



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Delaware

BUDGET PACKAGE

- Introduction
- Goals
- Executive Summary - Notes on Major Items/Budget Assumptions
- ACEC/Delaware Budget - Receipt/Expense Estimates
- Line by Line Explanation
- Request for Action

Presented June 1st, 2016

FINAL

ACEC/Delaware (ACEC/DE)
American Council of Engineering Companies of Delaware

Proposed Budget for the Year July 1, 2016 to June 30, 2017
(Fiscal Year 2017)

Introduction

For your review and consideration, we are presenting our Fiscal Year 2017 operating budget.

As per the ACEC Delaware by-laws, the budget needs to be sent to all members one month ahead (May 1st, 2016) of the Annual Meeting where the budget will be adopted at our general membership.

Goals for Fiscal Year 2017

1. To provide at least four (4) member programs, which shall include an annual member mixer and annual ACEC/DE PAC event, plus two (2) half-day education seminars for our members. ACEC will continue to offer Professional Development Hours for all participants that attend the education seminars.
2. To direct the ACEC Membership and Program Committees to coordinate and plan an affiliate member mixer with ACEC member firms.
3. To maintain an average attendance of 40 at member programs and 100 at the annual meeting.
4. To offer ACEC Annual Dinner Sponsorships to our members, affiliates and prospects.
5. To have one 'Legislative Reception' in Dover on a Legislative Session day.
6. To publish timely news alerts and announcements, for the membership throughout the year.
7. To continuously enhance our website and social media platforms to make them more relevant, updated and useful. Employ the ACEC subcommittee on Public Relations to assess how we can make these improvements.
8. To continue to enhance and promote the Engineering Excellence Awards Program.
9. To increase member firms by two and affiliate members by four.
10. To publish our Annual Report and Resource Guide in May 2017.
11. To support attendance at ACEC National events, summits and/or conferences.
12. To continue to increase and promote our ACEC Scholarship program.

ACEC Delaware
Budget for July 1, 2016 to June 30, 2017 (FY 2017)
Executive Summary - June 1, 2016

1. FY 2017 Budget Summary

Receipts/Revenues:	\$96,856
Expenses:	\$96,856

2. Delaware Dues: Delaware Dues have not increased since FY 2007. For budgeting purposes and to help simplify how we can more fairly appropriate the ACEC Scholarship Program contributions, the Executive Board will direct the Treasurer to incorporate the scholarship fees within the factor used to determine a members quarterly dues. This formula will ensure that contributions made by member companies, regardless of their size, are more fairly distributed throughout membership because of the use of the index factor.

3. ACEC National Dues: According to the budget approved by the ACEC National Board of Directors in April 2016, dues increase for FY 17 is approximately 1.4%.

4. Program fees as outlined below:

Regular Member program fee -	\$40 per ACEC Delaware member attendee.
Regular Member program fee -	\$65 per non- ACEC Delaware member attendee.
Half-day Educational Seminar fee -	\$75 per ACEC Delaware member attendee.
Half-day Educational Seminar fee -	\$100 per non-ACEC Delaware member attendee.
Annual meeting program fee -	\$50 per ACEC Delaware member attendee.
Annual meeting program fee -	\$75 per non-ACEC Delaware member attendee.

The ACEC/Delaware Executive Board reserves the right to amend the program fees for any ACEC/Delaware sanctioned event.

5. Engineering Education Enhancement Fee to be renamed the 'ACEC Scholarship Program' and be reformulated within the dues factor to equal \$4,360 Total.

6. Engineering Excellence Award entry fee to remain at \$400 per entry and \$700 per non-member.

7. Other revenues are estimated on the basis of current actual revenues.

8. Expenses are estimated on the basis of current actual levels and agreements.

ACEC Delaware FY 2017 Operating Budget

	ACEC Delaware Budget for FY 2017	FY16 Operating Budget	FY16 Projected Actual	FY 17 Proposed Budget	Increase (Decrease)
	RECEIPTS				
1	ACEC Delaware Dues *	\$39,500	\$45,000	\$47,260	+\$7,760
2	ACEC National Dues *	\$11,920	\$11,920	\$13,296	+\$1,376
3	Affiliate Dues	\$4,800	\$4,800	\$8,100	+\$3,300
4	Annual Report Advertising	\$3,500	\$3,500	\$3,500	\$0
5	EE Award Fees (x12 Estimated)	\$4,800	\$2,400	\$4,800	\$0
6	Eng. Edu. Enhancement Fee	\$2,000	\$2,800	\$0 - See Line 9	(-\$2,000)
7	Interest Income (CD's)	\$650*	\$650	\$650	\$0
8	Members Programs	\$16,500	\$13,050	\$19,250	+\$2,750
9	ACEC Scholarship Program	X	X	\$4,360***	+\$4,360***
	*** - This line item figure is included in the Delaware Dues figure on Line 1 and is not counted towards the Budget Total. It is listed here only as reference..				
	Total Receipts	\$83,670	\$84,120	\$96,856	+\$13,186
	EXPENSES	FY16 Operating Budget	FY16 Projected Actual	FY17 Proposed Budget	Increase (Decrease)
10	ACEC National Dues *	\$11,920	\$12,956	\$13,296	+\$1,376
11	NACECE Dues *	\$100	\$100	\$100	\$0
12	EE Awards Program	\$2,150	\$1,768	\$3,300	+\$1,150
13	Conventions (Spring and Fall)	\$6,000	\$2,107	\$6,000	\$0
14	Meetings - Executive Board	\$1,000	\$259	\$1,420	+\$420
15	Members Programs/Seminar	\$13,800	\$10,000	\$15,180	+\$1,380
16	Advertising (Engineers Week Banquet)	\$300	\$300	\$300	\$0
17	Annual Report (formerly Directory)	\$1,750	\$1,750	\$1,750	\$0
18	ACEC Scholarship Program	\$2,500	\$2,500	\$4,360	+\$1,860
19	Lobby Day/Legislative Reception	\$500	\$500	\$750	+\$250
20	Communications (Constant Contact)	\$200	\$168	\$200	\$0
21	Executive Director	\$39,400	\$39,400	\$45,400	+\$6,000
22	General Office Expenses	\$750	\$1,100	\$1,250	+\$500
23	Website/Social Media Related	\$2,500	\$2,500	\$2,750	+\$250
24	Insurance	\$800	\$800	\$800	\$0
	Total Payments	\$83,670	\$76,208	\$96,856	+13,186

Line by Line Explanation

Receipts

1. **ACEC Delaware Dues:** \$47,260* (FY16 - \$39,500) <<23 Active Members>>

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

Dues = Index number X factor. Current Delaware Factor = 314 (FY 16 = 282.50)

One Member Firm Flat Fee = \$368

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

Total DE employees estimated at 806 (FY 17) (FY 16 Actual 700).

For budgeting purposes and to help simplify how we can more fairly appropriate the ACEC Scholarship Program contributions, the Executive Board will direct the Treasurer to incorporate the scholarship fees (\$4,360) within the factor used to determine a members quarterly dues. This formula will ensure that contributions made by member companies, regardless of their size, are more fairly distributed throughout membership because of the use of the index factor. In FY17 we expect an additional \$3,400 in revenue which represent increased membership by two firms.

*Budget based on current calculation for each individual firm. Subject to change based on current data.

2. **ACEC National Dues:** \$13,296

This is a pass through item, as to what we bill and collect from our members, we pay to National ACEC. Expense side is \$13,296. Note, the estimate is based on ACEC/DE collecting National Dues for member firms which do not pay National Direct. Per the ACEC National Convention held in April 2016, there will be a 1.4% National Dues increase. Also included in this figure is the voluntary 10% 'Minuteman Fund Contribution' which was voted on unanimously by the ACEC Board of Directors to urge each firm to voluntarily check-off at least an additional 10% of their ACEC dues to create a special fund for emergency or extraordinary challenges affecting business interested, legal issues, and/or legislative goals of the Council, whether at the State or National level.

The computation of dues payable by Member Firms for FY 17 shall be based on the following formula:

• Firms with one employee

Dues = \$479

• Firms with 2 to 5,000 employees:

Dues = Number of employees to the power of (1/1.75) x 370.04

ACEC has estimated that the portion of its annual dues non-deductible as “lobbying expenditures” to be 33% for FY 16-17.

3. **Affiliate Dues:** \$8,100

- We have twenty-seven members currently. We have one reciprocal affiliate membership with HBADE.
- For FY 2017, we have an estimated twenty seven paying members.
- Total revenue projected: \$8,100. 27 members X \$300 each.
- Current annual dues of \$300 are continued

4. **Annual Report Advertising:** \$3,500
- We plan to publish our Annual Report and Resource Guide every spring before the Annual Meeting.
 - Current Rates:
 - Full Page - \$350. One-half Page - \$175.
 - Back of front and back of back cover - full page - \$475 each.
 - Current rates continued.
 - Current level of advertising receipt of \$3,500.
 - FY 2017 is estimated at \$3,500.
 - Expense is \$1,750.

5. **EE Award Fee:** \$4,800
- For FY 2017, \$400 per entry fee.
 - For FY 2016, 12 entries were estimated, but only 7 entries were actually submitted.
 - For FY 2017, we are estimating a total of 12 entries X \$400 fee = \$4,800
 - Non-Members will be charged a fee of \$700
 - This fee covers direct expenses for the program: examples: meeting room rent, lunch for judges, banquet tickets, awards.
 - The fee also covers indirect expenses as determined by the Executive Director.

6. **Engineering Education Enhancement Fee:** DISCONTINUED
- This budget line will be replaced with the 'ACEC Scholarship Program' budget line.

7. **Interest Income:** Approximately \$650, non-disposable
- We have one 60 month CD for \$15,023. 1.51%. Interest will be received at maturity and is estimated at \$231.65. (FY 16 = \$228.20)
 - We have second 60 month CD for \$40,000 and interest on this CD is estimated at 1.05%.
\$40,000 X 1.05% = \$424.91 (FY 16 = \$420)
 - Money Market was closed and rolled in to checking account FY 2014.

8. **Members Programs:** \$19,250
- We will have six member programs each year.(4 programs plus 2 half-day seminars).
 - ACEC has a goal of 40 participants per program and 100 for the Annual Dinner.
 - ACEC will also create program and annual dinner sponsorship categories to help subsidized the increased costs associated with having better venues and entertainment. The sponsorship levels will be set and authorized by the ACEC Executive Board.
 - The ACEC Executive Board reserves the right to amend the program fees for each event.
 - The historical data and projected attendance are used to project \$19,250 for FY17.

9. **ACEC Scholarship Program:** \$4,360

For budgeting purposes and to help simplify how we can more fairly appropriate the ACEC Scholarship Program contributions, the Executive Board will direct the Treasurer to incorporate the scholarship fees (\$4,360) within the factor used to determine a members quarterly dues. This formula will ensure that contributions made by member companies, regardless of their size, are more fairly distributed throughout membership because of the use of the index factor.

- The increase in dues factor from 282.5 to 314 will help raise the \$4,360 fairly amongst our 23 members and affiliates.
- Affiliate members are billed \$50 each once in July with their annual dues bills.
- The increased amount will be utilized to support scholarships and local educational institutions.

EXPENSES

10. **ACEC National Dues:** \$13,296
- Note number 2 on Page 5.
 - Six of our member firms pay their National Dues directly to ACEC/Delaware.
 - (Baker, Ingram & Associates; Becker Morgan Group; Davis, Bowen & Friedel; Gredell & Associates; Karins & Associates; and VanDemark & Lynch).
11. **NACECE Dues:** \$100
- This is for membership dues for the ACEC Executive Directors' Association.
 - FY 2016 actual - \$100.
12. **EE Awards Program:** \$3,300
- Increased expense from previous fiscal year by \$1,150.
 - Increase of \$1,150 will be appropriated to purchase a full page ad in a prominent Delaware magazine or newspaper honoring the Delaware Grand Conceptor winner as well as the purchase of premium awards.
 - Additional expense will help cover food, banquet tickets for judges and printing costs.
 - The judging will be at Executive Directors Office in Dover, Delaware.
 - FY 2017 estimate of \$3,300 is based on the historical data and the additional enhancements proposed.
13. **Conventions:** \$6,000
- Fall and Annual Convention registration rates and additional expenses as authorized by the ACEC Executive Board.
 - The Executive Director is reimbursed 100% of all costs associated with lodging and program fees. The Executive Director is also reimbursed 100% of costs incurred for food and any other cost not solely associated with the convention.
 - FY 2017 Fall Convention is in Colorado and is estimated to be a higher estimated cost due to it's location.
14. **Meetings: Executive Boards:** \$1,420
- FY 2017 amount is increased to \$1,420 and is based on historical data.
 - In FY 2016, member firms covered the cost of food and beverage during executive board meetings. This practice will continue in FY 2017, saving ACEC Delaware overhead costs.
 - \$1,420 amount will cover the annual holiday board lunch in December 2017 as well as any ancillary costs associated with executive board meetings hosted at member offices.
 - Additionally, the increased costs will help cover the purchase of branded promotional materials.
15. **Members Programs:** \$15,180
- Four member programs for FY 2017 plus two half-day education seminars. FY 2017 estimate is based on the historical data.
 - Increased appropriation subject to overall enhancements in venues, food, beverages, potential speakers, etc.
 - Additionally, increased costs may cover upgraded branded promotional materials such as a new logo banner and/or poster board.
16. **Advertising:** \$300
- Advertisement in Engineering Week Banquet Book.

17. **Annual Report Expenses:** \$1,750
- 2017 Annual Report and Resource Guide is planned for May 2016.
 - Cost for computer work, printing and any other ancillary costs as approved by the ACEC Executive Board.
 - Current level of \$1750 is maintained.
18. **ACEC Scholarship Program:** \$4,360
- As approved by the ACEC/Delaware Scholarship Committee, up to two (2) \$2,000 scholarships may be awarded to high school seniors who will pursue a college level engineering Education.
 - Current level of funding is increased from \$2500 to \$4360 to attract an increased interest in students applying and to cover costs associated with up to six (6) tickets to the Engineers Weeks Banquet.
 - Scholarship Application goal for FY17 will be set at 20.
19. **Lobby Day/Legislative Reception:** \$750
- This appropriated amount may be used towards costs associated with an annual Lobby Day or Legislative Reception held at a location in Dover, Delaware..
 - Estimated amount to cover food, refreshments and printing costs is \$750.
20. **Communications:** \$200
- Digital Newsletter application is continued for FY 2017.
 - The amount includes the fee for web-based Constant Contact application which is used for e-newsletters and timely e-blasts.
21. **Executive Director:** \$45,400
- **Expenses are budgeted in line items 13 and 22.**
22. **General Office Expenses:** \$1,250
- 2017 estimate is increased from \$750 to \$1,250 based on historical data.
 - Includes Postage, Copies, Supplies, Pay Pal Fees and other ancillary items.
23. **Website Related:** \$2,750
- The estimate is based on historical data.
 - Maintenance of site is estimated at \$2,500.
 - Additional appropriations have been allocated for social media amplification and overall enhancements.
24. **Insurance:** \$800
- \$800 for FY 2017 is based on actual policy premium paid in FY 2016.
 - KTD Insurance - \$800 per year for a three year term.

Action Request

We request approval of this proposed budget for the Fiscal Year July 1, 2016 to June 30, 2017.

ACEC Delaware
Annual Meeting
June 1, 2016
Agenda Number 5