

**City Clerks Association of California**  
**2015-16 Budget - Revised 10/17/2015**  
 July 1, 2015 - June 30, 2016

as of 6/2/15

Revenue \$ 274,683  
 Expenses \$ (301,155)  
 Budget \$ (26,472)

Amendments Approved 10/17/2015	2014-15	2014-15	2014-15	2014-15	2015-16		
	Actual	Budget	over Budget	% of Budget	Proposed	Encumbered	
<b>REVENUES</b>							
Total Membership Dues	96,530	89,688	6,842	108%	\$ 92,700		34%
<u>Investments</u>							
Interest-Sav, CD, Check	25	25	0	100%	\$ 25		
Total Investments	25	25	0	100%	\$ 25		0%
<u>Conference Revenue</u>							
Advanced Academy Fees	4,600	5,500		84%	\$ 4,500		
Exhibitor Fees	25,550	19,000			\$ 25,550		
Exhibitor Sponsorships	21,500	18,000			\$ 21,500		
Registration Fees including events	67,285	85,000			\$ 74,208		
Total Conference Revenue	118,935	127,500	-8,565	93%	\$ 125,758		46%
Handbook Revenue	2,520	1,500	1,020	168%	\$ 2,000		1%
<u>Fundraising Revenue</u>							
Fundraising Revenue	7,208	10,000		72%	\$ 5,000		
Scholarship Fund frm Dues	200	200	0	100%	\$ 200		
CCAC Store Sales	1,045	3,000	-1,955	35%	\$ 3,000		
Total Fundraising Revenue	8,453	13,200	-4,747	64%	\$ 8,200		3%
Advertising Revenue	10,000	8,000	2,000	125%	\$ 10,000		4%
<u>Training Revenue</u>							
Nuts & Bolts	27,069	31,000	-3,931	87%	\$ 30,000		
Athenian Dialogue	5,270	1,500	3,770	351%	\$ 6,000		
Total Training Revenue	32,339	32,500	-161	100%	\$ 36,000		13%
<b>TOTAL INCOME</b>	<b>268,802</b>	<b>272,413</b>	<b>-3,611</b>	<b>99%</b>	<b>\$ 274,683</b>		<b>100%</b>
<b>EXPENSES</b>							
Presidential Expenses	5,500	7,500	-2,000	73%	\$ 6,000		
Institute Directors Conf Attendance	2,357	6,000			\$ 6,000		
Operating Expenses (supplies/copying/mail/licenses)	739	1,513		49%	\$ 1,513		
Bank & Credit Card Processing Fees	6,000	6,000			\$ 6,000		8%
Total Direct Expenses	14,596	21,013			\$ 19,513		
<u>Professional Services</u>							
Accounting & Tax Prep	3,500	3,500	0	100%	\$ 3,500		
Bond Expense (every other year - 2016 / 2018)	0	1,000	-1,000	0%	\$ 1,000		
Insurance	3,320	3,500	-180	95%	\$ 3,500		
Legal Fees	0	1,500	-1,500	0%	\$ 1,500		
Election Expenses (Martin & Chapman)	1,800	1,800	0	100%	\$ 1,800		
Other: Structural Study (from fund balance - not repeat)	6,980		6,980			\$ 7,000	
NEW: SMA Association Management (Bookkeeping/Mmbr) <sup>1</sup>					\$ 17,200		Nov 2015 to Jun 2016 (8 mos)
NEW: Capitol Tracker (Legislative Tracker) \$159/mo					\$ 1,272		Nov 2015 to Jun 2016 (8 mos)
Total Professional Services	15,600	11,300	4,300	138%	\$ 29,772		10%
<u>Committees Expenses &amp; Travel</u>							
General	138	500	-362	28%	\$ 500		
Legislative	1,816	2,500	-684	73%	\$ 2,500		
Nominations	0	100	-100	0%	\$ 100		
Educ / Prof. Development	2,062	3,000	-938	69%	\$ 3,000		
Hospitality Committee	89	300	-211	30%	\$ 150		
Total Committees	4,106	6,400	-2,294	64%	\$ 6,250		2%
Recognition & Awards	500	500	0	100%	\$ 500		
Membership Dues Payouts	38,772	35,000		111%	\$ 40,000		13%
<u>Technology</u>							
Software Purchase (Quickbooks/On-line/Virus)	387	750			\$ 750		
Memberclicks - annual (going forward \$4200)	4,947	4,200	747	118%	\$ 5,000		
Technology	5,334	4,950	384	108%	\$ 5,750		2%
Annual Conference Expenses	108,520	106,800	1,720	102%	\$ 108,500		36%

Amendments Approved 10/17/2015	2014-15	2014-15	2014-15	2014-15	2015-16		
	Actual	Budget	over Budget	% of Budget	Proposed	Encumbered	
IIMC & Region IX expense & candidate support	4,870	4,200		116%	\$ 4,370		
Handbook	0	0	0		\$ -		
<b>Restructuring Outreach &amp; Extra Board Meetings</b>	0	0	0		<b>\$ 8,000</b>		\$6500 less \$2500 sponsorship
Board Meeting Expense	22,280	13,000	9,280	171%	\$ 15,000		5%
<u>Fundraising &amp; Store Expense</u>							
Fundraising Expenses	1,295	5,000			\$ 2,000		
Store Expenses	3,695	1,500			\$ 1,500		
Fundraising	4,990	6,500			\$ 3,500		1%
<u>Training expenses</u>							
Nuts & Bolts	14,594	12,000	2,594	122%	\$ 14,000		
Athenian Dialogue	4,737	750			\$ 5,000		
Total Training expenses	19,332	12,750	6,582	152%	\$ 19,000		6%
<u>Scholarships</u>							
MCEF Contribution	2,500	2,500			\$ 2,500		
Scholarships - CCAC Conf.	2,284	2,500	-216	91%	\$ 2,500		
Scholarships - TTC / LTC / MMCA	37,470	33,000	4,470	114%	\$ 33,000		
Scholarships -Alternative	1,800	3,000	-1,200	60%	\$ 3,000		
Scholarship funded by others	-1,500						
Encumbered carry forward from 2014 to 2015	0	0			\$ 3,645		
Encumbered Full Registration Scholarship					\$ 9,256		\$ 12,901
Total Scholarships	42,554	41,000	1,554	104%	\$ 41,000	\$ 12,901	14%
<u>Special Projects</u>							
LOCC Booth	3,413	9,000			\$ -		
Video Production for Promotion							
Total Special Projects	3,413	9,000	0	38%	\$ -	\$ -	0%
<b>TOTAL EXPENSES</b>	<b>284,865</b>	<b>272,413</b>	<b>12,452</b>	<b>105%</b>	<b>301,155</b>	<b>12,901</b>	<b>97%</b>
<b>NET INCOME / (LOSS)</b>	<b>-16,063</b>	<b>0</b>	<b>-16,063</b>		<b>-26,472</b>	<b>N/A</b>	

<sup>1</sup>Breakdown of SMA Contract Costs

<u>Budget 2015-16:</u>	\$ 17,200.00
Nov 2015 to June 2016 (\$2100 per month)	17,200.00
<u>Budget 2016-17:</u>	\$ 26,178.00
Jul 2016 to Dec 2016 (\$2100 per month)	12,900.00
Jan 2017 to Jun 2017 (\$2163 per month)	13,278.00
<u>Budget 2017-18:</u>	\$ 26,945.34
Jul 2017 to Dec 2017 (\$2163 per month)	13,278.00
Jan 2018 to Jun 2018 (\$2227.89 per month)	13,667.34