Budget Assumptions

Bank Services Fees = 2.85%

Registration Processing Fee = $5.55 (note this is not $3.50 as ALA originally said it would be)

Overhead for Webinars/Courses = 13.25%

Overhead for Forum, Preconferences = 26.5%

0000 - Administration

4000-0000 = Membership dues

$127,000 (FY2018 estimate = $134,000 - 5% reduction)

ACTUAL: 124,960

5000-0000 = Salaries (no raises for FY19)

$148,803 per Prophix

ACTUAL: 151,048

5010-0000 = Employee Benefits

$50,156 per Prophix

ACTUAL: 46,055

5016-0000 = Professional memberships (ASAE, Association Forum of Chicago)

$482 (2 for Chicago Association Forum + $325 for ASAE for ED)

5122-0000 = Bank Service Fees

$3,620 ($127,000 x 2.85%)

ACTUAL: 2,525

5216-0000 = Business Meetings

$270 (2 staff for Association Forum Holiday Showcase)

5430-0000 =

Add Zoom license fee here

5500-0000 = Operating supplies
$200 ($100 each for Midwinter and Annual)

5523-0000 = Postage
$50

5430-0000 = Web Expenses
$129.99 (annual fee for lita.xxx domain name charge from ALA)

5530-0000 = Depreciation F/E (number is provided by ALA)
$376
ACTUAL: 1,652

5599-0000 = Miscellaneous expenses
$100

5904-0000 = Transfer to/from Endowment
$8,419 (transferred in from the Endowment based on 5% average)

5905-0000 = Telephone (RCN Charges)
$50

5910-0000 = Repro
$300

5200 - Governance

5210-5200 = Transportation for President-elect Orientation, CEO Symposium
$1,000 ($400 for pres-elect travel to ASAE + $100 misc travel for ASAE + $500 for pres-elect travel for orientation)
ACTUAL: 412

5212-5200 = Lodging and meals for President-elect Orientation, CEO Symposium

$2,350 ($1,400 for 2 for ASAE for 2 nights + $200 for 2 for 2 dinners at ASAE + $100 for 2 misc meals for 2 at ASAE + $500 for 2 nights hotel for pres-elect orientation + $150 for 3 for dinner at pres-elect orientation)
ACTUAL: 666

5216-5200 = Business meetings, CEO Symposium registrations
$1,990 (2 registrations for CEO Symposium)
ACTUAL: 2,190

5599-5200 = Gavel
$32 (President's Gavel)
ACTUAL: 65 (for 2 years)

5910-5200 = Repro (moving to 5370)
$0

5201 Membership Promotion

5302-5201 = Happy Hour
$1,000 ($500 each for Midwinter and Annual)
ACTUAL: 693

5306-5201 = Awards, Emerging Leader stipends
$2,000 ($1,000 for EL + $1,000 for 2nd EL from FY2018 annual fundraising campaign)

5402-5201 = Outside printing (laptop stickers, museum buttons, etc.)
$500 (swag)

5523-5201 = Postage when mailing to members
$100

5901-5201 = Production Services

5910-5201 = Repro (moved to 5370)
$0 (Membership Flyer)

5204 External Relations

4400-5204 = Awards and scholarship donations
$7,000 ($500 Kilgour + $1,500 Ex Libris + $1,500 Hi Tech + $3,500 Larew)

5122-5204 = Bank Service Fees
$200

5150-5204 = Shipping plaques to award recipients
$300

5306-5204 = Award plaques/certificates + shipping to HQ, award payouts to recipients
$5,690 ($665 + $25 + $5,000 for award payouts to recipients)
Added $100 sponsorship of FTRF's 50th anniversary reception at Annual 2019
ACTUAL: check for Larew Scholarship check

5230 ITAL

4421-5230 = Royalties
$2,000

5400-5230 = Editor stipend
$1,500

5912-5230 = IUT Production Services for Editing/Proofreading
$3,000 (conservative estimate, will monitor; was $1,235 in FY2017)
ACTUAL: 1,991

5231 Newsletter

4142-5231 = Job Site sales revenue
$20,000
ACTUAL: 19,339

5122-5231 = Bank Service Fees
$570

5910-5231 = Repro (moved to 5370)
$0 (Job Site flyer)

5239 LITA Now Donations

4400-5239 = Donations
$2,000

5122-5239 = Bank Service Fees
$57

5258 Publications

4421-5258 Royalties
$6,000 ($1,000 from ALA Editions past titles + $1,000 from ALA Editions new titles + $4,000 from Rowman & Littlefield)
ACTUAL: 6,482

5400-5258 = Publications (Books) Acquisitions editor stipend
$1,500

5911-5258 = Overhead
$795 ($6,000 x 13.25%)

5314 Web Courses

4200-5314 = Registration revenue
$19,800 (4 courses per year x 30 registrants each x $165 average registration cost)
ACTUAL: $12,895

5122-5314 = Bank Service Fees
$564 ($19,800 x 2.85%)

5305-5314 = Instructor honoraria

$2,000 ($500 honorarium x 4 courses)

5940-5314 = MaCS registration fees

$777 (4 courses x 30 registrants each = 140 x $5.55)

ACTUAL: check for reg processing

5911-5314 = Overhead

$2,624 ($19,800 x 13.25%)

ACTUAL: 1,709

5315 Webinars

4200-5315 = Registration revenue

$21,000 (8 webinars x 35 participants x $75 average registration cost)

ACTUAL: 10,902

5122-5315 = Bank Service Fees

$599 ($21,000 x 2.85%)

5305-5315 = Presenter honoraria

$1,200 ($150 honorarium x 8 presenters)

ACTUAL: $600

5400-5315 = Stipend for new Education Acquisitions Editor

$1,500

5910-5315 = Repro (moved to 5370)

$0 (CE Flyer)

5940-5315 = MaCS registration fees

$1,554 (8 webinars x 35 registrants each = 280 x $5.55)

5911-5315 = Overhead

$2,783 ($21,000 x 13.25%)

ACTUAL: 1,445

5353 Forum

4200-5353 = Registration revenue

$152,000 (Increased past estimate of 250 attendees to 400 based on 2018 revamp, $380 per reg)

Updated to $114,000 for 300 attendees based on late start marketing

Revised to $104,500 in September due to late start marketing

ACTUAL: 82,321

4400-5353 = Donations

$10,000 (Based on $8,000 for 2017 and revamping outreach to sponsors for 2018)

ACTUAL: 2,851

5110-5353 = Reception with Minitex

$1,473

5122-5353 = Bank Service Fees

$4,332 ($152,000 x 2.85%); update: revised to $3,249; revised to $2,978

ACTUAL: 1,902

5210-5353 = Staff travel expenses

$1,600 ($600 staff travel to 2018 Forum + $800 staff travel to 2019 Forum site visit + $200 staff ground transportation)

ACTUAL: 473

5212-5353 = Lodging and meal expenses

$1,500 ($1,000 for 4 nights staff hotel + $400 for 4 staff dinners + $40 for 2 staff breakfasts + $60 for 2 staff lunches)

ACTUAL: 1,018

5302-5353 = Meal Functions

$70,000 (revamp means adding another lunch and more attendees for snacks, reception, breakfasts, etc.)

Revised to $40,000 based on new registration #s
ACTUAL: 46,415

5304-5353 = Speaker Expenses
$1,400 ($800 travel for 2 keynote speakers + $400 for meals for 2 keynote speakers + $200 airport travel for 2 keynote speakers)
ACTUAL: 1,222

5305-5353 = Keynote honoraria
$1,000 ($500 each for 2 keynote speakers)

5306-5353 = Scholarships
$6,000 (4 scholarship recipients x $1,500 each)
ACTUAL: 0

5309-5353 = AV
$30,000 ($16,000 in 2014, $23,000 in 2015, $25,000 in 2016; increased by $5,000 for revamp)
ACTUAL: 23,439

5402-5353 = Outside Printing (FedEx for signage)
$2,000 ($2,100 in 2014, $2,200 in 2015, $2,000 in 2016)
ACTUAL: 1,454

5430-5353 = Domain name, WordPress themes
$59 ($0 for litaforum.org, which then won't be due again for $97 until FY2020 + $59 for maintenance of 2016 theme)

5500-5353 = Operating Supplies
$100

5599-5353 = Miscellaneous Expenses (swag)
$500
ACTUAL: 991

5901-5353 = Production Services for Forum fold-up, etc.
$400 ($195 in 2015, $360 in 2016)

ACTUAL: 889

5909-5353 = Distribution (Mail)
$25

5911-5353 = Overhead
$40,280 ($152,000 x 26.5%)
Updated to $30,210 based on new registration #s
Revised to $27,693
ACTUAL: $21,060

5940-5353 = MaCS registration fees
$2,220 (400 attendees x $5.55)
Updated to $1,665 based on new registration #s
Revised to $1,526
ACTUAL: 1,444

5370 Midwinter and Annual

5210-5370 = Staff travel expenses (Seattle and Washington D.C.)

5212-5370 = Inaugural expenses
$150 (3 presidents)

5300-5370 = Facilities Rent (room change/setup)
$125 for Joint Board Meeting at Annual 2019

5301-5370 = Conference Equipment Rental (microphones)
ACTUAL: 216

5302-5370 = Midwinter Town Hall catering
$2,000 ($3,100 in 2015, $2,800 in 2016, $3,000 in 2017
Revised to $2,000 due to declining attendance
ACTUAL: 2,533

5304-5370 = Speaker expenses

$1,100 ($400 hotel President's Program speaker hotel for 2 nights + $200 for PP speaker meals for 2 days + $400 PP speaker travel + $100 for PP ground transportation)

ACTUAL: $523

5305-5370 = Speaker honoraria

$1,500 (President's Program speaker)

ACTUAL: Watch for speaker honorarium

5500-5370 = Operating Supplies

$100

5599-5370 = Miscellaneous Expenses

$100

5910-5370 = Reproduction Center

$500 ($1,400 in 2014, $400 in 2016, $218 in 2017; moved other project lines for Repro here)

ACTUAL: 396

5387 Annual Conference Preconference I - Metadata Tools

4200-5387 = Registration Revenue

$2,800 ($140 lowest fee x 20 attendees)

ACTUAL: 7,970

5302-5387 = Meals/Catering

$800 (snack break + beverages)

ACTUAL: 0

5304-5387 = Speaker Expense (lodging for one night)

ACTUAL: 217

5309-5387 = AV

$800 (projector + microphone)

ACTUAL: 0

5911-5387 = Overhead

$742 ($2,800 x 26.5%)

ACTUAL: 2,112

5388 Annual Conference Preconference II - Git and GitHub

4200-5387 = Registration Revenue

$1,250 ($140 lowest fee x 20 attendees)

ACTUAL: 3,440

5302-5387 = Meals/Catering

$800 (snack break + beverages)

ACTUAL: 0

5309-5387 = AV

$800 (projector + microphone)

ACTUAL: 0

5911-5387 = Overhead

$742 ($2,800 x 26.5%)

ACTUAL: 912

5388 Annual Conference Preconference II (AvramCamp)

5389 Annual Conference Preconference III - AvramCamp

4200-5388 = Registration revenue

$1,250 ($25 registration fee x 50 attendees)

ACTUAL: 750

4400-5387 = AvramCamp Sponsorships

$6,000

ACTUAL: 2,000 not showing up here

5302-5388 = Meals/Catering

$800 (snack break + beverages; lunch not included)

ACTUAL: 0

5306-5387 = Scholarship Recipients

$2,625 ($500 x 5 scholarships + 5 registrations)

ACTUAL: not showing up here

5309-5388 = AV

$800 (projector + microphone)

ACTUAL: 0

5911-5388 = Overhead

$331 ($1,250 x 26.5%)

ACTUAL: 199