



American Planning Association
California Chapter

Making Great Communities Happen

TO: APA CALIFORNIA BOARD

FROM: DEREK WONG, VP FOR ADMINISTRATION
SANDE GEORGE, EXECUTIVE DIRECTOR

DATE: JANUARY 9, 2019

SUBJECT: APPROVAL OF UPDATES TO 2019 BUDGET BASED ON ACTUAL
2018 REVENUE AND EXPENDITURES AND CONSIDERATION
AND APPROVAL OF OTHER CHANGES TO THE 2019 BUDGET

RECOMMENDED ACTION: *Discuss changes and updates to the approved 2019 budget based on actual 2018 revenue and expenses, and any new recommendations from the Board. Approve the updated 2019 Chapter Budget.*

BACKGROUND: Attached is the 2019 Budget for the Chapter with updates to Line Items based on the actual 2018 end-of-year revenue and expenses. The Executive Board has already reviewed and approved the 2019 budget. The initial 2019 budget was based on estimated yearly income and expenses extrapolated from the Year-to-Date Actual amounts in the July 2018 Mid-Year P&L. After approval by the full voting Board, the budgets are still subject to change based on the final Year-to-Date Actual amounts determined after the end of 2018 and any other changes approved by the Board. Any amendments/adjustments to the final 2019 budget can be made at the January 2019 Board meeting.

EXPLANATION OF DRAFT 2019 BUDGET: Line Items with changes for 2019 from the 2018 budget are highlighted in red, with additional information in the "NOTES" column and on the bottom of the draft budget. The notes explain the reason for major changes, but most of the updates to the Line Items adjust the 2019 budgeted amounts to reflect the 2018 actual amounts.

As revised the budget shows Net Revenue of \$40,213, but there are several expense Line Items that were not finalized pending review by the Board at this Board meeting as noted. If these Line Items are funded, those changes will reduce this Net Revenue amount. Some revenues Line Items might also be adjusted that would change the Net Revenue amount.

The Net Revenue amount could be used by the Board to expand or increase programs or services as long as the final 2019 budget remains balanced.

Note that the conference profit amount in LI 4125 is only a placeholder, to be finalized when the conference account is completely closed out. The profit will be part of the 2018 P&L, as will the allocation payments to the Host and remaining Sections. The latest information on the conference profits will be discussed at the Board meeting.

The final amount allocated to the Chapter may also be allocated by the Board for new or expanded programs and services. That will also be discussed at the Board meeting.

Some of the notable changes from 2018 to 2019 include:

- Dues income is projected to increase substantially in 2019 due to growing membership and a revised Chapter dues structure. (LI 4115 and 4120)
- Webcast income is projected to increase due to increased charges. (LI 4410)
- Association management fees to Stefan/George were increased by 10%, the first increase in several years. (LI 5105)
- \$5,000 is budgeted for a Chapter reception at the NPC in San Francisco. (LI 5215)
- \$2,000 is budgeted for the VP Professional Development to attend the NPC. (LI 5405)
- \$2,000 is budgeted for website redesign with National web portal. (LI 5545)
- \$10,000 is included for a comprehensive review and/or updates to the Chapter's finances and financial reports by accountant and bookkeeper. (LI 5620)

ACTION: Discuss potential changes to the 2019 budget and approve the updated 2019 Chapter Budget.