

**Council of Administrators of Family and Consumer Sciences**

**PROPOSED FY19 BUDGET**

**Fiscal Year May 1, 2018 - April 30, 2019**

<b>REVENUE</b>		<b>Proposed</b>
<b>Merrill Lynch Managed Acct</b>		
<b>1</b>	Beginning balance	\$ 65,860.00
<b>2</b>	Reserves-3 year operating	\$ 36,000.00
<b>3</b>	Available cash	\$ 10,000.00
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<b>INCOME</b>		
<b>4</b>	Membership Dues 80@\$50	\$ 4,000.00
<b>5</b>	Interest on Checking Account	\$ -
<b>6</b>	Interest/capital gains from Investment Account	\$ 2,500.00
<b>7</b>	Revenue from Conference	\$ -
<b>8</b>	<b>Total Available Cash</b>	<b>\$ 6,500.00</b>
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<b>EXPENSES</b>		<b>Goal*</b>
<b>9</b>	Exec-Meeting	\$ 500.00
<b>10</b>	Exec-Misc	\$ 750.00
<b>11</b>	Maintenance of Archives	\$ 150.00
<b>12</b>	Bank Fees	\$ 300.00
<b>13</b>	KON Management Fee	\$ 200.00
<b>14</b>	Discretionary Expenses	\$ 525.00
<b>15</b>	Membership and Marketing	<b>1.1</b> \$ 500.00
<b>16</b>	Website	<b>1.4</b> \$ 1,200.00
<b>17</b>	Emerging Leaders	<b>1.5</b> \$ 500.00
<b>18</b>	Administrator Excellence Award	<b>2.1</b> \$ 350.00
<b>19</b>	Member Needs Assessment	<b>3.2</b> \$ 300.00
<b>20</b>	BOHS Annual Meeting CAFCS Specific Expenses	<b>4.1</b> \$ 500.00
<b>21</b>	FCS Alliance	\$ 500.00
<b>22</b>	<b>Total Expenses</b>	<b>\$ 6,275.00</b>
<b>23</b>	<b>NET INCOME/DEFICIT</b>	<b>\$ 225.00</b>

Attached Budget Narrative provides a description of each line item.

\*Corresponding Goal & Action Step in Program of Work

**CAFCS FY19 Budget  
Line Item Narrative**

Line Item	Description
1	Beginning balance/portfolio net value on May 1st represented in Merrill Lynch account including Investment Reserves.
2	Standard Investment Reserves not used as part of the cash budget as of May 1st
3	Opening Cash/Money Accounts on Merrill Lynch statement as of stated date
4	Projected 80 members at the current fee of \$50
5	Projected annual interest on checking account; may be used as cash
6	Projected annual interest from investment accounts; may be used as cash
7	Other revenue sources (ie Conference)
8	Total Available Cash to fund operating budget
9-14	Items represented in lines 8-13 support the administrative functions of CAFCS
15-20	Items 14-20 are specifically linked to the Goals and subsequent Action Items of the Program of Work.
15	Recruitment and retention of member base
16	Maintain a web/technology presence for CAFCS that supports leadership development. These funds support the webmaster.
17	The Emerging Leaders Workshop has been a distinct asset of CAFCS. These funds will be used to build a reserve to develop and host and an Emerging Administrators workshop every five years. Additional external funds will also help to provide support for this effort, but are not part of the annual operating budget of CAFCS.
18	The newly developed Administrator Excellence award will recognize outstanding contributions as an administrator. The funds will support conference registration for the Annual CAFCS meeting for the award recipient.
19	In an effort for CAFCS to identify and address current member needs a survey of members will be conducted every three years. These funds will help to support the labor associated with developing, executing, and disseminating the results. Total cost of the project for 3 years will be \$900.
20	Funds will be reserved to support CAFCS' specific expenses during odd numbered years when the organization co-hosts their annual meeting with the Board on Human Sciences. Generally CAFCS contributes \$1000 for the combined meeting (therefore the budget item is \$500). It should be noted that during even years CAFCS hosts their meeting independently. The annual CAFCS conference is a self-supporting venture and is therefore not a part of the annual operating budget.
21	We have been made aware that the FCS Alliance will continue to focus on supporting the branding effort and other important initiatives that promote the integrated aspects of the profession. CAFCS has identified that the impact these efforts on building and retaining quality higher education programs is significant.
22	TOTAL Projected Expenses
23	NET Income/Deficit