AASLH OPERATING BUDGET	*Description*	*FY2018 Actual (Unaudited)*	*FY 2019 Budget*	*FY2019 (as of 3/31/19)*	*FY2019 (as of 5/31/19)*	*FY 2019 Forecast 06/30/19)*	*< Notes on FY2019 Forecast*	*FY 2020 Budget*	**FY2020 Comments**
EARNED REVENUES									
REVENUES									
MEMBERSHIP									
411.050.3700	Dues	$ 599,572	$ 619,185	$ 627,726	$ 654,405	665,402	Total income at end of April was $643,402	$ 686,000	Reflects 5% growth in institutional membership dues as outlined in staff VTO plan
MARKETING AND SALES									
411.060.3654	History News Ad Sales	$ 5,410	$ 9,000	$ 3,550	$ 5,083	$ 9,893	Renewed a couple ad contracts in March, and booked ads for spring issue.	$ 11,000	
411.060.3660	Career Center	$ 47,683	$ 49,000	$ 38,870	$ 45,058	$ 48,000	As of 4/26/2019, total earnings are $43,512. Based on a conservative average of $2500 a month in earnings in May and June, forecasting $48,000 in earnings at the end of FY 2019	$ 50,000	Changes were made in 2018 to the posting guidelines, which resulted in a slight dip in revenue. Projecting that in FY 2020, we will replace previous employers with new ones.
411.060.3800	Bookstore	$ 4,855	$ 8,500	$ 1,018	$ 1,611	$ 1,400	As of 4/26/2019, total earnings are $1,208.50. Will plan for 2 flash sales before end of FY 2019, with revenue goals of $100 per sale.	$ 3,000	Bookstore revenue is decreasing due to elimination of most hard copy resources. Efforts in 2020 will be focused on creating collections or "resource paths" for users to purchase electronically, rather than sales of individual resources.
411.060.3850	Mailing list rental	$ 160	$ 150	$ 330	$ 330	$ 330		$ 300	Renting lists of mailing addresses only. This is becoming less attractive to advertisers as they prefer email lists.
ANNUAL MEETING									
408.010.3650	Exhibit Booths	$ 37,957	$35,640	$ 35,699	$ 35,699	$ 35,699		$37,125	45 booths at $825 per booth.
408.010.3892	In-Kind Sponsorships	$ 38,859	$ -						
408.010.3888	Sponsorships	$ 31,546	$ 60,000	$ 61,900	$ 61,900	$ 61,900		$ 52,200	
408.010.3651	Program Ads	$ 4,615	$ 4,000	$ 3,860	$ 3,860	$ 3,860		$ 9,000	For preliminary program guide and onsite guide based on orders received as of April 26.
408.010.3710	Registration	$ 187,064	$ 229,250	$ 192,373	$ 192,373	$ 192,373		$ 216,700	1100 attendees at average registration of $197 each.
408.010.3720	Workshops/Labs	$ 13,367	$ 8,295	$ 10,415	$ 10,415	$ 10,415		$ 12,450	
408.010.3725	Luncheons and Breakfasts	$ 14,291	$ 8,000	$ 14,738	$ 14,738	$ 14,738		$ 16,460	
408.010.3730	Tours	$ 12,678	$ 16,685	$ 11,552	$ 11,552	$ 11,552		$ 15,345	
408.010.3731	Evening Events	$ 38,791	$ 35,700	$ 41,756	$ 41,756	$ 41,756		$ 46,740	
408.010.3740	Online Conference	$ 10,880	$ 11,000	$ 8,695	$ 8,695	$ 8,695		$ 10,000	
408.010.3830	Publication Sales	$ -	$ -					$ 5,500	
408.010.3748	Presidential S&L	$ 9,300	$ -						
408.010.3717	AM Hotel Rebate	$ -	$ 19,550	$ 2,733	$ 2,733	$ 2,733	This was budgeted for a cash rebate from the hotel, but they discounted our final bill instead,		
408.010.3741	Partner Events	$ -						$ 6,600	Reimbursement from Sites of Conscience from food at their meetings/receptions.
408.010.3870	Am Diversity Scholarship	$ 1,000							
ROYALTIES									

400.000.3750	Norton Royalties	$ 1,296	$ 1,200	$ 1,367	$ 1,367	$ 1,367		$ 1,300	
400.000.3751	EBSCO	$ 83	$ 100	$ 197	$ 248	$ 197		$ 200	
400.000.3760	Rowman & Littlefield Royalties	$ 28,794	$ 23,000	$ 1,515	$ 1,515	$ 21,093	Payment expected late June; FY2018 amount included $9,656 from sale of Nomenclature	$ 23,000	
400.000.3765	Past Perfect Royalties	$ 11,465	$ 11,000	$ 11,882	$ 15,724	$ 11,822		$ 11,000	
400.000.3752	JSTOR	$ 3,423	$ 3,700	$ 6,684	$ 6,684	$ 6,684	Includes 2017 and 2018 payments	$ 3,700	
400.000.3767	Affinity Partner Royalties	$ 237	$ 1,000					$ 500	
	Misc.			$ 54	$ 54	$ 54			
VISITORS COUNT									
409.091.3770	Visitors Count!	$ 95,247	$ 68,200	$ 53,295	$ 61,009	$ 68,089		$ 58,250	7 projects @$1,875 started in FY19 but finished in FY20; 7 projects @$3,750 started in FY19 but finished in FY20; 9 projects @ $1,875 started in FY20 that will extend into FY21; $2,000 spotlight survey and extra custom questions. Note: We anticipate AASLH's share of gross revenue to increase by $3,900 in FY20 if we end our agreement with CNM and contract directly with debb Wilcox
FUNDRAISING									
409.010.3880	Endowment	$ 6,810	$ -	$ 5,450	$ 5,450	$ 5,450			
409.010.3881	Annual Fund	$ 55,192	$ 40,000	$ 35,195	$ 40,359	$ 40,000	Expecting to hit fundraising goal.	$ 50,000	
408.010.3895	Small Museum Scholarship	$ 3,962	$ 4,000	$ 1,768		$ 1,768			
409.010.4008	Carol Kammen	$ -	$ 5,500		$ -	$ -	Carol decided not to continue to fund the Kammen Award.		
409.010.3875	Hurricane Cultural Relief Fund	$ 13,051	$ -		$ -				
409.310.3883	FSA Donations			$ 1,555	$ 1,555	$ 1,555	One time fund to cover cost of a consultant for fall meeting.		
HISTORY LEADERSHIP INSTITUTE									
410.060.3882	HLI Partner Contributions	$ 28,000	$ 28,000	$ 23,000	$ 23,000	$ 23,000		$ 27,000	MNHS moving from $1000 sponsor to $5000 partner
410.060.3883	HLI Donations	$ -	$ 7,500						
410.060.3886	HLI tuition	$ 19,400	$ 28,800	$ 27,800	$ 27,800	$ 27,800	Additional $2600 revenue in temporarily restricted fund from scholarships	$ 68,500	18 @ $3500 each; 2 @ $2750 (not lodging with class)
410.060.3887	HLI lodging	$ 15,200	$ 24,000	$ 23,000	$ 23,000	$ 23,000	Additional $2600 revenue in temporarily restricted fund from scholarships	$ -	Merged with 3886, Tuition; will be single payment in 2020
PROGRAMS									
409.050.4260	SHAM Registration Fees	$ 3,500	$ 4,500	$ 6,795	$ 6,795	$ 6,795		$ 6,800	

410.030.4600	Onsite Workshop Series	$ 23,887	$ 47,180	$ 13,283	$ 23,219	$ 24,320	4 workshops cancelled (Project Management x 2, Focusing on Visitors, HHM Issues and Operations), 1 workshop rescheduled to FY2020 (Military Collections), 2 workshops under budget because miscalculated last year (HHM Symposiums), Rest as budgeted or more	$ 41,730	**10 WORKSHOP SESSIONS**: Military Camp ($4,420), Textiles ($3,900), Collections Mgmt ($4,180), Programs Teachers and Students ($4,790), Exhibit Makeovers ($5,970), Focus Visitors ($5,020), Project Mgmt ($4,350 x 2 = $8,700), Reinventing HHM ($0.00 - offered free as private workshop for the New York Historic House Trust - income in sponsorship category), Reinventing HHM ($4,750)
410.070.4910	Online Workshop Series	$ 114,421	$ 124,075	$ 80,280	$ 99,341	$ 90,990	**EXPECTED ($10,710).** Online Courses all filled, but webinars came in lower than budgeted. We presented many free webinars, and workflow was dominated by launch of website and LMS.	$ 148,130	[illegible] Caring Museum Coll ($11,700 = $5,850 x 2), Collections Mgmt ($11,700 = $5,850 x 2), Developing Exhib Part I ($5,850), Developing Exhib Part II ($5,850), Financial Mgmt I ($6,000 = $3,000 x 2), Financial Mgmt II $6,000 = $3,000 x 2), Leadership Admin ($7,800 = $3,900 x 2), Mus Edu Outreach ($11,700 = $5,850 x 2), Project Mgmt ($17,500 = $8,750 x 2); **50 WEBINARS:** Historic House Calls ($2,800 = $700 x 4), History Check-In ($4,600 = $1,150 x 4), HR Coffee Break ($1,350 = $450 x 3), INCYHIST ($1350 = $450 x 3), Free-ish ($900 = $450 x 2), What is AASLH ($0.00 = $0.00 x 16), StEPs Labs ($5,200 = $1,300 x 4), CE Webinars ($22,330 = $1,595 x 14)
409.160.3811	StEPs Program	$ 19,533	$ 21,000	$ 11,205	$ 13,960	$ 17,500		$ 20,450	50 enrollments @$175; 60 enrollments @$195 (price increase following enhancement release.
402.050.3972	History Relevance Campaign	$ (500)	$ -						
410.030.3883	Workshop Sponsorships	$ 5,010	$ 6,000	$ 4,138	$ 4,138	$ 9,138	ACTUAL ($4,138): HHM Symposium Fall @ $4,138; EXPECTED ($5,000) HHM Symposium Summer (Dumbarton House) @ $5,000	$ 12,500	2 sponsorships (1) $5,000 from NYHHT (2) $3,000 from undetermined source; $300 each for 15 webinar sponsorships.
409.180.3816	IMLS Continuing Education Grant	$ 31,103	$ 68,200	$ 28,890	$ 28,890	$ 57,780	IMLS Reimbursement Request for $28,890 to be submitted in June.	$ 24,260	$19,260 in consultant fees; $5,000 in consultant/staff travel to be reimbursed by IMLS
	StEPs African Amer Museums Project	$ -	$ 10,500	$ 20,200	$ 20,200	$ 20,200	Project ends June 30, 2019	$ -	
	Mellon FrameWorks Grant							$ 219,203	We'll receive $250,000 (of the $479,000 grant) from Mellon before June 30, 2019. Of this, $30,797 will be booked in FY2021.
MISC									
405.010.4007	Health Reimbursements	$ 2,628	$ 3,500	$ -		$ -	With Century II as HR/Insurance Provider, employee deductions go directly to insurance premium without passing through AASLH.	$ -	
	-Other Miscellaneous		$ 4,000						
250TH ANNIVERSARY									New Class
###.###.3888	Workshop Sponsorship							$ 750	From American Battlefield Trust for gathering of task force/working groups at AM in Philadelphia

	SUBTOTAL	**$ 1,539,770**	**$ 1,648,910**	**$ 1,412,768**	**$ 1,494,516**	**$ 1,567,348**		**$ 1,895,693**	
Release of FY 2018 Assets									
Temp. Rest	HLI Scholarship	$ 18,177	$ 10,927	$ 5,200	$ 5,200	$ 5,200	Scholarship $ released for FY2019	$ 7,000	Scholarship $ to be released for FY2020
Temp. Rest	Small Museums Scholarship	$ 6,098	$ 3,650	$ 3,650	$ 3,650	$ 3,650		$ 3,650	
Temp. Rest - 400.020.5060	Endowment Rolling Avg.	$ 62,678	$ 69,812		$ 69,812	$ 69,812	4.50% draw	$ 71,145	4.25% draw. (Keeping draw at 4.5% would increase this by $4,185.)
	Total Accrual Revenues	***$ 1,626,723***	***$ 1,733,299***	***$ 1,421,618***	***$ 1,573,178***	***$ 1,646,010***		***$ 1,977,488***	
EXPENDITURES									
Leadership & Governance									
402.000.6150	TELEPHONE	$ 247	$ 2,000	$ 1,954	$ 2,792	$ 2,600	Increase in cost	$ 2,600	Dichtl Cell Phone
402.000.6200	STAFF TRAVEL	$ 12,322	$ 11,000	$ 5,983	$ 6,905	$ 9,200	Travel for two staff to AAM; Travel for two staff to June Council Meeting	$ 11,000	Travel for JD to regional and national meetings; Travel for two staff to Feb and June Council Meeting; Travel for two staff to meet with Lone Arrangers.
402.000.6210	COUNCIL MEETING EXPENSES	$ 1,825	$ 5,000	$ 2,090	$ 3,085	$ 14,555	The Winters Group Fees; Food/AV expenses; Council travel fund	$ 8,000	Increase in food costs; Council travel fund
402.000.6240	PROFESSIONAL DUES AND SPONSORS	$ 14,090	$ 8,025	$ 7,250	$ 8,818	$ 8,000		$ 9,500	NCH, AAM Advocacy Day, National Humanities Alliance, CNM, ASAE
402.000.6370	PROFESSIONAL DEVELOPMENT	$ 4,279	$ 4,267	$ 1,501	$ 2,090	$ 2,101	1501 + 600 dollars for Non Profit Film Academy =2101 (DARAH)	$ 8,479	$80 NECAT membership (Aja), $205 CNM classes (Aja); $490 for CNM Fundraising Certificate for Rey. Bethany to attend ASAE Great Ideas Conference ($1100 registration; $1500 travel=$2500); ATD National Young Professional Membership ($369); ATD Instructional Design Certificate (Registration $1,595); ATD Core4Conference (Registration $945; Travel $1,000); Commpartners PEAK (Registration $295; Travel $1,000)
402.000.6340	CONTRACT SERVICES			$ 216	$ 216	$ 216			
	Program Total	***$ 32,763***	***$ 30,292***	***$ 18,994***		***$ 36,672***		***$ 39,579***	
402.050.6340	***HISTORY RELEVANCE CONTRACTS***	***$ 2,616***	***$ -***	***$ -***				***$ 100***	Domain name renewal
General Operating									
405.010.6010	SALARIES	$ 535,105	$ 536,919	$ 394,932		$ 551,868	Added Membership and Development Coordinator in February. Salary not budgeted.	$605,090	
405.010.6040	UNEMPL. TAX	$ 1,160	$ 3,248	$ 1,305		$ 3,543		$ 3,885	
405.010.6050	FICA	$ 39,193	$ 46,747	$ 30,213		$ 39,788		$ 44,380	
405.010.6060	MEDICAL INS.	$ 46,833	$ 45,000	$ 26,778		$ 36,420	Under budget due to vacant position for three months	$ 42,000	
405.010.6070	DISABILITY INSURANCE	$ 7,090	$ 7,000	$ 5,161		$ 5,479		$ 7,000	
405.010.6080	RETIREMENT	$ 23,119	$ 40,490	$ 23,609		$ 35,389		$ 49,204	
405.010.6100	OFFICE SUPPLIES	$ 2,643	$ 3,000	$ 4,099		$ 5,465		$ 5,000	
405.010.6110	POSTAGE	$ 8,700	$ 9,000	$ 10,287		$ 13,716		$ 14,000	

405.010.6112	GIFTS-MEMORIAL-APPRECIATION	$ 100	$ 100	$ 64		$ 64		$ 100	
405.010.6120	DUPLICATING	$ 177	$ 500	$ 375		$ 500		$ 500	
405.010.6150	TELEPHONE/INTERNET ACCESS	$ 7,130	$ 4,000	$ 5,290		$ 7,053	New phone system purchased in FY2019	$ 7,000	
405.010.6160	RENT	$ 43,200	$ 43,200	$ 33,956		$ 45,300	Additional maintenance fee billed starting FY2019	$ 46,000	
405.010.6164	CLEANING SERVICE	$ 2,425	$ 2,450	$ 1,240		$ 1,720	Hired less expensive service in winter 2019	$ 2,000	
405.010.6166	UTILITIES	$ -							
405.010.6168	BUILDING MAINTENANCE	$ 480	$ 300	$ 150		$ 150		$ 300	Odd jobs not covered by landlord
405.010.6170	BUSINESS INSURANCE	$ 15,138	$ 11,600	$ 3,604		$ 4,800	Changed insurance companies in FY2019; D&O for 2019 paid in FY2018.	$ 8,000	$3,693 for liability; $3,095 for D&O; $1,212 workers comp
405.010.6200	STAFF TRAVEL	$ 314				$ -		$ -	
405.010.6280	LEGAL FEES	$ 856	$ 1,500	$ 7,386		$ 8,058	Bylaws Review	$ 1,000	Filing Articles of Incorporation
405.010.6320	AUDIT FEES	$ 16,625	$ 16,800	$ 10,000		$ 16,800		$ 17,200	
405.010.6340	CONTRACT SERVICES	$ 83,307	$ 50,491	$ 44,616		$ 60,000	Additional $5400 paid to KraftCPA for back filings of 5500s. Also includes filing 2018 5500.	$ 56,600	KraftCPA ($41,100), Century II ($9,400), IT company ($6,100 - new for 2020)
405.010.6350	LEASES	$ 11,947	$ 12,000	$ 10,201		$ 13,600	Copier/Postage Meter	$ 13,600	Copier/Postage Meter
405.010.6360	Equipment Maintenance/Purchase	$ 2,870	$ -	$ 204		$ 3,000	Server crash repair	$ 4,000	Additional computer equipment/work
405.010.6390	DEPRECIATION	$ 6,902	$ 8,525	$ 6,017		$ 8,022	Provided by Kraft	$ 7,500	Provided by Kraft
405.010.6560	CREDIT CARD PROCESSING EXPENSE	$ 29,128	$ 31,440	$ 26,147		$ 34,863		$ 35,909	3% increase
405.010.6630	BANK SERVICE CHARGES	$ 3,762	$ 4,120	$ 1,409		$ 1,879		$ 1,935	3% increase
405.010.6352	SOFTWARE SUBSCRIPTIONS	$ 15,087	$ 15,550	$ 14,822		$ 16,000	Membership Database ($12,000/year); Submittable ($2200/year); Mozy ($250/year); Basecamp ($800/year); Association Voting ($300/year)	$ 17,260	Membership Database ($12,000/year); Submittable ($3910/year); Mozy ($250/year); Basecamp ($800/year); Association Voting ($300/year)
405.010.6700	SALES TAX	$ 2,500		$ -		$ -	We overpaid sales tax in 2017 leaving us a balance with the state that covered the 2018 taxes.	$ 200	
	Program Total	***$ 905,791***	**$ 893,980**	**$ 661,865**		**$ 913,477**		**$ 989,663**	
Awards									
407.010.4110	POSTAGE	$ 73	$ -			$ -			
407.010.6200	STAFF TRAVEL	$ 558	$ 500			$ 515		$ 500	
407.010.6225	MEETING EXPENSE	$ 2,366	$ 2,400			$ 2,250		$ 2,400	
407.010.4380	Design Services			$ 750		$ 750	Should have been included in AM design	$ -	Include in AM design services
407.010.6550	COREY AWARD/CUP/FRAME/KAMME	$ 5,414	$ 5,500	$ 670		$ 670		$ 900	$500 Corey; Two Award of Distinction; Three HIP Awards
407.010.6580	PRINTING	$ 220	$ 250	$ 869		$ 869	Printing of Awards Program should have been included in AM printing	$ 300	Increase in paper cost
Program Total		**$ 8,631**	**$ 8,650**	**$ 2,289**		**$ 5,054**		**$ 4,100**	
Annual Meeting									
408.010.6100	OFFICE SUPPLIES	$ 1,616	$ 1,700	$ 2,567		$ 2,567		$ 2,000	
408.010.6110	POSTAGE	$ 4,392	$ 4,500	$ 4,252		$ 4,252		$ 5,000	Preliminary Program Guide Mailing plus postcard to MUD list
408.010.6201	HOST PROGRAM CMTE	$ 8,023	$ 7,000	$ 7,713		$ 7,713		$ 6,500	

408.010.6200	STAFF TRAVEL	$ 8,175	$ 9,000	$ 5,868		$ 5,868		$ 13,200	11 employees at $1200 each
408.010.6220	SPEAKER TRAVEL	$ 2,508	$ 7,000	$ 53		$ 53		$ 4,000	Baker/LeFlouria Travel
408.010.6222	MEETING PLANNER TRAVEL	$ 451	$ 1,200	$ 277		$ 277		$ 1,400	
408.010.6232	SPEAKER FEES	$ 3,500	$ 10,000	$ 8,506		$ 8,506		$ 11,000	
408.010.6233	SMALL MUSEUM SCHOLARSHIPS	$ 3,636	$ 23,500	$ 22,050		$ 22,050		$ 2,000	
408.010.6380	DESIGN SERVICES	$ 10,303	$ 11,000	$ 10,581		$ 10,581		$ 12,000	
408.010.6400	MEETING PLANNING SERVICES	$ 16,625	$ 25,000	$ 21,250		$ 21,250	Paid for additional services to help with exhibit hall	$ 20,600	
408.010.6410	SHIPPING	$ 1,519	$ 1,500	$ 1,417		$ 1,417		$ 2,000	
408.010.6420	AFFINITY GROUP Meals	$ 12,596	$ 6,500	$ 6,419		$ 6,419		$ 22,100	
408.010.6430	RECEPTIONS	$ 9,246	$ 4,750					$ 10,740	
408.010.6432	Registration Hospitality	$ 2,330	$ 19,750	$ 15,665		$ 15,665		$ 2,150	Electrical - $850: Security - $1300; Signage - $2,810
408.010.6440	A/V Expense	$ 18,858	$ 41,850	$ 39,872		$ 39,872		$ 51,510	VER - $37,500; Travel - $4270; Internet - $13,500; Closed captioning for online conference = $510 (6 live webinars at $85)
408.010.6450	PRE/POST MEETING WORKSHOPS	$ 27,358	$ 4,540	$ 4,966		$ 4,966		$ 8,930	
408.010.6460	EXHIBIT EXPENSES	$ 4,634	$ 6,600	$ 7,312		$ 7,312		$ 5,350	
408.010.6480	COFFEE BREAKS	$ 20,521	$ 18,000	$ 27,575		$ 27,575	2019 Includes reception cost - 408.010.6430	$ 38,380	
408..010.6470	BULK MAIL SERVICE FEES	$ -	$ 500					$ 500	
408.010.6421	MEMB. LUNCHEON	$ 15,000	$ 5,000	$ 5,000		$ 5,000		$ -	Eliminated for 2019 due to hotel space
408.010.6462	Convention Ctr Fees	$ -	$ 19,128	$ 20,034		$ 20,034		$ -	
408.010.6490	TOURS	$ 10,067	$ 12,500	$ 9,756		$ 9,756		$ 15,725	
408.010.6495	BOOK FOR SPEAKERS - SALES	$ -						$ 4,400	
408.010.6540	AM-TOTE BAG EXPENSE	$ 2,551	$ 2,650	$ 1,947		$ 1,947		$ 2,800	
408.010.6520	EVENT CANCELLATION, INSURANCE, A	$ 1,268	$ 1,500	$ 1,477		$ 1,477		$ 1,700	
408.010.6491	EVENING EVENTS	$ 44,553	$ 66,785	$ 41,842		$ 41,842		$ 46,000	
408.010.6580	PRINTING	$ 17,056	$ 17,000	$ 15,566		$ 15,566		$ 17,000	
408.010.6583	Learning Times	$ -	$ 2,000					$ 2,000	
408.010.6584	Photographer/Florist	$ 2,468	$ 2,500	$ 1,870		$ 1,870		$ 3,000	Would like to have photographer on site longer than previous years to capture more candid photography.
	Conference App	$ 3,885	$ 3,900	$ 3,750		$ 3,750		$ 3,750	Will likely use Map Dynamics for both floor plan and app for 2020 Annual Meeting.
408.010.6412	PARTNER EVENTS/SHARE							$ 14,100	$7,500 parter share for SOC; $6600 for SOC food/beverage costs (to be reimbursed)
	Program Total	**$ 253,139**	**$ 336,853**	**$ 287,585**		**$ 287,585**		**$ 329,835**	
Fundraising-Unrestricted									
409.010.6110	POSTAGE	$ 4,466	$ 2,400	$ 3,735		$ 1,752	no more fundraising mailings in FY2019	$ 2,000	Anticipated similar amount of postage in FY2020
409.010.6470	BULK MAIL SERVICE FEES	$ 2,100	$ 1,400	$ 3,556		$ 3,556	Printing and bulk mailing fees are lumped together in this code.	$ 2,000	Anticipate a slightly higher fee for bulk mailing services for fundraising in FY2020
409.010.6521	STATE SOLICITATION LICENSE	$ 80	$ 275	$ 290					

409.010.6580	PRINTING	$ 102	$ 3,000	$ 83		$ 1,858	Printing and bulk mailing fees are lumped together in the code above.	$ 3,500	In addition to normal fundraising printing costs, we will be printing evergreen donation materials to become part of the AASLH marketing suite, something we haven't done in the previous few years.
409.010.6380	DESIGN SERVICES	$ -	$ -	$ 80		$ 80	took most of the design in-house in FY 2019, but needed Gerri to make a few edits to donation cards.	$ 150	$150 accounts for random edits on official forms that are easier and quicker for Gerri to make.
	CONSULTANT							$ 3,000	Consultant to advise on Endowment campaign and Legacy Society. (Since this will happen in the second half of the FY, we can wait to see how the YTD Actual is looking before deciding to spend this.)
	ENDOWMENT CONTRIBUTION	$ 6,760				$ 5,450	Transferred to Vanguard		
409.010.6115	HARVEY DISTRIBUTION	$ 14,000							
	Program Total	***$ 27,508***	**$ 7,075**	**$ 7,744**		**$ 12,696**		**$ 10,650**	
SHAM									
409.050.6200	STAFF TRAVEL	$ 663	$ 1,000	$ -				$ 1,100	
409.050.6480	Food & Beverage	$ 1,485	$ 3,500	$ 5,251		$ 5,251		$ 5,000	
	Program Total	***$ 2,148***	**$ 4,500**	**$ 5,251**		**$ 5,251**		**$ 6,100**	
Visitors Count									
409.091.6380	PRINTING							$ 500	Return Envelopes for Surveys
409.091.6200	STAFF TRAVEL	$ 2,947	$ 3,000	$ 2,137		$ 3,009		$ 1,100	
409.091.6220	CONSULTANT TRAVEL	$ 431	$ -			$ -			
409.091.6480	MEETING ROOM EXPENSES	$ 1,343	$ 1,300	$ 550		$ 978		$ 1,000	
409.091.6551	SURVEY FEES	$ 71,361	$ 48,100	$ 44,096		$ 52,648		$ 40,750	7 projects @$1,325 started in FY19 but finished in FY20; 7 projects @$2,650 started in FY19 but finished in FY20; 9 projects @$1,325 started in FY20 that will extend into FY21; $1,000 spotlight survey and extra custom questions. We anticipate survey fee expense to decrease by $3,900 if we end our agreement with CNM and contract directly with debb Wilcox.
	Program Total	***$ 76,082***	**$ 52,400**	**$ 46,783**		**$ 56,635**		**$ 43,350**	
StEPS Program									
409.160.4120	DUPLICATING	$ 29							
409.160.6200	STAFF TRAVEL	$ 1,464	$ 5,000	$ 723		$ 1,192		$ 3,300	NRPA Conference and two additional trips to state conferences
409.160.4220	TASK FORCE TRAVEL	$ 7,073	$ 12,000	$ 510		$ 510		$ 4,700	$2000 task force travel to Philly; $2200 edit team in person meeting; 500 Shawn Halifax to NRPA for Parks session
409.160.6380	PRINTING	$ -						$ 4,000	Enhancement workbook version 200@$20 ea
409.160.6480	Design	$ 3,805		$ 25		$ 25		$ 2,000	Enhancement workbook version
	Program Total	***$ 12,371***	**$ 17,000**	**$ 1,258**		**$ 1,727**		**$ 14,000**	
Field Service Alliance									
409.310.6340	CONTRACT SERVICES	$ -	$ 500	$ 2,013		$ 2,013		$ -	
409.310.6200	STAFF TRAVEL	$ 869	$ 1,400	$ 287		$ 589		$ 1,200	
	Program Total	***$ 869***	**$ 1,900**	**$ 2,300**		**$ 2,602**		**$ 1,200**	

IMLS Grant - Cont Ed									
409.180.6221	FACULTY TRAVEL	$ 1,213	$ 10,000				No travel in FY2019	$ 5,000	2 trips each to Nashville for Conny and Max. One trip for Cherie
409.180.6340	CONTRACT SERVICES	$ 29,984	$ 58,200	$ 48,348		$ 62,793		$ 19,260	
	Program Total	***$ 31,197***	**$ 68,200**	**$ 48,348**		**$ 62,793**		**$ 24,260**	
Workshop Series									
410.030.4100	OFFICE SUPPLIES	$ -	$ 500			$ 150	2 workshops cancelled. Expenses lower than expected.	$ 500	**10 WORKSHOPS @ $50.00**
410.030.4110	POSTAGE	$ -	$ -			$ -	PM workshop cancelled. Expenses lower than expected.	$ -	-
410.030.6200	STAFF TRAVEL	$ 8,278	$ 11,000	$ 1,943		$ 6,770	2 workshops cancelled. Expenses lower than expected.	$ 11,000	**10 WORKSHOPS @ $1,100**
410.030.6221	FACULTY TRAVEL	$ 12,742	$ 17,000	$ 3,138		$ 10,819	2 workshops cancelled. Expenses lower than expected.	$ 16,000	**16 TRAVEL SESSIONS AT $1,000**: Military Camp (Brown, Blaker), Textiles (DePauw), Collections Mgmt (Forkso, Simmons), Programs Teachers and Students (Kuceyeski, Wood), Exhibit Makeovers (Craig), Focus Visitors (Grove, Rasic), Project Mgmt (Minks), Project Mgmt (Minks), Reinventing HHM (van Balgooy, Turino), Reinventing HHM (van Balgooy, Turino)
410.030.6231	FACULTY HONORARIUM	$ 5,812	$ 9,000	$ 1,300		$ 4,800	2 workshops cancelled. Expenses lower than expected.	$ 10,000	**10 WORKSHOPS @ $1,000:** Military Camp ($500 Brown, $500 Blaker), Textiles ($1,000 DePauw), Collections Mgmt ($500 Forkso, $500 Simmons), Programs Teachers and Students ($500 Kuceyeski, $500 Wood), Exhibit Makeovers ($1,000 Craig), Focus Visitors ($500 Grove, $500 Rasic), Project Mgmt ($1,000 Minks X 2), Reinventing HHM ($500 van Balgooy, $500 Turino), Reinventing HHM ($500 van Balgooy, $500 Turino)
410.030.6410	SHIPPING	$ 687	$ 500	$ 55		$ 300	2 workshops cancelled. Expenses lower than expected.	$ 500	**10 WORKSHOPS @ $50.00**
410.030.6481	REGISTRANT'S SERVICES	$ 2,275	$ 2,500	$ 330		$ 2,200	2 workshops cancelled. Expenses lower than expected.	$ 2,045	Textiles ($65 supplies); Programs Teachers and Students ($30 postcards); Exhibit Makeovers ($750 Textbooks); Reinventing the HHM (2 x $600 Lunch)
	Program Total	***$ 29,794***	**$ 40,500**	**$ 6,766**		**$ 25,039**		**$ 40,045**	
Master Local Historians Program									
409.040.6231	Faculty Honorarium	$ 6,200	0						
409.040.6221	Faculty Travel	$ 4,527	0	$ 223		$ 223			
409.350.7000	Public Presentation	$ 1,419	0	$ 66		$ 66			
409.040.6200	Staff Travel	$ 548	$ -						
	Program Total	***$ 12,694***	**$ -**	**$ 289**		**$ 289**			

History Leadership Institute									
410.060.6100	OFFICE SUPPLIES	$ 217							
410.060.6200	STAFF TRAVEL	$ 2,998	$ 800	$ 429		$ 429		$ 1,000	Trips to Indianapolis + hotel stays for JM and JD
410.060.6220	DIRECTOR TRAVEL	$ 7,192	$ 5,500	$ 7,121		$ 5,890		$ 4,850	$3500 travel/meal costs; $2000 lodging)
410.060.6225	IHS Expenses	$ 5,779	$ 6,500	$ 4,464		$ 4,464		$ 14,000	This is for all on-site expenses, including: daily breakfast, 2 group lunches, 2 dinners, a half-day workshop with IUPUI school of philanthropy, traditional IHS expenses (buses, food, etc.)
410.060.6230	HLI DIRECTOR STIPEND	$ 30,000	$ 24,000	$ 12,000		$ 24,000		$ 24,000	
410.060.6221	FACULTY TRAVEL	$ 13,239	$ 12,000	$ 10,859		$ 10,445		$ 8,000	Fewer facilitators in 2020
410.060.6242	CLASS LODGING	$ 17,757	$ 22,800	$ 21,711		$ 21,711		$ 14,524	16 people x $907.75/person
410.060.6380	DESIGN			$ 375		$ 375		$ 500	
410.060.6120	Marketing/Postcard	$ 895							
410.060.6461	Promotion/Recruitment	$ 85	$ 2,500	$ 48		$ 104		$ 1,500	Ads with regional museum associations; Pins
410.060.7005	MEETING REPRESENTATION	$ 267							
410.060.6231	FACULTY HONORARIUM							$ 3,500	
	Program Total	***$ 78,429***	**$ 74,100**	**$ 57,007**		**$ 67,418**		**$ 71,874**	
Online Workshops									
410.070.6231	FACULTY HONORARIUM	$ 14,106	$ 20,200	$ 11,720		$ 18,440	Lower than budgeted because we offered fewer paid webinars than expected, so paid fewer honorariums. Also miscalculated Developing Exhibitions honorariums in FY219 budgeting	$ 32,295	**ONLINE COURSES**: BoA (Arp $3,600 = $1,200 x 3), Caring Museum Coll (Elder $2400 = $1200 x 2), Collections Mgmt (Richardson $2400 = $1200 x 2), Developing Exhib Part I (TBD $1500), Developing Exhib Part II (TBD $1500), Financial Mgmt I (Beaulieu $2400 = $1200 x 2), Financial Mgmt II (Beaulieu $2400 = $1200 x 2), Leadership Admin (Ackerson $3000 = $1500 x 2), Mus Edu Outreach (Brock $2000 = $1000 x 2), Project Mgmt (Minks $3000 = $1500 x 2); **WEBINARS:** 5 StEPs Labs ($2200 = 2 @ $250, 1 @$500, 2@$600 (multiple speakers)); 14 Continuing Ed webinars ($3,500 = 14 @ $250 each)
410.070.6235	Course Development	$ 205	$ 2,000			$ 1,600		$ 1,600	**1 ONLINE COURSE** @ $1,600 (Financial Management II)
410.070.6360	WEBSITE SERVICES	$ 14,023	$ 22,650	$ 15,670		$ 27,616	Higher than budget because unexpected cost of resigning with Adobe Connect Clarix (webinar platform) after platform within LMS was subpar.	$ 29,044	Museum Study at $11,750 (BoA Students @ $5.00, all other course students at $25.00); Elevate (New Learning Management System) at $13,950 [3 mo @ $1,050 (discounted), 9 mo @ $1,200 (standard license fee)]; VZP Digital Closed Captioning at $2,129; Zoom Meeting License $1,215 (6 Meeting host licenses + 1 500-person webinar add-on]
	Program Total	***$ 28,334***	**$ 44,850**	**$ 27,390**		**$ 47,656**		**$ 62,939**	
Membership Acquisitions									
411.040.4110	POSTAGE	$ 600	$ 1,500			$ 600	only did one lapsed member mailing in FY2019.	$ 2,600	Postage estimates for 5 mailings (2 to MUD list institutions, and 2 to program directors from NCPH list, and one lapsed member mailing)
411.040.6470	BULK MAIL SERVICE FEES		$ 1,500	$ 431		$ 600	only did one lapsed member mailing in FY2019.	$ 2,600	Postage estimates for 5 mailings (2 to MUD list institutions, and 2 to program directors from NCPH list, and one lapsed member mailing)

411.040.6580	PRINTING	$ 1,452	$ 3,000	$ 1,192				$ 3,000	Printing estimates for 5 mailings (2 to MUD list institutions, and 2 to program directors from NCPH list, and one lapsed member mailing)
411.040.6380	DESIGN		$ 500	$ 390		$ 390		$ 600	Design estimates for 4 mailings (2 to MUD list institutions, and 2 to program directors from NCPH list)
	Program Total	***$ 2,052***	**$ 6,500**	**$ 2,013**		**$ 1,590**		**$ 8,800**	
Membership General									
411.050.6110	POSTAGE	$ 4,048	$ 6,500	$ 1,409		$ 6,396	Includes postage and Webb Mason Fees for membership card production/mailing	$ 540	Postage - Eliminating membership cards and Webb Mason services in 2020
411.050.6380	DESIGN SERVICES	$ 735	$ 1,500						
411.040.6580	PRINTING	$ 3,927	$ 3,500	$ 5,649		$ 5,649	Envelopes. Mailing all invoices this year due to dues change doubled amount of envelopes.	$ 5,000	
	Program Total	***$ 8,710***	**$ 11,500**	**$ 7,058**		**$ 12,045**		**$ 5,540**	
Marketing									
411.060.6100	OFFICE SUPPLIES	$ 4,367		$ -		$ -			
411.060.6110	POSTAGE		$ -	$ 170		$ 170			
411.060.6200	STAFF TRAVEL	$ 4,335	$ 5,000	$ 8,496		$ 8,496		$ 5,000	Staff travel to TAM (TN), two to three additional state/regional meetings, and Western Museums Association meeting.
411.060.6340	CONTRACT SERVICES	$ 10,850	$ 2,000			$ 2,000	Ongoing ADA compliance activities	$ 2,000	Estimate for continued ADA compliance activities including PDF screen reader
411.060.6352	SOFTWARE SUBSCRIPTIONS	$ 1,004	$ 4,700	$ 3,835		$ 6,536		$ 7,400	FY2020: Mailchimp @ apx $4500 yr, Adobe @$768/yr, Coschedule @ $181/yr, Canva @ $119.40/year, MedaTemple @ $1440/yr, NetworkSolutions @ $360/yr

411.060.6360	WEBSITE	$ 11,884	$ 6,500	$ 4,167		$ 5,077	Monthly maintenance cost of $455 x 4 months = $1,820. Ended up needing less ADA rememidation from John Mahon than budgeted for.	$ 5,000	Monthly website maintenance costs.
411.060.6380	DESIGN	$ 5,464	$ 4,000	$ 1,725		$ 4,000	Design for promotional material and begin design process on membership materials.	$ 5,000	increasing design budget to account for re-designed marketing/membership/fundraising materials.
411.060.6461	PROMO MATERIALS	$ 1,081	$ -	$ 579		$ 579	ended up needing more pens in FY2019.	$ 500	swag for conferences
411.060.6580	PRINTING	$ 1,140	$ 3,000	$ 2,130		$ 3,000		$ 4,000	increasing printing budget to account for redesigned marketing/membership/fundraising materials.
411.060.6586	ONLINE ADVERTISING	$ 532	$ 4,000	$ 1,880		$ 2,380	will be utilizing some online advertising when registration opens for the 2019 Annual Meeting.	$ 2,000	while email continues to show the strongest ROI, will be continuing to experiment with online advertising.
411.060.7005	MTG. REPRESENTATION	$ 5,657	$ 3,300	$ 750		$ 750		$ 1,300	extra costs at booth swap conference or cost of booth rental.
	Program Total	***$ 46,314***	**$ 32,500**	**$ 23,732**		**$ 32,988**		**$ 32,200**	
History News									
411.070.6110	POSTAGE	$ 12,358	$ 15,200	$ 9,790		$ 13,526	Approx. $3,400 per issue.	$ 14,000	$3,400/issue, with some variation
411.070.6340	EDITORIAL SERVICES	$ 1,384	$ 1,500	$ 518		$ 518		$ 400	Transcription services for Annual Meeting keynotes/panels; Chicago Manual of Style online subscription
411.070.6380	DESIGN SERVICES	$ 14,385	$ 19,000	$ 14,860		$ 19,360	Approx. $4,500 for Spring design	$ 18,000	$4,500/issue
411.070.6470	BULK MAIL SERVICE FEES	$ 2,712	$ 1,800	$ 782		$ 1,573	Additional $395 for Spring 2019 issue	$ 1,800	
411.070.6580	PRINTING	$ 24,473	$ 27,000	$ 13,880		$ 26,830	Winter/Spring issues at $6,475 ea	$ 27,000	
411.070.6587	AUTHOR PAYMENTS		$ 4,000	$ 750		$ 2,250	Only payments for 3 issues in FY2019	$ 3,900	$75 ea for columns (3); $150 each for features/technical leaflet
411.070.6585	JSTOR Member Access	$ 300	$ 300	$ 300		$ 300		$ 300	
	Program Total	***$ 55,612***	**$ 68,800**	**$ 40,880**		**$ 64,357**		**$ 65,400**	

411.020.6360	**Inclusive Historian's Handbook Website**	**$ -**	**$ 5,000**	**$ 1,019**		**$ 3,200**	Website cost and editor honoraria	**$ 500**	Website domain and maintenance
~~*Awards*~~									
413.020.5050	AWARDS EVELYN	$ -							
	~~***Program Total***~~								
African American Museum StEPs Project									
	Scholarships		$ 2,725						
	Meeting Expenses			$ 495		$ 495			
	Faculty Stipends		$ 1,500			$ 500			
	Program Total		**$ 4,225**	**$ 495**		**$ 995**		**$ -**	
250th Annversary									New Class
###.###.6200	Staff Travel							$ 2,000	Two trips (one to Washington, DC; one to Philadelphia) for two people to participate in Commission gatherings, meet with NEH, conduct other 250th related business
###.###.6450	250th Task Force/Working Group Workshop							$ 750	$510 for room rental, including projector; $240 for light catering
###.###.6380	Design Services							$ 750	2020 250th Annual Report
###.###.6580	Printing							$ 750	2020 250th Annual Report
	Program Total							**$ 4,250**	
Mellon FrameWorks Grant									
###.###.6340	Contract Services							$ 204,000	Two payments to Frameworks. $136,000 in June 2019; $68,000 by June 2020.
	Total Accrual Expenditures	$ 1,602,360	$ 1,708,825	$ 1,248,777		$ 1,639,780		$ 1,958,385	
	Net	$ 24,363	$ 24,474	$ 172,841		$ 6,230		$ 19,103	