

NACEP 2015 Proposed Budget
Initial Draft Discussed by Board October 25, 2014
Draft Presented for Approval January 2015

	2014 Actual (As of 1/23)	2014 Budget	Units	Rate	2015 Proposed	Notes
INCOME						
Accreditation Fee Income						
Accreditation Application Processing Fee	2,700	4,500	10	300	3,000	9 received 2014
Accreditation Intent Form Filing Fee	2,200	3,000	26	100	2,600	
Annual Fee for Accredited Members	9,000	8,900	92	100	9,200	# of programs accredited as of April 2014
Reaccreditation Application Processing Fee	400	1,000	16	200	3,200	16 up for reaccreditation
Total Accreditation Fee Income	14,300	17,400			18,000	
Conference Revenues						
Conference Registration Fees	345,043	253,850	800		386,900	Based on 800 total attendance & increase from Chicago registration rates
Conference Sponsorship	19,730	15,500			20,000	
Total Conference Revenues	364,773	269,350			406,900	
Membership Dues						
Individual Membership Dues	200	250	4	50	200	Individual membership allowed under limited circumstances
Partner Membership Dues	5,913	3,750	5	125	625	Currently 5 "other" partner members
Partner Secondary Membership Dues			40	125	5,000	Currently 34 secondary partner members
Partner State Agency Membership Dues			25	125	3,125	Currently 19 state agency partner members
Postsecondary Membership Dues	126,828	103,500	290	450	130,500	Currently 310 members as of 1/1/15; equivalent to 282 paid
Total Membership Dues	132,941	107,500			139,450	Represents 5% growth in membership dues
Other Revenue						
Interest Earned	321				300	
Refunds and rebates	168					
Reimbursement Income	50					
Total Other Revenue	539	0			300	
Professional Services Revenue						
Contracted Technical Assistance					10,000	Contract with Green River State College
Sales of Publications & Promotional Materials	210					
Speakers Fees	500	500			500	
Washington Policy Seminar Registration Fees	2,300	3,000	35	150	5,250	Increased attendance and rates
Workshops	20,800	15,000			20,000	Based on three workshops
Total Professional Services Revenue	23,810	18,500			35,750	
TOTAL INCOME	536,362	412,750			600,400	

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EXPENSES						
Committees and Board Initiatives						
Accreditation Commission	5,696	12,000				Moved to Professional Services
Ambassadors	2,829	7,500				Included in travel
Board Meetings	11,065	14,000				Moved to Operations: Meeting Expenses
Committee Expenses	1,828	10,000				Committee budgets included in functional expenses
Integrated Evaluation System		3,375				Contract terminated; falls under Strategic Planning if we pursue a new vendor
Research Mini-Grants	1,500	1,500				Moved to Professional Services: Grants to Organizations
Strategic Planning Initiatives	8,900	19,500				Amount included in functional expenses
Total Committees and Board Initiatives	31,818	67,875			0	
National Conference						
National Conference Expenses - 2013	1,970					
National Conference Expenses - 2014	324,868	247,638				
National Conference Expenses - 2015	188				305,874	Assumes 800
Total National Conferences	327,026	247,638			305,874	
Operations and Administration						
Accounting Fees	6,822	2,500			2,500	
Advertising & Promotions	750				1,500	Recognition of accredited programs, non-conference giveaways
Awards	198	200			200	
Bank Fees	683	150			750	Increased payments for membership by credit cards
Equipment	3,333	2,500			3,000	
Furniture	1,437	1,500			1,500	
Insurance - Liability and Directors/Officers	2,171	2,075			2,075	
Legal Fees	2,050	3,500			2,000	
Meeting Expenses					15,000	Costs of Board, Commission meetings
Multimedia Services					3,500	Videography of events, graphic design, stock photographs
Other Operational Expenses	252				0	
Postage and Shipping	3,162	3,600			3,200	
Printing and Publications	5,244	3,600			7,000	Additional costs stemming from strategic planning & committees
Rent	10,382	9,600			9,600	
Software	1,654	5,500			6,000	Increase for new customer relationship management + upgraded webinar service
Supplies and Materials	1,380	4,000			2,000	
Telecommunications	2,971	2,400			2,400	
Teleconferencing Expenses	3,475	3,000			3,000	New webinar service will reduce telephone usage
Travel					13,000	Shifted from Staff expenses & includes non-staff travel from committees/stratplan
Total Operations and Administration	45,967	44,125			78,225	

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Professional Services Expenses						
Contracted Professional Services					18,000	Consultants for Research, Green River, Commission, Reports & Comm. Plan
Grants to Organizations					1,500	Research mini-grants
Washington Policy Seminar	3,902	7,000			6,000	
Workshops	14,977	6,000			15,000	Estimate of expenses for three workshops
Total Professional Services Expenses	18,879	13,000			40,500	
Staff Expenses						
Employee Benefits	4,228	6,736			8,330	5% employer contribution to retirement (plus 2014 owed to Eric)
Payroll Service	1,293				1,300	Accidentally omitted in 2014 budget
Payroll taxes (Employer's Share)	12,128	12,952			13,879	Assumes 9% of salary and wages
Salary - Events Coordinator					33,660	Contractual 2% cost of living increase
Salary - Director of Communications	53,152	53,550			48,555	Proposed 2.5% cost of living incr - 6 weeks estimated unpaid maternity leave
Salary and Bonus - Executive Director	65,672	65,672			72,000	Proposed new base salary + \$2,000 potential bonus
Staff Recruitment	389				400	
Staff Training & Professional Development		250			250	
Support Staff Wages	19,880	22,912			10,000	Interns, temporary workers (including fill for maternity leave)
Travel	10,929	11,000				Accountant recommended shifting this to operations to include non-staff travel
Worker's Compensation Insurance	1,346	1,600			1,600	
Total Staff Expenses	169,018	174,672			189,974	
Uncategorized Expense	477					
TOTAL EXPENSES	593,185	547,310			614,573	
NET INCOME	(56,823)	(134,560)			(14,173)	