviews editor, indexer; design of house ads to promote SAA activities; manufacturing; and distribution. Press run of 5,400 (individual members <i>minus</i> students per membership projections; sustaining members; subscribers; and extra copies for distribution to editor, reviews editor, authors, claims, and promos). NOTE: Print journals eliminated from distribution to students and not included in new member packets due to online access. Tearsheets to book/web reviewers and publishers sent via email.				(\$2,200)		(\$1,820)
						\$115,240		\$117,270
	a.	Editorial Services	5370	Editor Honorarium	\$40,000		\$40,000	
			5370	Copyeditor	\$4,500		\$5,400	
			5370	Indexer	\$2,240		\$720	
	b.	Submission Management software	5500	Submission Management Software	\$1,000		\$1,000	
	c.	Print Production and Distribution	5350	Layout (\$4,000 x 2)	\$9,000		\$8,000	
		~5,400 copies x 2 issues	5400	Printing (\$20,000 x 2 issues)	\$40,000		\$43,450	
			5300	Postage				
			5300	Domestic	\$14,500		\$14,600	
			5300	International	\$4,000		\$3,500	

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget																
					Line Amount	Activity Total	Line Amount	Activity Total															
		<p><i>Opt out based on 5,400 press run @ unit cost of \$3.71 (printing) and \$1.713 (postage) x 2 issues:</i></p> <table border="1"> <tr> <td><i>opt out % / press run / printing / postage</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5%</td> <td>5,130</td> <td>\$38,065</td> <td>\$17,575</td> </tr> <tr> <td>10%</td> <td>4,860</td> <td>\$36,061</td> <td>\$16,650</td> </tr> <tr> <td>20%</td> <td>4,320</td> <td>\$32,054</td> <td>\$14,800</td> </tr> </table>	<i>opt out % / press run / printing / postage</i>				5%	5,130	\$38,065	\$17,575	10%	4,860	\$36,061	\$16,650	20%	4,320	\$32,054	\$14,800					
<i>opt out % / press run / printing / postage</i>																							
5%	5,130	\$38,065	\$17,575																				
10%	4,860	\$36,061	\$16,650																				
20%	4,320	\$32,054	\$14,800																				
		d. Support advertising sales for semi-annual journal (assumes 2 full-page ads)	4150	Display Ads (\$550 x 2 ads x 2 issues)	(\$2,200)		(\$1,820)																
	3	ePublication of <i>The American Archivist</i>				(\$250)		(\$450)															
		a. MetaPress: General hosting and licensing fees	5226	Hosting @ \$25/m + Licensing @ \$20/m	\$540		\$540																
		b. MetaPress: Electronic content management and delivery of 2 issues (Fall/Winter and Spring/Summer)	5335	Content Management Service Charge (\$48/chunk x 12 chunks x 2 issues)	\$1,152		\$1,152																
		c. MetaPress: Commercial sale of online articles - nonmember/nonsubscriber sales of embargoed content	4900	Sale of Online Articles ~17 articles x (\$18 - \$3 transaction fee)	(\$250)		(\$450)																
		d. Digital Publication	5335		\$0																		
		<i>OPTION 1. GTxcel Digital Edition and App: One-time set-up fee of \$500 + \$1,000 per issue (up to 300 pp) for conversion and text extraction for the online web reader (digital edition), mobile web reader, iOS apps, Kindle Fire app, and Android Marketplace apps.</i>		<i>One-time set-up fee (\$500) + Conversion (\$1,000 x 2 issues) = \$2,500</i>																			
						\$1,692		\$5,576															

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		<i>OPTION 2. GTxcel Optional Total Mobility: One-time set-up fee of \$500 + \$1,500 per issue (up to 300 pp). Conversion services and text extraction up to for the on-line Web Reader (digital edition), Mobile Web Reader, iOS apps (iPhone and iPad), Kindle Fire app, and Android Marketplace apps. Also includes maintenance and hosting services while issues are being actively converted. Set-up fees, Reader Access options and Interactive Modules are additional. Package includes 1 free video module and 1 free blow-in per issue for one year from date of contract signing.</i>	5335	<i>One-time set-up fee (\$500) + Conversion (\$1,500 x 2 issues) = \$3,500</i>				
		<i>OPTIONAL: Total Mobility Subscriber Management - \$0.05 per email / \$50 minimum per email list – Includes Look Inside, First Issue InstantDelivery set up, delivery email notification, in-app sign in, in-app purchase support, and BPA/ABC audit support for web reader edition, if necessary.</i>	5335	<i>Subscriber Management (6,680 mems/subs x \$0.05 email x 2 issues)= \$668</i>				
		<i>OPTIONAL: Total Mobility Membership Authentication \$100 per issue. Users gain access through Company's authentication page via authorized referrer URL. Includes Look Inside set up.</i>	5335	<i>Authentication (\$100 x 2 issues)= \$200</i>				
	4	Subscriptions						
	a.	Subscriptions	4100	Subscriptions	(\$121,220)	(\$127,220)	(\$98,020)	(\$103,020)
		Assumes 580 subscriptions @ \$209						
		- Institutional Subscribers						
		\$209 for print edition only						
		\$209 for online edition only						
		\$259 for "premium" subscription (print and online)						

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		- Individual Subscribers \$169 for print edition only \$169 for online edition only \$199 for "premium" subscription (print and online)						
		b. JSTOR	4860	Royalty	(\$6,000)		(\$5,000)	
	5	Public Relations and Outreach				\$2,030		\$2,030
		a. Editor's attendance at conferences.		Editor Travel (Regional Meeting)				
			5610	(1p x \$550 airfare/ground)	\$550		\$550	
			5620	(1p x \$180 x 2d lodging)	\$360		\$360	
			5630	(1p x \$45 x 3d per diem)	\$135		\$135	
				Editor Travel (ACA Meeting)				
			5610	(1p x \$500 airfare/ground)	\$500		\$500	
			5620	(1p x \$175 x 2d lodging)	\$350		\$350	
			5630	(1p x \$45 x 3d per diem)	\$135		\$135	
	6	General and Administrative Cost Allocation				39,730		47,109
	7	Computer Support Cost Allocation				1,645		2,060
				Total Income		(129,670)		(105,290)
				Total Expenses		168,432		181,019
				(Gain) / Loss From Operations		\$38,762		\$75,729
				Pubs Fund		-		-
				B List		-		3,884
				Tech Fund				
				Net Operating (Gain) / Loss		\$38,762		\$71,845

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Archival Outlook (Program 103)
(Prepared by Teresa Brinati)**

The FY 2014 budget projects a net loss of \$118,752. This is \$10,528 (8.14%) less than the FY 2013 budgeted net loss and \$4,539 (3.97%) greater than the FY 2013 projected actual net loss.

Effort of all staff members is allocated across the budget based on modified FY13 patterns. Personnel costs reflect 0.71 FTEs or 5.89% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for *Archival Outlook* (and *In The Loop*) assumes the following:

- An increase in advertising revenue (total projected at \$20,500) based on multi-year trends. (Activity 2.a.)
- Inclusion of \$5,500 in advertising revenue for *In the Loop*. Paid advertising in this publication was introduced in FY 2013. (Activity 3)

Per the Council's Action List, scenarios for opting out of the print version of *Archival Outlook* (Activity 2.c.) and for providing the publication in digital format (Activity 4.a.) are outlined in the program planner.

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Archival Outlook

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	26,000.00	19,500.00	25,441.05	6,500.00	33.33%	558.95	2.20%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	2,250.00	1,820.00	2,080.33	430.00	23.63%	169.67	8.16%
Total Revenues	\$ 28,250.00	\$ 21,320.00	\$ 27,521.38	\$ 6,930.00	32.50%	\$ 728.62	2.65%
Expenses							
	Fiscal '14	Fiscal '13	Actuals	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 57,900.11	\$ 60,232.45	\$ 57,670.11	\$ (2,332.34)	(3.87%)	\$ 230.00	0.40%
Office Occupancy & Utilities	5,650.60	6,134.36	5,965.21	(483.75)	(7.89%)	(314.61)	(5.27%)
Services	81,253.60	81,962.86	75,703.20	(709.27)	(0.87%)	5,550.40	7.33%
Supplies	386.83	396.78	408.75	(9.96)	(2.51%)	(21.92)	(5.36%)
Travel	100.00	-	99.00	100.00	N/A	1.00	1.01%
Leases, Rentals & Licenses	1,466.07	1,628.56	1,192.85	(162.49)	(9.98%)	273.22	22.90%
Taxes, Dues and Subscriptions	245.00	245.00	495.00	-	0.00%	(250.00)	(50.51%)
Depreciation, COGS, and Other	-	-	200.00	-	N/A	(200.00)	(100.00%)
Total Expenses	\$ 147,002.20	\$ 150,600.01	\$ 141,734.12	\$ (3,597.81)	(2.39%)	\$ 5,268.08	3.72%
Gain / (Loss) from Operations	\$ (118,752.20)	\$ (129,280.01)	\$ (114,212.74)	\$ 10,527.81	(8.14%)	\$ (4,539.46)	3.97%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (118,752.20)	\$ (129,280.01)	\$ (114,212.74)				

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Archival Outlook / In the Loop
Program Number: 103**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities of <i>Archival Outlook</i> and <i>In the Loop</i> . Develop and monitor budget; maintain resource materials; consult with staff, leaders, and members regarding content needs; interact with persons within and outside the profession regarding association management periodical publishing-related issues; and respond to feedback.				\$345		\$245
		a. Membership dues (two for one - TB, AH) - Association Media and Publishing	5820	Membership Fee	\$245		\$245	
		b. Awards	5640	Entry Fee	\$100		\$0	
	2	Publish <i>Archival Outlook</i> 6 times per year (5 issues @ 28 pages + cover) + (1 issue @ 40 pages + cover) x 6,200 copies Expenses include writing and editing; layout; design of house ads to promote SAA activities; posting PDF online; and distribution of print edition to members + additional comp copies to contributors.				(\$22,750) \$78,980		(\$16,820) \$78,979
		a. Display advertising (7.5 pages x 6 issues)	4150	Display Ads	(\$20,500)		(\$15,000)	
		b. First-class and airmail service	4800	First-Class + Airmail Income	(\$2,250)		(\$1,820)	
		c. Production	5350	Graphic Design	\$12,150		\$12,500	
		- Graphic design \$1,850/issue (\$3,150 Sep/Oct)	5400	Printing	\$35,045		\$35,045	
		- Printing 2C, 100# mpc text (unit price = \$0.91755)	5335	Processing Labor / Materials	\$7,050		\$6,699	

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Archival Outlook / In the Loop
Program Number: 103**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5300	Postage	\$24,735		\$24,735	
		<i>Opt out based on 6,200 press run @ unit cost of \$0.942 (printing) and \$0.854 (processing+postage) x 6 issues: opt out % / press run / printing / process + postage 5% 5,890 \$32,426 \$30,180 10% 5,580 \$31,538 \$28,592 20% 4,960 \$28,034 \$25,415</i>						
	3	Publish In the Loop 26 times per year Inhouse production of every-other-weekly e-newsletter - Display Advertising (3-4 ads per issue)	4150	Advertising	(\$5,500)	(\$5,500)	(\$4,500)	(\$4,500)
	4	Research and Development a. Digital Publication				\$0		\$0
		<i>OPTION 1. GTxcel Digital Edition and App: One-time set-up fee of \$500 + \$600 per issue for conversion and text extraction for the online web reader (digital edition), mobile web reader, iOS apps, Kindle Fire app, and Android Marketplace apps.</i>	5335	<i>One-time set-up fee (\$500) + Conversion (\$600 x 6 issues) = \$4,100</i>				
		<i>OPTION 2. GTxcel Optional Total Mobility: One-time set-up fee of \$500 + \$1,000 per issue. Conversion services and text extraction up to for the on-line Web Reader (digital edition), Mobile Web Reader, iOS apps (iPhone and iPad), Kindle Fire app, and Android Marketplace apps. Also includes maintenance and hosting services while issues are being actively converted. Set-up fees, Reader Access options and Interactive Modules are additional. Package includes 1 free video module and 1 free blow-in per issue for one year from date of contract signing.</i>	5335	<i>One-time set-up fee (\$500) + Conversion (\$1,000 x 6 issues) = \$6,500</i>				

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Archival Outlook / In the Loop
Program Number: 103**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		<i>OPTIONAL: Total Mobility Subscriber Management - \$0.05 per email / \$50 minimum per email list – Includes Look Inside, First Issue InstantDelivery set up, delivery email notification, in-app sign in, in-app purchase support, and BPA/ABC audit support for web reader edition, if necessary.</i>	5335	<i>Subscriber Management (6,100 x \$0.05 x 6 issues) = \$305</i>				
		<i>OPTIONAL: Total Mobility Membership Authentication \$100 per issue. Users gain access through Company's authentication page via authorized referrer URL. Includes Look Inside set up.</i>	5335	<i>Authentication (\$100 x 6 issues) = \$600</i>				
		b. Implement Council-adopted recommendations of the Communications Task Force.						
	5	General and Administrative Cost Allocation				65,569	68,407	
	6	Computer Support Cost Allocation				2,108	2,969	
				Total Income		(\$28,250)	(\$21,320)	
				Total Expenses		147,002	150,600	
					B List		B List	
				(Gain) / Loss From Operations		\$118,752	\$129,280	

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Publications (Program 104)
(Prepared by Teresa Brinati)**

The FY14 proposed budget projects a net gain of \$28,197. This is \$54,187 (65.77%) less than the FY 2013 budgeted net gain and \$5,839 (17.16%) less than the FY 2013 projected net gain.

Effort of all staff members is allocated across the budget based on modified FY13 patterns. Personnel costs reflect 1.12 FTEs or 9.34% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Publications Editor Christopher Prom was signed to a three-year contract that commenced on March 1, 2013. (Activity 1.a.)
- The Publications Board will meet at SAA headquarters in March 2014. (Activity 1.b.)
- A publications sales budget spreadsheet projecting cost of goods sold versus revenue per title is attached to the program planner. Revenue projections are based on 84 active items; average cost per item of \$12.98; average revenue per item sold of \$39.32; percentage of items sold from total listed at 37.17%; and a COGS ratio to revenue of 33.01%. (Activity 2)
- Shipping revenue offsets 48.14% of postage, processing labor, and materials associated with third-party fulfillment. (Activities 2.b. and 2.e.)
- Completion of five new titles in a variety of formats by August 2013 (*DACS*, *Exhibits*, *Women's Archives Reader*, *Social Justice Sampler*, *Advocacy Sampler*); three new titles by December 2013 (*Conceptualizing 21st Century Archives*, *Diversity and Inclusion Reader*, *Reference Sampler*); and 11 new modules (covering Digital Preservation, Implementing Descriptive Standards, and Reference and Outreach) in the Trends in Archives Practice series. (Activity 3)
- Revenue trends from the past five fiscal years are as follows:
 - July 2012 (\$371,974) to June 2013 (projected \$351,153): 5.6% decrease
 - July 2011 (\$408,430) to June 2012 (\$371,974): 8.93% decrease
 - July 2010 (\$454,993) to June 2011 (\$408,430): 10.23% decrease
 - July 2009 (\$500,427) to June 2010 (\$454,993): 9.1% decrease
 - July 2008 (\$536,784) to June 2009 (\$500,427): 6.77% decrease

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Publications

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals		
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	304,112.93	337,152.16	294,333.91	(33,039.22)	(9.80%)	9,779.02	3.32%	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	49,553.46	69,000.00	56,819.16	(19,446.54)	(28.18%)	(7,265.70)	(12.79%)	
Total Revenues	\$ 353,666.40	\$ 406,152.16	\$ 351,153.07	\$ (52,485.76)	(12.92%)	\$ 2,513.33	0.72%	
Expenses								
	Fiscal '14	Fiscal '13	Actuals	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals		
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 91,851.50	83,141.38	\$ 81,350.17	\$ 8,710.12	10.48%	\$ 10,501.33	12.91%	
Office Occupancy & Utilities	9,109.57	8,469.82	9,125.51	639.74	7.55%	(15.94)	(0.17%)	
Services	95,799.13	101,754.85	94,046.34	(5,955.71)	(5.85%)	1,752.79	1.86%	
Supplies	1,606.81	551.72	3,605.15	1,055.09	191.24%	(1,998.34)	(55.43%)	
Travel	8,655.00	11,450.00	10,468.26	(2,795.00)	(24.41%)	(1,813.26)	(17.32%)	
Leases, Rentals & Licenses	5,783.78	5,489.91	6,616.37	293.88	5.35%	(832.59)	(12.58%)	
Taxes, Dues and Subscriptions	-	-	2,465.40	-	N/A	(2,465.40)	(100.00%)	
Depreciation, COGS, and Other	112,663.59	112,910.14	109,439.37	(246.55)	(0.22%)	3,224.22	2.95%	
Total Expenses	\$ 325,469.39	\$ 323,767.82	\$ 317,116.57	\$ 1,701.57	0.53%	\$ 8,352.82	2.63%	
Gain / (Loss) from Operations	\$ 28,197.01	\$ 82,384.34	\$ 34,036.50	\$ (54,187.33)	(65.77%)	\$ (5,839.49)	(17.16%)	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ 28,197.01	\$ 82,384.34	\$ 34,036.50					

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Publications
Program Number: 104**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration				\$30,450		\$31,700
		Administer activities of the Publications Department: develop and monitor budget; prepare performance appraisals; prepare reports and resource materials for the Publications Board, and organize and attend semi-annual board meetings; consult with Publications Editor; liaise with strategic publishing partners; negotiate contracts with vendors, authors, contributors; manage freelance copyeditors, designers, indexers; facilitate copyright and permissions; interact with persons within and outside the profession regarding association management and publishing-related issues; and respond to feedback on publications.						
		a. Publications Editor	5370	Honorarium	22,500		25,000	
		b. March meeting of Publications Board in Chicago (9 members + 1 Council liaison + 2 staff)	5610	Member Travel (6p x \$250 + 4p x \$500 airfare/ground)	3,500		3,500	
			5620	(10p x \$155 x 2n lodging)	3,100		2,400	
			5290	Business Meals	800		800	
			5295	Local Travel	-		-	
		c. Glossary Working Group activities (6 members + 1 Council liaison + 1 staff person)	5290	Dinner (8 x \$50)	400		-	
		- Dinner @ Annual Meeting	5110	Conference Calling	150			
		- Conference calls (1 hour x twice monthly)						

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Publications
Program Number: 104**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		d. Staff professional development and activities	5640	Chicago Book Clinic Membership	-		-	
			5640	ASAE Seminar	-		-	
			5640	Association Forum	-		-	
			5640	SNAP Excel Awards Competition	-		-	
	2	Physical Inventory Management and Sales				(293,389)		(337,955)
		Liaise with Service Center regarding onsite order processing and third-party fulfillment for approx 110 titles. Add new SAA titles; reprint SAA titles as needed; acquire titles from other publishing outlets for distribution based on criteria established by Publications Board; reorder titles from other publishing outlets as needed (3- to 6-mo. inventory); monitor sales and remove underperforming titles; refresh and update online bookstore.				151,441		142,590
		a. Sale of Publications (see worksheet)	4400	Sale of Publications	(243,836)		(268,955)	
		b. Revenue from customers to offset shipping expense	4800	Shipping Revenue	(27,553)		(57,000)	
					-		-	
					-		-	
		c. Royalties earned from publishing/distribution partnerships:	4860	Royalty Income	(22,000)		(12,000)	
		- American Library Association (95% of royalty income)						
		- Scarecrow Press						
		- Copyright Clearance Center						

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Publications
Program Number: 104**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		d. Cost of goods sold @ average of .2441 of sales Sustaining institutional member COGS reflected in Membership budget; CD sales in Education budget.	5940	Cost of Goods Sold	71,584		79,410	
		e. Warehousing, packaging, and distribution - Fulfillment via Diamond Marketing Solutions, Inc.	5700	Warehouse (\$270/m x 12)	3,240		3,240	
			5300	Postage	45,000		45,000	
			5335	Processing Labor / Materials	9,000		12,000	
		f. Royalties paid to authors of SAA books: - <i>AMIA Compendium of Practice</i> - <i>Managing Archival and Manuscript Repositories</i> - <i>Photographs: Archival Care and Management</i> - <i>Preserving Archives and Manuscripts</i> - <i>Providing Reference Services</i> - <i>Understanding Archives and Manuscripts</i>	5395	Royalties Paid (\$1/book x 5) (\$1/book x 250) (\$1/book x 250) (\$1/book x 500) (\$1.50/book x 475) 712.5 (\$1/book x 2 authors x 450)	2,618		2,940	
		g. Reserve set up to cover unsold assets	5960	Inventory Reserve Depreciation	20,000		-	
3	New Publication Production, Distribution, and Sales		4400	New Publications--Sales	(60,277)	(60,277)		(68,198)
	Manage print and electronic production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution of review, comp, and sustaining member copies.		5940	New Publications--Cost of Sales	21,080	21,080		75,525
		<i>See attachment for detail.</i>						

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Publications
Program Number: 104**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Marketing and Promotion Market and promote new and existing titles. Promote participation in SAA's publishing program.				-		-
		a. Produce a publications mini-catalog in July Co-mail with Sep/Oct <i>Archival Outlook</i>	5350	Design	1,500		1,500	
		Distribute at SAA Annual Meeting, select regional meetings, and SAA workshops	5400	Printing (8,500)	3,700		3,700	
			5300	Postage / Freight	1,800		1,800	
		b. Promotional items	5550	Promo items	1,000		-	
		c. Staff attendance at SAA Annual Meeting - Brinati room comped, per hotel contract	5600	Staff Travel TB, AH (\$500 x 2)	1,000		1,000	
			5600	Lodging AH (6d x \$100)	600		1,755	
			5600	Per Diem TB (7x\$35) + AH (6x\$35)	455		520	
		d. SAA Annual Meeting Bookstore	5350	Graphics	600		600	
			5400	Printing (15 signs @ \$35)	525		350	
			5300	Freight (warehouse to site and return)	2,000		2,000	
		e. "Salute to Authors" Lemonade Toast at Annual Meeting	5290	F&B (4 gals x \$95 + 33% svc/tax)	505		360	
		f. "Write Away" Morning Forum at Annual Meeting (50/50 split with <i>American Archivist</i>)	5290	F&B--Coffee/Tea (75 x \$14 @ 50%)	525		525	
	5	General and Administrative Cost Allocation				104,003		94,437
	6	Computer Support Cost Allocation				4,285		4,107
				Total Income		(353,666)		(406,152)
				Total Expenses		325,469		365,793

**The Society of American Archivists
 Program Planner
 Fiscal 2014 Budget**

**Program Name: Publications
 Program Number: 104**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
				(Gain) / Loss From Operations		<u>(\$28,197)</u>		<u>(\$40,359)</u>
					W-I-P	-	W-I-P	42,025
				Net Operating (Gain) / Loss		<u>(\$28,197)</u>		<u>(\$82,384)</u>

**The Society of American Archivists
Publications Sales Budget
Fiscal 2014**

<u>Item #</u>	<u>Item/Title</u>	<u>Copyright</u>	<u># Sold</u>	<u>Cost</u>	<u>Price</u>	<u>COGS</u>	<u>Revenue</u>	<u>% of COGS</u>	<u>% of Rev</u>	<u>% of Units</u>
BOOKRES-0525	Archives and Archivists (Holland & Manning)	2007	-	\$ 33.00	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%
BOOKRES-0456	X-The Long-term Pres of Authentic Elec Recs-InterPA		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0214	X-Guide to Genealogical Research in the National Ar		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0216	Creating a Winning Online Exhibition: A Guide for L	2003	8	39.24	50.63	313.92	405.00	0.39%	0.17%	0.13%
BOOKSAA-ACS0455	Lester J. Cappon and the Relationship of History, A	2004	7	4.78	39.29	33.46	275.00	0.04%	0.11%	0.11%
AOBACKISSUE	Archival Outlook Issue (1972-1999)		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0317	X-The Organization of Information		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0212	X-Marginalia: Readers Writing in Books		-	16.67	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0183	X-Digital Futures: Strategies for the Information A		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0292	Preservation Microfilming: A Guide for Librarians a	1995	-	78.89	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0192	X-Student Assistants in Archival Repositories: A Ha		-	5.00	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0194	X-Thesaurus of University Terms		-	1.75	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0521	Archives and Justice: A South African Perspective (2007	-	28.84	34.01	-	-	0.00%	0.00%	0.00%
BOOKRES-0358	X-Emergency Management for Records and Information		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKJNT-0196	Varsity Letters: Documenting Modern Colleges and Un	1992	10	35.00	45.63	350.00	456.25	0.43%	0.19%	0.16%
BOOKJNT-0197	Without Consent: The Ethics of Disclosing Personal	1992	2	27.69	40.00	55.38	80.00	0.07%	0.03%	0.03%
BOOKRES-0524	Preserving Archives (2007)	2007	-	69.96	72.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0299	X-Records Management: A Practical Guide for Cities		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0523	Planning New and Remodeled Archival Facilities (200	2007	40	5.91	36.70	236.40	1,468.17	0.29%	0.60%	0.65%
BOOKSAA-0201	X-Preserving Archives and Manuscripts		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0349	X-Encoded Archival Description: Context, Theory and C		-	9.09	-	-	-	0.00%	0.00%	0.00%
AABACKISSUE	American Archivist - Single Issue		-	5.00	107.22	-	-	0.00%	0.00%	0.00%
BOOKRES-0110	Appraising the Records of Modern Science and Techno	1985	24	-	2.25	-	54.00	0.00%	0.02%	0.39%
BOOKRES-0207	X-Libraries, Museums, and Archives: Legal Issues		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKJNT-0215	X-Canadian Archival Studies and the Rediscovery of		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKJNT-0319	Research and the Manuscript Tradition	1997	1	42.70	30.00	42.70	30.00	0.05%	0.01%	0.02%
BOOKRES-0220	Archives and the Public Good: Accountability and Re	2002	-	78.59	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0177	X-Preservation Management of Digital Materials		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0136	X-Book Repair: A How-to-do-it Manual (2nd ed.)		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0143	X-Creating Digital Resources for the Visual Arts		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0146	Creating and Documenting Electronic Texts	2000	-	17.40	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0149	X-Trophies of War and Empire		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0129	X-Effects of Light on Materials in Collections		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0176	Sample Forms for Archival & Records Management	2002	20	20.98	34.64	419.60	692.85	0.52%	0.28%	0.32%
BOOKSAA-ACS0174	X-Archives in the Ancient World		-	5.29	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0247	Oral History Manual, The	2010	10	20.97	31.25	209.70	312.50	0.26%	0.13%	0.16%
BOOKSAA-ACS0257	Manual for the Arrangement and Description of Archi	2003	-	3.90	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0411	X-Refiguring the Archive		-	-	-	-	-	0.00%	0.00%	0.00%

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BOOKRES-0412	Preservation of the Integrity of Electronic Records	2002	-	35.69	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-ACS0415	Selected Writings of Sir Hilary Jenkinson	2003	25	6.60	29.29	165.00	732.14	0.21%	0.30%	0.40%
BOOKJNT-0416	Imagining Archives: Essays and Reflections by Hugh	2003	5	33.83	33.75	169.15	168.75	0.21%	0.07%	0.08%
BOOKSAA-0417	Ethics and the Archival Profession: Introduction an	2003	-	15.39	24.95	-	-	0.00%	0.00%	0.00%
BOOKRES-0429	X-Time Capsules: A Cultural History	-	-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0418	X-First City: Philadelphia & the Forging of Histori	-	-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0420	X-Management of Library and Archival Security (1998	-	-	20.35	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0424	Owning Memory: How a Caribbean Community Lost Its A	2003	2	44.80	57.77	89.60	115.55	0.11%	0.05%	0.03%
BOOKRES-0431	X-War on Our Freedoms, The (2003)	-	-	9.75	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0427	Thirty Years of Electronic Records	2003	-	36.19	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0434	X-Picturing Place: Photography & the Geographic Ima	-	-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0435	Museum Archives: An Introduction (2nd ed.) (2004)	2004	100	17.60	44.37	1,760.00	4,437.45	2.19%	1.82%	1.61%
BOOKSAA-0436	Describing Archives: A Content Standard (2007)	2007	-	13.70	30.89	-	-	0.00%	0.00%	0.00%
BOOKSAA-AFS0437	Managing Archival and Manuscript Repositories (AFS	2004	250	5.06	36.03	1,265.00	9,007.06	1.57%	3.69%	4.03%
BOOKRES-0438	X-Archival Information: How to Find It, How to Use	-	-	45.46	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0441	X-Essays in Honour of Michael Cook	-	-	12.00	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-ACS0433	X-The Management of Archives (1965)	-	-	7.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0442	Building Digital Archives, Descriptions, and Displa	2003	-	45.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0439	Digitizing Collections: Strategic Issues for the In	2004	-	73.50	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0440	X-Copyright for Archivists and Users of Archives (2	-	-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0443	Managing Electronic Records 4th ed.	2009	10	56.00	77.20	560.00	771.96	0.70%	0.32%	0.16%
BOOKRES-0444	Electronic Records Retention: New Strategies/Data L	2003	-	33.27	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0445	No Innocent Deposits: Forming Archives by Rethinkin	2004	10	44.87	50.77	448.70	507.65	0.56%	0.21%	0.16%
BOOKRES-0446	X-Who Owns Native Culture (2003)	-	-	14.77	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0448	X-Business Processes: An Archival Science Approach	-	-	65.20	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0450	Organizing Archival Records: A Practical Method of	2003	10	28.52	40.00	285.20	400.00	0.35%	0.16%	0.16%
BOOKRES-0449	Film Preservation Guide: The Basics for Archives, L	2004	20	6.00	13.37	120.00	267.41	0.15%	0.11%	0.32%
BOOKRES-0447	Archival Appraisal: Theory and Practice	2004	5	80.55	100.00	402.75	500.00	0.50%	0.21%	0.08%
BOOKRES-0453	Ancient Archives and Archival Traditions: Concepts	2004	-	106.52	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0454	X-Flowers After the Funeral: Ref lections on Post 9	-	-	22.97	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0451	Introduction to Imaging	2003	8	20.00	26.25	160.00	210.00	0.20%	0.09%	0.13%
BOOKRES-0452	Guide to Preventive Conservati on of Photo Collecti	2003	8	36.00	46.88	288.00	375.00	0.36%	0.15%	0.13%
BOOKSAA-AFS0458	Arranging & Describing Archives and Mss (AFS II)	2005	700	4.36	35.31	3,052.00	24,715.49	3.79%	10.14%	11.29%
BOOKSAA-AFS0459	Providing Reference Services f or Archives and Manu	2005	475	3.02	39.35	1,434.50	18,691.59	1.78%	7.67%	7.66%
BOOKSAA-AFS0460	A Glossary of Archival and Records Terminology (Arc	2005	-	9.30	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0461	Privacy & Confidentiality Perspectives: Archivists	2005	50	21.89	32.71	1,094.50	1,635.29	1.36%	0.67%	0.81%
BOOKRES-0463	X-The Scarith of Scornello: A Tale of Renaissance F	-	-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0464	Archives and Archivists in the Information Age (200	2005	-	63.00	71.00	-	-	0.00%	0.00%	0.00%

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BOOKRES-0160	X-Libraries and Archives: Design and Renovation wit		-	33.69	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0366	X-The Management of Information from Archives (2nd		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKJNT-0162	The Management of College and University Archives	1992	-	45.50	60.50	-	-	0.00%	0.00%	0.00%
BOOKRES-0263	Doing Oral History: A Practical Guide (2nd ed.)	2003	6	13.04	23.29	78.24	139.71	0.10%	0.06%	0.10%
BOOKRES-0164	X-The Management of Oral History Sound Archives		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0267	Local History Collections in Libraries	1995	-	25.20	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0522	Film Preservation: Competing Definitions of Value,	2007	10	16.63	27.65	166.30	276.47	0.21%	0.11%	0.16%
BOOKRES-0269	X-Slide Collection Management in Libraries & Info U		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0168	X-Manual of Sound Archive Administration		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0169	Modern Archives Reader: Basic Readings on Archival	1984	15	15.36	23.60	230.40	353.93	0.29%	0.15%	0.24%
BOOKSAA-0171	X-Native American Archives: An Introduction		-	2.54	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0175	Preservation and Storage of Sound Recordings	1991	-	6.00	-	-	-	0.00%	0.00%	0.00%
BOOKJNT-0278	Documenting Localities	1996	-	35.00	20.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0225	X-Dust: The Archive and Cultural History		-	15.70	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-AFS0457	Selecting & Appraising Archives & Manuscripts (AFS	2005	325	3.64	36.96	1,183.00	12,012.38	1.47%	4.93%	5.24%
BOOKRES-0189	Encoded Archival Description on the Internet	2002	15	29.78	38.93	446.70	584.00	0.56%	0.24%	0.24%
BOOKSAA-0120	Archives and Manuscripts: Surveys (1977)	1977	-	5.00	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-ACS0323	X-Modern Archives: Principles & Techniques (1956)		-	2.40	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0221	X-Vandals in the Stacks?		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0329	Developing and Maintaining Practical Archives: A Ho	2003	125	61.00	73.08	7,625.00	9,134.62	9.47%	3.75%	2.02%
BOOKRES-0229	Corporate Archives and History: Making the Past Wor	1993	-	22.56	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0331	Records of American Business, The	1997	50	16.60	3.97	830.00	198.31	1.03%	0.08%	0.81%
BOOKRES-0208	Creating Digital Audio Resources: A Guide to Good P	2002	-	16.40	20.71	-	-	0.00%	0.00%	0.00%
BOOKRES-0187	X-Archives in the UK and the Government Agenda		-	7.45	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0334	Administration of Television Newfilm and Videotape	1997	-	42.00	50.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0224	Moving Archives: The Experiences of Eleven Archivis	2002	3	30.80	34.67	92.40	104.00	0.11%	0.04%	0.05%
BOOKRES-0191	X-Public Services Issues with Rare and Archival Law		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0368	X-Basic Book Repair Methods		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0338	MARC Manual: Understanding and Using MARC Records (1997	3	42.23	44.00	126.69	132.00	0.16%	0.05%	0.05%
BOOKRES-0206	X-Moving Theory into Practice		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0341	X-Archival Image: Collected Essays		-	14.00	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0343	X-Encoded Archival Description: Tag Library (Versio		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0243	Donating Personal or Family Papers to a Repository	1994	-	0.08	20.53	-	-	0.00%	0.00%	0.00%
BOOKSAA-0346	Guide to Deeds of Gift Brochure	1998	-	5.00	15.00	-	-	0.00%	0.00%	0.00%
BOOKJNT-0245	Starting an Archives	1994	5	38.50	49.93	192.50	249.66	0.24%	0.10%	0.08%
BOOKJNT-0246	Advocating Archives: An Introduction to Public Rela	1994	-	33.08	45.09	-	-	0.00%	0.00%	0.00%
BOOKSAA-0248	Oral History Cataloging Manual	1995	20	3.00	10.00	60.00	200.00	0.07%	0.08%	0.32%
BOOKRES-0148	X-Describing Archival Materials: The Use of the MAR		-	-	-	-	-	0.00%	0.00%	0.00%

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BOOKSAA-0365	X-Encoded Archival Description: Application Guideli		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0234	Public Records and Archives in Classical Athens	1999	-	40.00	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0253	Protecting Your Collections: A Manual of Archival S	1995	50	7.17	2.77	358.50	138.33	0.45%	0.06%	0.81%
BOOKRES-0254	X-Permanence and Care of Color Photographs		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0227	Appraising Moving Images: Assessing the Archival an	2002	4	34.65	39.25	138.60	157.00	0.17%	0.06%	0.06%
BOOKRES-0255	X-RLG Archives Microfilming Manual		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0213	X-Death of a Notary: Conquest and Change in Colonia		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0260	Donating Your Organizational Records to a Repositor	1994	-	5.00	20.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0261	X-Libraries and Archives: An Overview of Risk and L		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0193	Archive Fever: A Freudian Impression	1998	4	10.20	13.50	40.80	54.00	0.05%	0.02%	0.06%
BOOKRES-0380	X-Archiving Aerial Photography and Remote Sensing D		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0179	An Ounce of Prevention: Integrated Disaster Plannin	2002	5	31.50	41.67	157.50	208.33	0.20%	0.09%	0.08%
BOOKRES-0385	X-Museum Guide to Copyright and Trademark		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0392	Preserving Digital Information: A How-To-Do-It Manu	2000	-	45.50	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0394	X-New Directions in Archival Research		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0395	American Archival Studies: Readings in Theory and P	2000	50	11.42	41.73	571.00	2,086.25	0.71%	0.86%	0.81%
BOOKRES-0118	X-Closing An Era:		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-ACS0121	Norton on Archives: The Writings of Margaret Cross	2003	15	8.92	34.56	133.80	518.33	0.17%	0.21%	0.24%
BOOKRES-0123	X-Managing Historical Records Programs: A Guide for		-	21.29	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0131	Managing Records as Evidence and Information	2001	-	24.00	119.00	-	-	0.00%	0.00%	0.00%
BOOKJNT-0137	AMIA Compendium of Moving Image Cataloging Practice	2001	5	11.00	25.00	55.00	125.00	0.07%	0.05%	0.08%
BOOKRES-0134	Trusting Records: Legal, Hist, Diplomatic Perspecti	2001	-	73.25	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0470	X-The Archive and the Repertoire (2003)		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0473	Final Acts: Guide to Preserving the Recs of Truth C	2005	-	15.73	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0474	X-Control through Communication: The Rise of System		-	13.08	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0475	X-Structuring the Information Age (2005)		-	40.76	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0476	Creating EAD-Compatible Finding Guides on Paper	2005	5	32.34	47.00	161.70	235.00	0.20%	0.10%	0.08%
BOOKRES-0478	Managing Records: A Handbook of Principles and Prac	2002	5	62.96	67.79	314.80	338.95	0.39%	0.14%	0.08%
CD-0605	X-Security in the Reading Rm-CD (2005)		-	6.00	-	-	-	0.00%	0.00%	0.00%
CD-0606	Ethical Problem Solving: When Inst Compete for Coll	2003	-	6.00	39.00	-	-	0.00%	0.00%	0.00%
CD-0607	EAD Tips & Tricks: Converting Data MARC & EAD - CD	2005	-	6.00	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0480	Political Pressure and the Archival Record	2005	30	19.00	24.93	570.00	747.88	0.71%	0.31%	0.48%
BOOKSAA-0481	Photographs: Archival Care and Management	2006	250	13.72	46.48	3,430.00	11,620.01	4.26%	4.77%	4.03%
BOOKSAA-0482	Architectural Records: Managing Design and Construc	2006	50	18.62	43.18	931.00	2,158.83	1.16%	0.89%	0.81%
BOOKSAA-AFS0483	Understanding Archives and Manuscripts (Archival Fu	2006	450	2.06	41.04	927.00	18,466.51	1.15%	7.57%	7.26%
BOOKSAA-ACS0484	Archives and the Public Interest: Selected Essays o	2006	5	15.00	42.44	75.00	212.21	0.09%	0.09%	0.08%
BOOKRES-0485	Archives, Documentation, and Institutions of Social	2006	-	49.21	55.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0486	Archives: Recordkeeping in Society (2005)	2005	10	77.17	61.18	771.70	611.76	0.96%	0.25%	0.16%

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Publications Sales Budget
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<u>Item #</u>	<u>Item/Title</u>	<u>Copyright</u>	<u># Sold</u>	<u>Cost</u>	<u>Price</u>	<u>COGS</u>	<u>Revenue</u>	<u>% of COGS</u>	<u>% of Rev</u>	<u>% of Units</u>
BOOKRES-0487	Oral History Reader, The (2006)	2006	-	34.09	40.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0488	X-Refuge of a Scoundrel (2004)		-	-	-	-	-	0.00%	0.00%	0.00%
ITEM-0495	X-100% Archivist T-shirt (SMALL)		-	2.53	-	-	-	0.00%	0.00%	0.00%
ITEM-0496	X-100% Archivist T-shirt (MEDIUM)		-	2.53	-	-	-	0.00%	0.00%	0.00%
ITEM-0497	X-100% Archivist T-shirt (LARGE)		-	2.53	-	-	-	0.00%	0.00%	0.00%
ITEM-0498	X-100% Archivist T-shirt (X-LARGE)		-	2.53	-	-	-	0.00%	0.00%	0.00%
ITEM-0499	X-CAP - 100% Archivist		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0489	X-Encoding Across Frontiers		-	14.51	-	-	-	0.00%	0.00%	0.00%
ITEM-0500	X-100% Archivist T-shirt (2X-LARGE)		-	2.53	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0512	X-Managing Archives: Foundations, Principles, Practic		-	69.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0516	X-A Prisoner in the Garden (2006)		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0517	Archive Stories: Facts, Fictions, and the Writing o	2005	-	16.34	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0515	X-Managing Electronic Records (McLeod and Hare) (2005		-	12.59	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0513	Archiving Websites (2006)	2006	-	69.97	64.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0514	Preservation Management for Libraries, Archives, Mu	2006	-	87.50	99.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0518	Recordkeeping in a Hybrid Environment	2006	-	69.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0519	Building a Successful Archival Programme	2006	-	69.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0520	Ethics, Accountability and Recordkeeping in Dangero	2006	-	80.50	108.33	-	-	0.00%	0.00%	0.00%
CD-0608	Electronic Records: Preservation Options of PDF	2007	-	6.00	175.00	-	-	0.00%	0.00%	0.00%
CD-0609	Thinking Digital . . . A Practical Session to Help	2007	-	6.00	145.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0526	X-Sign Here! Handwriting in the Age of the New Medi		-	25.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0527	Archives and the Digital Library	2007	10	46.20	49.00	462.00	490.00	0.57%	0.20%	0.16%
BOOKRES-0528	Curating Oral Histories: From Interview to Archive	2006	5	21.67	27.14	108.35	135.71	0.13%	0.06%	0.08%
BOOKSAA-0620	Guia para donar sus documentos personales o familia	2007	-	5.00	36.67	-	-	0.00%	0.00%	0.00%
BOOKSAA-0531	Archival Internships: A Guide for Faculty, Supervis	2008	20	6.65	31.26	133.00	625.19	0.17%	0.26%	0.32%
BOOKRES-0550	Returned from Russia: Nazi Archival Plunder in West	2007	-	47.02	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0552	Leading and Managing Archives and Records Programs	2008	15	56.00	69.04	840.00	1,035.60	1.04%	0.42%	0.24%
BOOKRES-0551	Understanding Data and Information Systems	2008	5	56.00	68.40	280.00	342.00	0.35%	0.14%	0.08%
BOOKRES-0553	Cataloging Cultural Objects: Guide to Describing Cu	2006	2	80.00	147.50	160.00	295.00	0.20%	0.12%	0.03%
CD-0610	A Beginner's Guide to Metadata!	2008	-	6.00	155.00	-	-	0.00%	0.00%	0.00%
BOOKSAA-0532	College and University Archives: Readings in Theory	2008	25	13.07	37.25	326.75	931.34	0.41%	0.38%	0.40%
AM08TIX:BBALL	X-Baseball and Business Cards		-	11.00	-	-	-	0.00%	0.00%	0.00%
ITEM-0502	X-2 Sustainable Sacks		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-0530	Navigating Legal Issues in Archives	2008	50	10.63	54.57	531.50	2,728.39	0.66%	1.12%	0.81%
BOOKSAA-0535	Managing Congressional Collections	2008	20	5.64	19.91	112.80	398.21	0.14%	0.16%	0.32%
ITEM-0501	SAA Chico Bag	2008	175	3.00	3.53	525.00	617.65	0.65%	0.25%	2.82%
BOOKRES-0554	Managing the Crowd: Rethinking Records Management f	2008	-	80.50	91.00	-	-	0.00%	0.00%	0.00%
CD-0611	Privacy and Health Information	2008	-	6.00	145.00	-	-	0.00%	0.00%	0.00%

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BOOKRES-0555	X-InterPARES 2: Experiential, Interactive and Dynamic Record		-	86.26	-	-	-	0.00%	0.00%	0.00%
CD-0612	Green Is Great: Planning and Developing an Environmentally...	2009	-	6.00	75.00	-	-	0.00%	0.00%	0.00%
BOOKSAA-0556	Archives Power: Memory, Accountability, and Social Justice	2009	100	5.64	45.66	564.00	4,566.48	0.70%	1.87%	1.61%
BOOKSAA-0538	Archival and Special Collections Facilities: Guidelines	2009	50	4.49	23.52	224.50	1,176.23	0.28%	0.48%	0.81%
BOOKSAA-0541	Guia para donar los registros de su organizacion a un deposito	2009	-	-	36.67	-	-	0.00%	0.00%	0.00%
CD-0613	Archival Content Management Systems	2009	-	6.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0558	An American Political Archives Reader	2009	3	52.50	69.00	157.50	207.00	0.20%	0.08%	0.05%
BOOKRES-0557	Electronic Records in the Manuscript Repository	2009	15	35.00	45.95	525.00	689.28	0.65%	0.28%	0.24%
BOOKRES-0559	Documenting: Lighting Design	2007	-	15.00	20.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0560	Respect for Authority: Authority, Control, Context Control...	2008	4	49.32	59.75	197.28	239.00	0.25%	0.10%	0.06%
CD-0614	Introduction to Web 2.0 in Archives...	2009	-	6.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0561	Copyright and Cultural Institutions: Guidelines for Digitization	2009	15	24.58	39.63	368.70	594.50	0.46%	0.24%	0.24%
BOOKSAA-AFS05	Preserving Archives and Manuscripts (2nd ed)	2010	500	8.79	48.46	4,395.00	24,231.12	5.46%	9.94%	8.06%
CD-0615	Becoming an Archives Consultant...	2009	-	6.00	95.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0562	Community Archives: The Shaping of Memory	2009	-	94.50	109.00	-	-	0.00%	0.00%	0.00%
CD-0616	Basics of Managing Electronic Records...	2010	-	6.00	135.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0563	Personal Archives and a New Archival Calling	2009	6	26.25	30.83	157.50	185.00	0.20%	0.08%	0.10%
BOOKRES-0564	The Story Behind The Book: Preserving Authors'...	2009	3	31.00	37.33	93.00	112.00	0.12%	0.05%	0.05%
BOOKRES-0565	Web 2.0 Tools and Strategies for Archives...	2010	5	59.47	67.64	297.35	338.21	0.37%	0.14%	0.08%
BOOKSAA-0570	The Ethical Archivist	2010	100	5.70	36.69	570.00	3,668.80	0.71%	1.50%	1.61%
BOOKSAA-0571	How to Keep Union Records	2010	5	27.88	43.08	139.40	215.41	0.17%	0.09%	0.08%
BOOKSAA-0572	Controlling the Past: Documenting Society and Institutions	2011	135	18.90	44.42	2,551.50	5,996.30	3.17%	2.46%	2.18%
BOOKRES-0566	Currents of Archival Thinking	2009	30	25.20	40.28	756.00	1,208.33	0.94%	0.50%	0.48%
BOOKRES-0567	Archives: Principles and Practices	2010	35	56.00	69.73	1,960.00	2,440.51	2.44%	1.00%	0.56%
CD-0617	What is EAC-CPF?	2010	-	6.00	119.00	-	-	0.00%	0.00%	0.00%
BOOKSAA-0568	Many Happy Returns: Advocacy and the Development...	2011	115	23.60	45.30	2,714.00	5,209.42	3.37%	2.14%	1.85%
BOOKRES-0569	Processing the Past: Contesting Authorities...		5	44.40	62.41	222.00	312.04	0.28%	0.13%	0.08%
BOOKRES-0573	Better Off Forgetting? Essays on Archives...		15	15.52	22.67	232.80	340.09	0.29%	0.14%	0.24%
BOOKRES-0574	Future of Archives		3	80.50	93.75	241.50	281.24	0.30%	0.12%	0.05%
CD-0618	Electronic Records...The Next Step!		-	6.00	145.00	-	-	0.00%	0.00%	0.00%
BOOKSAA-0575	Waldo Gifford Leland and the Origins of the American ...	2011	30	39.18	46.69	1,175.40	1,400.66	1.46%	0.57%	0.48%
BOOKSAA-0578	I, Digital: Personal Collections in the Digital Era	2011	60	27.03	50.34	1,621.80	3,020.59	2.02%	1.24%	0.97%
BOOKSAA-0576	A Different Kind of Web: New Connections Between...	2011	100	25.55	54.68	2,555.00	5,468.27	3.17%	2.24%	1.61%
BOOKJNT-0577	Public Relations and Marketing for Archives		15	56.00	70.50	840.00	1,057.50	1.04%	0.43%	0.24%
CD-619	Train the Trainer: Building a Successful Continuing Education		-	6.00	95.00	-	-	0.00%	0.00%	0.00%
BOOKSAA-0580	The Lone Arranger: Succeeding in a Small Repository	2012	400	4.64	55.88	1,856.00	22,352.21	2.31%	9.17%	6.45%
CD-0620	Standards for Digital Archives (DAS)	2012	-	6.00	155.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0582	Managing the Next Generation of College and University...		-	95.00	100.00	-	-	0.00%	0.00%	0.00%

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Fiscal 2014**

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BOOKSAA-0581	How to Manage Processing in Archives and Special Collections	2012	100	26.24	76.10	2,624.00	7,610.42	3.26%	3.12%	1.61%
BOOKRES-0583	Records Management for Museums and Galleries		5	70.00	87.00	350.00	435.00	0.43%	0.18%	0.08%
CD-0622	Using and Understanding PDF		-	6.00	34.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0586	Archives and Societal Provenance: Australian Essays		5	77.58	106.33	387.90	531.67	0.48%	0.22%	0.08%
BOOKSAA-0584	Archival Arrangement and Description (print)		700	23.72	21.40	16,604.00	14,976.98	20.63%	6.14%	11.29%

<u>6,201</u>	<u>\$ 80,483.72</u>	<u>\$ 243,835.94</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>
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**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Solveig De Sutter)**

The FY 2014 budget projects a net gain of \$42,179. This is \$5,234 (11.04%) less than the FY 2013 budgeted net gain and \$25,524 (37.7%) less than the FY 2013 projected net gain.

Effort of all staff members is allocated across the budget based on modified FY 2013 patterns. Personnel costs for Education reflect 2.02 FTEs or 16.87% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases. The proposed budget assumes the following:

- Ninety face-to-face programs (including two new and five revised DAS courses) with a total of 1,872 registrants; two new DAS and two new CE Web seminars (with 40 sites each and approximately 150 participants each); and a decrease in CD sales based on FY 2013 sales.
- Early-bird fees (for SAA members) remain at the FY13 (and FY08 – FY12!) level.
- Development of an online course template/process to offer courses like “Creating and Compiling Processing Manuals.”
- Inclusion of all R&D and meeting-related expenses in the operations budget, as the Council-designated Education Fund has been fully spent.
- Maintain current “premium” Education Directory listings (36).

Fiscal Year	Work-shops	New Topics	Attendees	Contracts/Collab.	Web Seminars	Websites/Attendees	CDs Sold	Online-On Demand	Revenue
2005	44	5	1,035	5	1	44/ 335	15 est.	NA	\$252,377
2006	59	6	1,260	6	1	44/ 175	20	NA	\$285,391
2007	54	10	1,463	5	2	225/1,120	22	20	\$391,339
2008	57	10	1,422	6	2	68/ 395	39	43	\$329,309
2009	71	14	1,412	10	2	52/ 292	48	49	\$402,577
2010	58	13	1,166	13	4	188/ 570	55	53	\$279,752
2011	58	11	1,190	11	4	168/518	65	105	\$315,884
2012	78	14	1,711	17	5	281/660	35	539	\$428,466
*2013	87	7	**1,784	18	2	100/110	30	625	***430,000

Scheduled as of 4/28/13; **Attendance to date; *Projected.*

Education programs have a very small profit margin, especially when many nonmembers become members to take advantage of the \$50 to \$150 savings in registration fees. Traditional means of improving revenues, such as increasing registration fees or number of class participants, are not feasible because 1) some competitors charge much lower fees and 2) increasing class size becomes a quality issue and many instructors won't agree to teach classes of more than 30 people. Face-to-face offerings continue to be the preferred choice of format; however, an increase in Web seminar offerings and increasing online presence is necessary to retain market share.

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Education

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	6,300.00	5,600.00	7,415.01	700.00	12.50%	(1,115.01)	(15.04%)
Workshops	476,600.00	418,879.00	421,483.00	57,721.00	13.78%	55,117.00	13.08%
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications & CD Sales	1,200.00	4,800.00	2,672.00	(3,600.00)	(75.00%)	(1,472.00)	(55.09%)
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	359.00	-	N/A	(359.00)	(100.00%)
Total Revenues	\$ 484,100.00	\$ 429,279.00	\$ 431,929.01	\$ 54,821.00	12.77%	\$ 52,170.99	12.08%
Expenses							
	Fiscal '14	Fiscal '13	Actuals	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 165,836.05	\$ 139,779.41	\$ 153,328.47	\$ 26,056.64	18.64%	\$ 12,507.58	8.16%
Office Occupancy & Utilities	16,382.30	14,242.39	15,307.42	2,139.91	15.02%	1,074.88	7.02%
Services	138,554.29	123,286.91	107,396.69	15,267.38	12.38%	31,157.60	29.01%
Supplies	2,798.55	2,242.53	1,598.46	556.02	24.79%	1,200.09	75.08%
Travel	111,953.00	96,038.00	79,452.29	15,915.00	16.57%	32,500.71	40.91%
Leases, Rentals & Licenses	5,496.57	4,681.67	5,732.28	814.90	17.41%	(235.71)	(4.11%)
Taxes, Dues and Subscriptions	-	245.00	-	(245.00)	(100.00%)	-	N/A
Depreciation, COGS, and Other	900.00	1,350.00	1,410.63	(450.00)	(33.33%)	(510.63)	(36.20%)
Total Expenses	\$ 441,920.76	\$ 381,865.90	\$ 364,226.24	\$ 60,054.86	15.73%	\$ 77,694.52	21.33%
Gain / (Loss) from Operations	\$ 42,179.24	\$ 47,413.10	\$ 67,702.77	\$ (5,233.86)	(11.04%)	\$ (25,523.53)	(37.70%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 42,179.24	\$ 47,413.10	\$ 67,702.77				

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities of the Education Department: prepare and conduct performance appraisals; develop and monitor budgets; prepare committee materials and attend committee and task force meetings; research and develop new education programs and new faculty; solicit, plan, market, and provide education programs; monitor and evaluate existing faculty, program content, and delivery methods; interact with education directory providers, potential workshop hosts, and education program participants; secure alternative sources of funding; and respond to general inquiries.				\$ 3,090		\$ 4,295
		a. Membership dues	5820	ASAE	-		-	
			5820	Association Forum of Chicagoland	-		245	
			5820	Amigos	-		-	
		b. Staff professional development	5640	ASAE Meeting Registration	-		-	
			5640	Association Forum Registrations (1)	250		250	
		c. Provide staff support for Annual Meeting - De Sutter room is comped, per hotel contract	5600	Staff Travel (1p x \$100/d x 8d lodging) (SD) = 0 (1p x \$160/d x 8d lodging) (AJ) = 1280 (1p x \$35/d x 8d per diem) (SD) = 280 (1p x \$35/d x 8d per diem) (AJ) = 280 (2p x \$500) travel (SD & AJ) = 1000	2,840		3,800	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	2	Support the work of the Committee on Education and other committees and task forces as assigned. Monitor Archival Continuing Education guidelines and GPAS; develop strategic and work plans; solicit input for and develop pre-con and other programs as needed; provide staff support to Education Committee, DAS Subcommittee, and SAA leaders.				13,478		13,088
		a. One mid-year COE planning meeting (Chicago)	5610	Member Travel (10p x \$400 airfare/bags/ground) = 4,000	6,464		6,664	
			5620	(10p x \$130/d x 1d lodging) = 1,300				
			5630	(10p x \$50/d x 2d per diem) = 1,100				
			5295	Staff Travel (2p x 2d x \$16) = 64				
		b. Two DAS Subcommittee meetings (Chicago) One meeting includes 3 reviewers for the Comprehensive Examination	5610	Member Travel (11p x \$400 airfare/ground) = 4,400	7,014		6,424	
			5620	(15p x \$120/d x 1d lodging) = 1,800				
			5630	(15p x \$50/d x 1d per diem) = 750				
			5295	Staff Travel (2p x 2d x \$16) = 64				
	3	Maintain Online Education Directory				(6,300)		(5,600)
		- Current total of premium listings = 36.	4170	Directory Listings (36 x \$175)	(6,300)		(5,600)	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Plan, develop, market, implement, monitor, and evaluate a variety of high-quality continuing education programs.				(491,600)		(418,879)
		- See attached worksheets for breakdown of revenues and expenses per offering.	4200	Total Registrations (see attached)	(491,600)		(418,879)	
		- Assumes 90 offerings, including hands-on workshops/seminars, DAS courses, Web seminars, and Online/On Demand.		Total Expenses (see attached)	193,135		194,010	
		- Refunds and expense for free courses in DAS Track	4200	Represents attendees who've passed between 6-8 exams.	-	208,135	3,000	[Ed Fund]
					15,000		-	
	5	Research and develop new CE offerings.				-		-
						\$31,854		\$15,850
T		a. Develop/revise/update courses for DAS curriculum.	5200	Development Fee (2 courses x \$1,950)	3,900		5,850	[Ed Fund]
		- Providing Access to Digital Archives [NEW]						
		- Digital Curation Planning and Sustainable Futures						
		- Revise/update 5 courses/webinars	5200	Revision/Update Fee (5 courses x \$700)	3,500			
		b. Develop DAS webinar that explains the curriculum, gives overview, and provides guidance.	5200	Development Fee (1 course x \$400)	400			
		c. Develop a course (format TBD) on visual materials.	5200	Development Fee (1 course x \$1,950)	1,950			
		d. Develop 2 web seminars in Tools/Services tier.	5200	Development Fee (2 x \$600)	1,200			
		e. Develop 2 CE web seminars (diversity, etc.)	5200	Development Fee (2 x \$400)	800		1,800	
		f. Test hosting service			-		-	
		- 1,000 credits for 1,000 tests	5200	Testing Services	400		75	
		- Instructor licenses	5200	Instructor Licenses (3 x \$25)	75		75	
		g. Psychometrician	5200	Consultant	6,000		3,500	[Ed Fund]
					-		-	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		h. Audits and faculty training - Six additional instructors (DAS)	5610	Member Travel (6p x \$500 airfare/lodging)	3,000		2,000	[Ed Fund]
		i. Conference calls (DAS) 6p x \$.03 x 60 min x 12)	5110	Conference Calls	-		-	
		j. Audit and faculty training (workshops)	5610	Member Travel (2p x \$500 airfare/lodging)	1,000		450	[Ed Fund]
		k. Develop an online course template/process - Creating and Compiling Processing Manuals	5200	Development Fee	2,000			
			5200	Hosting Fee	500			
			5200	Miscellaneous	1,000			
	6	Marketing and Promotion						
		a. Education Mini-Catalog	5350	Design and Printing (catalog)	4,500		1,800	[Ed Fund]
		b. DAS Certificate	5350	Design and Printing (certificates)	1,500			
	7	Miscellaneous						
		General beverage breaks: Most breaks are negotiated; assumes payment for 6 breaks.	5290	F&B (\$200 x 6 courses)	1,200	(\$1,200)	1,125	(\$4,800)
		General space rental: Most meeting rooms negotiated; assumes payment for 3 meeting rooms.	5700	Space Rental (3 meeting rooms x \$300)	900		900	
		CD sales from Web seminars.	4450	CD Sales (\$200/m)	(1,200)		(4,800)	
			5395	Royalties (\$15/CD)	240		540	
		Conference calls (workshops) (3p x \$.03 x 60 minutes x 12 calls)	5110	Conference Calls	65		-	
		Develop custom MemberMax reports for DAS (provide extracts from student data)	5226		2,400		2,400	[Ed Fund]
					-		-	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 14 Budget		FY 13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	8	General and Administrative Allocation			187,815		158,759	
	9	IT Allocation			7,744		6,899	
						(499,100)		(429,279)
						456,921		400,866
				(Gain) / Loss From Operations		\$ (42,179)		\$ (28,413)
							19,000	[Ed Fund]
					-		-	
				Total Special Fund Expense	\$ -		\$ 19,000	
				Net Operating (Gain) / Loss		\$ (42,179)		\$ (47,413)

**The Society of American Archivists
Education Workshop Analysis
Fiscal 2014 Budget**

<u>Workshop Title</u>	<u>Revenues</u>				<u>Expenses</u>	
	<u>Member</u>	<u>Non-Member</u>	<u>Last Minute</u>	<u>Total</u>	<u>Total</u>	<u>Net Gain</u>
20th Century VM	\$ 3,330.00	\$ 940.00	\$ 630.00	\$ 4,900.00	\$ 1,595.00	\$ 3,305.00
Business Archives	5,988.00	1,138.00	534.00	7,660.00	3,960.00	3,700.00
Archives Overview	740.00	-	3,150.00	3,890.00	1,540.00	2,350.00
Copyright: The Archivist and The Law	5,130.00	1,380.00	945.00	7,455.00	2,150.00	5,305.00
DACS	8,140.00	1,410.00	1,260.00	10,810.00	4,160.00	6,650.00
EAD - XSLT	23,400.00	3,240.00	5,840.00	32,480.00	18,100.00	14,380.00
Reference Workshop	4,070.00	705.00	630.00	5,405.00	1,550.00	3,855.00
Implementing More Product Less Process	6,660.00	1,410.00	1,680.00	9,750.00	2,800.00	6,950.00
Rare Books for Archivists	3,887.00	379.00	349.00	4,615.00	3,020.00	1,595.00
Archives: Principles and Practices	1,350.00	-	-	1,350.00	800.00	550.00
Visual Literacy for Photograph Collections	2,590.00	470.00	630.00	3,690.00	1,615.00	2,075.00
Web Seminar Live	23,200.00	-	-	23,200.00	5,000.00	18,200.00
Web Seminar on demand	13,920.00	-	-	13,920.00	4,515.00	9,405.00
Y/Archives: Principles and Practices	5,780.00	1,845.00	987.00	8,612.00	6,070.00	2,542.00
Y/DACS	5,670.00	2,390.00	1,284.00	9,344.00	4,390.00	4,954.00
Y/DAS/Digital Curation Planning II	3,780.00	747.00	438.00	4,965.00	3,160.00	1,805.00
Y/Reappraising and Reaccessioning	9,450.00	1,434.00	856.00	11,740.00	4,390.00	7,350.00
Y/DAS/MER	3,780.00	747.00	438.00	4,965.00	2,195.00	2,770.00
Y/CURATEcamp SAA 2013	1,170.00	345.00	295.00	1,810.00	1,200.00	610.00
Y/EAC-CPF	2,835.00	1,195.00	1,070.00	5,100.00	2,195.00	2,905.00
Y/EAD Hackathon	1,170.00	345.00	295.00	1,810.00	1,200.00	610.00
Y/DAS Premis Tutorial	3,402.00	747.00	876.00	5,025.00	2,195.00	2,830.00
Y/Rights and Permissions	2,835.00	717.00	428.00	3,980.00	2,195.00	1,785.00
Z/DAS/F/ Digital Repositories	11,340.00	7,968.00	2,628.00	21,936.00	11,320.00	10,616.00
Z/DAS/F/Appraisal of ER	2,835.00	1,992.00	657.00	5,484.00	1,700.00	3,784.00
Z/DAS/F/Basic Electronic Records	3,402.00	747.00	876.00	5,025.00	1,700.00	3,325.00
Z/DAS/TST/Inreach & Outreach	5,670.00	3,984.00	876.00	10,530.00	3,900.00	6,630.00
Z/DAS/F/Digital Curation ARL	23,814.00	5,229.00	5,880.00	34,923.00	13,650.00	21,273.00
Z/DAS/F/Digital Curation	3,402.00	747.00	876.00	5,025.00	1,950.00	3,075.00
Z/DAS/F/Digital Curation II	6,804.00	1,494.00	1,752.00	10,050.00	4,000.00	6,050.00
Z/DAS/TA/Accessioning and Ingest	5,670.00	3,984.00	1,314.00	10,968.00	3,410.00	7,558.00
Z/DAS/TS/Digital Forensics I	23,814.00	5,229.00	5,880.00	34,923.00	14,385.00	20,538.00
Z/DAS/TS/Digital Forensics II	6,804.00	1,494.00	1,752.00	10,050.00	3,700.00	6,350.00

**The Society of American Archivists
Education Workshop Analysis
Fiscal 2014 Budget**

<u>Workshop Title</u>	<u>Revenues</u>			<u>Total</u>	<u>Expenses</u>	<u>Net Gain</u>
	<u>Member</u>	<u>Non-Member</u>	<u>Last Minute</u>		<u>Total</u>	
Z/DAS/F/Arrangement & Description 1	3,402.00	1,992.00	657.00	6,051.00	1,655.00	4,396.00
Z/DAS/TA/Arrangement & Description - 2	6,804.00	1,494.00	1,752.00	10,050.00	3,500.00	6,550.00
Z/DAS/TA/Copyright Issues	6,804.00	1,494.00	1,752.00	10,050.00	3,510.00	6,540.00
Z/DAS/TA/Privacy & Confidentiality	6,804.00	1,494.00	1,752.00	10,050.00	4,610.00	5,440.00
Z/DAS/TA/Preserving Digital Archives ARL	19,845.00	13,944.00	4,410.00	38,199.00	14,000.00	24,199.00
Z/DAS/TA/Preserving Digital Archives	8,505.00	5,976.00	1,971.00	16,452.00	5,400.00	11,052.00
Z/DAS/TR/Managing ER in Archives	3,780.00	1,245.00	657.00	5,682.00	1,700.00	3,982.00
Z/DAS/TA/Digital Archives & Libs ARL	19,845.00	13,944.00	4,410.00	38,199.00	12,250.00	25,949.00
Z/DAS/TS/Achiev. Email Acct Preserv/XML	5,670.00	3,984.00	1,314.00	10,968.00	3,400.00	7,568.00
Z/DAS/TA/Providing Access	3,402.00	747.00	876.00	5,025.00	1,700.00	3,325.00
Z/DAS/TST/RFPs	2,835.00	1,992.00	657.00	5,484.00	1,700.00	3,784.00
Totals	\$ 323,528.00	\$ 102,758.00	\$ 65,314.00	\$491,600.00	\$ 193,135.00	\$ 298,465.00

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Advocacy and Public Awareness (Program 107)
(Prepared by Nancy Beaumont)**

The proposed FY 2014 budget projects a net loss of \$100,321 in this program area. This is \$23,157 (30.01%) greater than the FY 2013 budgeted net loss and \$38,949 (63.46%) greater than the FY 2013 projected net loss.

Effort of all staff members is allocated across the budget based on FY 2013 patterns. Personnel costs reflect 0.6 FTEs or 4.98% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for Advocacy and Public Awareness assumes the following:

- Activities have been modified to address the DRAFT strategies and tactics associated with Goal 1 in the new Strategic Plan (as of April 2013). (Activities 1 a-c, 2 c-d, and 5) **We expect that the budgeted activities associated with Goal 1—as well as the allocation of staff time—will change during the fiscal year to ensure their alignment with the Strategic Plan as it evolves.**
- Member representation at one meeting and staff representation at one meeting during the year, presumably in Washington, D.C. (Activity 2)
- The desirability of both maintaining support for the National Coalition for History at a slightly lower level than in FY13 (\$10,000 vs. \$11,000) and investigating options for enhancing SAA's advocacy representation. (Activity 2)
- Funding for a meeting of SAA's Government Affairs Working Group to support progress on drafting of issue briefs associated with the Advocacy Agenda. (Activity 2)
- Operations funding for an SAA representative to attend the ICA Congress and ICA SPA meeting (locations TBD), with costs shared equally with the Academy of Certified Archivists); provision of SAA materials at several regional, state, and/or local archival organization meetings; and member attendance at one regional, state, or local archival organization meeting for the purpose of building or strengthening joint advocacy efforts. (Activity 4)

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Advocacy and Public Awareness

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	250.00	-	-	250.00	N/A	250.00	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ 250.00	\$ -	\$ -	\$ 250.00	N/A	\$ 250.00	N/A
Expenses			Projected FY '13	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 49,069.30	\$ 49,655.39	\$ 36,550.39	\$ (586.09)	(1.18%)	\$ 12,518.91	34.25%
Office Occupancy & Utilities	5,087.36	5,051.79	4,117.09	35.57	0.70%	970.27	23.57%
Services	23,641.48	6,434.59	7,404.43	17,206.89	267.41%	16,237.05	219.29%
Supplies	321.14	319.05	272.49	2.09	0.66%	48.65	17.85%
Travel	11,095.00	3,365.00	3,962.12	7,730.00	229.72%	7,132.88	180.03%
Leases, Rentals & Licenses	1,356.69	1,338.31	780.68	18.38	1.37%	576.01	73.78%
Taxes, Dues and Subscriptions	10,000.00	11,000.00	8,285.00	(1,000.00)	(9.09%)	1,715.00	20.70%
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 100,570.98	\$ 77,164.13	\$ 61,372.20	\$ 23,406.85	30.33%	\$ 39,198.78	63.87%
Gain / (Loss) from Operations	\$ (100,320.98)	\$ (77,164.13)	\$ (61,372.20)	\$ (23,156.85)	30.01%	\$ (38,948.78)	63.46%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (100,320.98)	\$ (77,164.13)	\$ (61,372.20)				

**The Society of American Archivists
Program Planner
Fiscal Year 2013**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
1.1	1	Promote the value of archives and archival practices to society at large. a. Develop and produce single-issue-focused public relations campaign, using American Archives Month as key medium. b. Promote participation in American Archives Month among archivists and archival organizations. c. Promote public relations competencies among archivists.					11,050		
			5200	Consultant (Public Relations)	2,000				
			5300	Postage/Freight (online/co-mail with AO)	-				
			5350	Design/Photography/Production	3,000				
			5400	Printing	-				
			5650	Nonmember Travel (1p x \$450 air/ground + 2d x \$225 + 2d x \$75)	1,050				
			5300	Postage/Freight (online/co-mail with AO)	-				
			5350	Design/Photography/Production	3,000				
			5400	Printing	2,000				
			1.2	2	Educate and influence decision makers about the importance of archives in the success of their organizations/constituencies. Expenses include travel by SAA representatives to Washington, D.C., for Hill visits and other meetings and briefings. (Legal briefs on important issues zeroed out in FY12-FY14 budgets.) a. Provide support to National Coalition for History. b. Investigate options for enhancing advocacy representation.				-
						14,830			\$12,530
5600	Staff Travel (1p x \$300 airfare/ground x 1m) = 300 (1p x \$175 x 2d lodging x 1m) = 350 (1p x \$45 x 2d per diem x 1m) = 90	740					740		
5610	Member Travel (1p x \$350 airfare/ground x 1m) = 350 (1p x \$175 x 2d lodging x 1m) = 350 (1p x \$45 x 2d per diem x 1m) = 90	790					790		
5280	Consulting and/or Legal Fees	-					-		

**The Society of American Archivists
Program Planner
Fiscal Year 2013**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
1.2	3	c. Work with component groups and allied organizations on issues identified in Advocacy Agenda. d. Develop and distribute, via the website and other means, materials that explain to policymakers the relevance and importance of archives and archivists.	5110	(2 issues/projects x \$1,000) Conference Calls	300		-	
			5820	NCH Membership Dues	10,000		11,000	
			5350	Design/production	3,000		-	
	4	Conduct mid-year meeting of Government Affairs Working Group to address legislative agenda, issue briefs, and workplans. (Chicago)	5610	Member Travel (6p x \$350 [avg] airfare/ground) = 2100 (6p x \$155 x 2d lodging) = 1860 (6p x \$45 x 1d per diem) = 270	4,230	-	-	-
			5290	Food and Beverage (7p x 2 cont x \$10) = 140 (7p x 2 lunches x \$20) = 280 (7p x 2 dinners x \$40) = 560	980			
						5,210		
	Provide funding for SAA representation at meetings of various organizations.							
	a. National and international organizations: - ARMA International - Assoc of Canadian Archivists Annual Meeting - International Council on Archives Congress (Location/date TK) (Cost shared 50% with ACA)	5300	SAA Booth at Meetings	-		-		
		5600	Staff Travel (1p x \$300 airfare/ground) (1p x \$200 x 1d lodging) (1p x \$45 x 2d per diem)	-		-		
		5610	Member Travel--ICA Congress (1p x \$1600 airfare/ground) = 1600 @ 50% (1p x \$200 x 5d lodging) = 1000 @ 50% (1p x \$100 per diem x 5d) = 500 @ 50% Early-Bird Registration @ \$887	2,000		2,000	[Norton]	
							4,285	

**The Society of American Archivists
Program Planner
Fiscal Year 2013**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget				
					Line Amount	Activity Total	Line Amount	Activity Total			
1.3	5	<p>Strengthen the capacity of those who work with archival material to articulate the value of archives.</p> <p>a. Provide "Advocating for Archives" pre-conference workshop for up to 60 attendees. - Free to conference registrants; \$50 for non-registrants. - Honoraria/expenses waived by instructor(s).</p> <p>b. Regional and local organizations, such as: - CIMA - MAC - MARAC - NEA - SSA - SCA</p>	5610	Member Travel--ICA SPA (1p x \$1,500 air/ground) = 1500 @ 50% (1p x \$200 x 5d lodging) = 1000 @ 50% (1p x \$100 per diem x 5d) = 500 @ 50%	1,500		1,500	[Norton]			
			5610	Member Travel--ICA (CITRA) (1p x \$2,000 air/ground) @ 50% = 1000 (1p x \$150 x 5d lodging) @ 50% = 375	-		-		[Norton]		
			5300	Freight	100						
			5640	Registration Fees	-						
			5285	Advertising	1,000						
			5300	Freight (ship display materials)	100						
			5600	Staff Travel (1p x \$250 airfare/ground x 1m) = 250 (1p x \$150 x 2d lodging) = 300 (1p x \$45 x 3d per diem) = 135	-						
			5610	Member Travel (1p x \$350 airfare/ground x 1m) = 350 (1p x \$150 x 2d) = 300 (1p x \$45 x 3d) = 135	785				785		
								(250)			
									6,150		
						4200	Registrations (5 x \$50)	(250)			
						5290	Food and Beverage (two breaks)	1,800			
						5360	Audiovisual	750			
			5400	Printing/Duplicating	-						

**The Society of American Archivists
Program Planner
Fiscal Year 2013**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		b. Develop and host free "Advocating for Archives" online, on-demand webinar.	5200	Development Fee	600			
		c. Work with members and PR counsel to determine method(s) for measuring the impact, or ROI, of archives, to craft compelling messages about the value of archives.	5200	Consultant (PR Counsel)	3,000			
	6	General and Administrative Cost Allocation				55,560		56,369
	7	Computer Support Cost Allocation				2,286		2,430
				Total Income		(\$250)		\$0
				Total Expenses		\$100,571		\$93,664
					[Norton]	\$0	[Norton]	\$3,500
					B LIST	\$0	B LIST	\$13,000
				Net (Gain) / Loss		\$100,321		\$77,164

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Governance (Program 108)
(Prepared by Nancy Beaumont)**

The FY 2014 budget projects a net loss of \$141,913. This is \$3,132 (2.26%) greater than the FY 2013 budgeted net loss and \$24,375 (14.66%) less than the FY 2013 projected net loss.

Effort of all staff members is allocated across the budget based on modified FY 2013 patterns. Personnel costs reflect .97 FTEs or 8.1% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Removal of funding for one hotel night at the August Council meeting to account for the meeting occurring on Monday. (This funding had been provided in FY 2010 and FY 2011.) The President's room is complimentary per the hotel contract. (Activity 1.a.)
- Both the winter and spring Council meetings will be held in Chicago, eliminating the possibility of meeting jointly with the CoSA and/or NAGARA boards (in Washington, D.C.). In addition, both meetings will be held during the week. (Activities 1.b. and 1.c.)
- Funding of \$4,000 (\$2,000 in Consulting and \$2,000 in Travel) to cover activities associated with the new Strategic Plan that are to be determined and that are not included in other budgets. (Activity 2)
- Funding of \$4,565 for an appointed group (TBD) to meet at SAA headquarters during the year. Previous examples: TS-DACS in FY13 and Annual Meeting Task Force in FY12. (Activity 3)
- Funding for conduct of one election but no separate funding for an all-member referendum. There is some possibility, of course, that an all-member referendum will be necessary and/or that a referendum could be conducted in conjunction with the election. (Activity 4.b.)
- Continued funding for SAA's membership in Heritage Preservation (\$1,000), International Council on Archives (\$780), and NISO (\$2,490).

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Governance

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 79,753.63	\$ 81,847.74	\$ 83,084.55	\$ (2,094.11)	(2.56%)	\$ (3,330.92)	(4.01%)
Office Occupancy & Utilities	7,776.68	8,339.86	10,140.08	(563.18)	(6.75%)	(2,363.40)	(23.31%)
Services	17,638.45	15,934.71	27,196.84	1,703.74	10.69%	(9,558.39)	(35.15%)
Supplies	635.39	545.63	636.20	89.76	16.45%	(0.81)	(0.13%)
Travel	29,635.00	25,680.00	35,043.94	3,955.00	15.40%	(5,408.94)	(15.43%)
Leases, Rentals & Licenses	2,204.20	2,213.48	2,768.85	(9.29)	(0.42%)	(564.65)	(20.39%)
Taxes, Dues and Subscriptions	4,270.00	4,220.00	7,418.10	50.00	1.18%	(3,148.10)	(42.44%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 141,913.35	\$ 138,781.42	\$ 166,288.56	\$ 3,131.93	2.26%	(24,375.21)	(14.66%)
Gain / (Loss) from Operations	\$ (141,913.35)	\$ (138,781.42)	\$ (166,288.56)	\$ (3,131.93)	2.26%	24,375.21	(14.66%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (141,913.35)	\$ (138,781.42)	\$ (166,288.56)				

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Conduct four in-person meetings of SAA Council.				\$28,630		\$29,445
		a. August meetings (2) at 2013 Joint Annual Mtg Assumes SAA President has comp room. (Discontinue one night paid for Council members.)	5290	Food and Beverage (Breaks: 20p x \$25 + svc/tax) = 665 (Lunch: 20p x \$48 + svc/tax) = 1275 (Lunch: 15p x \$40 + svc/tax) = 795	\$2,735		\$2,735	
			5290	Food and Beverage--Leadership Forum	\$250		\$0	
			5290	Food and Beverage--Regional Summit	\$150		\$300	
			5610	Member Travel	\$0		\$2,475	B LIST
		b. January/February 2014 meeting (Chicago) - Assumes Tuesday/Wednesday/Thursday meeting.	5610	Member Travel (12p x \$450 [avg] airfare/ground) = 5400 (12p x \$110 x 3d lodging) = 3960	\$9,360		\$8,760	
			5295	Staff Travel No airfare/ground No lodging No per diem Local Travel = 100	\$100		\$100	
			5290	Food and Beverage (Cont/breaks: 17p x \$12 x 2d) = 410 (Lunch: 17p x \$12 x 2d) = 410 (Working Dinner: 17p x \$15) = 255 (Dinner: 17p x \$20) = 340 (Bkfst/break: 17p x \$12 x 1d) = 205	\$1,620		\$1,620	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5200	Consultant Fees	\$0		\$0	
		c. May/June 2014 meeting (Chicago)	5610	Member Travel (12p x \$450 [avg] airfare/ground) = 5400 (12p x \$170 x 3d lodging) = 6120	\$11,520		\$10,560	
		- Assumes Tuesday/Wednesday/Thursday meeting.						
		- Assumes one dinner with all (11) staff.						
		- Assumes one "newly elected" attending (F&B).	5600	Staff Travel--Local	\$100		\$100	
			5290	Food and Beverage (Cont/breaks: 18p x \$12 x 2d) = 430 (Lunch: 18p x \$12 x 2d) = 430 (Working Dinner: 18p x \$20) = 360 (Dinner: 24p x \$40) = 960 (Bkfst/break: 18p x \$12 x 1d) = 215	\$2,395		\$2,395	
		d. Meeting support	5385	Awards & Recognition	\$300		\$400	
			5810	Books/ASAE Leadership Issue	\$100		\$0	
			5130	Conference Calls	\$0		\$0	
			5300	Postage (included in G&A)	\$0		\$0	
			5400	Printing/Duplicating (included in G&A)	\$0		\$0	
			5500	Supplies (included in G&A)	\$0		\$0	
	2	Provide funding for activities related to Strategic Plan that are not included in other budgets.				4,000		4,000
		To be determined.	5610	Activity(ies) to be determined.	\$2,000			
			5200	Activity(ies) to be determined.	\$2,000			

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	3	Provide funding for designated meetings and tasks of appointed groups.				4,565		4,315
	a.	Group TBD	5610	Member Travel (5p x \$400 [avg] airfare/ground) = 2000 (5p x \$180 x 2d lodging) = 1800 (5p x \$45 x 1d per diem) = 225	\$4,025		\$3,775	
		Examples: - TS-DACS funded in FY 13. - Annual Meeting TF funded in FY 12.	5290	Food and Beverage (6p x 2 cont x \$10) = 120 (6p x 2 lunches x \$12) = 145 (6p x 2 dinners x \$23) = 275	\$540		\$540	
	4	Provide for balloting to elect vice-president, three Council members, and three Nominating Committee members.				\$3,800		\$5,800
	a.	Post candidate statements on website; contract with VoteNet for online ballot; send paper ballot to requestors only.	5200	Consultants (VoteNet)	\$3,800		\$3,800	
			5300	Postage (included in G&A)	\$0		\$0	
			5400	Printing/Duplicating (included in G&A)	\$0		\$0	
	b.	Conduct one all-member referendum as needed.	5200	Consultants (VoteNet)	\$0		\$2,000	B LIST

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	5	Dues for membership in related organizations.	5820	Institutional Membership Dues: Assn of Canadian Archivists Heritage Preservation ICA (600 Euros @ \$1.30) NISO		\$4,270		\$4,220
	6	Provide funding for president-elect and executive director to attend ASAE CEO Symposium. Assumes attendance at Chicago offering, April 2014.	5640	Registration Fees (2p x \$945)	\$1,890		\$1,700	
			5610	Member Travel (1p x \$300 airfare/ground) = 300 (1p x \$175 x 2d lodging) = 350 (1p x \$45 x 2d per diem) = 90	\$740		\$785	
	7	General and Administrative Cost Allocation				\$90,295		\$92,955
	8	Computer Support Cost Allocation				\$3,724		\$4,036
				Total Expenses		\$141,913		\$147,256
				Mosaic		\$0		\$0
				B LIST		\$0		\$8,475
				Net Operating (Gain) / Loss		\$141,913		\$138,781

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Thomas Jurczak)**

The proposed FY 2014 budget projects a net gain for the Career Services program of \$32,389. This is \$3,667 (12.77%) greater than the FY 2013 budgeted net gain and \$2,099 (6.93%) greater than the FY 2013 projected net gain.

Effort of all staff members is allocated across the budget based on modified FY13 patterns. Personnel costs for Career Services reflect 0.02 FTEs or 0.17% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- For Online Job Ads, net revenues of \$34,879 based on the volume of ads placed in the past 12 months.
- For the SAA Directory of Consultants (launched on April 1, 2012), revenue of \$2,500 from 14 annual listings.

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Career Services

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	53,500.00	53,753.00	56,273.11	(253.00)	(0.47%)	(2,773.11)	(4.93%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ 53,500.00	\$ 53,753.00	\$ 56,273.11	\$ (253.00)	(0.47%)	\$ (2,773.11)	(4.93%)
Expenses			Projected FY '13	FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 1,688.33	\$ 8,980.14	\$ 5,546.08	\$ (7,291.81)	(81.20%)	\$ (3,857.75)	(69.56%)
Office Occupancy & Utilities	164.58	915.11	571.62	(750.54)	(82.02%)	(407.04)	(71.21%)
Services	19,200.73	14,183.92	19,606.01	5,016.81	35.37%	(405.28)	(2.07%)
Supplies	10.38	58.62	31.93	(48.24)	(82.29%)	(21.55)	(67.50%)
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	46.54	892.73	127.91	(846.19)	(94.79%)	(81.37)	(63.61%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	99.00	-	N/A	(99.00)	(100.00%)
Total Expenses	\$ 21,110.56	\$ 25,030.52	\$ 25,982.55	\$ (3,919.96)	(15.66%)	\$ (4,871.99)	(18.75%)
Gain / (Loss) from Operations	\$ 32,389.44	\$ 28,722.48	\$ 30,290.56	\$ 3,666.96	12.77%	\$ 2,098.88	6.93%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 32,389.44	\$ 28,722.48	\$ 30,290.56				

**The Society of American Archivists
Program Planner
Fiscal 2014 Budget**

**Program Name: Career Services
Program Number: 115**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Online Career Center				\$ (51,000)		\$ (45,803)
		Job board outsourced to Boxwood Technologies	4160	Advertising Revenue	(51,000)	16,121	(45,803)	13,741
		Boxwood revenue share	5200	Consulting Fees (30% revenue sharing)	14,948		13,741	
		Boxwood service fee	5335	Processing fees (~ 2.3%)	1,173		-	
	2	Administer Career Center at Annual Meeting				-		-
			5600	Staff travel [JS] (Moved to G&A)	-	3,000	-	650
			5360	Career Center networking	3,000		650	
			5380	Honorarium for invited "Career Coach"	-		-	
	3	Online Consultants Directory				(2,500)		(7,950)
		Annual listing fee (\$399 list; \$198 members)	4170	Directory Listings (14 member)	(2,500)		(3,960)	
		All listings to run from Jan 1 to Dec 31.	4170	Directory Listings	-		(3,990)	
	4	General and Administrative Cost Allocation				1,911		10,197
	5	Computer Support Cost Allocation				78		442
				Total Income		(53,500)		(53,753)
				Total Expenses		21,111		25,031
				(Gain) / Loss From Operations		(32,389)		(28,722)

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Membership (Program 120)
(Prepared by Thomas Jurczak)**

The FY 2014 budget projects a net gain of \$763,353. This is \$93,211 (13.91%) greater than the FY 2013 budgeted net gain and \$64,061 (9.16%) greater than the FY 2013 projected net gain. The budget projects total dues revenue of \$859,852—an increase of 8% from the FY13 budget and an increase of 6.93% from projected FY13 actuals.

Effort of all staff members is allocated across the budget based on FY 2013 patterns. Personnel costs for Membership reflect 0.87 FTEs or 7.28% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Projections account for a dues increase that goes into effect on July 1, 2013.
- Membership projections are based on reported February 2013 figures in conjunction with trend analysis by membership class over the period covering FY 2010 through FY 2013.
- Other budgeted activities in the Membership program include collection of revenue from mailing list rentals and provision of such member services as administration of the Awards Program and mailing of complimentary publications to sustaining institutional members.

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Membership

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals		
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ 859,852.37	\$ 796,156.24	\$ 804,142.87	\$ 63,696.13	8.00%	\$ 55,709.50	6.93%	
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	-	-	-	-	N/A	-	N/A	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	1,100.00	4,000.00	2,213.20	(2,900.00)	(72.50%)	(1,113.20)	(50.30%)	
Total Revenues	\$ 860,952.37	\$ 800,156.24	\$ 806,356.07	\$ 60,796.13	7.60%	\$ 54,596.30	6.77%	
Expenses								
	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals		
	Fiscal '14	Fiscal '13	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 71,604.92	\$ 94,039.11	\$ 82,250.30	\$ (22,434.20)	(23.86%)	\$ (10,645.38)	(12.94%)	
Office Occupancy & Utilities	6,986.68	9,648.10	8,661.19	(2,661.42)	(27.58%)	(1,674.51)	(19.33%)	
Services	7,360.24	8,479.71	6,632.37	(1,119.47)	(13.20%)	727.87	10.97%	
Supplies	1,665.78	2,832.42	2,235.50	(1,166.64)	(41.19%)	(569.72)	(25.48%)	
Travel	-	1,725.00	1,597.27	(1,725.00)	(100.00%)	(1,597.27)	(100.00%)	
Leases, Rentals & Licenses	1,981.75	2,544.91	1,712.16	(563.16)	(22.13%)	269.59	15.75%	
Taxes, Dues and Subscriptions	-	245.00	-	(245.00)	(100.00%)	-	N/A	
Depreciation, COGS, and Other	8,000.00	10,500.00	3,975.55	(2,500.00)	(23.81%)	4,024.45	101.23%	
Total Expenses	\$ 97,599.37	\$ 130,014.26	\$ 107,064.34	\$ (32,414.89)	(24.93%)	\$ (9,464.97)	(8.84%)	
Gain / (Loss) from Operations	\$ 763,352.99	\$ 670,141.98	\$ 699,291.73	\$ 93,211.02	13.91%	\$ 64,061.26	9.16%	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ 763,352.99	\$ 670,141.98	\$ 699,291.73					

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Membership
Program Number: 120**

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Collect membership dues.	4000	Membership Dues		(\$859,852)		(\$796,156)
		Assumes the following growth rates per member category Accounts for dues increase effective July 1, 2013						
		- Assoc Dom (\$100) @ -0.76%			(\$19,206)		(\$16,320)	
		- Assoc Int'l (\$125) @ 3.04%			(\$7,762)		(\$6,250)	
		- Bridge (\$50) @ -2.57%			(\$4,244)		(\$4,418)	
		- ID1 [Salary <\$20k] (\$80) @ 9.43%			(\$90,481)		(\$77,265)	
		- ID2 [Salary <\$30k] (\$105) @ 0.37%			(\$26,370)		(\$25,305)	
		- ID3 [Salary <\$40k] (\$130) @ -1.07%			(\$61,830)		(\$57,529)	
		- ID4 [Salary <\$50k] (\$160) @ -0.51%			(\$97,683)		(\$90,702)	
		- ID5 [Salary <\$60k] (\$200) @ 3.49%			(\$101,794)		(\$90,465)	
		- ID6 [Salary <\$75k] (\$225) @ 1.63%			(\$96,269)		(\$90,849)	
		- ID7 [Salary >\$75k] (\$250) @ 5.93%			(\$106,707)		(\$90,301)	
		- Hon/Life (\$0) @ -5.26%			\$0		\$0	
		- Retired (\$70) @ 5.54%			(\$14,153)		(\$15,162)	
		- Student (\$50) @ 1.26%			(\$63,605)		(\$66,337)	
		- Reg Inst (\$300) @ -1.66%			(\$135,268)		(\$129,800)	
		- Sus Inst (\$550) @ -7.22%			(\$34,480)		(\$35,455)	
	2	Collect revenue from member mailing list rental.	4870	Mailing Label Rental	(\$1,100)	(\$1,100)	(\$4,000)	(\$4,000)
	3	Increase member retention.				\$0		\$0
	a.	Mailing of printed renewal invoices (650/mo)	5500	Supplies (envelopes, etc.)	\$0	\$3,035	\$720	\$3,220
	b.	New Member Meet-and-Greet at Annual Meeting	4360	Sponsor	\$0		\$0	
			5290	F & B (200p x \$15 incl svc/tax)	3,035		2,500	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Membership
Program Number: 120**

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Deliver member services.				\$9,650		\$12,898
	a.	Mail copies of new SAA books to sustaining inst. members Assumes 4 books in FY14	5300	Shipping/Related Fees (negligible)	\$0	\$8,000	\$0	\$10,500
			5940	Cost of goods sold (4 books @ \$25 ea. x 80)	\$8,000		\$10,500	
	b.	Administer SAA Fellows, Awards & Scholarship Programs (See Special Funds program planners for details on funding of awards and scholarships.)	5570	Supplies (plaques and certificates)	\$1,200	\$1,200	\$1,500	\$2,100
			5400	Printing for Program	\$0		\$600	
			5350	Graphic Design for Program	\$150		\$40	
	c.	Administer the Mentoring Program. Mentor/Protege Meet and Greet at Annual Meeting Support online "Mentoring Directory"	5290	Food & Beverage	\$300	\$300	\$258	\$258
					\$0		\$0	
	5	Support the Membership Committee.				\$270		\$68
	a.	Conference Calls 3 teleconfs for committee (10p x 1.25 hrs @ \$.03/min) 1 subcommittee teleconf (6p x 1.25 hrs @ \$.03/min)	5110	Telephone	\$0		\$68	
			5110	Telephone	\$0		\$0	
	b.	Key Contact Breakfast at Annual Meeting (Per request from Membership Committee officers, provide F&B for Key Contact and Career Center subcomm meetings.)	5290	F&B--Continental Breakfast (15p x \$18)	\$270		\$0	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Membership
Program Number: 120**

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	Membership staffing at Annual Meeting Staffing to be provided by Beaumont, Salgado, others as needed and appropriate.	5600	Staff Travel	\$0	\$0	\$1,725	\$1,725
	7	Staff professional memberships/development.				\$0	\$245	\$245
	8	Miscellaneous Database Support (20 hrs @ \$150/hr)	5226	Computer Support	\$0	\$0	\$0	\$0
	9	General and Administrative Cost Allocation				81,306		107,215
	10	IT Cost Allocation				3,339		4,643
				Total Income		(\$860,952)		(\$800,156)
				Total Expenses		98,249		130,664
				(Gain) / Loss From Operations		(\$762,703)		(\$669,492)
				Net Operating (Gain) / Loss		(\$763,353)		(\$670,142)

**Society of American Archivists Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**FY14 Proposed Budget Narrative:
Annual Meeting (Program 193)
(Prepared by Nancy Beaumont)**

The proposed FY 2014 budget projects a net gain of \$93,968 from the Joint Annual Meeting. This is \$17,269 (22.52%) greater than the FY 2013 budgeted net gain and \$23,155 (19.77%) less than the FY 2013 actual net gain.

Effort of all staff members is allocated across the budget based on FY 2013 patterns. Personnel costs reflect 0.73 FTEs or 6.06% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 9.18% as of January 1, 2014. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for the Joint Annual Meeting assumes the following:

- Prepaid expenses (incurred during FY13 but related to the New Orleans meeting in FY14) are highlighted in the program planner. These costs will be allocated in FY14 via the General/ Administrative Cost Allocation. This generally accepted accounting procedure, implemented in FY08 and carried forward, enables us to reflect staff effort and related expenses more accurately. Program planners for the 2014 and 2015 annual meetings (Programs 194 and 195) reflect costs that will be booked as prepaid expenses but not expensed until those meetings take place. (Activities 2, 3, and 5b)
- Payment to Conference & Logistics Consultants of \$52,300, which includes pre-meeting and onsite management and travel/per diem, creation of the “Virtual Expo” for exhibitor sign-up, and exhibit hall management. (Activities 2, 4, and 5)
- Promotion of the conference via an online-only PDF of the full preliminary program and mailing of an 8-page flyer highlighting various aspects of the meeting and referring to the conference website for detailed information. (Activity 3) In addition, we will offer a special discount to members of state and regional archival organizations whose members are not SAA members.
- An expense of \$58,250 for AV, which reflects coverage of all education sessions (Activity 4c), introduction of an experiment to record and sell (at breakeven) a “virtual track” (Activity 4c), inclusion of AV support in five rooms for Roundtable meetings on Wednesday (Activity 8), and the negative impact of labor costs for minimums and overtime hours (evenings and Saturday). As in FY13, we propose no videotaping of the plenaries.
- In FY09 and FY10 SAA incurred expenses for ASL interpreters, based on the needs of an individual attendee as well a desire to provide ASL at the plenaries and Accessibility Forum. The proposed FY14 budget does not include funding for an ASL interpreter. (Activity 4)
- A total of 1,450 paid attendees, spread per trends in the past five years. This best-guess estimate is based on economic trends and registration patterns to date. (Reference of paid attendees: 2012 = 1,519; 2011 = 1,664; 2010 = 1,909; 2009 = 1,452; 2008 = 1,754; 2007 = 1,699.) (Activity 4)

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Annual Meeting - New Orleans

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals (SD)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	15,000.00	8,500.00	11,700.00	6,500.00	76.47%	3,300.00	28.21%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	564,610.04	508,874.64	573,204.50	55,735.40	10.95%	(8,594.46)	(1.50%)
Publications	7,500.00	-	-	7,500.00	N/A	7,500.00	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,250.00	1,250.00	9,845.61	-	0.00%	(8,595.61)	(87.30%)
Total Revenues	\$ 588,360.04	\$ 518,624.64	\$ 594,750.11	\$ 69,735.40	13.45%	\$ (6,390.07)	(1.07%)
Expenses	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13	Actuals (SD)	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 58,809.49	\$ 52,322.89	\$ 54,564.81	\$ 6,486.59	12.40%	\$ 4,244.68	7.78%
Office Occupancy & Utilities	5,766.70	5,346.12	5,113.79	420.58	7.87%	652.91	12.77%
Services	252,802.28	218,251.15	257,896.12	34,551.13	15.83%	(5,093.84)	(1.98%)
Supplies	3,021.20	2,174.18	1,395.40	847.02	38.96%	1,625.80	116.51%
Travel	2,450.00	3,695.00	2,911.37	(1,245.00)	(33.69%)	(461.37)	(15.85%)
Leases, Rentals & Licenses	11,656.66	2,530.63	1,108.27	9,126.04	360.62%	10,548.39	951.79%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	159,885.67	157,605.60	154,637.47	2,280.07	1.45%	5,248.20	3.39%
Total Expenses	\$ 494,392.01	\$ 441,925.58	\$ 477,627.23	\$ 52,466.43	11.87%	\$ 16,764.78	3.51%
Gain / (Loss) from Operations	\$ 93,968.03	\$ 76,699.06	\$ 117,122.88	\$ 17,268.96	22.52%	\$ (23,154.85)	(19.77%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 93,968.03	\$ 76,699.06	\$ 117,122.88				

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
	1	Management & Administration Administer activities associated with the Joint Annual Meeting in New Orleans; develop and monitor budgets; provide support to the Program and Host committees; promote the meeting via all available means; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				\$ -		\$ -
		a. Staff professional development	5640	Association Forum Registrations	-		-	
	2	Provide for program development, planning, and evaluation of the Annual Meeting.				38,440		36,285
		a. Negotiated Agreement with NAGARA	5480	Negotiated Agreement with NAGARA	-		-	
		a. Program Committee (11 members + 2 <i>ex officios</i>)	5295	Staff--Local Travel (Meeting in Chicago)	60		30	
		EXPENSES APPEARING IN SCREENED BOXES WERE INCURRED IN FY13 AND ARE INCLUDED IN GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER.	5610	Member Travel (12p x airfare/ground) = 4,852 (actual)	9,860		8,495	
				(12p x \$160) = 4,650 (actual)	-		-	
				(12p x \$45 x 1d per diem) = 225 (actual)	-		-	
			5290	F&B--Breaks, lunches, dinners (actual)	1,400		1,160	
			5200	Consulting Fees (Doyle)	720		800	
			5130	Conference Calls	-		-	
			5360	Audiovisual	-		-	

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
		b. Host Committee	5290	F&B--Host Committee Meetings	-		-	
		c. Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4,400 x 6)	26,400		25,800	
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (CLC)	-		-	
			5600	Staff Travel (site visit)	-		-	
	3	Promote attendance at Annual Meeting.				16,245		16,200
		a. Preliminary program and flyers	5350	Design/Layout/Prepress	6,400		6,400	
			5400	Printing (flyer only)	4,125		4,125	
		Preliminary program book will not print and mail, but will reside as PDF on conference website; 8-panel flyer will print and mail (7,500 cc)	5300	Mail Services/Postage/Freight (flyer)	1,340		1,340	
			5310	Express Mail (advance copies)	20		20	
		b. Mailing to former members, members of regional organizations that are proximate to LA (800 cc)	5300	Postage	300		300	
			5335	Mail Services	100		100	
		c. Banner, Web button, ads, calendar submissions	5350	Flyers for Regional Meetings	200		200	
			5350	ID/Banner Development, Ads for AO / AA	3,300		3,300	
			5400	Banner Production	460		415	
		d. Email blasts to nonmembers		Assumes Use of Lyris List Product	-		-	
		e. Web version	5350	Web-formatted Graphics	-		-	
		f. Press release via Bacon's (or other) online service	5285	Press Release	-		-	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Provide on-site management of a high-quality annual conference.				(467,710)		(425,775)
		a. Registration income (1,450 paid attendees)				92,690		76,465
			4300	Early-Bird Member (50.8%) (Approx 737 x \$319)	(233,604)		(227,414)	
			4300	Early-Bird Employee / Member Inst (4.7%) (Approx 69 x \$369)	(21,771)		-	
			4300	Early-Bird Nonmember (14.8%) (Approx 215 x \$499)	(67,976)		(66,736)	
			4300	Advance Member (6.5%) (Approx 94 x \$369)	(29,763)		(31,510)	
			4300	Advance Employee / Member Inst (1.1%) (Approx 16 x \$419)	(5,028)		-	
			4300	Advance Nonmember (3.8%) (Approx 55 x \$549)	(17,354)		(17,804)	
			4300	Onsite Member (4.2%) (Approx 61 x \$429)	(19,338)		(20,602)	
			4300	Onsite Employee / Member Inst (0.8%) (Approx 11 x \$479)	(3,632)		-	
			4300	Onsite Nonmember (3.3%) (Approx 48 x \$599)	(15,284)		(15,502)	
			4300	One-Day Member (1.6%) (Approx 23 x \$189)	(7,421)		(7,204)	
			4300	One-Day Employee / Member Inst (N/A)	-		-	
			4300	One-Day Nonmember (2.3%) (Approx 33 x \$269)	(10,372)		(9,177)	
			4300	Student Member (3.5%)	(16,118)		(15,583)	

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
			4300	(Approx 51 x \$139) Student Member One-Day (0.04%)	(169)		(252)	
			4300	(Approx 1 x \$119) Student Nonmember (1.9%)	(8,740)		(9,895)	
			4300	(Approx 28 x \$209) Student Nonmember One-Day (0.1%)	(383)		(1,008)	
			4300	(Approx 1 x \$159) Guest (of Member) (0.4%)	(1,883)		(1,456)	
			4300	(Approx 6 x \$99) Guest (of Nonmember) (0.1%)	(623)		(882)	
			4300	(Approx 2 x \$139) Complimentary Registrations (90--exhibitors, sponsors, presenters)	-		-	
			4300	Research Forum (Approx 15 x \$50)	(750)		(750)	
		b. Staffing - NPB room is comped - One staff room (RM) @ \$100/p/day - Three CLC staff rooms @ comp	5600	Staff Travel (2p x \$500 air/ground) (NPB, RM) = 1000 (1p x \$40/d x 8d per diem) (NPB) = 320 (1p x \$40/d x 7d per diem) (RM) = 280 (1p x \$100/d x 7d lodging) = 700	2,300		2,545	
			5650	Meeting Assistants	-		-	
			5200	Consulting Fees (CLC) (\$4400/mo x 4)	17,600		17,200	
			5200	Third Onsite CLC Staff (\$550/d x 4d)	2,200		2,200	
			5200	Meeting Planner Expenses (CLC) (3p x \$500 air/ground/bags) = 1500 (2 x \$40 x 8 + 1 x \$40 x 4 per diem) = 800	2,300		5,000	

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
		c. Logistics	5610	Host Committee (6p x \$25 transportation/parking) = 150	150		150	
			4450	CD Sales (special track)	(7,500)			
		- AV services provided by PSAV: Management fees included in 2013; assumes no additional cost for in-house sound.	5360	Audiovisual (basic for all sessions)	47,000		32,620	B LIST
			5360	Audiovisual (videotaping of plenaries)	-		4,700	
		- Does not include IMAG + video capture of 2 plenaries for podcasting/other uses.	5360	Audiovisual (special track)	7,500			
		- AV for capture/conversion of 7 sessions to be made available for sale post-conference (new). (Budget target is to break even on sale.)	5500	Equipment (phones, computers, Cybercafe)	1,500		700	
			5110	Credit card machines	-		-	
			5500	Supplies	500		500	
			5340	Hotel Handling Fees	1,000		1,000	
			5480	Floral	-		-	
			5480	Photography	1,100		1,000	
			5300	Postage/Freight (conference materials)	1,900		1,800	
			5400	Signs (32 new headers + 10 footers @ \$40 + art @ \$50 + shipping)	1,780		1,100	
			4360	Sponsor for Signs (included in Silver pkg)	-		-	
			5480	Child Care	300		300	
			5480	Gratuities (hotel and AV staff)	500		500	
			5385	Amenities and Awards	500		500	
			5260	Insurance	2,560		1,900	
			5290	F&B--Staff Office/Reg Desk/Host Desk	1,350		1,000	
			5650	Keynote Speaker(s) Honoraria/Expenses	-		1,000	
			5480	Security (office, reg desk, locks)	650		750	
			5236	Credit Card Fees (moved to allocables)	-		-	
			5200	ASL interpreter for individual attendee	-		-	

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
	5	Provide for the International Archives and Information Technology Exposition.	5200	ASL interpreter for plenaries	-	(111,900)	-	(85,600)
	a.	Exhibitor and sponsor income				85,708		72,945
		- 50 paid booths	4350	Exhibits Income (40 booths x \$1,500) = 60,000	(71,000)		(66,000)	
		- 2 comp (Office Hours)		(10 booths x \$1,100) = 11,000				
		- 10 @ \$1,100 (avg nonprofit rate)	4150	Advertising in Preliminary/Onsite programs	(15,000)		(8,500)	
		- 40 @ \$1,500 (avg for-profit rate)	4900	Exhibit Hall Ticket Sales	-		-	
				Sponsorship(s):				
			4360	Silver Sponsorship (Tessella)	(13,400)		(7,600)	
			4360	Bronze Sponsorship (Atlas)	(9,000)		-	
			4360	CyberCafe (TBD)	(2,000)		(2,000)	
			4360	Career Center (TBD)	(1,500)		(1,500)	
	b.	Promote exhibits/sponsorships via prospectus, calls	5350	Design/Layout/Web Graphics	400		400	
		- Prospectus is Web-only	5300	Postage/Freight (two mailings)	-		-	
		- "Virtual Expo" provided by CLC/Event Rebels	5335	Mail Processing/Labor	-		-	
			5400	Printing (300 sets)	-		-	
			5200	Virtual Expo setup	450		450	
	c.	Implement the Expo Hall	5200	Decorator (Alliance Expo Services)	11,900		11,900	
		- Happy Hour (Grand Opening)		(Set up 52 booths x \$94 = \$4,890 + Reg Desk, Cybercafe, special set-ups/kiosks,				

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
		Assumes 1,100 people @ \$17/p + open soft bar + cash bar (for liquor) (including cashiers/bartenders) + 33% svc/tax	5200	posterboards, easels, meter panels, etc) (Floor plan to fire marshall = \$0)	1,000		1,700	
			5200	Security				
			5200	Consulting Fees (CLC)	3,350		3,350	
		- Coffee/tea break on Friday (7:00 - 7:45 am) Assumes 500 people, 62.5 gallons @ \$95/gal	5290	(50 booths x \$67)				
			5290	F&B--Happy Hour	30,723		23,760	
			5290	(1,100p x \$17 + soft bar + cash bar)				
		- Brunch (11:45 am - 1:00 pm) Assumes 1,000 people @ \$20 incl 33% svc/tax	5290	F&B--Coffee Break	7,445		-	
			5290	F&B--Brunch	20,790		25,590	
			5290	(1,000p x \$19.80 incl svc/tax)				
		- Afternoon Break Assumes 1,000 people @ \$10 incl 33% svc/tax	5290	F&B--Afternoon Break	10,500		5,795	
				(1,000p x \$10 incl svc/tax)				
	6	Provide for a variety of networking, social, and business events.				(8,750)		(7,250)
		a. All-Attendee Reception	4900	Adult Guest Tickets	(1,000)		(1,000)	
			4900	(25 x \$40)				
		- Assumes 1,200 people at WWII Museum @ \$38/p (inclusive) for buffet stations + cash bar + cashiers/bartenders + svc/tax	4900	Child Guest Tickets (12 and under)	(250)		(250)	
			4850	(25 x \$10)				
			4850	Wrist Band Sales (500 x \$10)	-		-	
			4360	Sponsorship(s): (Preservation Technologies for buses, etc)	(5,000)		(3,500)	
			5480	Entertainment	2,000		1,500	
		- Assumes live band	5300	Wrist Bands (in stock)	-		-	
						67,930		60,100

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Program Planner
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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
			5290	F&B (1,200p @ approx \$38)	47,880		53,000	
			5700	Facility Rental/Equipment	10,000		1,100	
			5295	Transportation (buses)	2,500		-	
	b.	Presidents' Reception	4360	Sponsorship(s) (Hollinger/Metal Edge @ \$2,500)	(2,500)		(2,500)	
			5290	F&B (\$3,800 + 33% svc/tax)	5,050		4,000	
	c.	Fellows' Reception (Will not be held in 2013.)	5290	F&B	-		-	
	d.	Academy of Certified Archivists Luncheon/Meeting (Free to ACA members; ACA billed directly)			-		-	
	e.	SAA Annual Membership Meeting	5200	Parliamentarian Fees/Expenses	500		500	
7		Provide attendees with meeting materials.				13,720		12,455
	a.	Promotional items and sponsor income	4360	Totebag Sponsorship	-		-	
			4360	Badge Holder/Lanyard Sponsorship	-		-	
			5400	Hotel Keycard Production (Atlas Sponsor)	1,935		-	
			5400	Lanyard/Badge Holder (2000 x \$1.28 + set-up and freight)	2,670		2,000	
	b.	Onsite Program (1,100 cc)	5350	Design/Layout/Prepress	4,725		5,325	
		(Attendees given option--via registration form and	5400	Printing (1,100 x \$2.00)	2,200		2,960	

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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		reminders--to opt out of print program)	5300	Postage/Freight	450		450	
		c. Name badges/ribbons	5400	Printing (1,600 badges, 500 ribbons)	600		600	
			5500	Supplies (badge stock)	500		500	
			5350	Badge Design	280		280	
		d. Registration Packet materials	5400	Printing/Duplicating	-		-	
		e. Onsite registration forms (200)	5350	Layout/Production	190		190	
			5400	Printing (multi-part form)	170		150	
	8	Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, roundtables, committees, task forces, and allied groups.				4,950		5,700
		a. Leadership Forum (see Governance budget)	5360	AV for Roundtable Meetings	3,750		5,700	
		b. Committees and task forces		(5 rooms @ \$750, per Council-adopted procedure for 2013)				
		c. Sections and roundtables						
		d. Allied groups	5290	F&B for Leadership Forum (100 x \$5)	500			
		e. Honoraria for VMCAR & WCRT	5380	Honoraria	700			
	9	Program-specific computer support to assist in promotion and to streamline registration functions.				-		-
			5226	Computer Support	-		-	

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**Program Name: Annual Meeting - New Orleans
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 050913 TJ						
	10	General and Administrative Cost Allocation		(Includes all New Orleans 2013 expenses incurred in FY13.)		226,603		217,150
	11	IT Cost Allocation				2,791		2,660
				Total Income		\$ (588,360)		\$ (518,625)
				Total Expenses		494,392		446,626
				(Gain) / Loss From Operations		\$ (93,968)		\$ (71,999)
				B List		\$0		\$4,700
				Net Operating (Gain) / Loss		(\$93,968)		(\$76,699)
						\$ -		\$ 0

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Annual Meeting - Washington

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13 (NO)	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13 (NO)	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 83,464.60	\$ 75,366.29	\$ 81,904.30	\$ 8,098.31	10.75%	\$ 1,560.30	1.91%
Office Occupancy & Utilities	8,132.53	7,680.28	8,417.77	452.24	5.89%	(285.24)	(3.39%)
Services	50,743.97	48,712.00	57,543.65	2,031.96	4.17%	(6,799.68)	(11.82%)
Supplies	566.42	423.61	604.98	142.81	33.71%	(38.56)	(6.37%)
Travel	12,665.00	9,415.00	10,000.11	3,250.00	34.52%	2,664.89	26.65%
Leases, Rentals & Licenses	2,292.05	2,028.72	1,808.38	263.33	12.98%	483.67	26.75%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(157,864.57)	(143,625.91)	(160,279.19)	(14,238.66)	9.91%	2,414.62	(1.51%)
Total Expenses	\$ -	\$ -	\$ -	\$ 0.00	N/A	\$ (0.00)	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ (0.00)	N/A	\$ 0.00	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ -				

**The Society of American Archivists
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**Program Name: Annual Meeting - Washington, DC
Program Number: 194**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 040513						
T D A	1	Management & Administration Administer activities associated with the 2014 Joint Annual Meeting in Washington, DC; develop and monitor budgets; provide support to the Program and Host committees; research meeting sites and vendors; select, monitor, and evaluate vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.			-	\$ 500	-	\$ -
		a. Staff professional development	5640	Association Forum Registrations	-		-	
					500		-	
					-		-	
	2	Provide for program development, planning, and evaluation of the 2014 Joint Annual Meeting.				41,625		37,145
		a. Program Committee	5295	Local Staff Travel	60		30	
		- Joint meeting of SAA, CoSA, and NAGARA (Meeting in Chicago)						
		- PC meeting to be held at SAA HQ in Chicago	5610	Member Travel	12,165		9,415	
		- Co-chairs: 3 (one/group)		(15p x \$450 airfare/ground) = 6750				
		- 10 Committee members + 2 <i>ex officios</i> (2015 co-chairs)		(15p x \$170 lodging x 2d) = 5100 (7p x \$45 x 1d per diem) = 315				
		5290	F&B--Breaks, lunches, dinners	1,600		1,200		
		5130	Conference Calls	-		-		
		5360	Audiovisual	-		-		
	b. Host Committee	5290	F&B--Host Committee meetings	200		100		

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Program Planner
Fiscal Year 2014**

**Program Name: Annual Meeting - Washington, DC
Program Number: 194**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 040513						
	3	Promote attendance, exhibits, and sponsorships at Annual Meeting.				17,410	17,310	
		c. Pre-Meeting Planning - Conference & Logistics Consultants (CLC) - Helms Briscoe site selection (no cost to SAA)	5200 5650	Consulting Fees (CLC) (\$4600 x 6) Meeting Planner Expenses (CLC)	27,600 -		26,400 -	
		a. Preliminary program and flyers Preliminary program book will not print and mail, but will reside as PDF on conference website; 8- to 12-page flyer will print and mail (7,500 cc)	5350 5400 5300 5310	Design/Layout/Prepress Printing (flyer only) Mail Services/Postage/Freight (flyer) Express Mail (approvals/advance copies)	6,400 4,200 1,380 30		6,400 4,200 1,380 30	
		b. Mailing to lapsed SAA members + members of state and regional orgs proximate to NOLA (500 cc)	5300 5335	Postage Mail Services	300 100		300 100	
		c. Banner, flyers, advertising, calendar submissions	5350 5350 5400	Flyers for Regional Meetings ID/Banner/Ad Development Banner Production	200 3,400 500		200 3,400 450	
		d. Promote exhibits/sponsorships via prospectus, calls - Prospectus is Web-only - "Virtual Expo" provided by CLC/Event Rebels	5350 5300 5335 5400 5200	Web Graphics Postage/Freight Mail Processing/Labor Printing Virtual Expo setup	400 - - - 500		400 - - - 450	

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - Washington, DC
Program Number: 194**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		V. 040513						
	4	General and Administrative Cost Allocation				94,468		85,506
	5	Computer Support Cost Allocation				3,861		3,665
	6	Allocation to Future Period				(157,865)		(143,626)
						\$ -		\$ -
						-		-
						\$ -		\$ -

The Society of American Archivists
Income Statement
Fiscal 2014 Budget
Annual Meeting - TBD

Revenues	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13 (DC)	Actuals (DC)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Projected FY '13			FY '14 Budget v. FY '13 Budget		FY '14 Budget v. FY '13 Actuals	
	Fiscal '14	Fiscal '13 (DC)	Actuals (DC)	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ -	\$ 547.02	\$ 547.05	\$ (547.02)	(100.00%)	\$ (547.05)	(100.00%)
Office Occupancy & Utilities	-	55.90	55.90	(55.90)	(100.00%)	(55.90)	(100.00%)
Services	-	3,876.01	3,876.01	(3,876.01)	(100.00%)	(3,876.01)	(100.00%)
Supplies	-	2.56	2.56	(2.56)	(100.00%)	(2.56)	(100.00%)
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	-	14.67	14.68	(14.67)	(100.00%)	(14.68)	(100.00%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	(4,496.16)	(4,496.20)	4,496.16	(100.00%)	4,496.20	(100.00%)
Total Expenses	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ -				

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: 2015 Annual Meeting - TBD
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management & Administration Administer activities associated with the 2013 Annual Meeting in New Orleans; develop and monitor budgets; provide support to the Program and Host committees; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.			-	\$ -	-	\$ -
	a.	Staff professional development	5640	Association Forum Registrations	-		-	
T	2	Provide for program development, planning, and evaluation of the Annual Meeting.				-		3,850
D	a.	Program Committee	5110	Conference Calls	-		-	
A	b.	Pre-Meeting Planning	5600	Staff Travel (site visit)	-		-	
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (site visit) (1p x \$350 airfare/ground) = 350 (1p x \$215 x 1d lodging) = 215 (1p x \$45 x 2d per diem) = 90	-		-	
		- Helms Briscoe site selection (no cost to SAA)						
			5350	ID Development (design)	-		3,400	
			5400	ID Development (banner)	-		450	
					-		-	
	3	General and Administrative Cost Allocation						620
	4	IT Cost Allocation						26

**The Society of American Archivists
Program Planner
Fiscal Year 2014**

**Program Name: 2015 Annual Meeting - TBD
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY14 Budget		FY13 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	5	Allocation to Future Period				-		(4,496)
				Total Income		\$ -		\$ -
				Total Expenses		-		-
				Net Result		\$ -		\$ -