

ACMP PNW DRAFT Budget Jan-2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Comments
Bank Balance as of 1/1/19	\$ 12,678													
Events and Membership Expense														
Member life cycle gifts				\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 900	\$100 for member life cycle gifts, strating April 2019
Regional conference 2019									\$ 1,000				\$ 1,000	Place holder for potential expenses - perhaps marketing
Volunteer/TLT Recognition			\$ 50	\$ 200			\$ 200			\$ 200			\$ 650	\$200 budget amounts for potential "unsponsored" meeting
Semi - annual social							\$ 750				\$ 750		\$ 1,500	
Board Nomination/Sponsor Recruitment			\$ 2,000										\$ 2,000	
Printing				\$ 500									\$ 500	Brochures, leave behinds
VE Summit Booth				\$ 750									\$ 750	Potential to exhibit at the VE Summit
SEA Learning Events			\$ 1,364			\$ 564			\$ 564			\$ 564	\$ 3,056	Mar \$800 is for two online events registration fees, \$564 includes 8% of revenue for RegOnline/authorize.net and elavon charges
PDX Learning Events			\$ 300			\$ 300			\$ 300			\$ 300	\$ 1,200	Estimated expense for learning events
SEA Prosci Event			\$ 2,565							\$ 2,565		\$ 2,565	\$ 7,695	Cost to host event
PDX Prosci Event			\$ 1,980							\$ 1,980			\$ 3,960	Cost to host event
PDX coffee chat			\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 3,000	Sponsored in kind, see revenue section for corresponding revenue
Member Happy Hour										\$ 1,000			\$ 1,000	
Total Anticipated Events and Membership Exp	\$ -	\$ -	\$ 8,559	\$ 1,850	\$ 400	\$ 1,264	\$ 1,350	\$ 400	\$ 2,264	\$ 6,145	\$ 1,150	\$ 3,829	\$ 27,211	
Operations (Fixed cost) Expense														
Membership letter for enotices		\$ 100											\$ 100	Letters to membership for consent for e notification, assumes all members get a letter (182 people)
Domain Hosting (NewTek/Go Daddy)		\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 91	Assumes Newtek hosting until end of 2019 based on 501c3 status
Insurance									\$ 1,900				\$ 1,900	Annual D&O Premium
Board Orientation Books			\$ 21			\$ 126							\$ 147	new board member Feb/6 new members in June
Regonline Fees for Events		\$ 26	\$ 262										\$ 288	Assuming regonline until April when WA is launched
Authorize.net monthly	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 240	Assumes this is needed with Wild Apricot
Authorize.net trans/batch fees		\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 55	Expense varies with CC use for events, assumes still needed with Wild Apricot
Outgoing President Gift						\$ 150							\$ 150	Annual gift
Bank Fees	\$ 10	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 65	Change banks, these go away
Annual Board Retreat		\$ 700						\$ 700					\$ 1,400	2 retreats per year
Registered Agent Fee (Attorney)		\$ 200											\$ 200	Apex Law annual fee for acting as registered agent
Elavon Fees	\$ 63	\$ 64	\$ 180	\$ 163	\$ 118	\$ 118	\$ 118	\$ 118	\$ 118	\$ 118	\$ 118	\$ 118	\$ 1,414	Assumes this stays even with Wild Apricot
Quickbooks online subscription	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 39	\$ 464	Accounting system subscription
WordPress hosting			\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 120	ACMP Website hosting fee
Wild Apricot					\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 720	Wild Apricot at <500 starting in May
Marketing support			\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 3,600	2/26: increased to \$360 / month for ~8 hrs. @ \$45/hr
Admin Office	\$ 225	\$ 465	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 6,190	Feb includes mail box rental for permanent address
Zoom teleconferencing					\$ 150								\$ 150	Maintaining for 2019 pending O365 change
Marketing logos, swag, etc.				\$ 1,500									\$ 1,500	One time in 2019 to finish work started in 2018
Tax Prep - new fiscal						\$ 750							\$ 750	One time for 2019, moved to June as tax date is May15
1023 application fee		\$ 600											\$ 600	One time for 1023 application
WordPress theme purchase					\$ 100								\$ 100	One time for 2019
Total Anticipated Operations Fixed Expenses	\$ 357	\$ 1,632	\$ 1,462	\$ 1,162	\$ 1,207	\$ 1,483	\$ 1,207	\$ 1,907	\$ 3,107	\$ 1,207	\$ 1,207	\$ 1,207	\$ 17,144	Avg. \$1429 FIXED, ongoing expenses per month
Total Anticipated Operations One Time Expenses	\$ -	\$ 600	\$ -	\$ 1,500	\$ 250	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100	
Total Anticipated Expenses	\$ 357	\$ 2,232	\$ 1,462	\$ 2,662	\$ 1,457	\$ 2,233	\$ 1,207	\$ 1,907	\$ 3,107	\$ 1,207	\$ 1,207	\$ 1,207	\$ 20,244	
Anticipated Events and Membership Revenue														
Global Rebate			\$ 1,700		\$ 1,700			\$ 1,700			\$ 1,700		\$ 6,800	
Sponsorship													\$ -	
Regional conference 2019													\$ -	
SEA Learning Events Q1 - Q4			\$ 800			\$ 800			\$ 800			\$ 800	\$ 3,200	4 at \$800 each on top of two webinars
PDX Learning Events Q1-Q4			\$ 500			\$ 500			\$ 500			\$ 500	\$ 2,000	4 events @ \$500 each
SEA Prosci Event			\$ 8,400							\$ 8,400		\$ 8,400	\$ 25,200	Represents 20% revenue share for 15 people
PDX Prosci Event			\$ 10,080							\$ 10,080			\$ 20,160	Forecasted actual
PDX Coffe Chats			\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300		\$ 2,700	In kind sponsorship, December typically does not have a sponsor due to holidays. See expense section for corresponding cost
Volunteer Hours Reimbursement												\$ 2,000	\$ 2,000	Low estimate for Alistair's hours
Total Anticipated Revenue	\$ -	\$ -	\$ 21,780	\$ 300	\$ 2,000	\$ 1,600	\$ 300	\$ 2,000	\$ 1,600	\$ 18,780	\$ 2,000	\$ 11,700	\$ 62,060	
Cash on hand	12,321	12,321	10,090	30,408	28,046	28,589	27,956	27,049	27,142	25,635	43,208	44,001		
Net Income	-	(2,232)	20,318	(2,362)	543	(633)	(907)	93	(1,507)	17,573	793	10,493		
Total anticipated cash on hand	12,321	10,090	30,408	28,046	28,589	27,956	27,049	27,142	25,635	43,208	44,001	54,494		
Anticipated revenue in excess of expenses 2019	\$ 14,605											(8,574)	45,920	6 months operating expenses = \$8574, need to keep this on hand at all times ANTICIPATED AVAILABLE CASH AT EOY 2019