

BUDGETING TIPS FOR SECTIONS

1. Start early. Begin thinking about the section's budget even before the first draft is received in June.
2. Talk to your section liaison. He/she knows your section and will be very valuable in assisting in this process. Don't be afraid to enlist other staff members as well. Discussions with staff in the Meetings Department, the Newsletter Department, the Governmental Relations Department and the Membership Department are very helpful.
3. Budgets are for the calendar year – January 1 to December 31.
4. Consider the costs of meeting venues and budget accordingly. Don't forget to calculate and budget the revenue to be received from program registrations.
5. Plan for any new initiatives – membership campaign, member directory, executive committee retreat or other special function. These should all be included in the budget.
6. Balance the budget. Surplus funds accumulated from prior years may be used to balance revenue and expense.
7. Consider sponsorship for certain events such as receptions. Extra funds will then be available for other section activities.
8. Ask the accounting department for additional information. We are happy to give you any needed backup for expenses, as well as provide detail for each of you meetings.
9. At a minimum, review the final budget with section officers before submission to the Finance Committee. If possible, have the section's executive committee vote to approve the budget.

SAMPLE LAW SECTION

ACCOUNT NAME	2010		ACTUAL TO 4/30/2010	PROJECTED YEAR END	2011		2009 ACTUAL
	BUDGET				PROPOSED BUDGET		
			*** INCOME ***				
DUES	173,000.00		172,000.00	173,000.00	173,500.00	171,933.96	
MEETINGS	175,000.00		77,000.00	178,000.00	200,500.00	140,792.00	
NEWSLETTERS	5,000.00		5,000.00	5,000.00	5,000.00	14,285.00	
PUBLICATIONS	250.00		100.00	200.00	200.00	300.00	
PROGRAMS							
SPONSORSHIP	14,000.00		8,000.00	14,000.00	15,500.00	15,400.00	
ASSESSMENTS							
OTHER							
PRIOR YEAR SURPLUS							
TOTAL	367,250.00	262,100.00		370,200.00	394,700.00	342,710.96	
			*** EXPENSE ***				
Postage and Shipping	12,000.00		9,500.00	13,000.00	15,000.00	14,240.20	
Supplies						30.00	
Awards & Grants	10,000.00		1,000.00	5,000.00	10,000.00	5,800.87	
Internet							
General Office Costs	500.00						
Transcription Services							
Misc. Travel Costs / Lodging	300.00						
Outside Printing							
Campaigns & Surveys							
Misc Service/Professional Fees						485.95	
Meeting Rooms					1,000.00	1,814.40	
Catering/Banquets	175,000.00		56,000.00	168,000.00	145,000.00	135,910.80	
Beverage Service/Receptions	20,000.00		15,000.00	20,000.00	26,500.00	28,940.58	
Speaker/Guest Expense	15,000.00		9,000.00	14,500.00	17,500.00	33,751.85	
Audio/Visual	6,500.00		350.00	5,000.00	7,200.00	7,591.34	
Promotional Costs	8,000.00		3,000.00	8,000.00	2,600.00	3,561.05	
Shipping and Deliveries							
Ground Transportation	2,000.00			2,000.00	1,250.00	450.00	
Activities and Entertainment	15,000.00			15,000.00	10,000.00	14,292.34	
Non-employee Personnel Costs							
Gratuities	1,000.00			1,000.00	1,200.00	586.00	
Section Exec Committee Mtg's	18,000.00		9,000.00	18,000.00	20,000.00	27,062.28	
Committee Meetings							
Section Subcommittee Meetings	2,000.00		200.00	2,000.00	2,000.00	1,853.61	
Officers' Expense	25,000.00		6,400.00	22,000.00	27,000.00	16,941.60	
Mtg and Program Costs	6,000.00		2,300.00	6,200.00	3,550.00	3,271.87	
Books							
Newsletters	15,000.00		5,700.00	13,500.00	20,000.00	13,057.19	
Graphics Dept. Allocations	7,500.00		2,700.00	6,500.00	7,500.00	8,032.09	
TOTAL	338,800.00	120,150.00		319,700.00	317,300.00	317,674.02	
Excess (Deficit) of Income							
Over Expense	28,450.00		141,950.00	50,500.00	77,400.00	25,036.94	

SECTION _____				
MEETING BUDGETS FOR 2011				
	Annual	Mid Year	Other	Total
Revenue				
Meetings	59,000	115,000	26,500	200,500
Sponsorship	0	5,500	10,000	15,500
Total Revenue	59,000	120,500	36,500	216,000
Expense				
Meeting Room Rental	0	0	1,000	1,000
Catering	62,000	68,000	15,000	145,000
Beverage	10,000	12,000	4,500	26,500
Speaker / Guest	3,500	10,000	4,000	17,500
Audio/Visual	1,500	4,200	1,500	7,200
Promotional	0	2,600	0	2,600
Ground Transportation	0	750	500	1,250
Activities & Entertainment	0	10,000	0	10,000
Gratuities	100	700	400	1,200
Misc. Meeting & Program Costs	1,300	1,500	750	3,550
Total Expense	78,400	109,750	27,650	215,800
Net Revenue	(19,400)	10,750	8,850	200

EXPLANATION - MAJOR BUDGET LINE ITEMS

Postage and Shipping - postage, shipping and mail handling, except newsletters. Will there be more or less meetings next year requiring more mailings;

Supplies - for purchase of supplies not otherwise provided by Association. Self explanatory

Awards and Grants - scholarships, grants, etc. Most of these are the same every year. However, if you've never had one, is there someone you may be honoring.

Miscellaneous General Office Costs - office expenses of Chairs. fax, telephone et al. Does not blast faxes.

Transcription Services - recording of proceedings of meetings. Not many use this but if you're going to change the way you do minutes, then you would need to look at this.

Outside Printing - printing not provided by the Association. This is much more expensive than using the Association's print shop.

Campaigns and Surveys - for any work done in this area which is not covered in another line i.e. postage, printing, etc. Usually used in conjunction with the membership and marketing departments.

Meeting Rooms - charges for use of room(s) at larger meetings. Such as your spring summer or fall meeting. Meeting rooms at the Marriott are not billed.

Catering/Banquets - food charges for larger meetings. Includes annual and spring, summer or fall meeting. Think about where your meeting is scheduled for next year. Is it going to be more or less expensive than what you did last year or this year. If so, adjust the budget for these amounts.

Beverage Services/Receptions - charges for major meetings - i.e. cocktail parties. Same as above.

Speaker/Guest Expenses - all costs for speakers, usually at major meetings. Includes any honorarium and all travel and hotel expenses.

Audio/Visual - rentals of audio or visual aids for major meetings. Look closely at this one. Power point presentations are very expensive and we have seen large increases in this line item in the past few years.

Promotional Costs - advertisements, favors etc. for major meetings. Includes things like giveaways at your spring summer or fall meeting.

Ground Transportation - transporting people to major events, usually by bus. Most of this cost is usually incurred at the spring summer or fall meeting.

Activities and Entertainment - vocalists, bands, tours, golf, tennis at major meetings

Non-employee Personnel Costs - usually for temporary help at registration desks.

Gratuities - tips, gratuities given by staff on behalf of section at major meetings

Section Executive Committee Meetings - any costs associated with these meetings, except travel. Will there be more or less of these. Are we changing the venue from a restaurant or hotel to a law firm?

Section Subcommittee Meetings - any costs associated with section committees, except executive committee. Same as above.

Officers Expense - Travel for section officers to executive committee meetings if provided for in budget; section chair and program chair for major meetings, if provided in budget, and for on-site inspection in preparation for future meetings. Where are most of the meetings held...if in NYC and Chair is from there, maybe cut back a little on expense. If from Buffalo or Rochester, increase expense.

Miscellaneous Meeting and Program Costs - usually for photocopying, signs etc. for major meetings.

Books - Mostly for production of a major text book or directory. Is this something we're considering doing next year.

Newsletters - all expenses associated with newsletter production

Graphics Dept. Allocations - all direct printing costs of Association print shop other than newsletters

USES OF SURPLUS FUNDS

Some uses of surplus approved by the Finance Committee over the past several years:

1. Sections can use surplus to donate funds to The New York Bar Foundation to provide grants that are consistent with the goals of the Association and would benefit the Section's substantive area of interest.

Uses have included grants for scholarships, internships, and to assist public interest legal organizations. For instance, the Real Property Law section contributed funds to three NYC organizations that assist with tenant/landlord disputes.

2. International Law Section subsidized the registration fee for its younger members.
3. Many sections have contributed surplus funds to the Young Lawyers Section for membership initiatives such as the annual boat cruise.
4. Many sections have contributed surplus funds to the Commercial and Federal Law Section for its annual Smooth Moves program which promotes diversity.
5. The Trial Lawyers Section used surplus funds to provide networking and educational sessions with the justices in several judicial districts.
6. The Intellectual Property Section is using surplus funds to study advancing diversity within the field of intellectual property law which is dominated by white males.