



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Delaware

**PROPOSED BUDGET
FOR FISCAL YEAR
July 1, 2011 to June 30, 2012**

BUDGET PACKAGE

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May 25, 2012

ACEC – DE

American Council of Engineering Companies of Delaware

Proposed Budget for the Year July 1, 2011 to June 30, 2012 (Fiscal Year 2011)

Introduction

For your review and consideration, we are presenting our fiscal year 2012 budget.

As per the ACEC-DE by-laws, the budget needs to be sent to all members by April 24, 2012 and adopted at our general membership meeting on May 25, 2011.

Goals for Fiscal Year 2012

Following are the goals for FY 2012:

1. To keep the collection of dues current.
2. To continue making quarterly bills more useful by putting in more information on bills; i.e., upcoming programs, national ACEC news, list of services we provide, etc.
3. To facilitate more communications to and from our members.
4. To continue to provide five (5) education programs for our members.
5. To maintain an average attendance of 40 at programs and strive for at least 45 at two (2) of the programs.
6. To have one Legislative Day at Legislative Hall.
7. To publish four (4) newsletters: January, April, August and December.
8. To continuously enhance our website to make it more useful.
9. To continue the Engineering Excellence Awards Program.
10. To continue the QBS Award Program.
11. To continue participation in Engineers Week Program.
12. To increase member firms by two and affiliate members by four.
13. To publish a new directory in July 2011.
14. To increase public awareness of our organization. Publish one article in Delaware newspaper.
15. To continue partnering committees' activities.
16. To review the activities in relation to its adopted Strategic Plan.

ACEC Delaware
 Budget for July 1, 2011 to June 30, 2012 (FY 2012)
 Notes and Assumptions – March 18, 2012

1. FY 2012 Budget Summary

Receipts/Revenues: \$67,200
 Expenses: -76,500
Deficit \$ 9,300

Transfer from Contingency Fund: \$9,300

1. Due to current economic conditions, **no dues and fees increases** are included in this budget.

2. Dues and Fees at current level are:

a. Delaware **Dues:** Index # X Factor = 123.89 X 282.50 = \$34,998
 Rounded to: \$35,000

Two current non paying members are not included in the calculations.

b. **National Dues:** Index # 35 X Factor of \$319.76 = \$11,191 Rounded to \$11,200

Many firms pay directly to ACEC national and hence the Index # is 35.

We will revise this note to include the changes by the Board and ACEC national.

c. **Affiliate Membership Dues:** \$300 annual, 50 annual Edu. Enhancement fee **Optional.**

d. **Directory Advertising Rates:** \$300 full page, \$150 ½ page.

Back of the front cover and back of the back cover- full page \$450 each.

e. **EEA Entry Fee:** \$300 per entry.

f. Engineering Education Enhancement Fee:

<u>Firm with Employees</u>	<u>Fee per Quarter</u>
1 to 10	\$10
11 to 20	15
21 to 30	20
31 to 40	25
41 or more	30

g. **Members Program Fee:** \$40 per attendee.

3. The some expenses are reduced based on actual till 12-31-2010.

4. Revision on Executive director fee is pending.

ACEC Delaware Budget for FY 2012 2-26-2011 Draft				
	Actual up to 12-31-2010	2010-2011 Budget	REVISED FY 2011	2011-2012 Estimates
Receipts				
ACEC Delaware Dues	\$17,570	\$40,000	\$40,000	\$35,000
ACEC National Dues	7,957	24,000	16,000	11,200
Affiliate Dues	2,100	1,800	2,600	4,800
Directory Advertising	1,650	2,850	2,600	2,500
EE Award Fees	3,300	3,000	3,300	3,000
Eng. Edu. Enhancement Fee	940	2,000	2,000	2,000
Insurance/Publication Income from ACEC	10	400	900	200
Interest Income	5	1,000	1,100	500
Members Programs	5,040	8,000	9,000	8,000
<i>Transfer from Contingency Fund</i>		6,600	4,600	9,300
Total Receipts	\$38,572	\$89,650	\$82,100	\$76,500
Expenses				
ACEC National Dues	\$7,344	\$24,000	\$16,000	\$11,200
NACECE Dues	100	100	100	100
EE Awards Program		600	400	300
Convention - Fall	1,800	1,800	1,800	1,800
Convention- Spring		2,000	2,000	2,000
Meetings - Executive Board		500	300	200
Members Programs	6,038	7,000	8,000	8,000
Advertising		300	300	300
Directory Expenses	1,900	2,000	2,100	2,000
Eng. Edu. Enhancement Program		1,500	1,500	1,500
Government Relations	3,250	6,600	6,600	6,600
Newsletter	125	600	300	500
Scholarship Endowment Appropriation		500	500	500
Executive Director	19,700	39,400	39,400	600
Postage, Copies, Supplies, Fees	776	300	1,000	300
Telephone	273	600	600	
Website Related	132	950	400	400
Insurance	800	900	800	800
Total Payments	\$42,238	\$89,650	\$82,100	\$76,500

Line by Line Explanation

For your review, below is the line by line explanation.

Receipts

1. ACEC Delaware Dues:

The formula for the dues calculation for the firms with 2 to 2,140 employees is:

Dues = Index number X factor of \$282.50

Index number = Number of employee to the power of (1/1.75)

Dues calculation: Index number 124 X \$282.50 = \$35,030. Rounded to \$35,000.

The index number for FY 2012 is estimated at 124 as compared to 156 for the current year due to the anticipated reduction in employee count by our members.

In August, we plan to present to you, revise index number and the total dues based on July 2011 billing.

2. ACEC National Dues:

The formula for the dues calculation is:

Dues = Index number X factor of \$319.76

The factor of \$319.76 includes an estimated 3% increase over the current year

The index number estimated is 35.

The index number is different and lower from Delaware dues in note #1 because there are firms whom we bill Delaware dues but not the National dues since their head offices pay the National dues directly to the National.

Dues Calculation: Index number of 35 X factor of \$319.50 = \$11,182.

Rounded to \$11,200.

We will receive the National figure in April 2012 and will revise this estimate.

This is a pass through item as what we bill and collect from our members, we pay to National ACEC. Expense side is \$11,200.

3. Affiliate Dues

- Eleven current members X \$300. Annual dues each = \$3,300.
- Five new affiliate members are projected: 5 X \$300 = \$1,500.
- Total revenue projected: \$4,800
- Current annual dues of \$300 are continued.

4. Directory Advertising

- 2011-2012 Directory will be published in July 2011.
- Current Rates:
 - Full Page - \$300. One-half Page - \$150.
 - Back of front and back of back cover - full page - \$450 each.

- Current rates continued.
- Current level of advertising receipt of \$3,000. FY 2012 is estimated at \$2,500.
- Expense is \$2,000.

5. **EE Award Fee**

- The current fee is \$300 and is continued. No increase is proposed.
- Ten entries are estimated. 10 X \$300 each = \$3,000.
- This fee covers direct expenses for the program: examples: meeting room rent, lunch for judges, banquet tickets, awards.
- The fee also covers indirect expenses.

6. **Engineering Education Enhancement Program**

- This is a voluntary contribution billing done in each quarterly dues bill.
- Affiliate members are billed \$50 each once in July with their annual dues bills.
- Estimated receipt is \$2,000 based on the actual for last three years.

7. **Insurance/Publication Report from ACEC National**

- This line includes the amounts received from ACEC Business Health Insurance Trusts for the shared revenue of the premium they received from our members.
- Amounts are estimated based on last two years actual.

8. **Interest Income**

- We have two CDs as follows:
 \$38,000 maturing on 3-18-2012 @1.10%: Interest \$483
 15,000 maturing on 11-20-2011@.30% : Interest 40
 Projected interest receipt on CDs is \$523.
- Money Market interest on working capital is estimated at \$7 for FY 2012.
- Total estimated: \$530. Rounded to \$500.

9. **Members Programs**

- Current fee is \$40 per attendee and it is continued.
- We have five programs each year.
- The historical data and the projected attendance are used to project the receipt of \$8,000.

EXPENSES

10. **ACEC National Dues**

- Same as receipt. Note number 2 on Page 5.

11. **NACECE Dues**

- This is for membership dues for Executive Directors Association.
- FY 2011 actual - \$100.
- FY 2012 proposed - \$100.

12. **EE Awards Program**

- For meeting room rent, lunch for judges, banquet tickets, awards, etc.
- The judging will be at a member's office.
Savings in Hotel Meeting room rent.

13. **Convention: Fall**

- For National Director.
- October 19-22, 2011 - Las Vegas, Nevada
- Current level continued.
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14. **Convention: Spring**

- For Board Members and National Director.
- April 15-18 2012 - Washington, D.C.
- FY 2012: \$8,000: Amount is budgeted based on FY 2011 actual.

15. **Meetings: Executive Boards**

- Five members at program hotels.
- Six meetings at members' office/restaurants. No meeting in July.
- Amount includes cost of food.
- FY 2012 amount is \$200 is based on FY 2011 actual until December 2010.

16. **Members Programs**

- Five programs for FY 2012.
- September 2011, November 2011, January 2012, March 2012, May 2012.
- Program room rent, food and service costs are included.

17. **Advertising**

- Advertisement in Engineering Week Banquet Book.
- Current level continued - \$300.

18. **Directory Expenses**

- 2011-2012 Director is planned for July 2011.
- Cost for computer work and print 350 copies.
- Current level continued.

19. **Engineering Education Enhancement Program**

- \$500 for each of the three campuses of Del Tech Engineering Department.
- Current level continued.

20. **Government Relations**

- This is for Delaware Government Relations program
- Current level is \$6,600.
- Current level continued.

21. **Newsletter**

- Four newsletters for FY 2012.
- July 2011, October 2011, January 2012, April 2012.
- The amount includes the fee for computer/desktop publishing help.

22. **Scholarship Endowment Fund**

- This is a transfer to our scholarship endowment fund from which we pay a \$500 engineering scholarship.
- Current level continued.

23. **Executive Director:** Revision is requested.

25. **Postage, Copies, Supplies, Fees**

- The amount is reduced to \$300 based on FY 2011 actual.

26. **Telephone**

- Same amount as current level is proposed based on FY 2011 actual and current monthly charges.

28. **Website Related**

- Based on FY 2011 actual, a reduction is proposed in this line.

29. **Insurance**

- \$800 for FY 2012 is based on actual policy premium paid in FY 2011.

Action Requested

We request approval of this proposed budget for the Fiscal Year
July 1, 2011 to June 30, 2012.

