

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget: General Overview
(Prepared by Thomas Jurczak)**

The FY 2013 proposed budget projects a decrease in revenues of 3.41% and a decrease in expenses of 3.45% as compared to the FY 2012 budget.

There are a number of items worth noting:

- FY 2013 is the second 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 0.53%.
- Education's Digital Archives Specialist (DAS) program is projected to be a major contributor to the budgeted 4.72% increase in workshop revenues.
- Conversely we project the 2012 Annual Meeting revenues to be 4.65% less than was budgeted and 17.18% less than was realized in FY 2012 (the 2011 Annual Meeting in Chicago).

That said, the most notable points of interest in the proposed FY 2013 budget are as follows:

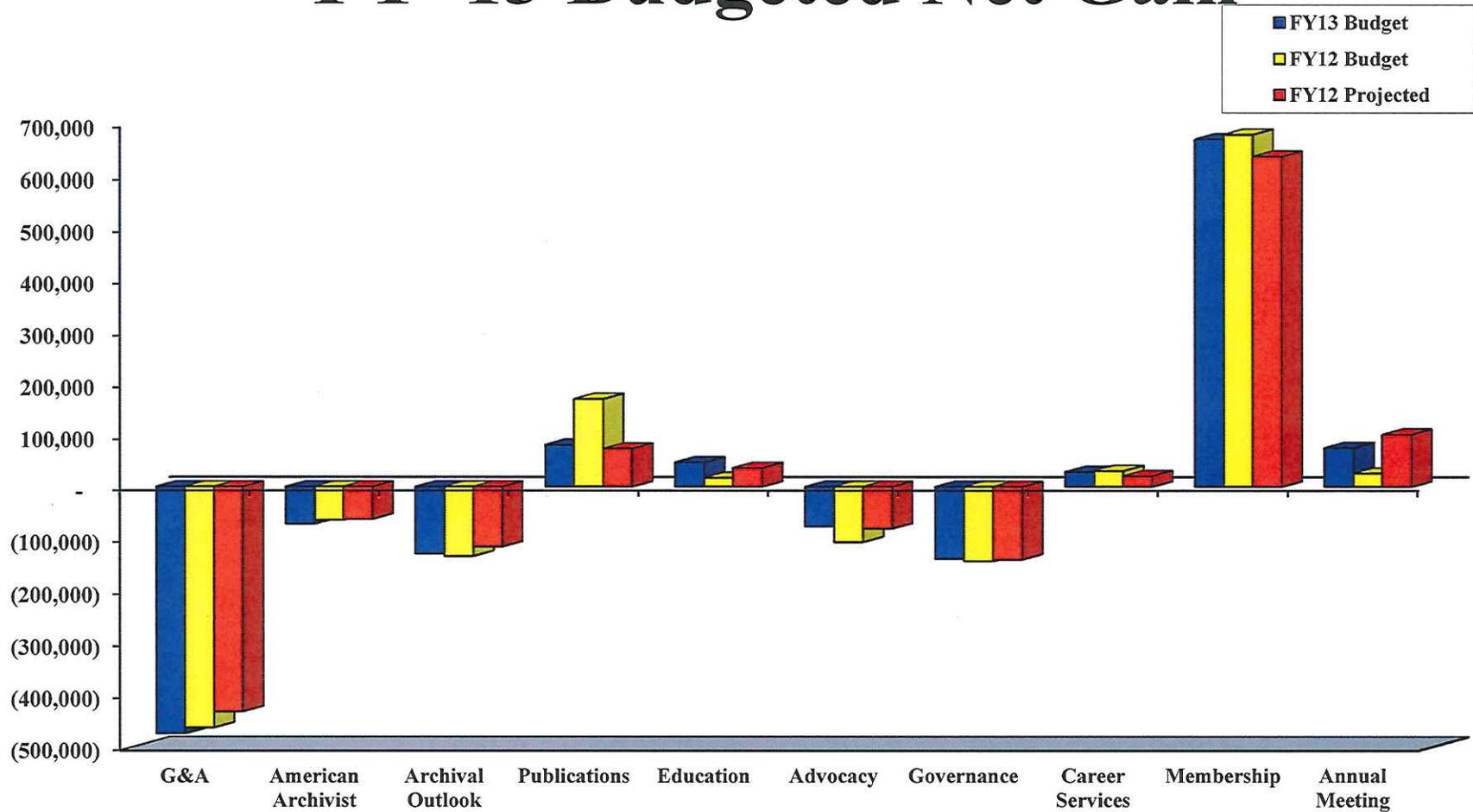
- Anticipation of significantly fewer attendees at the Annual Meeting;
- Annual Meeting expenses that are 14.98% less than the FY 2012 budget and 17.29% less than Chicago 2011;
- Continued growth in Education revenues;
- Publications revenues that are significantly less than those in the FY 2012 budget.

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2013.

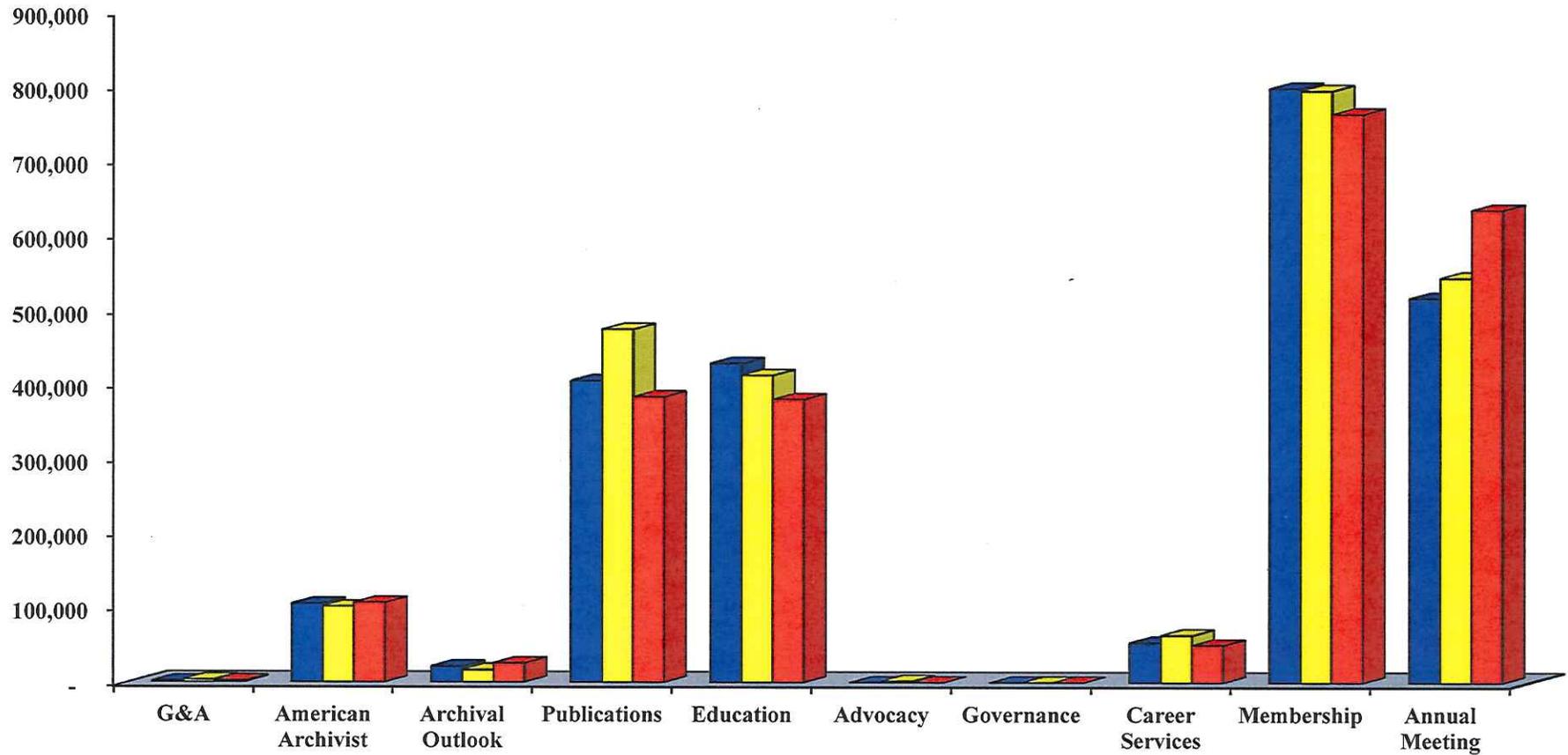
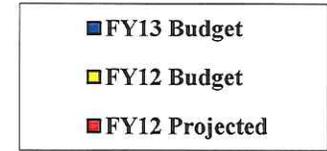
The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Budget Master - Operations

Revenues	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	Fiscal '13	Fiscal '12	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ 796,156.24	\$ 791,967.63	\$ 762,638.87	\$ 4,188.61	0.53%	\$ 33,517.37	4.39%
Subscriptions & Advertising	187,193.00	193,070.00	192,691.77	(5,877.00)	(3.04%)	(5,498.77)	(2.85%)
Workshops	418,879.00	400,010.00	368,725.70	18,869.00	4.72%	50,153.30	13.60%
Annual Meeting	508,874.64	533,667.43	614,465.02	(24,792.79)	(4.65%)	(105,590.38)	(17.18%)
Publications	341,952.16	413,918.73	337,120.60	(71,966.57)	(17.39%)	4,831.56	1.43%
Contributions	-	2,100.00	351.00	(2,100.00)	(100.00%)	(351.00)	(100.00%)
Investments	1,980.00	1,552.50	1,516.07	427.50	27.54%	463.93	30.60%
Other	81,520.00	82,675.00	73,695.43	(1,155.00)	(1.40%)	7,824.57	10.62%
Total Revenues	\$ 2,336,555.03	\$ 2,418,961.28	\$ 2,351,204.46	\$ (82,406.25)	(3.41%)	\$ (14,649.43)	(0.62%)
Expenses	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	Fiscal '13	Fiscal '12	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 911,763.72	\$ 905,219.89	\$ 872,109.63	\$ 6,543.83	0.72%	\$ 39,654.09	4.55%
Office Occupancy & Utilities	92,973.60	90,143.54	91,516.05	2,830.06	3.14%	1,457.55	1.59%
Services	871,839.81	998,671.66	928,733.50	(126,831.85)	(12.70%)	(56,893.69)	(6.13%)
Supplies	13,005.86	14,120.00	13,775.47	(1,114.14)	(7.89%)	(769.61)	(5.59%)
Travel	167,217.00	163,208.00	140,074.11	4,009.00	2.46%	27,142.89	19.38%
Leases, Rentals & Licenses	29,567.49	42,857.08	45,964.48	(13,289.59)	(31.01%)	(16,396.99)	(35.67%)
Taxes, Dues and Subscriptions	16,898.00	18,642.00	24,165.21	(1,744.00)	(9.36%)	(7,267.21)	(30.07%)
Depreciation, COGS, and Other	219,810.64	173,260.33	196,103.34	46,550.31	26.87%	23,707.30	12.09%
Total Expenses	\$ 2,323,076.13	\$ 2,406,122.49	\$ 2,312,441.79	\$ (83,046.36)	(3.45%)	\$ 10,634.34	0.46%
Gain / (Loss) from Operations	\$ 13,478.90	\$ 12,838.79	\$ 38,762.67	\$ 640.11	4.99%	\$ (25,283.77)	(65.23%)
75th Anniversary Project	-	1,855.00	-				
Replenishment of Council-Directed Funds	-	10,000.00					
Net Gain / (Loss)	\$ 13,478.90	\$ 983.79	\$ 38,762.67				

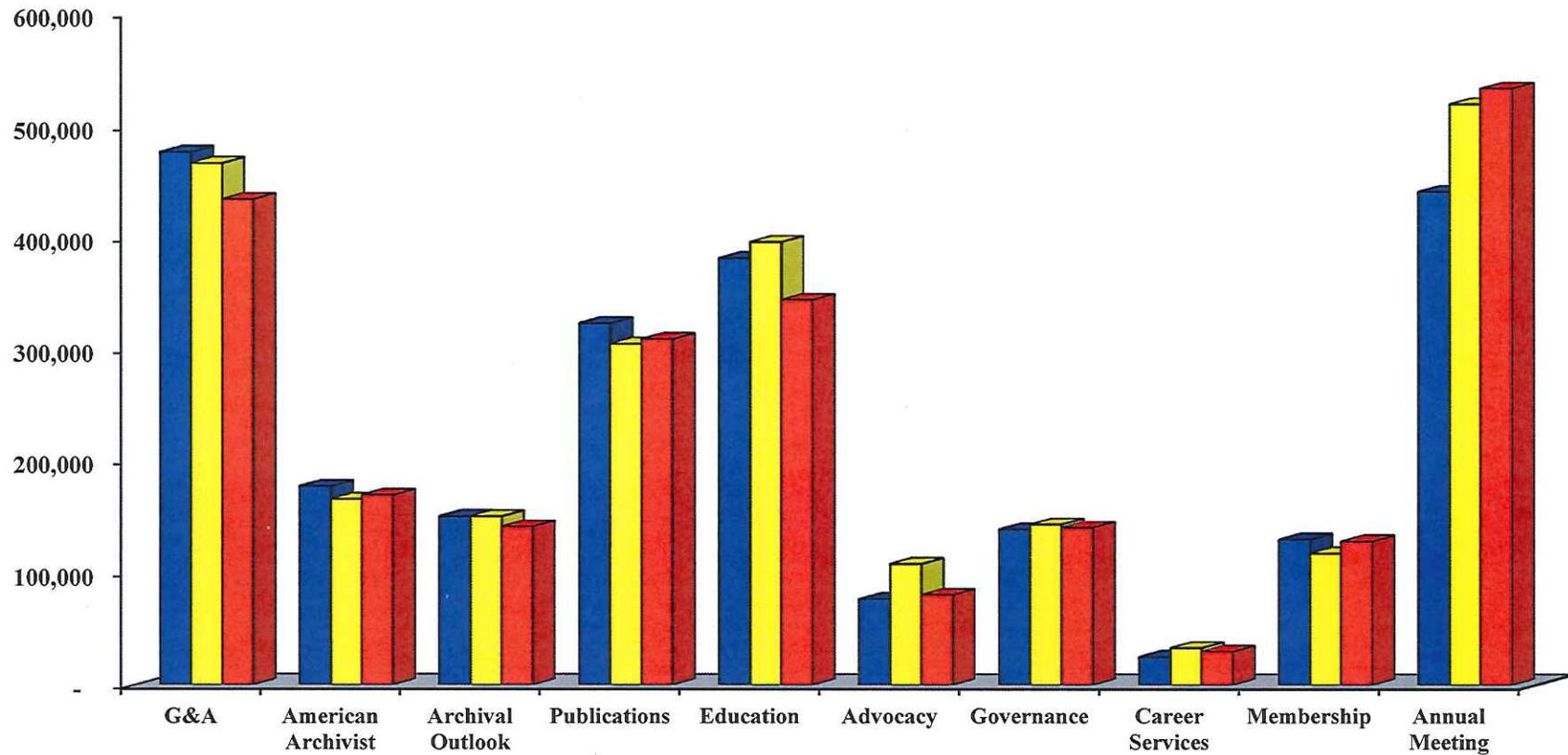
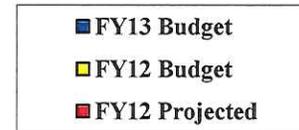
FY '13 Budgeted Net Gain



FY '13 Revenues Budget



FY '13 Expenses Budget



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**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
General & Administrative (Program 100)
(Prepared by Thomas Jurczak)**

The projected net loss in this area for FY 2013 is \$474,811.00. Significant points of interest in the proposed budget are as follows:

- Effort of all staff members is allocated across the budget based on FY 2012 patterns. Personnel costs for G&A reflect 2.64 FTEs or 24.04% of total salaries, taxes, and benefits. The cost of benefits is expected to increase 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- Interest on CD balances is currently 0.33%. We are projecting the average CD balance to grow from its present level of \$550,000 to \$600,000.
- We rent 3,807 square feet at a per-foot cost of \$21.50 per year (or approximately \$6,820 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 \$305.
- A number of equipment items are now fully depreciated. Most notable among these is the FY 2008 purchase of MemberMax. FY 2013 depreciation expense is projected to decrease by more than \$4,000 as compared to the FY 2012 budget.
- 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 2013, this is calculated to amount to \$24,410. (Activity 8)

The Society of American Archivists
Income Statement
Fiscal 2013 Budget
General & Administrative

Revenues	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	Fiscal '13	Fiscal '12	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	-	2,100.00	351.00	(2,100.00)	(100.00%)	(351.00)	(100.00%)
Investments	1,980.00	1,552.50	1,516.07	427.50	27.54%	463.93	30.60%
Other	-	-	384.84	-	N/A	(384.84)	(100.00%)
Total Revenues	\$ 1,980.00	\$ 3,652.50	\$ 2,251.91	\$ (1,672.50)	(45.79%)	\$ (271.91)	(12.07%)
Expenses	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	Fiscal '13	Fiscal '12	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 224,394.35	\$ 234,776.29	\$ 220,854.45	\$ (10,381.95)	(4.42%)	\$ 3,539.90	1.60%
Office Occupancy & Utilities	22,864.21	22,993.24	23,019.58	(129.04)	(0.56%)	(155.37)	(0.67%)
Services	128,933.94	128,295.66	123,354.44	638.27	0.50%	5,579.50	4.52%
Supplies	2,180.46	2,502.67	2,376.63	(322.21)	(12.87%)	(196.17)	(8.25%)
Travel	7,369.00	7,119.00	3,011.70	250.00	3.51%	4,357.30	144.68%
Leases, Rentals & Licenses	4,539.08	4,789.04	5,121.94	(249.97)	(5.22%)	(582.86)	(11.38%)
Taxes, Dues and Subscriptions	943.00	967.00	2,229.05	(24.00)	(2.48%)	(1,286.05)	(57.69%)
Depreciation, COGS, and Other	85,566.98	65,246.25	54,699.28	20,320.73	31.14%	30,867.70	56.43%
Total Expenses	\$ 476,791.00	\$ 466,689.17	\$ 434,667.07	\$ 10,101.84	2.16%	\$ 42,123.93	9.69%
Gain / (Loss) from Operations	\$ (474,811.00)	\$ (463,036.67)	\$ (432,415.16)	\$ (11,774.34)	2.54%	\$ (42,395.84)	9.80%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (474,811.00)	\$ (463,036.67)	\$ (432,415.16)				

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: General & Administrative
 Program Number: 100

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Staff an effective and efficient headquarters office.				\$ 226,688		\$ 237,266
	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, 24.04% of G&A expenses are allocated to the General & Administrative cost center.	5000	Salaries & Wages	\$ 181,421		\$ 188,106	
			5000	Increase in Vacation Liability	-		3,388	
			5010	Insurance Coverage	15,535		14,787	
			5020	Employer Payroll Taxes	12,924		13,447	
			5030	Retirement Benefit	14,514		15,048	
			5040	Bonuses	-		-	
	b.	Staff memberships in professional organizations	5820	ASAE (NPB @ \$295) Association Foundation Group (NPB @ \$95) Association Forum (NPB @ \$325)	715		715	
	c.	Registration/travel for professional development offerings	5640	ASAE and Association Forum	994		994	
	d.	Business meals and local transportation	5290	Various Occasions and Meetings @ \$150/m (G&A share) - Holiday Luncheon: \$600 - Staff Acknowledgments (included in monthly amount)	584		661	
			5295	Local Transportation	-		120	
	2	Overhead costs of SAA headquarters office.				106,969		113,916
	a.	Electricity	5120	Electricity: Avg of \$423/m @ 24.04%	1,217		1,280	
	b.	Postage	5300	Postage: Avg of \$700/m @ 24.04%	2,020		2,309	
			5310	Express Mail Services: Avg of \$80/m	960		900	
	c.	Insurance	5260	Insurance (combined @ approx \$1,031/m) - Workers Compensation - Office Package - Professional Liability	12,369		13,376	
	d.	Rent - Current 10-year lease expires 1/31/18.	5100	7/12 - 1/13: (\$6,820+170 + 135-325.58) x 7m @ 24.04% 2/13 - 6/13: (\$6,980+170 + 135-325.58) x 5m @ 24.04%	19,815		20,129	
	e.	Supplies	5500	Office Supplies: Avg \$517/m @ 24.04%	1,470		1,678	
			5570	Miscellaneous Supplies	-		-	

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: General & Administrative
 Program Number: 100

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		f. Telephone	5110	Telephone/Internet: \$7,625 annually @ 24.04%	1,832		1,584	
		g. Printing and duplication	5400	Check Printing (2 @ \$200)	1,362		2,373	
			5400	Excess Usage of Ricoh (\$4,000 @ 24.04%)				
		h. Equipment and depreciation	5250	Maintenance and Repairs	-		-	
			5700	Equipment Lease, Site Licenses	4,539		4,789	
				- Phone System: Avg \$580/m @ 24.04%				
				- Copier / scanner / fax / printer: Avg \$556.06/m @ 24.04%				
				- Accounting Software License: \$1,025				
				- Pitney Bowes: Avg \$246/qtr @ 24.04%				
			5900	Depreciation: \$5,724.80/m	61,157		65,246	
		i. Property tax payments	5800	3,807 sq ft @ 17 North State (\$19/m)	228		252	
	3	Use outsource services as required to ensure that SAA's goals are met.				99,284		95,085
		a. Accounting	5240	Payroll Processing: \$267.50/m	3,210		3,160	
			5210	Audit and Tax Preparation	35,000		32,000	
		b. Bank charges	5230	Investment Fees: \$5,335/qtr allocated to Foundation	-		-	
			5233	Service Charges: Merrill Lynch Annual Fee	150		150	
			5236	Credit Card Processing Fees: Avg \$4,676/m	56,114		53,000	
		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		2,400	
		f. Annual Appeal (produced in-house in FY 12)	5350	Graphic Design/Layout	-		-	
			5335	Processing Labor and Materials	-		-	
			5400	Printing	-		-	
			5300	Postage	-		-	

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: General & Administrative
 Program Number: 100

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		g. 1099 software and processing	5500	Software	210		225	
			5335	Processing/Postage/Mailing	100		150	
4		Miscellaneous Income				(1,980)		(3,653)
		a. Contributions not designated for a particular fund	4610	Contributions	-		(2,100)	
		b. Return on Merrill Lynch General Fund	4700	Interest / Dividends: Assumes \$165/m	(1,980)		(1,553)	
		c. Return on Merrill Lynch Managed Fund	4705	Allocated to Foundation	-		-	
5		Attendance at Annual Meeting (TJ, CS, JS, LG)	5600	Bags / Ground Transport	400	6,375	-	6,125
				Lodging @ \$135 x 7 (TJ, CS), x 6 (LG), x 5 (JS)	3,375		5,375	
				Per diem @ \$35 x 7 (TJ, CS), x 6 (LG), x 5 (JS)	1,000		750	
				Airfare	1,600		-	
6		IT expenses (allocated across the budget)				13,066		14,297
		- Hardware, software, hosting, programming support (allocated across the budget)	5226	Computer Support	11,066		12,197	
				- Commonplaces: \$9,500 @ 24.04%				
				- General support: \$20,393 @ 24.04%				
		- Archives and Archivists List Coordinator C128		- Impact Solutions: \$8,764 @ 24.04%				
			5200	A&A List Consultant	1,500		1,500	
			5700	Site Licenses (See activity 2h)	-		-	
			5110	DSL Service (included in activity 2f)	-		-	
		Software and associated supplies	5500	Supplies	500		600	
					-		-	
7		Administrative support of SAA Foundation	5915	In-kind donations from SAA to SAA Foundation		24,410		-
				Total Income		(1,980)		(3,653)
				Total Expenses		476,791		466,689
				(Gain) / Loss From Operations		\$ 474,811		\$ 463,037

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
The American Archivist (Program 102)
(Prepared by Teresa Brinati)**

Significant points of interest included in the proposed budget for the Journal are the following:

- Effort of all staff members is allocated across the budget based on modified FY12 patterns. Personnel costs for *The American Archivist* reflect .49 FTEs or 4.45% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- Includes a winter 2013 meeting of the Editorial Board. (Activity 1-b)
- Includes a line item for Submission Management software, per Editor's request. (Activity 2-b)
- Printing cost adjusted based on trends. (Activity 2-c)
- Production of an online-only supplement to volume 75 on B List. (Activity 3-d)
- Assumes 580 subscriptions based on three-year trends. (Activity 4-a)

**The Society of American Archivists
Income Statement
Fiscal 2013 Budget
American Archivist**

Revenues

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	99,840.00	99,840.00	100,749.50	-	0.00%	(909.50)	(0.90%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	1,000.00	-	(1,000.00)	(100.00%)	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	5,450.00	450.00	5,812.90	5,000.00	1111.11%	(362.90)	(6.24%)
Total Revenues	\$ 105,290.00	\$ 101,290.00	\$ 106,562.40	\$ 4,000.00	3.95%	\$ (1,272.40)	(1.19%)

Expenses

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 41,457.55	\$ 36,548.30	\$ 41,117.02	\$ 4,909.25	13.43%	\$ 340.53	0.83%
Office Occupancy & Utilities	4,225.66	3,632.54	4,232.06	593.12	16.33%	(6.40)	(0.15%)
Services	120,029.16	113,452.68	118,392.35	6,576.48	5.80%	1,636.81	1.38%
Supplies	1,278.31	456.38	484.38	821.93	180.10%	793.93	163.91%
Travel	8,480.00	9,545.00	3,934.69	(1,065.00)	(11.16%)	4,545.31	115.52%
Leases, Rentals and Licenses	1,664.82	1,657.97	896.22	6.85	0.41%	768.60	85.76%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 177,135.49	\$ 165,292.86	\$ 169,056.72	\$ 11,842.63	7.16%	\$ 8,078.77	4.78%
Gain / (Loss) from Operations	\$ (71,845.49)	\$ (64,002.86)	\$ (62,494.32)	\$ (7,842.63)	12.25%	\$ (9,351.17)	14.96%

Transferred to Funds**Net Gain / (Loss)**

	-	-	-
Net Gain / (Loss)	\$ (71,845.49)	\$ (64,002.86)	\$ (62,494.32)

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: American Archivist
 Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management & Administration				\$0		(\$1,000)
		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.				\$6,975		\$10,046
	a.	"Write Away" Morning Forum during Annual Meeting (split 50/50 with Pubs)	5290	F&B--Coffee/Tea (75 x \$14 @ 50%)	\$525		\$1,546	
			4360	Sponsorship--IPC	\$0		\$0	
			4360	Sponsorship--MetaPress	\$0		(\$1,000)	
	b.	Winter meeting of Editorial Board in Chicago (9 members + 1 Council liaison = 10)		Member Travel				
			5610	(5x\$300 + 4x\$550 + 1x\$800 air/ground)	\$4,300		\$4,500	
			5620	(10p x \$170 x 1n lodging)	\$1,700		\$3,100	
			5630	(10p x \$45 x 1d per diem)	\$450		\$900	
			5295	Local Travel	\$0		\$0	

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: American Archivist
 Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
T D A	3	Online Publication of American Archivist	5300	Postage						
				Domestic	\$14,600		\$7,350			
				International	\$3,500		\$4,325			
			5400	Contributor Copies / Claims	\$0		\$0			
			5390	Copyright & Permissions	\$0		\$500			
			4150	Display Ads (\$455 x 2 ads x 2 issues)	(\$1,820)		(\$1,820)			
							(\$450)			
							\$5,576			
								(\$450)		
								\$5,576		
				a. General hosting and licensing fees	5700	Hosting @ \$25/m + Licensing @ \$20/m	\$540		\$540	
				b. Electronic content management and delivery of current issues (Fall/Winter and Spring/Summer)	5335	Content Management Service Charge (\$48/chunk x 12 chunks x 2 issues)	\$1,152		\$1,152	
				c. Commercial sale of online articles (nonmember, nonsubscriber sales of embargoed content)	4900	Sale of Online Articles (30 articles x \$18 - \$3 transaction fee)	(\$450)		(\$450)	
				d. <i>American Archivist Online Supplement</i> to Vol. 75 - Online only; approx. 6-8 articles; 125 pages - Theme: 75th anniversary of journal publication	5370	Copyediting	\$1,000	B List	\$1,000	
					5350	Design and Layout	\$2,500	B List	\$2,500	
		5335	Uploading (8 chunks x \$48)	\$384	B List	\$384				
	4	Subscriptions								
	a. Subscriptions	4100	Subscriptions	(\$98,020)	(\$103,020)	(\$98,020)	(\$98,020)			
			Assumes 580 subscriptions @ \$169							

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: American Archivist
 Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		- Institutional Subscribers \$169 for print edition only \$169 for online edition only \$199 for "premium" subscription (print and online) - Individual Subscribers \$139 for print edition only \$139 for online edition only \$169 for "premium" subscription (print and online)						
		b. JSTOR	4860	Royalty	(\$5,000)			
	5	Public Relations and Outreach				\$2,030		\$2,030
		a. Editor's attendance at regional and national conferences.		Editor Travel (Regional Meeting)				
		- Regional meeting (to be determined)	5610	(1p x \$550 airfare/ground)	\$550		\$550	
		- National meeting (ACA)	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	B List
			5620	(1p x \$175 x 2d lodging)	\$350		\$350	B List
			5630	(1p x \$45 x 3d per diem)	\$135		\$135	B List

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: American Archivist
 Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	General and Administrative Cost Allocation				47,109		41,521
	7	Computer Support Cost Allocation				2,060		1,929
				Total Income		(105,290)		(101,290)
				Total Expenses		181,019		166,278
				(Gain) / Loss From Operations		\$75,729		\$64,988
				Pubs Fund		-		-
				B List		3,884		985
				Tech Fund				
				Net Operating (Gain) / Loss		\$71,845		\$64,003

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Archival Outlook (Program 103)
(Prepared by Teresa Brinati)**

The proposed budget for *Archival Outlook* assumes the following:

- Effort of all staff members is allocated across the budget based on modified FY12 patterns. Personnel costs reflect .71 FTEs or 6.45% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- Increase in advertising revenue based on two-year trends. (Activity 2-a)
- Includes advertising revenue for *In the Loop*. (Activity 4)

The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Archival Outlook

Revenues

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	19,500.00	14,500.00	22,121.56	5,000.00	34.48%	(2,621.56)	(11.85%)
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	1,820.00	2,100.00	3,425.00	(280.00)	(13.33%)	(1,605.00)	(46.86%)
Total Revenues	\$ 21,320.00	\$ 16,600.00	\$ 25,546.56	\$ 4,720.00	28.43%	\$ (4,226.56)	(16.54%)

Expenses

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 60,232.45	\$ 56,217.83	\$ 51,528.87	\$ 4,014.62	7.14%	\$ 8,703.58	16.89%
Office Occupancy & Utilities	6,134.36	5,585.18	5,290.85	549.18	9.83%	843.51	15.94%
Services	81,962.86	86,035.78	82,215.42	(4,072.92)	(4.73%)	(252.56)	(0.31%)
Supplies	396.78	410.48	495.27	(13.69)	(3.34%)	(98.49)	(19.89%)
Travel	-	220.00	99.00	(220.00)	(100.00%)	(99.00)	(100.00%)
Leases, Rentals & Licenses	1,628.56	1,718.92	1,013.47	(90.36)	(5.26%)	615.09	60.69%
Taxes, Dues and Subscriptions	245.00	245.00	495.00	-	0.00%	(250.00)	(50.51%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 150,600.01	\$ 150,433.18	\$ 141,137.88	\$ 166.83	0.11%	\$ 9,462.13	6.70%
Gain / (Loss) from Operations	\$ (129,280.01)	\$ (133,833.18)	\$ (115,591.32)	\$ 4,553.17	(3.40%)	\$ (13,688.69)	11.84%

Transferred to Funds**Net Gain / (Loss)**

	-	-	-
Net Gain / (Loss)	\$ (129,280.01)	\$ (133,833.18)	\$ (115,591.32)

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Archival Outlook
 Program Number: 103

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T D A	1	Management and Administration Administer activities of the newsletter: 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 on the newsletter.				\$245		\$465
		a. Membership dues (two for one - TB, AH) - Association Media and Publishing	5820	Membership Fee	\$245		\$245	
		b. Excel & Hermes Awards	5640	Award-Entry-Fee	\$0		\$220	
	2	Publish Archival Outlook 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.				(\$16,820) \$78,979		(\$14,100) \$82,129
	a. Display advertising (5 pages x 6 issues)	4150	Display Ads	(\$15,000)		(\$12,000)		

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Archival Outlook
 Program Number: 103

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		b. First-class and airmail service	4800	First-Class + Airmail Income	(\$1,820)		(\$2,100)	
		c. Production	5350	Graphic Design	\$12,500		\$15,450	
		- Graphic design \$2,000/issue (\$2,500 Sep/Oct)	5390	Rights and Permissions	\$0		\$200	
		- Printing 2C on 100# mpc text	5400	Printing	\$35,045		\$35,045	
		- Postage	5335	Processing Labor / Materials	\$6,699		\$6,699	
			5300	Postage	\$24,735		\$24,735	
			5275	Courier Service	\$0		\$0	
	3	Research and Development				\$0		\$1,000
		Develop and implement marketing campaign for advertising in Archival Outlook and In the Loop	5285	Advertising	\$0		\$1,000	
	4	In the Loop				(\$4,500)		(\$2,500)
		Display Advertising (2 to 3 ads per issue)	4150	Advertising	(\$4,500)		(\$2,500)	
	5	Web Development				\$0		\$0
			5226	Web Development	\$0		\$0	
	6	General and Administrative Cost Allocation				68,407		63,873
	7	Computer Support Cost Allocation				2,969		2,967
				Total Income		(\$21,320)		(\$16,600)
				Total Expenses		150,600		150,433
					B List		B List	
				(Gain) / Loss From Operations		\$129,280		\$133,833

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Publications (Program 104)
(Prepared by Teresa Brinati)**

The FY13 proposed budget projects publication revenues of \$406,152, a decrease of 14.62% from FY12's budgeted \$475,718, and assumes the following:

- Effort of all staff members is allocated across the budget based on modified FY12 patterns. Personnel costs reflect .98 FTEs or 8.91% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- The Publications Editor is in the final year of his second three-year term, which expires on February 28, 2013. A search will begin in summer 2012 and will be conducted electronically. (Activity 1-a)
- A publications sales budget spreadsheet projecting cost of goods sold versus revenue per title is included. Revenue projections are based on 132 active items; average cost per item of \$12.26; average revenue per item sold of \$36.14; percentage of items sold from total listed at 58.41%; and a COGS ratio to revenue of 33.93%.
- Revenue trends from past fiscal years are as follows:
 - July 2011 (\$408,430) to June 2012 (projected 384,206): 5.93% 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
 - July 2007 (\$536,820) to June 2008 (\$536,784): .01% decrease
 - July 2006 (\$452,374) to June 2007 (\$536,820): 16% growth
 - July 2005 (\$307,218) to June 2006 (\$452,374): 47.25% growth
 - July 2004 (\$234,263) to June 2005 (\$307,218): 31.14% growth
- Postage, processing labor, and materials associated with third-party fulfillment are offset by shipping revenue. (Activity 2-e)
- SAA has published 40 titles since 2000. There are half a dozen projects in the pipeline. Three new books are projected and a new product line—the Archival Fundamentals Series modules—will debut. These items would contribute to the bottom line during the fiscal year. (Activity 3)
- Includes an editorial planning meeting for additional modules for the Archival Fundamentals Series and a focus group session. (Activity 4)

The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Publications

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Revenues							
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	337,152.16	406,718.73	332,082.60	(69,566.57)	(17.10%)	5,069.56	1.53%
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	69,000.00	69,000.00	52,123.49	-	0.00%	16,876.51	32.38%
Total Revenues	\$ 406,152.16	\$ 475,718.73	\$ 384,206.09	\$ (69,566.57)	(14.62%)	\$ 21,946.07	5.71%
Expenses							
Personnel	\$ 83,141.38	83,730.15	\$ 69,634.87	\$ (588.77)	(0.70%)	\$ 13,506.51	19.40%
Office Occupancy & Utilities	8,469.82	8,313.76	8,039.53	156.07	1.88%	430.29	5.35%
Services	101,754.85	105,260.74	105,434.56	(3,505.89)	(3.33%)	(3,679.71)	(3.49%)
Supplies	551.72	604.18	809.69	(52.46)	(8.68%)	(257.97)	(31.86%)
Travel	11,450.00	6,850.00	5,883.20	4,600.00	67.15%	5,566.80	94.62%
Leases, Rentals & Licenses	5,489.91	5,797.98	4,582.27	(308.07)	(5.31%)	907.64	19.81%
Taxes, Dues and Subscriptions	-	-	2,878.00	-	N/A	(2,878.00)	(100.00%)
Depreciation, COGS, and Other	112,910.14	94,613.89	112,232.92	18,296.25	19.34%	677.22	0.60%
Total Expenses	\$ 323,767.82	\$ 305,170.70	\$ 309,495.04	\$ 18,597.12	6.09%	\$ 14,272.78	4.61%
Gain / (Loss) from Operations	\$ 82,384.34	\$ 170,548.03	\$ 74,711.05	\$ (88,163.69)	(51.69%)	\$ 7,673.29	10.27%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 82,384.34	\$ 170,548.03	\$ 74,711.05				

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration				\$31,700		\$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 <i>Note: Current Publication Editor's second term ends in February 2013. Search for next Publications Editor to commence summer 2012.</i>	5370	Honorarium	25,000		25,000	
		b. March meeting of Publications Board in Chicago - 9 members + 1 Council liaison = 10	5610	Member Travel (6p x \$250 + 4p x \$500 airfare/ground)	3,500		3,500	
			5620	(10p x \$155 x 2n lodging)	2,400		2,400	
			5290	Business Meals	800		800	
			5295	Local Travel	-		-	
	2	Physical Inventory Management and Sales				(337,955)		(413,781)
						142,590		158,999

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		Liaise with Service Center regarding onsite order processing and third-party fulfillment for approx 130 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 out-underperforming titles; refresh and update online bookstore.						
	a.	Sale of Publications (see worksheet)	4400	Sale of Publications	(268,955)		(344,781)	
	b.	Revenue from customers to offset shipping expense	4800	Shipping Revenue	(57,000)		(57,000)	
					-		-	
					-		-	
	c.	Royalties earned from publishing/distribution partnerships: - American Library Association (95% of royalty income) - Scarecrow Press - Copyright Clearance Center	4860	Royalty Income	(12,000)		(12,000)	
	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	79,410		94,614	
	e.	Warehousing, packaging, and distribution	5700	Warehouse (\$270/m x 12)	3,240		3,240	
		Third-party fulfillment via Diamond Marketing Solutions, Inc.	5300	Postage	45,000		45,000	
			5335	Processing Labor / Materials	12,000		12,000	

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		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 7) (\$1/book x 345) (\$1/book x 250) (\$1/book x 500) (\$1.50/book x 425) (\$1/book x 2 authors x 600)	2,940		4,145	
	3	New Publication Production and Distribution Manage print and electronic production for new titles. Expenses include research and development, production, honoraria, and distribution of review, comp, and sustaining member copies. Advertising, promotion, and sale of new titles.				(68,198)		(61,938)
		a. A&D Module 1: <i>Standards for Arrangement and Description</i> by Sybil Schaefer Projected availability: August/September 2012 Electronic version: Member price \$14.99 List \$24.99 Projected sales: 50 copies x \$14.99	5380	Honoraria Due	750	W-I-P	4,400	Pubs Fund
			5370	Copyediting	200	W-I-P	-	Pubs Fund
			5350	Design and Composition	1,500	W-I-P	-	Pubs Fund
			5200	eConversion	200	W-I-P	5,000	Pubs Fund
			5285	Advertising	-	W-I-P	-	Pubs Fund
			4400	Sale of ePublication	(750)		(24,975)	
			5940	Cost of Goods Sold	265			
T		b. A&D Module 2: <i>Implementing Descriptive and Access Systems</i> by Daniel Santamaria Projected availability: August/September 2012 Electronic version: Member price \$14.99 List \$24.99	5380	Honoraria Due	750	W-I-P	1,900	Pubs Fund
			5370	Copyediting	200	W-I-P	-	Pubs Fund

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
T		Projected sales: 50 copies x \$14.99 c. A&D Module 3: <i>Processing Digital Records and Manuscripts</i> by J. Gordon Daines III Projected availability: August/September 2012 Electronic version: Member price \$14.99 List \$24.99 Projected sales: 50 copies x \$14.99	5350	Design and Composition	1,500	W-I-P	2,700	Pubs Fund	
			5200	eConversion	200	W-I-P	250		
			5285	Advertising	-		(12,488)		
			4400	Sale of ePublication	(750)				
			5940	Cost of Goods Sold	265				
								750	Pubs Fund
			5380	Honoraria Due	750	W-I-P	-	Pubs Fund	
			5370	Copyediting	200	W-I-P	-	Pubs Fund	
			5350	Design and Composition	1,500	W-I-P	250		
			5200	eConversion	200	W-I-P	-	Pubs Fund	
T		d. A&D Bundle (<i>Standards for Arrangement and Description + Implementing Descriptive and Access Systems + Processing Digital Records and Manuscripts + Intro</i>) Projected availability: Fall 2012 Electronic version: Member price \$34.99 List \$59.99 Projected sales: 100 copies x \$34.99 Print version: Member price \$34.99 List \$59.99 Projected sales: 500 x \$34.99	5380	Honoraria Due	-	W-I-P	3,000	Pubs Fund	
			5370	Copyediting	300	W-I-P	2,000	Pubs Fund	
			5350	Design and Layout	1,500	W-I-P	2,000	Pubs Fund	
			5400	Printing (800 cc)	3,200	W-I-P	2,700	Pubs Fund	
			5300	eConversion	300	W-I-P	250		
			5285	Advertising	-	W-I-P	-	Pubs Fund	
			4400	Sale of ePublication & print	(20,994)		(9,990)		
			5940	Cost of Goods Sold-print version	2,125				
			5940	Cost of Goods Sold-e version	105				

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T	e. <i>How to Manage Processing in Archives and Special Collections</i> by Pam Hackbart-Dean & Elizabeth Slomba Projected availability: July 2012 Member price \$49.95, List \$69.95 Projected sales: 500 copies x \$49.95 Costs incurred in FY2012 (COGS = \$27/copy x 500 copies)	5380	Honoraria Due	-	W-I-P	2,000	Pubs Fund	
		5370	Copyediting	-	W-I-P	1,500	Pubs Fund	
		5370	Indexing	-	W-I-P	600	Pubs Fund	
		5350	Design and Layout	-	W-I-P	1,500	Pubs Fund	
		5400	Printing (500 cc)	13,500	W-I-P	2,700	Pubs Fund	
		5300	Freight	-	W-I-P	350	Pubs Fund	
		5285	Advertising	-	W-I-P	-	Pubs Fund	
		4400	Sale of Publication	(24,975)		(9,990)		
		5940	Cost of Goods Sold	18,700				
		f. <i>Telling Stories About Stories: Archives in a Digital Age</i> by Anne Gilliland Projected availability: March 2013 Member price \$49.95, List \$69.95 Projected sales: 200 copies x \$49.95	5380	Honoraria Due	1,875	W-I-P		
	5370		Copyediting	500	W-I-P			
	5370		Indexing	400	W-I-P			
	5350		Design and Layout	2,000	W-I-P			
	5400		Printing (500 cc)	2,500	W-I-P			
	5300		Freight	-				
	5285		Advertising	-				
	4400		Sale of Publication	(9,990)				
	g. <i>Women's Archives Reader</i> edited by Tanya Zanish-Belcher Projected availability: January 2013 Member price \$49.95, List \$69.95	5380	Honoraria Due	2,600	W-I-P			
		5370	Copyediting	500	W-I-P			

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		Projected sales: 200 copies x \$49.95	5370	Indexing	400	W-I-P		
			5350	Design and Layout	2,000	W-I-P		
			5400	Printing (300 cc)	1,250	W-I-P		
			5300	Freight	-			
			5285	Advertising	-			
			4400	Sale of Publication	(9,990)			
			5940	Cost of Goods Sold	4,500			
		h. New AFS modules ("signing bonuses") Recruit authors for new modules.	5380	Honoraria (\$250 advance x 5)	1,250	W-I-P	-	Pubs Fund
	4	"Fundamental Change"					3,325	20,325
		Editorial planning meeting for new Archival Fundamentals Series modules + focus group session.	5610	Airfare/ground transport: (4 people x \$250 + 1 person x \$500)	1,500		6,100	Henry
			5620	(5p x \$155 x 1n lodging)	775		4,800	Henry
			5290	Business Meals	550		2,835	Henry
			5480	Focus group expenses	500			
	5	Marketing and Promotion					-	-
		Market and promote new and existing titles; promote participation in SAA's publishing program.					14,110	13,846
		a. Produce a mini publications catalog in July	5350	Design	1,500		1,875	
		Co-mail with Sep/Oct <i>Archival Outlook</i>	5400	Printing (8,500)	3,700		4,200	
		Distribute at SAA Annual Meeting, select regional meetings,	5300	Postage / Freight	1,800		2,000	

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		and SAA workshops						
	b.	Promotional items	5550	Promo items - Pens	-		-	
	c.	Staff attendance at SAA Annual Meeting	5600	Staff Travel TB, AH (\$500 x 2)	1,000		150	
				Lodging TB (7Nx\$135) + AH (6Nx\$135)	1,755			
				Per Diem TB (7x\$40) + AH (6x\$40)	520			
	d.	SAA Annual Meeting Bookstore	5350	Graphics	600		500	
			5350					
			5400	Printing (10 signs @ \$35)	350		350	
			5300	Freight (Warehouse / Hotel)	2,000		3,000	
	e.	"Salute to Authors" Lemonade Toast during Annual Meeting	5290	F&B (4 gals x \$90)	360		225	
	f.	"Write Away" Morning Forum during Annual Meeting (50/50 split with <i>American Archivist</i>)	5290	F&B--Coffee/Tea (75 x \$14 @ 50%)	525		1,546	

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Publications
 Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 13 Budget		FY 12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	General and Administrative Cost Allocation				94,437		95,115
	7	Computer Support Cost Allocation				4,107		4,411
				Total Income		(406,152)		(475,719)
				Total Expenses		365,793		366,896
				(Gain) / Loss From Operations		<u>(\$40,359)</u>		<u>(\$108,823)</u>
					B List	-	B List	5,600
					W-I-P	42,025	Pubs Fund	35,800
					Henry	-	Henry	20,325
				Net Operating (Gain) / Loss		<u>(\$82,384)</u>		<u>(\$170,548)</u>

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BOOKRES-0525	Archives and Archivists (Holland & Manning)	2007	2	\$ 33.00	\$ 22.50	\$ 66.00	\$ 45.00	0.07%	0.02%	0.03%
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	9	39.24	25.00	353.16	225.00	0.39%	0.08%	0.12%
BOOKSAA-ACS0455	Lester J. Cappon and the Relationship of History, A	2004	13	4.78	15.00	62.14	195.00	0.07%	0.07%	0.17%
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	60	28.84	34.81	1,730.40	2,088.60	1.90%	0.78%	0.81%
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	20	35.00	41.50	700.00	830.00	0.77%	0.31%	0.27%
BOOKJNT-0197	Without Consent: The Ethics of Disclosing Personal	1992	4	31.78	40.00	127.12	160.00	0.14%	0.06%	0.05%
BOOKRES-0524	Preserving Archives (2007)	2007	5	69.96	35.98	349.80	179.90	0.38%	0.07%	0.07%
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	88	5.91	38.74	520.08	3,408.88	0.57%	1.27%	1.18%
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	66.92	-	-	0.00%	0.00%	0.00%
BOOKRES-0110	Appraising the Records of Modern Science and Techno	1985	15	-	1.81	-	27.14	0.00%	0.01%	0.20%
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	4	42.70	33.25	170.80	133.00	0.19%	0.05%	0.05%
BOOKRES-0220	Archives and the Public Good: Accountability and Re	2002	3	78.59	94.00	235.77	282.00	0.26%	0.10%	0.04%
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	5	17.40	3.60	87.00	18.00	0.10%	0.01%	0.07%
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	9	20.98	26.00	188.82	234.00	0.21%	0.09%	0.12%
BOOKSAA-ACS0174	X-Archives in the Ancient World	-	-	5.29	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0247	Oral History Manual, The	2010	14	23.07	18.21	322.98	255.00	0.35%	0.09%	0.19%
BOOKSAA-ACS0257	Manual for the Arrangement and Description of Archi	2003	16	3.90	14.38	62.40	230.00	0.07%	0.09%	0.22%
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	5	35.69	17.00	178.45	85.00	0.20%	0.03%	0.07%
BOOKSAA-ACS0415	Selected Writings of Sir Hilary Jenkinson	2003	6	6.60	23.33	39.60	140.00	0.04%	0.05%	0.08%
BOOKJNT-0416	Imagining Archives: Essays and Reflections by Hugh	2003	4	30.80	17.50	123.20	70.00	0.13%	0.03%	0.05%
BOOKSAA-0417	Ethics and the Archival Profession: Introduction an	2003	20	15.39	22.86	307.80	457.11	0.34%	0.17%	0.27%
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	-	44.80	-	-	-	0.00%	0.00%	0.00%
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	7	36.19	16.71	253.33	117.00	0.28%	0.04%	0.09%
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	110	17.60	49.97	1,936.00	5,496.92	2.12%	2.04%	1.48%
BOOKSAA-0436	Describing Archives: A Content Standard (2007)	2007	841	10.35	32.78	8,704.35	27,568.87	9.54%	10.25%	11.30%
BOOKSAA-AFS0437	Managing Archival and Manuscript Repositories (AFS	2004	345	7.07	32.20	2,439.15	11,109.48	2.67%	4.13%	4.64%
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	69.29	-	-	0.00%	0.00%	0.00%
BOOKRES-0439	Digitizing Collections: Strategic Issues for the In	2004	5	73.50	49.00	367.50	245.00	0.40%	0.09%	0.07%
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	62.19	560.00	621.88	0.61%	0.23%	0.13%
BOOKRES-0444	Electronic Records Retention: New Strategies/Data L	2003	-	33.27	51.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0445	No Innocent Deposits: Forming Archives by Rethinkin	2004	10	44.87	23.33	448.70	233.28	0.49%	0.09%	0.13%
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	38.52	285.20	385.23	0.31%	0.14%	0.13%
BOOKRES-0449	Film Preservation Guide: The Basics for Archives, L	2004	31	6.00	8.77	186.00	272.00	0.20%	0.10%	0.42%
BOOKRES-0447	Archival Appraisal: Theory and Practice	2004	5	80.55	86.67	402.75	433.33	0.44%	0.16%	0.07%
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	11	18.00	15.45	198.00	170.00	0.22%	0.06%	0.15%
BOOKRES-0452	Guide to Preventive Conservati on of Photo Collecti	2003	15	36.00	31.31	540.00	469.62	0.59%	0.17%	0.20%
BOOKSAA-AFS0458	Arranging & Describing Archives and Mss (AFS II)	2005	775	2.29	38.43	1,774.75	29,783.83	1.94%	11.07%	10.42%
BOOKSAA-AFS0459	Providing Reference Services f or Archives and Manu	2005	425	3.02	37.90	1,283.50	16,105.38	1.41%	5.99%	5.71%
BOOKSAA-AFS0460	A Glossary of Archival and Records Terminology (Arc	2005	-	9.30	18.60	-	-	0.00%	0.00%	0.00%
BOOKSAA-0461	Privacy & Confidentiality Perspectives: Archivists	2005	42	21.89	28.19	919.38	1,184.00	1.01%	0.44%	0.56%
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	5	59.50	15.00	297.50	75.00	0.33%	0.03%	0.07%

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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	4	39.66	33.50	158.64	134.00	0.17%	0.05%	0.05%
BOOKRES-0263	Doing Oral History: A Practical Guide (2nd ed.)	2003	10	13.04	11.00	130.40	110.00	0.14%	0.04%	0.13%
BOOKRES-0164	X-The Management of Oral History Sound Archives		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0267	Local History Collections in Libraries	1995	6	25.20	11.00	151.20	66.00	0.17%	0.02%	0.08%
BOOKSAA-0522	Film Preservation: Competing Definitions of Value,	2007	25	16.63	26.63	415.75	665.83	0.46%	0.25%	0.34%
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	10	15.31	8.88	153.10	88.80	0.17%	0.03%	0.13%
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	9	6.00	11.11	54.00	100.00	0.06%	0.04%	0.12%
BOOKJNT-0278	Documenting Localities	1996	8	27.69	19.25	221.52	154.00	0.24%	0.06%	0.11%
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	37.82	1,183.00	12,292.23	1.30%	4.57%	4.37%
BOOKRES-0189	Encoded Archival Description on the Internet	2002	16	29.78	25.70	476.48	411.22	0.52%	0.15%	0.22%
BOOKSAA-0120	Archives and Manuscripts: Surveys (1977)	1977	-	5.00	1.15	-	-	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	100	52.50	61.99	5,250.00	6,199.00	5.75%	2.30%	1.34%
BOOKRES-0229	Corporate Archives and History: Making the Past Wor	1993	3	22.56	31.67	67.68	95.00	0.07%	0.04%	0.04%
BOOKSAA-0331	Records of American Business, The	1997	50	16.60	8.09	830.00	404.65	0.91%	0.15%	0.67%
BOOKRES-0208	Creating Digital Audio Resources: A Guide to Good P	2002	10	16.40	10.25	164.00	102.50	0.18%	0.04%	0.13%
BOOKRES-0187	X-Archives in the UK and the Government Agenda		-	7.45	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0334	Administration of Television Newsfilm and Videotape	1997	2	42.00	50.00	84.00	100.00	0.09%	0.04%	0.03%
BOOKRES-0224	Moving Archives: The Experiences of Eleven Archivis	2002	5	30.80	14.86	154.00	74.29	0.17%	0.03%	0.07%
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	2	42.23	22.00	84.46	44.00	0.09%	0.02%	0.03%
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	21	0.08	24.43	1.68	512.93	0.00%	0.19%	0.28%
BOOKSAA-0346	Guide to Deeds of Gift Brochure	1998	7	5.00	37.56	35.00	262.93	0.04%	0.10%	0.09%
BOOKJNT-0245	Starting an Archives	1994	8	32.34	24.14	258.72	193.10	0.28%	0.07%	0.11%
BOOKJNT-0246	Advocating Archives: An Introduction to Public Rela	1994	4	33.08	41.75	132.32	167.00	0.14%	0.06%	0.05%
BOOKSAA-0248	Oral History Cataloging Manual	1995	50	3.00	3.22	150.00	161.09	0.16%	0.06%	0.67%
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	6	40.00	30.00	240.00	180.00	0.26%	0.07%	0.08%
BOOKSAA-0253	Protecting Your Collections: A Manual of Archival S	1995	75	7.17	2.25	537.75	168.75	0.59%	0.06%	1.01%
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	3	33.64	43.00	100.92	129.00	0.11%	0.05%	0.04%
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	19	5.00	24.89	95.00	472.93	0.10%	0.18%	0.26%
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	6	10.59	4.00	63.54	24.00	0.07%	0.01%	0.08%
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	15	31.50	20.00	472.50	300.00	0.52%	0.11%	0.20%
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	61.00	-	-	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	75	11.42	31.53	856.50	2,364.96	0.94%	0.88%	1.01%
BOOKRES-0118	X-Closing An Era:		-	-	-	-	-	0.00%	0.00%	0.00%
BOOKSAA-ACS0121	Norton on Archives: The Writings of Margaret Cross	2003	26	8.92	16.92	231.92	440.00	0.25%	0.16%	0.35%
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	-	-	-	0.00%	0.00%	0.00%
BOOKJNT-0137	AMIA Compendium of Moving Image Cataloging Practic	2001	7	11.00	31.43	77.00	220.00	0.08%	0.08%	0.09%
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	1	15.73	23.00	15.73	23.00	0.02%	0.01%	0.01%
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	10	32.34	26.19	323.40	261.90	0.35%	0.10%	0.13%
BOOKRES-0478	Managing Records: A Handbook of Principles and Prac	2002	10	62.96	85.45	629.60	854.45	0.69%	0.32%	0.13%
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	-	-	-	0.00%	0.00%	0.00%
CD-0607	EAD Tips & Tricks: Converting Data MARC & EAD - CD	2005	4	6.00	54.00	24.00	216.00	0.03%	0.08%	0.05%
BOOKSAA-0480	Political Pressure and the Archival Record	2005	25	19.00	14.34	475.00	358.48	0.52%	0.13%	0.34%
BOOKSAA-0481	Photographs: Archival Care and Management	2006	250	13.72	63.95	3,430.00	15,987.59	3.76%	5.94%	3.36%
BOOKSAA-0482	Architectural Records: Managing Design and Construc	2006	60	18.62	42.57	1,117.20	2,554.02	1.22%	0.95%	0.81%
BOOKSAA-AFS0483	Understanding Archives and Manuscripts (Archival Fu	2006	600	2.06	39.78	1,236.00	23,870.34	1.35%	8.88%	8.06%
BOOKSAA-ACS0484	Archives and the Public Interest: Selected Essays o	2006	15	15.00	3.50	225.00	52.50	0.25%	0.02%	0.20%
BOOKRES-0485	Archives, Documentation, and Institutions of Social	2006	13	49.21	38.08	639.73	495.00	0.70%	0.18%	0.17%
BOOKRES-0486	Archives: Recordkeeping in Society (2005)	2005	10	77.17	54.00	771.70	540.00	0.85%	0.20%	0.13%

**The Society of American Archivists
Publications Sales Budget
Fiscal 2013**

<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	5	34.09	8.00	170.45	40.00	0.19%	0.01%	0.07%
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	6	16.34	6.67	98.04	40.00	0.11%	0.01%	0.08%
BOOKRES-0515	X-Managing Electronic Records (McLeod and Hare) (2005		-	12.59	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0513	Archiving Websites (2006)	2006	3	69.97	-	209.91	-	0.23%	0.00%	0.04%
BOOKRES-0514	Preservation Management for Libraries, Archives, Mu	2006	1	87.50	99.00	87.50	99.00	0.10%	0.04%	0.01%
BOOKRES-0518	Recordkeeping in a Hybrid Environment	2006	7	69.00	33.57	483.00	235.00	0.53%	0.09%	0.09%
BOOKRES-0519	Building a Successful Archival Programme	2006	4	69.00	-	276.00	-	0.30%	0.00%	0.05%
BOOKRES-0520	Ethics, Accountability and Recordkeeping in Dangero	2006	3	80.50	95.00	241.50	285.00	0.26%	0.11%	0.04%
CD-0608	Electronic Records: Preservation Options of PDF	2007	5	6.00	86.54	30.00	432.70	0.03%	0.16%	0.07%
CD-0609	Thinking Digital . . . A Practical Session to Help	2007	5	6.00	113.60	30.00	568.00	0.03%	0.21%	0.07%
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	11	42.73	46.36	470.03	510.00	0.52%	0.19%	0.15%
BOOKRES-0528	Curating Oral Histories: From Interview to Archive	2006	11	21.56	17.27	237.16	190.00	0.26%	0.07%	0.15%
BOOKSAA-0620	Guia para donar sus documentos personales o familia	2007	5	5.00	6.00	25.00	30.00	0.03%	0.01%	0.07%
BOOKSAA-0531	Archival Internships: A Guide for Faculty, Supervis	2008	30	6.65	12.63	199.50	379.04	0.22%	0.14%	0.40%
BOOKRES-0550	Returned from Russia: Nazi Archival Plunder in West	2007	8	47.02	14.25	376.16	114.00	0.41%	0.04%	0.11%
BOOKRES-0552	Leading and Managing Archives and Records Programs	2008	18	56.00	45.00	1,008.00	810.00	1.10%	0.30%	0.24%
BOOKRES-0551	Understanding Data and Information Systems	2008	14	52.50	51.07	735.00	715.00	0.81%	0.27%	0.19%
BOOKRES-0553	Cataloging Cultural Objects: Guide to Describing Cu	2006	8	80.00	80.00	640.00	640.00	0.70%	0.24%	0.11%
CD-0610	A Beginner's Guide to Metadata!	2008	5	6.00	100.20	30.00	501.00	0.03%	0.19%	0.07%
BOOKSAA-0532	College and University Archives: Readings in Theory	2008	35	13.07	27.31	457.45	955.73	0.50%	0.36%	0.47%
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	45	10.63	37.07	478.35	1,668.01	0.52%	0.62%	0.60%
BOOKSAA-0535	Managing Congressional Collections	2008	25	5.64	17.19	141.00	429.82	0.15%	0.16%	0.34%
ITEM-0501	SAA Chico Bag	2008	-	3.00	10.00	-	-	0.00%	0.00%	0.00%
BOOKRES-0554	Managing the Crowd: Rethinking Records Management f	2008	-	80.50	45.50	-	-	0.00%	0.00%	0.00%
CD-0611	Privacy and Health Information	2008	1	6.00	69.00	6.00	69.00	0.01%	0.03%	0.01%

**The Society of American Archivists
Publications Sales Budget
Fiscal 2013**

<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-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	1	6.00	89.00	6.00	89.00	0.01%	0.03%	0.01%
BOOKSAA-0556	Archives Power: Memory, Accountability, and Social Justice	2009	150	5.64	28.48	846.00	4,271.60	0.93%	1.59%	2.02%
BOOKSAA-0538	Archival and Special Collections Facilities: Guidelines	2009	75	13.94	24.06	1,045.50	1,804.35	1.15%	0.67%	1.01%
BOOKSAA-0541	Guia para donar los registros de su organizacion a un deposito	2009	4	-	-	-	-	0.00%	0.00%	0.05%
CD-0613	Archival Content Management Systems	2009	4	6.00	103.00	24.00	412.00	0.03%	0.15%	0.05%
BOOKRES-0558	An American Political Archives Reader	2009	4	52.50	51.75	210.00	207.00	0.23%	0.08%	0.05%
BOOKRES-0557	Electronic Records in the Manuscript Repository	2009	25	35.00	31.09	875.00	777.17	0.96%	0.29%	0.34%
BOOKRES-0559	Documenting: Lighting Design	2007	-	15.00	-	-	-	0.00%	0.00%	0.00%
BOOKRES-0560	Respect for Authority: Authority, Control, Context Control...	2008	4	49.32	59.59	197.28	238.36	0.22%	0.09%	0.05%
CD-0614	Introduction to Web 2.0 in Archives...	2009	2	6.00	89.00	12.00	178.00	0.01%	0.07%	0.03%
BOOKRES-0561	Copyright and Cultural Institutions: Guidelines for Digitization	2009	25	24.58	19.20	614.50	480.12	0.67%	0.18%	0.34%
BOOKSAA-AFS05	Preserving Archives and Manuscripts (2nd ed)	2010	500	8.81	54.47	4,405.00	27,236.33	4.83%	10.13%	6.72%
CD-0615	Becoming an Archives Consultant...	2009	3	6.00	104.33	18.00	313.00	0.02%	0.12%	0.04%
BOOKRES-0562	Community Archives: The Shaping of Memory	2009	9	94.50	58.33	850.50	525.00	0.93%	0.20%	0.12%
CD-0616	Basics of Managing Electronic Records...	2010	11	6.00	140.45	66.00	1,545.00	0.07%	0.57%	0.15%
BOOKRES-0563	Personal Archives and a New Archival Calling	2009	15	27.05	18.00	405.75	270.00	0.44%	0.10%	0.20%
BOOKRES-0564	The Story Behind The Book: Preserving Authors'...	2009	11	31.00	16.36	341.00	180.00	0.37%	0.07%	0.15%
BOOKRES-0565	Web 2.0 Tools and Strategies for Archives...	2010	20	55.96	40.95	1,119.20	819.00	1.23%	0.30%	0.27%
BOOKSAA-0570	The Ethical Archivist	2010	125	5.70	34.03	712.50	4,254.14	0.78%	1.58%	1.68%
BOOKSAA-0571	How to Keep Union Records	2010	23	27.88	35.27	641.24	811.30	0.70%	0.30%	0.31%
BOOKSAA-0572	Controlling the Past: Documenting Society and Institutions	2011	125	18.90	35.55	2,362.50	4,443.97	2.59%	1.65%	1.68%
BOOKRES-0566	Currents of Archival Thinking	2009	40	25.20	31.52	1,008.00	1,260.86	1.10%	0.47%	0.54%
BOOKRES-0567	Archives: Principles and Practices	2010	30	56.00	50.84	1,680.00	1,525.26	1.84%	0.57%	0.40%
CD-0617	What is EAC-CPF?	2010	2	6.00	115.00	12.00	230.00	0.01%	0.09%	0.03%
BOOKSAA-0568	Many Happy Returns: Advocacy and the Development...	2011	146	23.60	33.66	3,445.60	4,914.40	3.78%	1.83%	1.96%
BOOKRES-0569	Processing the Past: Contesting Authorities...		36	44.40	46.78	1,598.40	1,684.00	1.75%	0.63%	0.48%
BOOKRES-0573	Better Off Forgetting? Essays on Archives...		40	15.52	12.82	620.80	512.89	0.68%	0.19%	0.54%
BOOKRES-0574	Future of Archives		14	80.50	86.21	1,127.00	1,207.00	1.23%	0.45%	0.19%
CD-0618	Electronic Records... The Next Step!		12	6.00	141.67	72.00	1,700.00	0.08%	0.63%	0.16%
BOOKSAA-0575	Waldo Gifford Leland and the Origins of the American ...	2011	125	39.18	4.28	4,897.50	535.43	5.37%	0.20%	1.68%
BOOKSAA-0578	I, Digital: Personal Collections in the Digital Era	2011	125	27.03	29.73	3,378.75	3,716.78	3.70%	1.38%	1.68%
BOOKSAA-0576	A Different Kind of Web: New Connections Between...	2011	300	5.00	17.11	1,500.00	5,133.85	1.64%	1.91%	4.03%
BOOKJNT-0577	Public Relations and Marketing for Archives		25	56.00	36.05	1,400.00	901.32	1.53%	0.34%	0.34%
CD-619	Train the Trainer: Building a Successful Continuing Education		1	6.00	135.00	6.00	135.00	0.01%	0.05%	0.01%
BOOKSAA-0580	The Lone Arranger: Succeeding in a Small Repository	2012	300	4.64	42.48	1,392.00	12,745.30	1.53%	4.74%	4.03%
			<u>7,441</u>			<u>\$ 91,260.14</u>	<u>\$ 268,954.66</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

Agenda Item III.A.1.

Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois

FY13 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Solveig De Sutter)

The FY 2013 Education budget projects revenues at \$429,279, an increase of 3.81% from FY 2012 budgeted revenue. The proposed budget assumes the following:

- Effort of all staff members is allocated across the budget based on modified FY 2012 patterns. Personnel costs for Education reflect 1.65 FTEs or 14.98% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- Seventy-five face-to-face programs (including 3 new DAS courses) with a total of 1,642 registrants; 6 new Web seminars (with 40 sites each and approximately 200 participants each); and an increase in CD and Online On-Demand sales based on FY 2012 sales.
- Maintain current “premium” Education Directory listings (32).
- Fees remain at the FY12 (and FY08 – FY11!) level.
- Allocation to the Council-designated Education Fund of R&D for development of three remaining DAS courses, the Comprehensive Examination, Web seminars, updates of older DAS courses, etc., will fully deplete that Fund. Remaining R&D expenses (including conduct of two DAS Subcommittee meetings and one mid-year meeting of the Committee on Education) are included in the operations budget.

Fiscal Year	Workshops	New Topics	Attendees	Contracts/Collab.	Web Seminars	Websites/Attendees	CDs Sold	Online-On Demand	Revenue
2002	22	2	432	3	NA	NA	NA	NA	\$110,477
2003	31	5	574	3	NA	NA	NA	NA	\$138,477
2004	32	4	515	1	1	33/ 78	10 est.	NA	\$141,114
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	*76	14	**1,661	16	7	**206/560	35	539	***\$400,000

*Scheduled as of 4/18/12; **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) competitors charge much lower fees and 2) increasing class size becomes a quality issue and most of our instructors won't agree to teach classes of more than 30 people. Face-to-face workshops will continue to draw an audience; 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 2013 Budget
Education

Revenues

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	5,600.00	6,300.00	6,941.25	(700.00)	(11.11%)	(1,341.25)	(19.32%)
Workshops	418,879.00	400,010.00	368,725.70	18,869.00	4.72%	50,153.30	13.60%
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications & CD Sales	4,800.00	7,200.00	5,038.00	(2,400.00)	(33.33%)	(238.00)	(4.72%)
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	215.00	-	N/A	(215.00)	(100.00%)
Total Revenues	\$ 429,279.00	\$ 413,510.00	\$ 380,919.95	\$ 15,769.00	3.81%	\$ 48,359.05	12.70%

Expenses

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 139,779.41	\$ 141,617.03	\$ 136,899.50	\$ (1,837.63)	(1.30%)	\$ 2,879.91	2.10%
Office Occupancy & Utilities	14,242.39	14,186.92	14,349.45	55.48	0.39%	(107.06)	(0.75%)
Services	123,286.91	136,441.74	107,630.61	(13,154.83)	(9.64%)	15,656.30	14.55%
Supplies	2,242.53	2,448.49	4,016.58	(205.97)	(8.41%)	(1,774.05)	(44.17%)
Travel	96,038.00	93,494.00	74,456.72	2,544.00	2.72%	21,581.28	28.98%
Leases, Rentals & Licenses	4,681.67	5,226.89	5,185.40	(545.23)	(10.43%)	(503.73)	(9.71%)
Taxes, Dues and Subscriptions	245.00	245.00	-	-	0.00%	245.00	N/A
Depreciation, COGS, and Other	1,350.00	2,821.00	1,973.65	(1,471.00)	(52.14%)	(623.65)	(31.60%)
Total Expenses	\$ 381,865.90	\$ 396,481.07	\$ 344,511.91	\$ (14,615.17)	(3.69%)	\$ 37,353.99	10.84%

Gain / (Loss) from Operations	\$ 47,413.10	\$ 17,028.93	\$ 36,408.04	\$ 30,384.17	178.43%	\$ 11,005.06	30.23%
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Transferred to Funds

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Net Gain / (Loss)	\$ 47,413.10	\$ 17,028.93	\$ 36,408.04				
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The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Education
 Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management & 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.				\$ 4,295		\$ 2,265
	a.	Membership dues	5820	ASAE	-		-	
			5820	Association Forum of Chicagoland	245		245	
			5820	Amigos	-		-	
	b.	Staff professional development	5640	ASAE Meeting Registration	-		-	
			5600	Staff Travel--ASAE (1p x 2d x \$150 lodging)	-		-	
			5290	(1p x 3d x \$45 per diem)				
			5640	Association Forum Registrations (1)	250		250	
			5295	Staff Travel--Local	-		-	
	c.	Provide staff support for Annual Meeting	5600	Staff Travel (1p x \$135/d x 8d lodging) (SD) = 1,080 (1p x \$135/d x 8d lodging) (AL) = 1,080 (1p x \$40/d x 8d per diem) (SD) = 320 (1p x \$40/d x 8d per diem) (AL) = 320 (2p x \$500) travel (SD & AL)	3,800		1,770	

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Education
 Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T	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 plan for Education; solicit input for and develop pre-con and other programs as needed; provide staff support to Education Committee, DAS Subcommittee, SAA leaders, and Program Committee.				13,088		9,124
	a.	Mid-year COE planning meeting (Chicago)	5610	Member Travel (10p x \$400 airfare/bags/ground) = 4,000	6,664		6,700	
			5620	(10p x \$150/d x 1d lodging) = 1,500				
			5630	(10p x \$55/d x 2d per diem) = 1,100				
			5295	Staff Travel (2p x 2d x \$16) = 64			64	
	b.	Two DAS Subcommittee meetings (Chicago)	5610	Member Travel (6p x \$400 airfare/ground) = 2,000	6,424		2,280	
			5620	(6p x \$150/d x 1d lodging) = 750				
			5630	(6p x \$55/d x 1d per diem) = 360				
			5295	Staff Travel (2p x 2d x \$16) = 64			80	
		3	Maintain Premium Education Directory Listings at 32	4170	(32 listings x \$175)	(5,600)	(5,600)	(6,300)

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Education
 Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T	4	Plan, market, implement, monitor, and evaluate a variety of high-quality continuing education programs.				(418,879)		(400,010)
						197,010		208,459
		- See attached worksheets for breakdown of revenues and expenses per offering	4200	Total Registrations (see attached) Total Expenses (see attached)	(418,879) 194,010		(400,010) 206,759	
		- Assumes 75 offerings, including hands-on workshops/seminars, DAS courses, Web seminars, and Online/On Demand	5380	Honoraria for Newly Developed Pre-conference Workshops	3,000 -	[Ed Fund]	1,700 -	Henry
	5	Research and develop new CE offerings.				-		-
						\$15,850		\$31,161
		a. Develop/implement Phase II of DAS curriculum. New courses, including quizzes and tests: 1. Accessioning and Ingest 2. Providing Access to Digital Archives 3. Digital Curation Planning and Sustainable Futures.	5200	Development Fee (3 courses x \$1,950)	5,850	[Ed Fund]	15,600	[Ed Fund]
		Three Web seminars: Archivemetica and others in the Tools/Services DAS Tier.	5200	Development Fee (3 courses x \$600)	1,800 -		2,400 -	Henry
		b. Test hosting service - 500 credits for 500 tests - Instructor licenses	5200 5200	Testing Services (500 tests x \$0.15) Instructor Licenses (3 x \$25)	75 75		75 75	
		c. Psychometrician	5200	Consultant	3,500	[Ed Fund]	3,500	Henry

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Education
 Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		d. Update one Web seminar 1. Thinking Digital	5200	Consultant/Developer	300		750	
					-		-	
							800	
			5285				2,000	
			5400				425	
		f. Audits and faculty training - Four additional instructors (DAS)	5610	Member Travel (4p x \$500 airfare/lodging)	-		-	
					2,000	[Ed Fund]	2,500	Henry
		g. Conference calls (DAS) (5p x \$.03 x 60 min x 12)	5110	Conference Calls	-		-	
					-		36	
		h. Audit and faculty training (other workshops)	5610	Member Travel (1p x \$500 airfare/lodging)	450	[Ed Fund]	1,800	
	6	Develop other new Web seminars.						
		Diversity seminar and others	5200	Consultant (3 courses x \$600)	1,800	[Ed Fund]	1,200	

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Education
 Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	7	Miscellaneous						
		General beverage breaks: Most beverage breaks negotiated; assume payment for three breaks.	5290	F&B (25p x \$15 x 3 courses)	1,125	(\$4,800) \$4,965	1,125	(\$7,200) \$2,826
		General space rental: Most meeting rooms negotiated; assume payment for 3 meeting rooms.	5700	Space Rental (3 meeting rooms x \$300)	900		900	
		CD sales from Web seminars	4450	CD Sales (\$400/m)	(4,800)		(7,200)	
		Conference calls (other workshops) (9p x \$.03 x 60 minutes x 12 calls)	5395 5110	Royalties (\$15/CD) Conference Calls	540 -		720 81	
		DAS Report from MemberMax (provides extracts from student data)	5200 5500		2,400 -	[Ed Fund]	- -	
	8	General and Administrative Allocation			158,759		160,883	
	9	IT Allocation			6,899		7,463	
				Total Income		(429,279)		(413,510)
				Total Expenses		400,866		422,181
				(Gain) / Loss From Operations		\$ (28,413)		\$ 8,671
					19,000	[Ed Fund]	15,600	[Ed Fund]
					-		10,100	Henry
				Total Special Fund Expense	\$ 19,000		\$ 25,700	
				Net Operating (Gain) / Loss		\$ (47,413)		\$ (17,029)

**The Society of American Archivists
Education Workshop Analysis
Fiscal 2013 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	\$ 5,130.00	\$ 1,380.00	\$ 945.00	\$ 7,455.00	\$ 2,470.00	\$ 4,985.00
Business Archives	7,485.00	1,707.00	1,602.00	10,794.00	4,430.00	6,364.00
Oral History 1	2,775.00	956.00	630.00	4,361.00	1,520.00	2,841.00
Web Archiving	2,775.00	1,175.00	250.00	4,200.00	1,515.00	2,685.00
Archives Overview	1,480.00	-	6,300.00	7,780.00	3,080.00	4,700.00
Archivist's Guide to Legal Issues in Photo Col	2,775.00	940.00	630.00	4,345.00	1,605.00	2,740.00
EAC-CPF	4,440.00	-	6,300.00	10,740.00	1,905.00	8,835.00
Copyright: The Archivist and The Law	1,350.00	-	-	1,350.00	1,000.00	350.00
Describing Moving Images with PBCore	9,990.00	1,410.00	2,520.00	13,920.00	8,880.00	5,040.00
DACS	12,210.00	2,115.00	1,890.00	16,215.00	6,390.00	9,825.00
EAD - XSLT	17,550.00	2,430.00	4,380.00	24,360.00	13,575.00	10,785.00
Implementing More Product Less Process	3,330.00	705.00	840.00	4,875.00	1,550.00	3,325.00
Rare Books for Archivists	3,887.00	379.00	339.00	4,605.00	3,155.00	1,450.00
Archives: Principles and Practices	5,130.00	690.00	1,575.00	7,395.00	3,700.00	3,695.00
Visual Literacy for Photograph Collections	2,590.00	470.00	630.00	3,690.00	1,660.00	2,030.00
Web Seminar Live	32,400.00	-	-	32,400.00	16,500.00	15,900.00
Web Seminar on demand	12,960.00	-	-	12,960.00	4,740.00	8,220.00
Y/Archives: Principles and Practices	5,780.00	1,845.00	987.00	8,612.00	6,970.00	1,642.00
Y/EAD-XSLT	4,935.00	2,045.00	1,107.00	8,087.00	5,710.00	2,377.00
Y/DAS/ RFPs	3,780.00	717.00	428.00	4,925.00	2,915.00	2,010.00
Y/Describing Moving Images with PBCore	4,725.00	717.00	428.00	5,870.00	3,760.00	2,110.00
Y/DAS/Digital Forensics for Archivists	3,780.00	717.00	428.00	4,925.00	2,510.00	2,415.00
Y/CURATEcamp SAA 2012	1,170.00	345.00	295.00	1,810.00	1,400.00	410.00
Y/EAC-CPF	2,835.00	1,195.00	1,070.00	5,100.00	1,640.00	3,460.00
Y/Here Today and Hear Tomorrow	5,780.00	1,107.00	987.00	7,874.00	5,225.00	2,649.00
Y/Web Archiving: Selections, Capture,...	3,402.00	717.00	856.00	4,975.00	2,860.00	2,115.00
Y/Utilizing Focus Groups to Gain User...	2,835.00	717.00	428.00	3,980.00	3,585.00	395.00
Z/DAS/F/ Digital Repositories	5,550.00	3,760.00	1,260.00	10,570.00	4,800.00	5,770.00
Z/DAS/F/Appraisal of ER	11,100.00	7,520.00	2,520.00	21,140.00	9,200.00	11,940.00
Z/DAS/F/Basic Electronic Records	6,660.00	1,410.00	1,680.00	9,750.00	3,300.00	6,450.00
Z/DAS/TST/Inreach & Outreach	5,550.00	3,760.00	840.00	10,150.00	3,200.00	6,950.00
Z/DAS/F/Digital Curation	9,990.00	2,115.00	2,520.00	14,625.00	7,050.00	7,575.00
Z/DAS/TA/Accessioning and Ingest-B	5,550.00	3,760.00	1,260.00	10,570.00	3,800.00	6,770.00

**The Society of American Archivists
Education Workshop Analysis
Fiscal 2013 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/TA/Digital Forensics	6,660.00	1,410.00	1,680.00	9,750.00	4,700.00	5,050.00
Z/DAS/TA/Arrangement & Description of ER-B	8,325.00	5,640.00	1,890.00	15,855.00	6,900.00	8,955.00
Z/DAS/TA/Legal Issues in Digital Archvies	9,990.00	2,115.00	2,520.00	14,625.00	6,150.00	8,475.00
Z/DAS/TA/Preserving Digital Archives	8,325.00	5,640.00	1,890.00	15,855.00	7,050.00	8,805.00
Z/DAS/TR/Managing ER in Archives	17,940.00	5,685.00	3,051.00	26,676.00	12,210.00	14,466.00
Z/DAS/TA/Digital Archives & Digital Libs	5,550.00	3,760.00	1,260.00	10,570.00	3,100.00	7,470.00
Z/DAS/TS/Achiev. Email Acct Preserv/XML	8,325.00	5,640.00	1,890.00	15,855.00	6,750.00	9,105.00
Z/DAS/TST/RFPs	2,775.00	1,880.00	630.00	5,285.00	1,550.00	3,735.00
Totals	\$ 279,569.00	\$ 78,574.00	\$ 60,736.00	\$418,879.00	\$ 194,010.00	\$ 224,869.00

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Advocacy and Public Awareness (Program 107)
(Prepared by Nancy Beaumont)**

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

- Effort of all staff members is allocated across the budget based on modified FY 2012 patterns. Personnel costs reflect .58 FTEs or 5.31% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- Member representation at one meeting and staff representation at one meeting during the year, presumably in Washington, D.C. (Activity 1)
- The desirability of both maintaining support for the National Coalition for History at a slightly lower level than in FY11/FY12 (\$11,000 vs. \$12,500) and investigating options for enhancing SAA's advocacy representation. (Activity 1)
- Funding for a meeting of SAA's Government Affairs Working Group has been zeroed out. The group's work will be accomplished via email and conference calls. (Activity 2)
- SAA Foundation (i.e., Norton) grant funding for an SAA representative to attend the ICA Congress (Brisbane, August 2012) and the ICA SPA meeting (Paris or Amsterdam, March 2013), and member attendance at one regional or local archives organization meeting for the purpose of building or strengthening joint advocacy efforts. (Activity 3)
- Funding to support several activities outlined in the Advocacy/Public Awareness strategic priority action plans, each of which is expected to require significant assistance from outside PR counsel and/or other consultant(s):
 - Conduct a benchmark survey of resource allocators (Activity 4) ("B List," per recommendation of the Finance Committee);
 - Determine methods for measuring the ROI or "impact" of archives (Activity 5) ("B List," given current limitations on capacity);
 - Conduct a benchmark survey of archives users (Activity 6) ("B List," given the resource demands of other strategic-priority-related activities); and
 - Conduct a single-issue-focused PR campaign (*I Found It In The Archives!*) using American Archives Month as a key medium (Activity 7), modified to delete provision of a print PR poster in favor of online-only publication.

**The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Advocacy and Public Awareness**

Revenues

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	2,000.00	-	(2,000.00)	(100.00%)	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ 2,000.00	\$ -	\$ (2,000.00)	(100.00%)	\$ -	N/A

Expenses

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 49,655.39	\$ 57,171.06	\$ 41,553.12	\$ (7,515.67)	(13.15%)	\$ 8,102.27	19.50%
Office Occupancy & Utilities	5,051.79	5,918.00	4,358.07	(866.21)	(14.64%)	693.72	15.92%
Services	6,434.59	26,032.10	20,725.16	(19,597.51)	(75.28%)	(14,290.57)	(68.95%)
Supplies	319.05	409.96	595.34	(90.91)	(22.18%)	(276.29)	(46.41%)
Travel	3,365.00	4,745.00	498.60	(1,380.00)	(29.08%)	2,866.40	574.89%
Leases, Rentals & Licenses	1,338.31	1,753.24	793.85	(414.93)	(23.67%)	544.46	68.58%
Taxes, Dues and Subscriptions	11,000.00	12,500.00	12,545.00	(1,500.00)	(12.00%)	(1,545.00)	(12.32%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 77,164.13	\$ 108,529.36	\$ 81,069.14	\$ (31,365.23)	(28.90%)	\$ (3,905.01)	(4.82%)
Gain / (Loss) from Operations	\$ (77,164.13)	\$ (106,529.36)	\$ (81,069.14)	\$ 29,365.23	(27.57%)	\$ 3,905.01	(4.82%)

Transferred to Funds

-	-	-
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Net Gain / (Loss)

\$ (77,164.13)	\$ (106,529.36)	\$ (81,069.14)
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**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 FY13 Budget		FY12 Budget				
					Line Amount	Activity Total	Line Amount	Activity Total			
A	1	<p>Provide funding to enhance SAA's advocacy efforts.</p> <p>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 and 13 budgets.</p> <p>a. Provide support to National Coalition for History.</p> <p>b. Investigate options for enhancing advocacy representation.</p> <p>c. Provide "Advocating for Archives" pre-conference workshop for up to 60 attendees. - Free to full conference registrants, \$50 for non-registrants. - Honoraria/expenses waived by instructors.</p>					\$0		\$0		
			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		1,380		\$12,530		\$20,910
			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		1,580				
			5280	Consulting and/or Legal Fees (2 issues/projects x \$1,000)	-		-				
			5110	Conference Calls	-		240				
			5820	NCH Membership Dues	11,000		12,500				
			4200	Registrations (5 x \$50)	-		-				
			5290	Food and Beverage (two breaks)	-		-				
			5360	Audiovisual	-		-				
			5400	Printing/Duplicating	-		-				
A	2	<p>Conduct mid-year meeting of Government Affairs Working Group to address legislative agenda, issue briefs, and workplans. (Chicago)</p>	5610	Member Travel (6p x \$300 [avg] airfare/ground) = 1800 (6p x \$155 x 2d lodging) = 1860 (6p x \$45 x 1d per diem) = 270	-		4,230		B LIST		

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 FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T D A	3	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 (Brisbane, August 2012) (Cost shared 50% with ACA) - ICA Section on Professional Associations (SPA) (Paris or Netherlands, March 2013) (Cost shared 50% with ACA) b. Regional and local organizations, such as: - CIMA - MAC	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	B LIST
			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	[Norton]	-	
			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	[Norton]	3,350	[Norton]
			5300	Freight	-		-	
			5640	Registration Fees	-		-	
			5285	Advertising	-		-	
			5300	Freight (ship display materials)	-		-	

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 FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		- MARAC - NEA - SSA - SCA	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	
PR	4	<i>Per Strategic Priority 3, Desired Outcome 2, Activity a.:</i> Conduct benchmark survey of resource allocators to determine their level of awareness of the "value" of archives/archivists and to understand challenges to improving awareness, increasing funding.	5200	Consultant (PR)	5,000	5,000 B LIST	5,000	5,000
PR	5	<i>Per Strategic Priority 3, Desired Outcome 2, Activity b.:</i> Work with members and PR counsel to determine method(s) for measuring the impact of archives, or ROI of archives, to craft compelling message to resource allocators.	5200	Consultant (PR)	3,000	8,000 B LIST	3,000	8,000
PR	6	<i>Per Strategic Priority 3, Desired Outcome 2, Activity c.:</i> Conduct benchmark survey of archives users to determine their level of awareness of the "value" of archives/archivists in their communities and at the national level.	5200	Consultant (PR)	5,000	B LIST	5,000	B LIST

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 FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
PR	7	Per Strategic Priority 3, Desired Outcome 3, Activity a.: Develop and produce single-issue-focused public relations campaign (I Found It In The Archives!), using American Archives Month as key medium. - Assumes that "kit" and reproducible materials for member use (flyer, poster, forms, waivers) exist online only. - Assumes one national winner (airfare, hotel, meals for 2 days)	4360	Sponsorship Revenue	-	-	(2,000)	(2,000)
			5300	Postage/Freight (co-mail with AO)	-	5,050	1,040	16,040
			5350	Design/Production	4,000		4,000	
			5400	Printing (6000 cc)	-		8,000	
			5200	Consultant (PR)	-		2,000	
			5480	Photography	-		-	
			5650	Nonmember Travel (1p x \$450 air/ground + \$225 x 2d + \$75 x 2d)	1,050		1,000	
	8	General and Administrative Cost Allocation				56,369		64,972
	9	Computer Support Cost Allocation				2,430		3,032
					Total Income	\$0		(\$2,000)
				Total Expenses	\$93,664		\$122,089	
					[Norton] B LIST	\$3,500 \$13,000	[Norton] B LIST	\$3,350 \$10,210
				Net (Gain) / Loss		\$77,164		\$106,529

Agenda Item III.A.1.

Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois

FY13 Proposed Budget Narrative:
Governance (Program 108)
 (Prepared by Nancy Beaumont)

The total expenses for the FY 2013 Governance budget are projected at \$138,781.42. The proposed budget assumes the following:

- Effort of all staff members is allocated across the budget based on modified FY 2012 patterns. Personnel costs reflect .96 FTEs or 8.77% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- The Council directed, beginning in FY10, inclusion of funding for one additional night at the August Council meeting (for those members who do not reside in the area) to account for the meeting occurring on Monday. *Note:* The Finance Committee recommended that this item be placed on the “B List.” 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.)
- For three activities related to the Technology and Diversity strategic priorities:
 - Grant writer for annual meeting virtual access proposal: \$2,000 on the “B List” pending Council review of Annual Meeting Task Force recommendations.
 - Grant writer for development of Mosaic Scholarship program: \$2,000 on the “B List” pending discussions of joint efforts with ACRL.
 - Elimination of funding out of operations for the Mosaic Scholarships, as the Scholarship Fund now resides within the SAA Foundation and totals approximately \$11,810. (Activity 2)
- Funding for the Technical Subcommittee on *Describing Archives: A Content Standard* to meet at SAA Headquarters in the fall of 2013 to “finalize DACS revisions.” (Activity 3)
- Funding for conduct of one all-member referendum, per the procedures adopted at the 2011 Membership Meeting. *Note*, however, that this item is proposed for the “B List” as an all-member referendum may not occur in FY 13. (Activity 4.b.)

**The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Governance**

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Revenues							
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							
Personnel	\$ 81,847.74	\$ 77,508.24	\$ 85,005.67	\$ 4,339.50	5.60%	\$ (3,157.93)	(3.71%)
Office Occupancy & Utilities	8,339.86	7,701.22	9,130.32	638.64	8.29%	(790.46)	(8.66%)
Services	15,934.71	24,183.72	15,902.81	(8,249.01)	(34.11%)	31.90	0.20%
Supplies	545.63	742.97	898.08	(197.34)	(26.56%)	(352.45)	(39.24%)
Travel	25,680.00	26,310.00	21,716.00	(630.00)	(2.39%)	3,964.00	18.25%
Leases, Rentals & Licenses	2,213.48	2,364.21	1,680.08	(150.72)	(6.38%)	533.40	31.75%
Taxes, Dues and Subscriptions	4,220.00	4,440.00	6,018.16	(220.00)	(4.95%)	(1,798.16)	(29.88%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 138,781.42	\$ 143,250.35	\$ 140,351.12	\$ (4,468.93)	(3.12%)	(1,569.70)	(1.12%)
Gain / (Loss) from Operations	\$ (138,781.42)	\$ (143,250.35)	\$ (140,351.12)	\$ 4,468.93	(3.12%)	1,569.70	(1.12%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (138,781.42)	\$ (143,250.35)	\$ (140,351.12)				

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Governance
 Program Number: 108

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
T D A	1	<p>Conduct four in-person meetings of SAA Council.</p> <p>a. August meetings (2) at 2012 Annual Mtg</p> <p>One night paid for Council members because first meeting occurs on Monday (previously B List). Assumes SAA President has comp room. [SD Hilton tax = 12.7% + \$199 = \$225]</p> <p>b. January/February 2013 meeting (Chicago)</p> <p>- Assumes Tuesday/Wednesday/Thursday meeting.</p>								
			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		\$2,895			
			5290	Food and Beverage--Leadership Forum	\$0		\$400			
			5290	Food and Beverage--Regional Summit	\$300					
			5610	Member Travel (11p x \$225/d x 1d) = 2475	\$2,475	B LIST	\$2,400			
			5610	Member Travel (12p x \$400 [avg] airfare/ground) = 4800 (12p x \$110 x 3d lodging) = 3960	\$8,760		\$8,900			
			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		\$1,990			
							\$29,445		\$29,505	

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5200	Consultant Fees	\$0		\$0	
		c. May/June 2013 meeting (Chicago)	5610	Member Travel (12p x \$400 [avg] airfare/ground) = 4800 (12p x \$160 x 3d lodging) = 5760	\$10,560		\$8,900	
		- 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		\$2,920	
		d. Meeting support	5385	Awards & Recognition	\$400		\$500	
			5810	Books/ASAE Leadership Issue	\$0		\$200	
			5130	Conference Calls	\$0		\$200	
			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 Priorities that are not included in other budgets.				4,000		14,000

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T		a. Grant writer to assist in preparing proposal for funding to support development of virtual access opportunities for Annual Meeting. <i>(Per Strategic Priority 1, Desired Outcome 3, Activity f., FY12-13)</i>	5200	Consultant	\$2,000	B LIST	\$2,000	B LIST
D		b. Grant writer to assist in preparing proposal (12/10 deadline) to fund development of Mosaic Scholarship program, awarding of scholarships. <i>(Per Strategic Priority 2, Desired Outcome 1, Activity e., FY11-FY12)</i>	5200	Consultant	\$2,000	B LIST	\$2,000	
D		c. Fund up to two Mosaic Scholarships out of SAA operations budget to supplement SAAF funding.	5385	Mosaic Scholarship (@ \$5,000)	\$0		\$5,000	
			5385	Mosaic Scholarship (@ \$5,000)	\$0		\$5,000	Mosaic
	3	Provide funding for designated meetings and tasks of appointed groups.				4,315		4,125
		a. Group TBD	5610	Member Travel (5p x \$350 [avg] airfare/ground) = 1750 (5p x \$180 x 2d lodging) = 1800 (5p x \$45 x 1d per diem) = 225	\$3,775		\$3,525	
		- TS-DACS has requested fall 2012 meeting. - 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		\$600	

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Governance
 Program Number: 108

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T D A	4	Provide for balloting to elect vice-president, three Council members, and three Nominating Committee members.				\$5,800		\$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)	\$2,000	B LIST	\$2,000	B LIST
	5	Dues for membership in related organizations.	5820	Institutional Membership Dues:		\$4,220		\$4,240
				Assn of Canadian Archivists	\$100		\$100	
				Heritage Preservation	\$1,000		\$1,000	
				ICA (600 Euros @ \$1.30)	\$780		\$800	
				NISO	\$2,340		\$2,340	

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	Provide funding for president-elect and executive director to attend ASAE CEO Symposium.				\$2,485		\$2,485
		Assumes attendance at Chicago offering, April 2013.	5640	Registration Fees (2p x \$850)	\$1,700		\$1,700	
			5610	Member Travel (1p x \$300 airfare/ground) = 300 (1p x \$175 x 2d lodging) = 350 (1p x \$45 x 3d per diem) = 135	\$785		\$785	
	7	General and Administrative Cost Allocation				\$92,955		\$88,025
	8	Computer Support Cost Allocation				\$4,036		\$4,070
				Total Expenses		\$147,256		\$152,250
				Mosaic		\$0		\$5,000
				B LIST		\$8,475		\$4,000
				Net Operating (Gain) / Loss		\$138,781		\$143,250

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Brian Doyle)**

The net gain for the Career Services program is projected at \$28,722. The proposed budget assumes the following:

- Effort of all staff members is allocated across the budget based on modified FY12 patterns. Personnel costs for Career Services reflect .11 FTEs or .96% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- For Online Job Ads, net revenues of \$32,062 based on the volume of ads placed in the past 24 months (i.e., approximately 200/year) and adjustments to our business model as follows:
 - Decreases to member rates (individual members at 33% off nonmember rates and institutional members at 66% off nonmember rates), resulting in deeper discounts for members.
 - With deeper discounts, increased use of social media feeds and more effective marketing of job board benefits to advertisers, we project a 10% increase in total ads for FY13.
- For the SAA Directory of Consultants (launched on April 1, 2012), revenue of \$7,950 from annual listings, with 20 member listings at \$198 and 10 nonmember listings at \$399.

**The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Career Services**

Revenues

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	53,753.00	63,680.00	50,229.46	(9,927.00)	(15.59%)	3,523.54	7.01%
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	\$ 53,753.00	\$ 63,680.00	\$ 50,229.46	\$ (9,927.00)	(15.59%)	\$ 3,523.54	7.01%

Expenses

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 8,980.14	\$ 4,165.19	\$ 4,219.32	\$ 4,814.95	115.60%	\$ 4,760.82	112.83%
Office Occupancy & Utilities	915.11	414.17	435.18	500.94	120.95%	479.93	110.28%
Services	14,183.92	27,500.99	24,782.75	(13,317.07)	(48.42%)	(10,598.83)	(42.77%)
Supplies	58.62	27.87	38.62	30.75	110.32%	20.00	51.78%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	892.73	777.62	82.52	115.11	14.80%	810.21	981.84%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 25,030.52	\$ 32,885.85	\$ 29,558.39	\$ (7,855.32)	(23.89%)	\$ (4,527.87)	(15.32%)

Gain / (Loss) from Operations

Gain / (Loss) from Operations	\$ 28,722.48	\$ 30,794.15	\$ 20,671.07	\$ (2,071.68)	(6.73%)	\$ 8,051.41	38.95%
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Transferred to Funds

Transferred to Funds	-						
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Net Gain / (Loss)

Net Gain / (Loss)	\$ 28,722.48	\$ 30,794.15	\$ 20,671.07	\$ (2,071.68)	(6.73%)	\$ 8,051.41	38.95%
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The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Career Services
 Program Number: 115

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Online Career Center Job board outsourced to Boxwood Technologies Boxwood service fee Third-party marketing service Anticipated increase in revenue (6 job ads/month)	4160	Advertising Revenue	(45,803)	\$ (45,803)	(43,200)	\$ 27,283
			5200	Consulting Fees (30% revenue sharing)	13,741	13,741	17,985	
			5200	Consulting Fees (\$600 + 5% of net)	-		9,298	
			4160	Advertising Revenue	-		(16,750)	
	2	Administer Career Center at Annual Meeting				-		-
						650		650
			5600	Staff travel [JS] (Moved to G&A)	-		-	
			5700	Rental of bulletin boards	650		650	
			5380	Honorarium for invited "Career Coach"	-		-	
	3	Online Consultants Directory Annual listing fee (\$399 list; \$198 members) All listings to run from Jan 1 to Dec 31. Assumes 20 member and 10 nonmember listings	4170	Directory Listings (20 member)	(3,960)	(7,950)	(2,235)	(3,730)
			4170	Directory Listings (10 nonmember)	(3,990)		(1,495)	
	4	General and Administrative Cost Allocation				10,197		4,732
	5	Computer Support Cost Allocation				442		220
				Total Income		(53,753)		(63,680)
				Total Expenses		25,031		32,886
				(Gain) / Loss From Operations		(28,722)		(\$30,794)

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Membership (Program 120)
(Prepared by Brian Doyle)**

The FY13 Membership budget projects total dues revenue of \$796,156—an increase of 0.53% from the FY12 budget and an increase of 4.39% from projected FY12 actuals. The budget assumes the following:

- Effort of all staff members is allocated across the budget based on modified FY 2012 patterns. Personnel costs for Membership reflect 1.11 FTEs or 10.08% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2012. A 3% placeholder has been included in the salary budget for staff merit increases.
- Projections account for a dues increase that goes into effect on July 1, 2012, and assume modest growth (+2%) among individual members and a slight decline (-1.7%) among institutional members based on trends observed during the past year.

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 2013 Budget
Membership**

Revenues

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 796,156.24	\$ 791,967.63	\$ 762,638.87	\$ 4,188.61	0.53%	\$ 33,517.37	4.39%
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	4,000.00	4,875.00	2,679.20	(875.00)	(17.95%)	1,320.80	49.30%
Total Revenues	\$ 800,156.24	\$ 796,842.63	\$ 765,318.07	\$ 3,313.61	0.42%	\$ 34,838.17	4.55%

Expenses

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 94,039.11	\$ 78,661.99	\$ 91,626.24	\$ 15,377.12	19.55%	\$ 2,412.87	2.63%
Office Occupancy & Utilities	9,648.10	7,885.37	9,481.04	1,762.73	22.35%	167.06	1.76%
Services	8,479.71	20,085.87	12,576.62	(11,606.15)	(57.78%)	(4,096.91)	(32.58%)
Supplies	2,832.42	2,335.83	1,792.80	496.59	21.26%	1,039.62	57.99%
Travel	1,725.00	1,715.00	889.49	10.00	0.58%	835.51	93.93%
Leases, Rentals & Licenses	2,544.91	2,404.28	1,789.62	140.63	5.85%	755.29	42.20%
Taxes, Dues and Subscriptions	245.00	245.00	-	-	0.00%	245.00	N/A
Depreciation, COGS, and Other	10,500.00	4,250.00	10,151.71	6,250.00	147.06%	348.29	3.43%
Total Expenses	\$ 130,014.26	\$ 117,583.34	\$ 128,307.52	\$ 12,430.92	10.57%	\$ 1,706.74	1.33%
Gain / (Loss) from Operations	\$ 670,141.98	\$ 679,259.29	\$ 637,010.55	\$ (9,117.31)	(1.34%)	\$ 33,131.43	5.20%

Transferred to Funds

-

Net Gain / (Loss)

\$ 670,141.98 \$ 679,259.29 \$ 637,010.55

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Membership
 Program Number: 120

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Collect membership dues. Assumes the following growth rates per member category Accounts for dues increase effective July 1, 2012 - Assoc Dom (\$80) @ 0% - Assoc Int'l (\$95) @ -2% - Bridge (\$47) @ 0% - ID1 [Salary <\$20k] (\$80) @ 2.5% - ID2 [Salary <\$30k] (\$101) @ 2.5% - ID3 [Salary <\$40k] (\$124) @ 2.5% - ID4 [Salary <\$50k] (\$152) @ 1% - ID5 [Salary <\$60k] (\$180) @ 0% - ID6 [Salary <\$75k] (\$205) @ 3% - ID7 [Salary >\$75k] (\$225) @ 2% - Hon/Life (\$0) @ 0% - Retired (\$67) @ 15% - Student (\$47) @ 1% - Reg Inst (\$265) @ 0% - Sus Inst (\$500) @ -12.5%	4000	Membership Dues		(\$796,156)		(\$791,968)
	2	Collect revenue from member mailing list rental.	4870	Mailing Label Rental	(\$4,000)	(\$4,000)	(\$4,875)	(\$4,875)
	3	Increase member retention.				\$0		\$0
	a.	Mailing of printed renewal invoices (650/mo)	5500	Supplies (envelopes, etc.)	\$720	\$3,220	\$0	\$2,725
	b.	New Member Meet-and-Greet at Annual Meeting (Subsumes Key Contact Breakfast function -> Increased F&B)	4360 5290	Sponsor F & B	\$0 2,500		\$0 2,725	

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

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

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Deliver member services.				\$12,898		\$9,823
	a.	Mail copies of new SAA books to sustaining inst. members Assumes 4 books in FY13	5300 5940	Shipping/Related Fees (negligible) Cost of goods sold (4 books @ \$35 ea. x 75)	\$0 \$10,500	\$10,500	\$3,000 \$4,250	\$7,250
	b.	Administer SAA Fellows, Awards & Scholarship Programs (See Special Funds program planners for details on funding of awards and scholarships.)	5570 5400 5350	Supplies (plaques and certificates) Printing for Program Graphic Design for Program	\$1,500 \$600 \$40	\$2,100	\$1,775 \$600	\$2,375
	c.	Administer the Mentoring Program. Mentor/Protege Meet and Greet at Annual Meeting Develop and launch online "Mentoring Directory"	5290	Food & Beverage	\$258 \$0	\$258	\$198 \$0	\$198
	5	Support the Membership Committee.				\$68		\$868
	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 5110	Telephone Telephone	\$68 \$0		\$68 \$0	
	b.	Key Contact Breakfast at Annual Meeting (Per request from Membership Committee officers, this event has been folded into the New Member Meet-and-Greet.)	5290	F&B--Continental Breakfast (25p)	\$0		\$800	

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Membership
 Program Number: 120

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	Membership staffing at Annual Meeting	5600	Staff travel [BD] (1p x \$40 x 7d per diem) (1p x \$500 airfare/bags/ground) (1p x 7d x \$135 lodging)	\$1,725	\$1,725	\$1,715	\$1,715
	7	Staff professional memberships/development.	5820	Assoc. Forum Membership (BD)	\$245	\$245	\$245	\$245
	8	Miscellaneous Database Support (20 hrs @ \$150/hr)	5226	Computer Support	\$0	\$0	\$0	\$0
	9	General and Administrative Cost Allocation				107,215		90,061
	10	IT Cost Allocation				4,643		4,147
				Total Income		(\$800,156)		(\$796,843)
				Total Expenses		130,664		118,233
				(Gain) / Loss From Operations		(\$669,492)		(\$678,609)
				Net Operating (Gain) / Loss		(\$670,142)		(\$679,259)

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Annual Meeting (Program 192)
(Prepared by Nancy Beaumont)**

The proposed budget for the Annual Meeting assumes the following:

- Effort of all staff members is allocated across the budget based on FY 2012 patterns. Personnel costs reflect .62 FTEs or 5.65% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 14.05% as of January 1, 2013. A 3% placeholder has been included in the salary budget for staff merit increases.
- Prepaid expenses (incurred during FY12 but related to the San Diego meeting in FY13) are highlighted. These costs will be allocated in FY13 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 2013 and 2014 annual meetings (Programs 193 and 194) reflect costs that will be booked as prepaid expenses but not expensed until those meetings take place. (Activities 2, 3, and 5)
- Payment to Conference & Logistics Consultants of \$54,800, 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)
- An expense of \$32,620 for AV, which reflects both excellent negotiating with PSAV (based in San Diego) and the negative impact of labor costs for minimums and overtime hours (evenings and Saturday). One unfortunate impact of this reality is that we propose no videotaping of the plenaries or any session tracks – but given Desired Outcome #3 in the Technology strategic priority, we have placed videotaping of the plenaries on the “B List” (at an expense of \$4,700) to highlight it for Council discussion. We have included, at an expense of \$5,700 (following Finance Committee review of requests), AV costs related to Roundtables. (Activities 4 and 8)
- 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 FY13 budget does not include ASL interpretation. (Activity 4)
- A total of 1,500 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: 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 2013 Budget
Annual Meeting - San Diego**

	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12</u>	<u>Actuals (Chi)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Revenues							
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	8,500.00	8,750.00	12,650.00	(250.00)	(2.86%)	(4,150.00)	(32.81%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	508,874.64	530,667.43	614,465.02	(21,792.79)	(4.11%)	(105,590.38)	(17.18%)
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,250.00	6,250.00	9,055.00	(5,000.00)	(80.00%)	(7,805.00)	(86.20%)
Total Revenues	\$ 518,624.64	\$ 545,667.43	\$ 636,170.02	\$ (27,042.79)	(4.96%)	\$ (117,545.38)	(18.48%)
Expenses							
Personnel	\$ 52,322.89	\$ 48,466.05	\$ 48,852.83	\$ 3,856.84	7.96%	\$ 3,470.06	7.10%
Office Occupancy & Utilities	5,346.12	4,810.30	4,849.38	535.82	11.14%	496.74	10.24%
Services	218,251.15	276,774.16	266,747.59	(58,523.01)	(21.14%)	(48,496.44)	(18.18%)
Supplies	2,174.18	3,639.26	1,773.96	(1,465.08)	(40.26%)	400.22	22.56%
Travel	3,695.00	3,525.00	20,420.79	170.00	4.82%	(16,725.79)	(81.91%)
Leases, Rentals & Licenses	2,530.63	13,740.16	22,885.61	(11,209.53)	(81.58%)	(20,354.98)	(88.94%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	157,605.60	168,851.68	168,756.81	(11,246.08)	(6.66%)	(11,151.21)	(6.61%)
Total Expenses	\$ 441,925.58	\$ 519,806.62	\$ 534,286.97	\$ (77,881.04)	(14.98%)	\$ (92,361.39)	(17.29%)
Gain / (Loss) from Operations	\$ 76,699.06	\$ 25,860.81	\$ 101,883.05	\$ 50,838.25	196.58%	\$ (25,183.99)	(24.72%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 76,699.06	\$ 25,860.81	\$ 101,883.05				

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: Annual Meeting - San Diego
 Program Number: 192

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management & Administration Administer activities associated with the SAA Annual Meeting in San Diego; 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.				\$ -		\$ 200
	a.	Staff professional development	5640	Association Forum Registrations	-		200	
T	2	Provide for program development, planning, and evaluation of the Annual Meeting.				36,285		43,040
D	a.	Negotiated Agreement with NAGARA	5480	Negotiated Agreement with NAGARA	-		-	
A	a.	Program Committee (11 members + 2 <i>ex officios</i>)	5600	Staff Travel (Meeting in Chicago)	30		50	
		EXPENSES APPEARING IN SCREENED BOXES WERE INCURRED IN FY12 AND ARE INCLUDED IN GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER.	5610	Member Travel (12p x airfare/ground) = 4,852 (actual) (12p x \$160) = 4,650 (actual) (12p x \$45 x 1d per diem) = 225 (actual)	8,495 - -		9,725 - -	
			5290	F&B--Breaks, lunches, dinners (actual)	1,160		1,500	
			5650	Meeting Planner Expenses	800		1,185	
			5130	Conference Calls	-		100	
			5360	Audiovisual	-		-	

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	b.	Host Committee	5290	F&B--Host Committee Meetings	-		100	
	c.	Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4,300 x 6)	25,800		30,380	
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (CLC)	-		-	
			5600	Staff Travel (site visit)	-		-	
3		Promote attendance at Annual Meeting.				16,200		16,525
	a.	Preliminary program and flyers	5350	Design/Layout/Prepress	6,400		7,200	
			5400	Printing (flyer only)	4,125		3,300	
		Preliminary program book will not print and mail, but will reside as PDF on conference website;	5300	Mail Services/Postage/Freight (flyer)	1,340		1,495	
		8-panel flyer will print and mail (7,500 cc)	5310	Express Mail (advance copies)	20		20	
	b.	Mailing to former members, members of regional organizations that are proximate to CA (800 cc)	5300	Postage	300		100	
			5335	Mail Services	100		50	
	c.	Banner, Web button, ads, calendar submissions	5350	Flyers for Regional Meetings	200		200	
			5350	ID/Banner Development, Ads for AO / AA	3,300		3,395	
			5400	Banner Production	415		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	-		350	

**The Society of American Archivists
Program Planner
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**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Provide on-site management of a high-quality annual conference.				(425,775)		(442,467)
	a.	Registration income (1,500 paid attendees)				76,465		97,560
			4300	Early-Bird Member (47%) (Approx 705 x \$319)	(227,414)		(209,740)	
			4300	Early-Bird Employee / Member Inst (Approx 58 x \$369)	-		(21,402)	
			4300	Early-Bird Nonmember (11%) (Approx 165 x \$449)	(66,736)		(69,350)	
			4300	Advance Member (6%) (Approx 89 x \$369)	(31,510)		(30,507)	
			4300	Advance Employee / Member Inst (Approx 15 x \$419)	-		(6,215)	
			4300	Advance Nonmember (4%) (Approx 60 x \$499)	(17,804)		(28,022)	
			4300	Onsite Member (2%) (Approx 27 x \$429)	(20,602)		(10,707)	
			4300	Onsite Employee / Member Inst (Approx 11 x \$479)	-		(5,269)	
			4300	Onsite Nonmember (2.5%) (Approx 36 x \$559)	(15,502)		(18,748)	
			4300	One-Day Member (2.4%) (Approx 36 x \$179)	(7,204)		(6,003)	
			4300	One-Day Employee / Member Inst (N/A)	-		-	
			4300	One-Day Nonmember (2.7%) (Approx 40 x \$229)	(9,177)		(8,573)	
			4300	Student Member (5.2%)	(15,583)		(10,082)	

**The Society of American Archivists
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**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			4300	(Approx 78 x \$139) Student Member One-Day (<1%)	(252)		(278)	
			4300	(Approx 3 x \$119) Student Nonmember (5%)	(9,895)		(14,345)	
			4300	(Approx 77 x \$199) Student Nonmember One-Day (<1%)	(1,008)		(992)	
			4300	(Approx 7 x \$159) Guest (of Member) (1%)	(1,456)		(1,158)	
			4300	(Approx 13 x \$99) Guest (of Nonmember) (<1%)	(881)		(325)	
			4300	(Approx 3 x \$139) Complimentary Registrations (90--exhibitors, sponsors, presenters)	-		-	
			4300	Research Forum (Approx 15 x \$50)	(750)		(750)	
		b. Staffing	5600	Staff Travel	2,545		2,175	
		- NPB room is comped		(2p x \$500 air/ground) (NPB, RM) = 1000				
		- One staff room (RM) @ \$135/p/day		(1p x \$40/d x 8d per diem) (NPB) = 320				
		- Three CLC staff rooms @ \$135/p/day		(1p x \$40/d x 7d per diem) (RM) = 280				
				(1p x \$135/d x 7d lodging) = 945				
			5650	Meeting Assistants	-		-	
			5200	Consulting Fees (CLC) (\$4300/mo x 4)	17,200		13,020	
			5200	Third Onsite CLC Staff (\$550/d x 4d)	2,200			
			5200	Meeting Planner Expenses (CLC)	5,000		3,800	
				(3p x \$500 air/ground/bags) = 1500				
				(2 x \$40 x 8 + 1 x \$40 x 4 per diem) = 800				

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Program Planner
Fiscal Year 2013**

**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5610	(2p x \$135 x 8d + 1p x \$135 x 4d) = 2,700 Host Committee (6p x \$25 transportation/parking) = 150	150		150	
	c.	Logistics	5360	Audiovisual (sessions)	32,620	B LIST	47,000	
			5360	Audiovisual (videotaping of plenaries)	4,700		4,700	
			5500	Equipment (phones, computers, Cybercafe)	700		1,600	
		- AV services provided by PSAV: PSAV has agreed to waive management fees; assumes no additional cost for in-house sound	5110	Credit card machines	-		-	
			5500	Supplies	500		1,000	
		- AV for IMAG + video capture of 2 plenaries for podcasting/other uses is on B List	5340	Hotel Handling Fees	1,000		1,500	
			5480	Floral	-		300	
			5480	Photography	1,000		1,500	
			5300	Postage/Freight (conference materials)	1,800		1,800	
			5400	Signs (25 new headers @ \$40 + shipping)	1,100		3,965	
			4360	Sponsor for Signs	-		-	
			5480	Child Care	300		300	
			5480	Gratuities (hotel and AV staff)	500		1,000	
			5385	Amenities and Awards	500		1,000	
			5260	Insurance	1,900		2,670	
			5290	F&B--Staff Office/Reg Desk/Host Desk	1,000		3,000	
			5650	Keynote Speaker(s) Honoraria/Expenses	1,000		1,000	
			5480	Security (office, reg desk, locks)	750	1,100		
			5236	Credit Card Fees (moved to allocables)	-	-		
			5200	ASL interpreter for individual attendee	-	4,230		
			5200	ASL interpreter for plenaries	-	750		

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Program Planner
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**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
T	5	Provide for the International Archives and Information Technology Exposition.				(85,600)		(90,750)
		a. Exhibitor and sponsor income				72,945		78,985
		- 50 paid booths	4350	Exhibits Income	(66,000)		(66,000)	
		- 2 comp (Office Hours)		(40 booths x \$1,400) = 56,000				
		- 10 @ \$1,000 (avg nonprofit rate)		(10 booths x \$1,000) = 10,000				
		- 40 @ \$1,400 (avg for-profit rate)	4150	Advertising in Preliminary/Onsite programs	(8,500)		(8,750)	
			4900	Exhibit Hall Ticket Sales	-		-	
				Sponsorship(s):				
			4360	Bronze Sponsorship (Atlas)	(7,600)		(16,000)	
				Happy Hour (TBD)	-		-	
			4360	CyberCafe (OCLC Research)	(2,000)		-	
			4360	Career Center (History Associates)	(1,500)		-	
		b. Promote exhibits/sponsorships via prospectus, calls	5350	Design/Layout/Web Graphics	400		265	
		- 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		10,580	
		- Happy Hour (Grand Opening)		(Set up 52 booths x \$94 = \$4,890 + Reg				
		Assumes 1,200 people (80% of total attendees)		Desk, Cybercafe, special set-ups/kiosks,				
		@ \$15/p + cash bar (for sodas and liquor)		posterboards, easels, meter panels, etc)				
				(Floor plan to fire marshall = \$0)				

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

**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		(including cashiers/bartenders) + 32% svc/tax	5200	Security	1,700		2,310	
		- No coffee break in 2012	5200	Consulting Fees (CLC) (50 booths x \$67)	3,350		3,350	
		- Brunch (11:30 am - 12:30 pm) Assumes 1,000 people @ \$20 incl 32% svc/tax	5290	F&B--Happy Hour (1,200p x \$15 + cash bar (hard/soft)	23,760		35,605	
		- Afternoon Break Assumes 1,000 people @ \$5.50 + 32% svc/tax	5290	F&B--Coffee Break	-		-	
			5290	F&B--Brunch (1,000p x \$20 incl svc/tax)	25,590		19,925	
			5290	F&B--Afternoon Break (1,000p x \$5.50 + svc/tax)	5,795		6,500	
	6	Provide for a variety of networking, social, and business events.				(7,250)		(12,450)
	a.	All-Attendee Reception	4900	Adult Guest Tickets (25 x \$40)	(1,000)	60,100	(1,000)	102,560
		- Assumes 1,200 people (80% of total attendees) @ \$44/p (inclusive) for buffet stations + cash bar + cashiers/bartenders + svc/tax	4900	Child Guest Tickets (12 and under) (25 x \$10)	(250)		(250)	
			4850	Wrist Band Sales (500 x \$10)	-		(5,000)	
			4360	Sponsorship(s): (Preservation Technologies for TBD)	(3,500)		(3,700)	
		- Assumes live band + member participation	5480	Entertainment	1,500		-	
			5300	Wrist Bands (in stock)	-		-	
			5290	F&B (1,200p @ approx \$44)	53,000		81,385	
			5700	Facility Rental/Equipment	1,100		12,250	

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

**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5295	Transportation	-		4,200	
	b.	President's Reception	4360	Sponsorship(s) (Hollinger/Metal Edge @ \$2,500)	(2,500)		(2,500)	
			5290	F&B (\$3,000 + 32% svc/tax)	4,000		2,905	
	c.	Fellows' Reception (Will not be held in 2013.)	5290	F&B	-		1,320	
	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.						
	a.	Promotional items and sponsor income	4360	Tote Bags	-	12,455	-	14,210
			4360	Badge Wallets/Lanyards	-		-	
			5400	Hotel Keycard Production (Atlas Sponsor)	-		1,800	
			5400	Lanyard/Badge Holder (1,600 x \$1.25)	2,000		1,200	
	b.	Onsite Program (1,600 cc)	5350	Design/Layout/Prepress	5,325		5,500	
			5400	Printing (1,600 x \$1.85)	2,960		3,825	
			5300	Postage/Freight	450		125	

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Fiscal Year 2013**

**Program Name: Annual Meeting - San Diego
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		c. Name badges/ribbons	5400	Printing (1,600 badges, 500 ribbons)	600		700	
			5500	Supplies (badge stock)	500		500	
			5350	Badge Design	280		150	
		d. Registration Packet materials	5400	Printing/Duplicating	-		-	
		e. Onsite registration forms (200)	5350	Layout/Production	190		175	
			5400	Printing (multi-part form)	150		235	
	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.				5,700		-
		a. Leadership Forum (see Governance budget)	5360	AV for Roundtable Meetings	5,700			
		b. Committees and task forces		(6 rooms @ \$950, per Finance Committee				
		c. Sections and roundtables		review of requests)				
		d. Allied groups						
	9	Program-specific computer support to assist in promotion and to streamline registration functions.						
			5226	Computer Support	-		-	

The Society of American Archivists
 Program Planner
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Program Name: Annual Meeting - San Diego
 Program Number: 192

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	10	General and Administrative Cost Allocation		(Includes all San Diego 2012 expenses incurred in FY12.)		217,150		224,058
	11	IT Cost Allocation					2,660	
				Total Income		\$ (518,625)		\$ (545,667)
				Total Expenses		446,626		519,807
				(Gain) / Loss From Operations		\$ (71,999)		\$ (25,861)
				B List		\$4,700		\$0
				Net Operating (Gain) / Loss		(\$76,699)		(\$25,861)
						\$ -		\$ -

The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Annual Meeting - New Orleans

Revenues	Projected FY '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12 (SD)</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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 '12			FY '13 Budget v. FY '12 Budget		FY '13 Budget v. FY '12 Actuals	
	<u>Fiscal '13</u>	<u>Fiscal '12 (SD)</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 75,366.29	\$ 84,754.14	\$ 79,994.86	\$ (9,387.85)	(11.08%)	\$ (4,628.57)	(5.79%)
Office Occupancy & Utilities	7,680.28	8,542.69	8,247.08	(862.40)	(10.10%)	(566.80)	(6.87%)
Services	48,712.00	50,674.46	47,080.25	(1,962.45)	(3.87%)	1,631.75	3.47%
Supplies	423.61	532.51	489.65	(108.90)	(20.45%)	(66.04)	(13.49%)
Travel	9,415.00	9,685.00	8,494.09	(270.00)	(2.79%)	920.91	10.84%
Leases, Rentals & Licenses	2,028.72	2,577.67	1,911.39	(548.95)	(21.30%)	117.33	6.14%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(143,625.91)	(156,766.47)	(146,217.31)	13,140.56	(8.38%)	2,591.40	(1.77%)
Total Expenses	\$ -	\$ -	\$ 0.01	\$ (0.00)	N/A	\$ (0.01)	(100.00%)
Gain / (Loss) from Operations	\$ -	\$ -	\$ (0.01)	\$ 0.00	N/A	\$ 0.01	(100.00%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ (0.01)				

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 Program Planner
 Fiscal Year 2013

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 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 meeting sites and vendors; select, monitor, and evaluate vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.			-	\$ -	-	\$ -
		a. Staff professional development	5640	Association Forum Registrations	-		-	
T D A	2	Provide for program development, planning, and evaluation of the 2013 Joint Annual Meeting.				37,145		38,235
		a. Program Committee	5295	Local Staff Travel	30		30	
		- Joint meeting of SAA and CoSA		(Meeting in Chicago)				
		- PC meeting to be held at SAA HQ in Chicago	5610	Member Travel	9,415		9,685	
		- Co-chairs: 2 for SAA, 1 for CoSA		(13p x \$400 airfare/ground) = 5200				
		- 9 Committee members + 2 <i>ex officios</i>		(13p x \$150 lodging x 2d) = 3900				
		(2014 co-chairs)		(7p x \$45 x 1d per diem) = 315				
			5290	F&B--Breaks, lunches, dinners	1,200		1,500	
			5130	Conference Calls	-		100	
			5360	Audiovisual	-		-	

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		b. Host Committee	5290	F&B--Host Committee meetings	100		100	
		c. Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4400 x 6)	26,400		26,820	
		- Conference & Logistics Consultants (CLC)	5650	Meeting Planner Expenses (CLC)	-		-	
		- Helms Briscoe site selection (no cost to SAA)						
	3	Promote attendance, exhibits, and sponsorships at Annual Meeting.				17,310		17,910
		a. Preliminary program and flyers	5350	Design/Layout/Prepress	6,400		7,400	
			5400	Printing (flyer only)	4,200		3,450	
		Preliminary program book will not print and mail, but will reside as PDF on conference website;	5300	Mail Services/Postage/Freight (flyer)	1,380		1,650	
		8- to 12-page flyer will print and mail (7,500 cc)	5310	Express Mail (approvals/advance copies)	30		50	
		b. Mailing to lapsed SAA members + members of state and regional orgs proximate to NOLA (500 cc)	5300	Postage	300		200	
			5335	Mail Services	100		100	
		c. Banner, flyers, advertising, calendar submissions	5350	Flyers for Regional Meetings	200		495	
			5350	ID/Banner/Ad Development	3,400		3,400	
			5400	Banner Production	450		450	
		d. Promote exhibits/sponsorships via prospectus, calls	5350	Design/Layout/Web Graphics	400		265	
		- Prospectus is Web-only	5300	Postage/Freight	-		-	
		- "Virtual Expo" provided by CLC/Event Rebels	5335	Mail Processing/Labor	-		-	
			5400	Printing	-		-	
			5200	Virtual Expo setup	450		450	

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	General and Administrative Cost Allocation				85,506		96,198
	5	Computer Support Cost Allocation				3,665		4,424
	6	Allocation to Future Period				(143,626)		(156,766)
						\$ -		\$ -
						-		-
						\$ -		\$ -
					[Fellows]	\$0	[Fellows]	\$0

**The Society of American Archivists
Income Statement
Fiscal 2013 Budget
Annual Meeting - Washington**

Revenues	<u>Fiscal '13</u>	<u>Fiscal '12 (NO)</u>	<u>Projected FY '12 Actuals (NO)</u>	<u>FY '13 Budget v. FY '12 Budget</u>		<u>FY '13 Budget v. FY '12 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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	<u>Fiscal '13</u>	<u>Fiscal '12 (NO)</u>	<u>Projected FY '12 Actuals (NO)</u>	<u>FY '13 Budget v. FY '12 Budget</u>		<u>FY '13 Budget v. FY '12 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 547.02	\$ 1,603.61	\$ 822.88	\$ (1,056.58)	(65.89%)	\$ (275.86)	(33.52%)
Office Occupancy & Utilities	55.90	160.16	83.51	(104.26)	(65.10%)	(27.61)	(33.07%)
Services	3,876.01	3,933.77	3,890.94	(57.76)	(1.47%)	(14.93)	(0.38%)
Supplies	2.56	9.39	4.47	(6.83)	(72.74%)	(1.91)	(42.73%)
Travel	-	-	669.83	-	N/A	(669.83)	(100.00%)
Leases, Rentals & Licenses	14.67	49.10	22.11	(34.43)	(70.12%)	(7.44)	(33.64%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(4,496.16)	(5,756.02)	(5,493.72)	1,259.86	(21.89%)	997.56	(18.16%)
Total Expenses	\$ -	\$ -	\$ 0.02	\$ -	N/A	\$ (0.02)	(100.00%)
Gain / (Loss) from Operations	\$ -	\$ -	\$ (0.02)	\$ -	N/A	\$ 0.02	(100.00%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ (0.02)				

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: 2013 Annual Meeting - Washington
 Program Number: 193

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 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		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		3,400	
			5400	ID Development (banner)	450		450	
	3	General and Administrative Cost Allocation			-	620	-	1,821
	4	IT Cost Allocation				26		85

The Society of American Archivists
 Program Planner
 Fiscal Year 2013

Program Name: 2013 Annual Meeting - Washington
 Program Number: 193

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	5	Allocation to Future Period				(4,496)		(5,756)
						\$ -		\$ -
				Total Income		-		-
				Total Expenses		-		-
				Net Result		\$ -		\$ -
					[Fellows]	\$0	[Fellows]	\$0

Agenda Item III.A.1.

**Society of American Archivists Council Meeting
June 8 – 10, 2012
Chicago, Illinois**

**FY13 Proposed Budget Narrative:
Capital Budget
(Prepared by Tom Jurczak and Brian Doyle)**

Capital expenditures for equipment are defined as those having a cost in excess of \$500 and a useful life of greater than two years. Software development can also be capitalized but has a higher cost threshold. Although capital expenditures have no direct effect on net gain or loss, they represent significant cash commitments as well as the organization's investment in its infrastructure.

Capital expenditures appear in the General and Administrative program planner (Program 100) as Depreciation and are spread across fiscal years over the useful life of the purchased equipment.

As of March 31, 2012, net property and equipment totaled \$165,391. Significant investments include:

- SAA's association management system (AMS).
- SAA's content management system (CMS, a.k.a. Drupal).
- Servers, PC work stations, and miscellaneous computer hardware (e.g., disaster recovery/backup device, firewall, network printer, etc.).

Additional equipment purchases of approximately \$14,400 are expected during the fourth quarter of FY12.

Budgeted capital expenses for FY 2013 are limited to the purchase of two new PCs at a cost of approximately \$3,500.

The Society of American Archivists
 Program Planner
 Fiscal 2013 Budget

Program Name: Capital Budget

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY13 Budget		FY12 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Replace servers				\$0		\$0
		a. Email server (SBS2K3) -- FY2010, '14, etc.	1300	Equipment	\$0		\$0	
		b. Database server (MemberMax) -- FY2011, '15, etc.	1300	Equipment	\$0		\$0	
		c. Web server (saa.archivists.org) -- FY2012, '16, etc.	1300	Equipment	\$0		\$0	
	2	Replace PCs every four years, per machine				\$3,500		\$5,000
		a. 2 PCs for BD*, LG -- FY 2013, 2017, etc.	1300	Equipment	\$3,500		\$0	
		b. 3 PCs for SD*, TJ, JSp -- FY 2010, 2014, etc.	1300	Equipment	\$0		\$0	
		c. 3 PCs for NB*, RM*, CS -- FY 2011, 2015, etc.	1300	Equipment	\$0		\$0	
		d. 3 PCs for TB*, JSc, AL -- FY 2012, 2016, etc.	1300	Equipment	\$0		\$5,000	
		* Denotes laptop						
	3	Replace Apple workstation every four years				\$0		\$0
		iMac estimated @ \$1250 -- FY2013, 2017, etc.	1300	Equipment	\$0		\$0	
	4	Ongoing Drupal Development @ \$125/hr				\$0		\$0
					\$0		\$0	
				Total Income		\$3,500		\$5,000
				Total Expenses				
				(Gain) / Loss From Operations		\$3,500		\$5,000

**The Society of American Archivists
"B List" Items
Fiscal 2013 Budget**

Items on the "B List" are those that 1) the Council has designated for inclusion on the proposed budget "B List"; 2) the staff believes warrant Council discussion; or 3) the staff hoped to include in the proposed budget but removed in order to achieve a workable bottom line. "B List" items are described in the appropriate program planners, but the dollar amounts that they represent are not included in the bottom line in the planners or in any of the financial summaries.

<u>Cost Center</u>	<u>Description</u>	<u>Amount</u>	<u>Account #</u>
Advocacy	Work with members and PR counsel to determine method(s) for measuring the impact of archives, or ROI of archives, to craft compelling message to resource allocators.	\$ 3,000.00	10-107-5200
Advocacy	Conduct benchmark survey of archives users to determine their level of awareness of the "value" of archives/archivists in their communities and at the national level.	5,000.00	10-107-5200
American Archivist	American Archivist Online Supplement to Vol. 75 copyediting	1,000.00	10-102-5370
American Archivist	American Archivist Online Supplement to Vol. 75 design	2,500.00	10-102-5350
American Archivist	American Archivist Online Supplement to Vol. 75 uploading	384.00	10-102-5335
Governance	Grant writer to assist in preparing Annual Meeting virtual access	2,000.00	10-108-5200
Governance	Grant writer to assist in preparing Mosaic Scholarship funding proposal	2,000.00	10-108-5200
Governance	Conduct one all-member referendum as needed	2,000.00	10-108-5200
Annual Meeting	Audiovisual (videotaping of plenaries)	4,700.00	10-192-5360
Net Expense/(Savings)		\$ 22,584.00	