

## Budget Assumptions

Bank Services Fees = 2.85%

Registration Processing Fee = \$5.75 (note this is an increase of 20¢)

Overhead for Webinars/Courses = 13.25%

Overhead for Forum, Preconferences = 26.5%

## FY20 Projections

Revenues = \$246,970

Revenues = \$274,570

Expenses = \$321,169 (previous elearning proposal)

Expenses = \$291,098

Expenses = \$287,949

Net Revenue = \$(20,306)

Net Revenue = \$(46,599) (previous elearning proposal)

Net Revenue = **\$(44,128)**

## 0000 - Administration

4000-0000 = Membership dues

\$121,920 ( FY19 estimate of \$127,000 - 4% reduction)

5000-0000 = Salaries (assumes no raises for FY20)

\$168,852 (includes a larger salary increase for new Program Officer)

\$160,744 (includes a salary increase for new Program Officer)

5010-0000 = Employee Benefits

\$53,094 (per Prophix)

\$52,073 (per Prophix)

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

\$625 (\$300 for Chicago Association Forum for Manager + \$325 for ASAE for ED)

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

5110-0000 = Professional Services (ACS captioning)

\$125

5122-0000 = Bank Service Fees

\$3475 (\$121,920 x 2.85%)

5216-0000 = Business Meetings

\$170 (Association Forum Holiday Showcase for Manager)

\$270 (2 staff for Association Forum Holiday Showcase)

5430-0000 = Web Operating Expenses

\$464 (\$384 Zoom license fee +\$80 for 2 domain names - sfnotables.com, sfnotables.org; added a 2nd Zoom meeting license)

\$392 (\$312 Zoom license fee +\$80 for 2 domain names - sfnotables.com, sfnotables.org)

For FY21, add \$31.98 for litablog.com for 3 years starting on 12/27/19

5500-0000 = Operating supplies

\$200 (\$100 each for Midwinter and Annual)

5501-0000 = Equipment and software

\$200 = Airtable licenses for pilot

5523-0000 = Postage

\$50

5530-0000 = Depreciation F/E (number is set by ALA)

\$1,407 (set by ALA)

\$1,161 (FY19 figure)

5599-0000 = Miscellaneous expenses

\$100

5904-0000 = Transfer to/from Endowment

\$9,392 (set by ALA based on 5% rolling average)

5905-0000 = Telephone (RCN Charges)

\$50

5909-0000 = Mail

\$25 (mailing thank you cards and stamps to the LITA President)

5910-0000 = Reproduction Center

\$300

## 5200 - Governance

5210-5200 = Transportation for CEO Symposium

\$500 (\$400 for VP travel to Chicago + \$100 misc local travel for ASAE)

5212-5200 = Lodging and meals for CEO Symposium

\$900 (\$700 for VP for 2 nights + \$200 for VP and ED for 2 dinners)

5216-5200 = Business meetings, CEO Symposium registrations

\$2,190 (2 registrations for CEO Symposium; registration fee has increased)

\$1,990 (2 registrations for CEO Symposium)

5599-5200 = Gavel

\$32 (President's Gavel)

## 5201 Membership Promotion

5302-5201 = Happy Hour

\$1,000 (\$500 each for Midwinter and Annual)

5306-5201 = Awards, Emerging Leader stipends

\$2,000 (\$1,000 for EL + \$1,000 for 2nd EL from FY19 annual fundraising campaign)

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

\$500

5523-5201 = Postage when mailing to members

\$100 (left in, but evaluate removing next year)

\$998.39/3 for postage for Core postcard

5901-5201 = Production Services (updates to marketing materials)

\$100

## 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 = Messenger Service

\$75 (\$25 shipping plaques to ALA HQ + \$50 shipping plaques to award recipients)

5306-5204 = Awards

\$5,720 (\$720 for plaques + \$5,000 for award payouts to recipients; cost for plaques has increased)

\$5,665 (\$665 for plaques + \$5,000 for award payouts to recipients)

## 5230 ITAL

4421-5230 = Royalties

\$2,000

5400-5230 = Editor stipend

\$1,500

5430-5230 = Web Operating Expenses

\$40 (domain name italjournal.org)

5912-5230 = Production Services for Editing/Proofreading  
\$2,000

## 5231 Newsletter

4142-5231 = Job Site sales revenue  
\$20,000

5122-5231 = Bank Service Fees  
\$570

5430-5231 = Web Operating Expenses  
\$120 (\$40 WordPress Theme + \$80 Domain Names - litajobs.com, litajobs.org)

## 5239 LITA Now Donations

4400-5239 = Donations  
\$2,000

5122-5239 = Bank Service Fees  
\$57

## 5258 Publications

4421-5258 Royalties  
\$4,000 (\$1,000 from ALA Editions past titles + \$3,000 from Rowman & Littlefield)

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

5911-5258 = Overhead  
\$530 (\$4,000 x 13.25%)

## 5314 Web Courses

4200-5314 = Registration revenue

\$31,200 (8 courses per year x 20 registrants each x \$195 average registration cost)

\$46,800 (8 courses per year x 30 registrants each x \$195 average registration cost)

5110-5314 = eLearning Coordinator (consultant)

\$2,080 (2 hours per week x 52 = 104 hours x \$20/hour = \$2,080)

5122-5314 = Bank Service Fees

\$889 (\$46,800 x 2.85%)

\$1,334 (\$46,800 x 2.85%)

5305-5314 = Instructor honoraria

\$7,000 (\$500 honorarium x 8 courses = \$4,000 + \$3,000 for bystander training)

5940-5314 = MaCS registration fees

\$920 (8 courses x 20 registrants each = 160 x \$5.75)

\$1,380 (8 courses x 30 registrants each = 240 x \$5.75)

5911-5314 = Overhead

\$4,134 (\$31,200 x 13.25%)

\$6,201 (\$46,800 x 13.25%)

5999-5314 = New eLS Revenue Share for Marketing List

\$3,120 (\$31,200 x 10%)

\$4,680 (\$46,800 x 10%)

\$21,060 (\$46,800 x 45%)

## 5315 Webinars

4200-5315 = Registration revenue

\$48,000 (16 webinars x 40 registrants x \$75 average registration cost)

\$60,000 (16 webinars x 50 registrants x \$75 average registration cost)

5110-5315 = eLearning Coordinator (consultant)

\$2,080 (2 hours per week x 52 = 104 hours x \$20/hour = \$2,080)

5122-5315 = Bank Service Fees

\$1,368 (\$48,000 x 2.85%)

\$1,710 (\$60,000 x 2.85%)

5305-5315 = Presenter honoraria

\$2,400 (\$150 honorarium x 16 presenters)

5400-5315 = Stipend for new Education Acquisitions Editor

\$1,500

5940-5315 = MaCS registration fees

\$2,760 (16 webinars x 30 registrants each = 480 x \$5.75)

\$4,600 (16 webinars x 50 registrants each = 800 x \$5.75)

5911-5315 = Overhead

\$6,360 (\$48,000 x 13.25%)

\$7,950 (\$60,000 x 13.25%)

5999-5315 = New eLS Revenue Share for Marketing List

\$4,800 (\$48,000 x 10%)

\$6,000 (\$60,000 x 10%)

\$27,000 (\$60,000 x 45%)

## 5353 Forum

5430-5353 = Web Operating Expenses

\$179 (\$59 Maintenance for Website Theme + \$120 Domain Name for 3 years)

\$99 (\$59 Maintenance for Website Theme + \$40 Domain Name)

## 5370 Midwinter and Annual

5210-5370 = Staff Travel Expenses

\$400 (local travel in Philadelphia and Chicago)

5212-5370 = Inaugural Expenses  
\$150 (3 presidents)

5302-5370 = Midwinter Town Hall Catering - Removed  
\$1,800

5304-5370 = Speaker Expenses (President's Program)  
\$1,100 (\$400 hotel for 2 nights + \$200 meals for 2 days + \$400 travel expenses + \$100 ground transportation)

5305-5370 = Speaker Honorarium (President's Program speaker)  
\$1,500

5500-5370 = Operating Supplies  
\$100

5599-5370 = Miscellaneous Expenses  
\$100

5910-5370 = Reproduction Center  
\$500

## 5387 Annual Conference Preconference 4 (Accessible PDFs)

4200-5386 = Registration revenue  
\$2,800 (\$140 lowest fee x 20 attendees)

5302-5387 = Meals/Catering  
\$600 (snack break + beverages)

5309-5387 = AV  
\$800 (projector + microphone)

5911-5387 = Overhead

\$742 ( $\$2,800 \times 26.5\%$ )

## 5387 Annual Conference Preconference I (AvramCamp)

4200-5388 = Registration revenue

\$1,250 ( $\$25$  registration fee  $\times$  50 attendees)

4400-5388 = Donations

\$4,000

5302-5388 = Meals/Catering

\$800 (morning snack break/beverages +  $\frac{1}{3}$  of shared afternoon snack break/beverages; lunch not included)

5306-5388 = Scholarships

\$3,000 (6 scholarships  $\times$  \$500 each)

5309-5388 = AV

\$800 (projector + microphone)

5911-5388 = Overhead

\$331 ( $\$1,250 \times 26.5\%$ )

## 5388 Annual Conference Preconference II (Privacy)

4200-5387 = Registration revenue

\$2,800 ( $\$140$  lowest fee  $\times$  20 attendees)

5302-5387 = Meals/Catering

\$300 ( $\frac{1}{3}$  of shared snack break + beverages)

5309-5387 = AV

\$800 (projector + microphone)

5911-5387 = Overhead  
\$742 ( $\$2,800 \times 26.5\%$ )

## 5389 Annual Conference Preconference III (CollectionBuilder)

4200-5387 = Registration revenue  
\$2,800 ( $\$140$  lowest fee  $\times$  20 attendees)

5302-5387 = Meals/Catering  
\$300 ( $\frac{1}{3}$  of shared snack break + beverages)

5309-5387 = AV  
\$800 (projector + microphone)

5911-5387 = Overhead  
\$742 ( $\$2,800 \times 26.5\%$ )