

2011 NEA DRAFT Budget		Calculations	2010 Requested	2010 Actual	2011 Requested
<b>INCOME</b>					
Hale Award account	interest		15	2	2
11-month CD - Hale	interest		300	171	175
Cash reserves - Fidelity	interest		150	15	15
Checking account	interest		-	-	-
Development	Vendor donations		7,000	6,275	7,000
Development	Newsletter ads		200	725	200
Development	Mailing label sales/other		50	100	50
Outreach	Contributions/talks	Preservation workshop25@\$15	375	-	-
Membership	Dues	new fee structure for nonmembs	15,000	13,725	14,000
Meetings	Conference Reg fees - Spring	est. registration + nonmemb fees	13,250	10,588	9,350
Meetings	Conference Reg fees - Fall	est. registration + nonmemb fees	10,500	8,895	10,500
Education	Workshop Reg fees	135@\$50 + 15@\$25 + 20@\$15 n	7,125	6,235	7,425
Programs	Summer with NEA reg fees			670	650
Miscellaneous			-	-	-
<b>TOTAL INCOME</b>			<b>\$ 53,965</b>	<b>\$ 47,401</b>	<b>\$ 49,367</b>

## EXPENSES

### BOARD

Accountant	Financial review, tax prep		1,300	1,600	1,600
Accounting software	Upgrade		-	-	-
Accounting training			200	390	-
Awards	DCA and DSA award certificates		-	36	400
Bank fees			-	10	10
Catering	Summer with NEA		-	285	300
Contract Labor			200	-	-
Contributions	Simmons/NEA mixer, Coalition for History		300	250	-
Dues & Subscriptions	SAA, SurveyMonkey		525	247	450
Fees	corp filing fee; bulk mail fee		235	235	235
Office Supplies			100	-	100
Postage - bulk mail	bulk mail account		-	-	-
Postage	stamps [not bulk mail]		85	44	85
Printing and Reproduction	photocopies for annual business meeting		20	-	20
Travel reimbursement	mileage reimb - winter/summer board meetings		500	-	500
NHPRC Scholarship	Archival Leadership Institute		550	-	-
ADA Compliance			2,000	-	2,000
<b>BOARD TOTAL =</b>			<b>\$ 6,015</b>	<b>\$ 3,097</b>	<b>\$ 5,700</b>

<b>COMMUNICATION</b>	new committee in 2010, first budget in 2011			
Advertising	print ads		-	1,000
Contract Labor - Inkspot	design info packet		-	500
Dues (paid by NEA to others)	need memberships in order to post info		-	100
Printing and Reproduction	print info packet		-	
	<b>COMMUNICATION TOTAL =</b>		\$ -	\$ 1,600

<b>DEVELOPMENT</b>				
Postage		75	70	75
Telephone		-	-	
	<b>DEVELOPMENT TOTAL =</b>	\$ 75	\$	75

<b>EDUCATION</b>				
Catering	for workshop attendees	2,000	913	2,000
Facilities (Room/Equipment)	for workshops	500	-	500
Honoraria	for workshop speakers	2,850	2,000	2,850
Office Supplies	for workshops	-	-	-
Printing & Reproduction	workshop packets	200	-	200
Travel/hotel reimbursement	for workshop speakers	1,300	729	1,500
	<b>EDUCATION TOTAL =</b>	\$ 6,850	\$ 3,642	\$ 7,050

<b>HAAS AWARD</b>	Fund contribution to ARMA by Board	\$ 250	-	\$ 250
-------------------	------------------------------------	--------	---	--------

<b>MEMBERSHIP</b>				
Contract Labor - Appleseed		5,000	7,286	4,000
Contract Labor - Inkspot	design renewal postcards	200	-	190
Office supplies		200	-	50
Postage/delivery	postage for renewal postcards	275	-	150
Printing & reproduction	printing renewal postcards	350	134	350
Service fees	Google checkout fees			550
	<b>MEMBERSHIP TOTAL =</b>	\$ 6,025	\$ 7,420	\$ 5,290

<b>NEWSLETTER</b>	4 newsletters			
Awards	student writing prize	-	200	200
Bulk mail		440		
Contract labor - Culp	\$750 x 4 issues	3,000	3,000	3,000
Contract labor - Inkspot	\$243.00 x 4 issues	856	1,003	972
Postage	Inkspot/Editors	120	788	1,100
Printing & reproduction	Inkspot	\$1985.00 x 4 issues	6,172	7,225
	<b>NEWSLETTER TOTAL =</b>	\$ 10,588	\$ 12,216	\$ 12,072

**NOMINATING**

Postage		-	-	-
Printing/reproduction		-	-	-
eBallot fee		385	385	470
Office supplies		-	-	-
<b>NOMINATING TOTAL =</b>		<b>\$ 385</b>	<b>\$ 385</b>	<b>\$ 470</b>

**OUTREACH**

Postage		125	-	-
Printing & reproduction	bookmarks - Archives Week	500	-	-
Promotional material		-	-	-
Travel reimbursement	paid to committee members	350	-	-
Vermont History Day Fee		-	-	-
<b>OUTREACH TOTAL =</b>		<b>\$ 975</b>	<b>\$ -</b>	<b>\$ -</b>

**WEB SITE**

Contract labor	host site and domain	105	29	450
Contract labor-Appleseed	site maintenance	1,000	-	1,000
<b>WEB SITE TOTAL =</b>		<b>\$ 1,105</b>	<b>\$ 29</b>	<b>\$ 1,450</b>

**MEETING**

Spring Conference	estimated	11,841	10,664	11,850
Fall Conference	estimated	12,000	7,315	12,000
Summer program		2,000	-	-
<b>PROGRAM TOTAL =</b>		<b>\$ 25,841</b>	<b>\$ 17,979</b>	<b>\$ 23,850</b>

**TOTAL EXPENSES = \$ 58,109 \$ 44,768 \$ 57,807**

Total Income	\$ 53,965	\$ 47,401	\$ 49,367
Minus Total Expenses	\$ 58,109	\$ 44,768	\$ 57,807
<b>Result =</b>	<b>\$ (4,144)</b>	<b>\$ 2,633</b>	<b>\$ (8,440)</b>

(8,440)

**RESTRICTED FUNDS**

Hale Award	1,000	1,000	1,000
Haas Award			

1st ver: 9 NOV 2010  
last rev: 13 DEC 2010  
approved: 13 DEC 2010