

[illegible]

	A	B	C	D	E	F	G	J	K	L	N	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC																	
1																																												
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5																									Spring Fair 2013		Fall Fair 2012		Biennial		Master Apprentice		Educ. & Outreach		Memberships		Scholarships		Workshops		Special Projects		Total Program Services	
63	7180	Rebates																							-	-	-	-	-	-	4,000.00	-	-	-	-	-	4,000.00							
64	7190	Rent																							16,400.00	16,500.00	-	-	-	-	-	-	-	410.00	-	-	33,310.00							
65	7195	Repairs & Maintenance																							-	-	-	-	-	-	-	-	-	-	-	-	-	-						
66	7200	Security																							4,325.00	4,325.00	-	-	-	-	-	-	-	-	-	-	8,650.00							
67	7210	Supplies (not office related)																							1,500.00	945.00	100.00	-	-	-	-	-	-	125.00	-	-	2,670.00							
68	7220	Training and Development																							-	-	-	-	-	-	-	-	-	-	-	-	-							
69	7230	Travel- Mileage																							250.00	250.00	700.00	-	-	1,200.00	-	-	1,550.00	-	-	3,950.00								
70	7240	Utilities																							-	-	-	-	-	-	-	-	-	-	-	-								
71	7241	Electric/Gas																							5,300.00	5,300.00	-	-	-	-	-	-	-	-	-	10,600.00								
72	7242	Telephone/ISP																							-	-	-	-	-	-	-	-	-	-	-	-								
73	7260	Graphic Design																							2,100.00	3,000.00	-	500.00	-	1,900.00	-	-	-	-	-	7,500.00								
74	7500 - Other Expenses																																											
75	Other Income/(Expenses)																																											
76	9050	Interest Income																							-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
77	Subtotal Other Income/(Expenses)																																											
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79	Total Expenses																																											
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81	Net Income																																											
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83																																												
84	Contributions toward Working Capital (Reserves)																																											
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86	Balance after contributions to Working Capital (Reserves)																																											
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89																																												
90	Notes																																											
91	Spring Fair																																											

	A	B	C	D	E	F	AD	AE	AF	A	AH	AI	AJ	AK	AL	AM	AN	AO
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1	MOST RECENT																	
2																		
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63	7180	Rebates					Management & General		Retreats		Total Management & General		Fundraising		Total			
64	7190	Rent					-	-	-	-	-	-	-	-	-	4,000.00		
65	7195	Repairs & Maintenance					12,000.00	-	-	12,000.00	-	-	-	-	-	45,310.00		
66	7200	Security					-	-	-	-	-	-	-	-	-	-		
67	7210	Supplies (not office related)					-	-	-	-	-	-	-	-	-	-		
68	7220	Training and Development					1,700.00	275.00	1,975.00	50.00	4,695.00							
69	7230	Travel- Mileage					3,500.00	-	3,500.00	-	3,500.00							
70	7240	Utilities					1,700.00	-	1,700.00	-	5,650.00							
71	7241	Electric/Gas					-	-	-	-	-							
72	7242	Telephone/ISP					1,900.00	-	1,900.00	-	12,500.00							
73	7260	Graphic Design					3,600.00	-	3,600.00	-	3,600.00							
74	7500	Other Expenses					1,000.00	-	1,000.00	300.00	8,800.00							
75	Other Income/(Expenses)																	
76	9050	Interest Income					-	-	-	-	-							
77	Subtotal Other Income/(Expenses)						-	-	-	-	-							
78																		
79	Total Expenses						113,707.75	3,903.50	117,611.25	21,785.25	385,195.00							
80																		
81	Net Income						(37,207.75)	(3,903.50)	(41,111.25)	14,214.75	5,500.00							
82																		
83																		
84	Contributions toward Working Capital (Reserves)						1,964.00		1,964.00		1,964.00							
85																		
86	Balance after contributions to Working Capital (Reserves)										3,536.00							
87																		
88																		
89																		
90	Notes																	
91	Spring Fair																	

**Cell:** N5

**Comment:** Morganne Keel:

Note this event happens every two years and thus for budget purposes, the actual history of expenses and income should be reviewed

**Cell:** P7

**Comment:** ExecDirector:

approved grant amt

Recd \$19,000 FYE 6/30/12

Budget in November

**Cell:** R7

**Comment:** talea:

Move part of TAC grant increase here.

Applying to CFMT and Turner to fund this initiative.

Budget: 1200/ea nov & dec, 2460 oct, 540 april, 600 june

**Cell:** V7

**Comment:** talea:

Move %1500 of TAC grant increase here.

Budget: 300/ea nov & dec, 615 oct, 135 april, 150 june

**Cell:** AD7

**Comment:** ExecDirector:

MNAC 37,400 (+17,700)

TAC 35,800 (+ 8,000)

= 73,200.

Move TAC-\$6,000 to Educ & Outreach

Move TAC-\$1,500 to Scholarship = 65,700.

FYE 6/30/12 MNAC = 19,700 & TAC = 27,800 for total of  
\$47,500.

BUDGET: 14,320/EACH IN NOV & DEC, 7,160 IN JUNE, 29,920 IN OCT, 7,480 IN APRIL

mgmt & gen budget: 12820/ea nov & dec, 26845 oct, 6805 april, 6410 june

**Cell:** J8

**Comment:** Morganne Keel:

SPRING FAIR-CORP SPONSORSHIPS

Better Living \$3,000

Publix \$2,000

Unknown \$5,000 (HCA?)

Unknown \$4,000 (Fifth Third?)

Capstar \$1000

Caterpillar \$1000? (don't count)

BUDGET: APRIL ALL

**Cell:** L8

**Comment:** Morganne Keel:

Better Living \$3,000

Regions \$4,000

Caterpillar \$1,000

BUDGET: SEPT

**Cell:** J9

**Comment:** Morganne Keel:  
SPRING FAIR-FOUNDATION CONTRIBUTIONS  
Publix \$6,000

BUDGET: APRIL

**Cell:** R9

**Comment:** talea:  
Turner Fdns \$10,000  
Comm Fdn \$10,000  
to fund a \$20k proposal

BUDGET: 5k EACH NOV & DEC

**Cell:** AD9

**Comment:** Morganne Keel:  
Andrew Allen \$4,000  
Doochin Family Charitable Tr \$1,000  
Eskind \$1,000  
HCA \$2,000

BUDGET: 2K OCT, 2K NOV, 1K DEC, 1K JAN, 1K FEB, 1K MARCH

**Cell:** AJ9

**Comment:** talea:  
Misc. foundations

BUDGET: ALL MARCH

**Cell:** J10

**Comment:** ExecDirector:  
SPRING FIAR-IND/CHAPTER CONTR  
based on FY12 actual - \$1167.

BUDGET: JUNE

**Cell:** L10

**Comment:** talea:  
Based on FY12 actual - \$1400.

BUDGET: OCT

**Cell:** AD10

**Comment:** talea:  
Based on FY12 actual - \$2729.

BUDGET: AUG 500, NOV 100, DEC 400, FEB 300, MARCH 1200, MAY 200, JUNE 100

**Cell:** AJ10

**Comment:** talea:  
Misc. foundations

BUDGET: ALL MARCH

**Cell:** AJ11

**Comment:** talea:  
Based on increase from 2011 (\$22k).

BUDGET: OCT 10K, NOV 11K, DEC 10K

**Cell:** J13

**Comment:** talea:  
SPRING FIAR-AWARDS DONATION  
same as last year

BUDGET: ALL APRIL

**Cell:** C14

**Comment:** talea:  
What all goes here?

**Cell:** J19

**Comment:** ExecDirector:  
SPRING FIAR-BOOTH FEES  
Based on prior 2 year actuals

BUDGET: MARCH 3,500, APRIL 62K, MAY 500

**Cell:** L19

**Comment:** ExecDirector:  
200 booths estimated and on target. In FYE 6/30/12 appr 215 booths were rented which is unusual therefore est at 200 rentals since more in line with history.

Added an additional 10 booth rentals to the total at \$340 each

BUDGET: 75K SEPT, 3K AUG, 1400 OCT

**Cell:** AL19

**Comment:** talea:  
FY2012 actual = \$154,186.

**Cell:** J20

**Comment:** ExecDirector:  
SPRING FIAR-APPL/ADMISSION FEES  
FY2011 actual = \$6390.  
FY2012 actual = \$6150.  
Applications dropping.

BUDGET: 1k jan, 2500 feb, 2600 march

**Cell:** L20

**Comment:** ExecDirector:  
303 applications  
FY11 actual = \$15,616.  
Probably was gross amount without license and fees subtracted, and some might be miscategorized.  
FY12 actual = \$6,842.

budget: july 3300, aug 3500

**Cell:** N20

**Comment:** ExecDirector:  
2010 income recorded was gross amount, before subtracting licensing and cc fees.

**Cell:** X20

**Comment:** talea:  
FY2012 actual shows \$1260.  
Our participant list shows \$4935.  
Projection based on increasing reach and # of participants to workshop.

Budget: 1500 each nov-jan, 1945 feb

**Cell:** J21

**Comment:** ExecDirector:  
SPRING FAIR-FOOD VENDOR FEES  
based on last year actuals

budget: 2300 march, 3500 april, 2100 may

**Cell:** L21

**Comment:** ExecDirector:  
based on last year actuals

budget: 2300 july, 3500 aug, 2100 sept

**Cell:** J22

**Comment:** ExecDirector:  
SPRING FAIR-OTHER FAIR INCOME  
Merchant \$-0-  
Chapter booth \$ all from chapters and based on prior year actuals

budget: all may

**Cell:** L22

**Comment:** ExecDirector:  
Merchant \$  
Chapter booth \$  
Based on FYE 6/30/11 actuals. FYE 6/30/12 commissions appear not to have been received.  
Fall fair earns less, since SoF does not participate.

Budget: all oct

**Cell:** L23

**Comment:** talea:  
LeQuire Gallery buys ad in our fair program.

Budget: all oct

**Cell:** J27

**Comment:** User:  
SPRING FAIR-MEMBER DUES  
budget: april

**Cell:** L27

**Comment:** User:  
budget: all sept

**Cell:** T27

**Comment:** talea:  
FY12 actual = \$23,500.

budget: dec 4500, jan 5500, feb 5800, march 4200, april 1500

**Cell:** J36

**Comment:** Morganne Keel:  
SPRING FAIR-ADV & PROMOTION



FYE 6/30/12 actual appr \$7,800 and increased to \$10,000 as it is expected that the advertising budget will increase due to strategic goals and branding

budget: feb 1k, 1k march, 6500 april

**Cell:** L36

**Comment:** ExecDirector:

Morganne Keel:

FYE 6/30/12 actual appr \$7,800 and increased to \$10,000 as it is expected that the advertising budget will increase due to strategic goals and branding

budget: 1k aug, 7500 sept

**Cell:** T36

**Comment:** Morganne Keel:

Vista Print Bus. Cards

budget: all jan

**Cell:** AD36

**Comment:** talea:

FY12 actuals = \$1004.

Survey Monkey and My Emma

budget: split for each month

**Cell:** J37

**Comment:** ExecDirector:

SPRING FAIR-ARTISTIC FEES

Jurors - \$1,000

Taca awards Juror \$500 (plus expenses)

Artist Awards - \$2,000

Photographer-

\$100

budget: feb 400, april 800, may 2200, june 200

**Cell:** L37

**Comment:** Morganne Keel:

Jurors - \$1,000

GAD - \$550

GAD Photographer - \$100

Extra - \$100

Fair Photographer \$100

budget: 400 july, 1450 sept

**Cell:** N37

**Comment:** ExecDirector:

cash awards = \$1700

Juror fee + \$500 - paid in FYE 6/30/12

budget: june 500, sept 1200

**Cell:** P37

**Comment:** ExecDirector:

grant stipends

budget: 6600 nov, 3k march, 3k may

**Cell:** V37

**Comment:** User:

budget: nov 500, dec 250, jan 500, feb 250

**Cell:** AL37

**Comment:** talea:  
Higher due to Biennial.

**Cell:** J38

**Comment:** talea:  
SPRING FAIR-ARTIST DEMOS  
Trimmed spending in this category this year, unless we get grant \$\$ to fund.

Budget: may all

**Cell:** L38

**Comment:** talea:  
Trimmed spending in this category this year, unless we get grant \$\$ to fund.

Budget: all sept

**Cell:** N38

**Comment:** talea:  
Public programming w/exhibit:  
3 artists x \$350 incl. travel.

Budget: all aug

**Cell:** P38

**Comment:** talea:  
Artist Demo fees at Fall fair for MAAP artists - 2 demonstrators at \$550 each

budget: all sept

**Cell:** R38

**Comment:** talea:  
Cheekwood= \$300 x 4= \$1200  
Arts at Airport \$225 x 20= \$4500.  
\$1200+ 4500= \$5700.

budget: 1200 oct, 1200 each nov & dec, 1200 march, 900 april

**Cell:** AL38

**Comment:** talea:  
New category. Demos higher due to new Outreach efforts; cut back on demo costs at fairs, temporarily.

**Cell:** J39

**Comment:** Morganne Keel:  
SPRING FAIR-BANK CHARGES  
Based on FYE 6/30/12 actuals, \$2186.

budget: march 100, april 2000, 100 may

**Cell:** L39

**Comment:** Morganne Keel:  
Based on FYE 6/30/12 Actuals, 2626.62

budget: aug 100, sept 2500

**Cell:** N39

**Comment:** talea:  
Based on actual. Bank charges were paid in FYE 6/30/12 appr. \$100

**Cell:** AD39

**Comment:** talea:

FY12 = \$324

budget: equally over 12 mos

**Cell:** AL39

**Comment:** talea:

FY12 actual = 5258.

**Cell:** X40

**Comment:** ExecDirector:

Bruce Baker = \$1600

Alyson Stanfield = \$2400

We expect to draw more participants from this speaker.

Budget: all march

**Cell:** N42

**Comment:** talea:

Photographer

budget: all sept

**Cell:** AD43

**Comment:** talea:

AFP: \$155

TFTA: \$300

AFTA: \$150

CODA: \$125

ACC: \$40

Craft Report: \$30

Nash. Arts Coalition:

Center for Nonprofit Mgmt: \$175?

What else?

Budget: equally over 12 mos

**Cell:** AD44

**Comment:** ExecDirector:

FY12 actual = 2306.

budget: equally over 12 mos

**Cell:** AD45

**Comment:** talea:

\$1800/yr for monthly \$150/mo pmt to web master.

\$2100 for upgrades near end of year, if year goes well.

1) Hard drive for server, plus DVD player to load software? \$50 + \$30

2) Estimate to upgrade Hannah and Liz's computer \$1000 x 2=\$2000?

Will software we have run on new computers okay?

budget: equally over 12 mos

**Cell:** AL45

**Comment:** talea:

NEW

**Cell:** J46

**Comment:** ExecDirector:

SPRING FAIR-JANITORIAL

Boy Scouts

budget: all april

**Cell:** L46

**Comment:** ExecDirector:  
Boy Scouts

budget: all sept

**Cell:** N46

**Comment:** talea:  
VENUE costs: Security & housekeeping.

Budget: all sept

**Cell:** AL46

**Comment:** talea:  
Increase due to Biennial housekeeping cost.  
FY12 actual = 1450

**Cell:** AD47

**Comment:** talea:  
Actual, through May 2012 = \$1749.

budget: equally over 12 mos

**Cell:** J48

**Comment:** talea:  
SPRING FAIR-LICENSE  
FY12 Actual = 1383.75

budget: all march

**Cell:** L48

**Comment:** talea:  
FY12 actual = 1500

budget: all june

**Cell:** AD48

**Comment:** talea:  
FY12 actual = 52.53

budget: all sept

**Cell:** AL48

**Comment:** talea:  
FY12 actual - \$3413.

**Cell:** J49

**Comment:** ExecDirector:  
SPRING FAIR-MEALS  
\$671= Food/Ice/Water Actual  
Used \$600 Costo Gift Card, In-Kind  
Gun line- feeding 2 times  
food vouchers

budget: all may

**Cell:** L49

**Comment:** Morganne Keel:  
Estimating

\$671 Food/Ice/Water based on SFN12 Actual.  
\$600 Costo Gift Card used, In-Kind sponsor.  
Gun line- feeding 2 times  
food vouchers.  
GAD has reception costs; actual FY2012 = approx. \$700/

budget: all sept

**Cell:** N49

**Comment:** talea:  
\$1500 catering + \$200 bartender.

Budget: all sept

**Cell:** P49

**Comment:** talea:  
For jurors lunch on all-day selection meeting.  
FY2012 meals were not applied correctly.

Budget: all nov

**Cell:** X49

**Comment:** talea:  
Based on workshop budget for Alyson Stanfield: breaks, lunch, Sat.evening apps.

Budget: all march

**Cell:** AD49

**Comment:** talea:  
\$156.60 is for board mtg? 8/20.  
\$61.44 move to MAAP program (juror lunch).  
Given fair budgets, this is a reasonable amount.  
FY12 actual = 660.

budget: 200 each may & nov, aug 300

**Cell:** AF49

**Comment:** User:  
budget: all feb

**Cell:** AL49

**Comment:** talea:  
Includes budget for Workshop, \$1010.

**Cell:** AD50

**Comment:** User:  
budget: equally over 12 mos

**Cell:** AD52

**Comment:** ExecDirector:  
probable 6% increase

budget: equally over 12 mos

**Cell:** AD56

**Comment:** ExecDirector:  
\$38/ month

budget: equally over 12 mos

**Cell:** AL57

**Comment:** talea:

Represents 2% increase + corresponding benefit increase.

**Cell:** J59

**Comment:** ExecDirector:

ExecDirector:

based on last year, see also postage total split 50/50

budget: 300 nov, april 500

**Cell:** L59

**Comment:** ExecDirector:

based on last year, see also postage total split 50/50. Fall costs include GAD invitations.

Budget: aug 900, sept 100

**Cell:** N59

**Comment:** User:

budget: all sept

**Cell:** P59

**Comment:** talea:

Based on actual in FY 2012.

budget: all oct

**Cell:** T59

**Comment:** talea:

Based on FY12 actual, \$714; expecting increase in COMPS.  
\$714 may not include Artisan mailing.

Winter mail prep= \$135

budget: all nov

**Cell:** AD59

**Comment:** User:

BUDGET: 12 MOS

**Cell:** AJ59

**Comment:** Morganne Keel:

Stamps for annual giving campaign  
FY2012 actual = 364

budget: all SEPTEMBER

**Cell:** J60

**Comment:** User:

budget: 300 nov, april 500

**Cell:** L60

**Comment:** User:

Budget: aug 900, sept 100

**Cell:** J61

**Comment:** ExecDirector:

based on last year  
FY12 actual = 1078

BUDGET: NOV 200, APRIL 800

**Cell:** L61

**Comment:** ExecDirector:  
Some printing charges need memo for clarification.  
GAD Invitations \$200  
Total includes lamination costs for fair signage and posterboard signs. Why so high?

BUDGET: AUG 300, SEPT 700, JUNE 200

**Cell:** N61

**Comment:** Morganne Keel:  
Based on FYE 6/30/12 actual - this fee will be for Biennial Invitations

BUDGET: ALL AUG

**Cell:** T61

**Comment:** ExecDirector:  
FY2013 est: 2000+ 2250+ 1565= 5815  
FY12 actual:  
Directory print=\$1700+\$50 ink  
Directory mail prep = \$165  
TOTAL Dir.\$1915 --> \$2000

Winter newsletter = \$765.  
Spring news = \$735  
Actual for two Artisans = \$1500 + 3rd  
TOTAL News: \$2250

Membership brochures = \$1565  
(How many?)

TOTAL PRINTING FY2011 = \$2703

BUDGET: NOV 2900, DEC 2900

**Cell:** AD61

**Comment:** talea:  
FY12 actual = \$2037. Total printing for FY2012 exceeded budget by nearly \$800. May need to trim in Membership printing.

BUDGET: ALL NOV

**Cell:** AJ61

**Comment:** Morganne Keel:  
Annual Giving Campaign  
(FY12 Actual = \$475 for 690 printed letters + env. & matched mailing service cost.)

BUDGET: ALL SEPT

**Cell:** AL61

**Comment:** talea:  
Includes \$600 for Biennial.

**Cell:** AD62

**Comment:** talea:  
FY12 Actual = 23,369 (less Mynatt consulting for Retreat, funded by TAC grant) = \$19500.  
Adding \$2,000 for marketing help.

Budget: 4k oct, remaining bal allocate over 12 mos.

**Cell:** AH62

**Comment:** User:

BUDGET: 4K OCT, REMAINING ALLOCATE OVER 12 MOS

**Cell:** T63

**Comment:** ExecDirector:  
chapter rebates based on membership \$ raised  
  
BUDGET: 3500 MARCH, JUNE 500

**Cell:** J64

**Comment:** ExecDirector:  
Total actual rent for fairs is appr \$32K for FYE 6/30/12. Basically allocated this between the two fairs for budget purposes  
  
BUDGET: FEB 30%, APRIL 15%, MAY 55%

**Cell:** L64

**Comment:** ExecDirector:  
ExecDirector:  
Total actual rent for fairs is appr \$32K for FYE 6/30/12. Basically allocated this between the two fairs for budget purposes  
  
BUDGET: AUG 40%, SEPT 60%

**Cell:** X64

**Comment:** talea:  
Based on workshop budget.  
  
BUDGET: ALL MARCH

**Cell:** AD64

**Comment:** ExecDirector:  
Based on FY2012 actual.  
  
BUDGET: OVER 12 MOS

**Cell:** J66

**Comment:** ExecDirector:  
based on last year  
  
BUDGET: ALL MAY

**Cell:** L66

**Comment:** ExecDirector:  
based on prior year  
BUDGET: ALL SEPT

**Cell:** J67

**Comment:** ExecDirector:  
FY12 actual shows \$2322. Must also include ice and water.  
  
BUDGET: 1/3 APRIL, 2/3 MAY

**Cell:** L67

**Comment:** talea:  
Based on FY12 actual, \$945.  
  
BUDGET: ALL SEPT

**Cell:** N67

**Comment:** talea:  
Misc.  
  
BUDGET: ALL SEPT

**Cell:** X67



**Comment:** talea:  
Copies

BUDGET: ALL MARCH

**Cell:** AD67

**Comment:** talea:  
Based on FY12 actual, \$1612.

BUDGET: OVER 12 MOS

**Cell:** AF67

**Comment:** talea:  
Based on FY2012 actual, \$261.

BUDGET: ALL FEB

**Cell:** AJ67

**Comment:** talea:  
Based on FY12 actual: \$50.14.

BUDGET: ALL SEPT

**Cell:** AL67

**Comment:** talea:  
Actual FY12 = \$5192. Must include some ice and water. Should this be in meal and entertainment?

**Cell:** AD68

**Comment:** talea:  
FY12 actual + \$398.  
Need \$3,000 for board development + \$500 for regular CNM classes.

BUDGET: 1K NOV, 1K FEB, 1500 BY 12 MOS

**Cell:** J69

**Comment:** Morganne Keel:  
For traveling juror(s)

BUDGET: MAY ALL

**Cell:** L69

**Comment:** Morganne Keel:  
Travel for GAD

BUDGET: ALL SEPT

**Cell:** N69

**Comment:** talea:  
Travel for juror

BUDGET: SEPT ALL

**Cell:** R69

**Comment:** talea:  
Cheekwood \$50 travel x 4 artists = \$200.  
Arts at Airport \$50 x 20= \$1000.  
\$1200 total.  
Looking for grant income to cover.

BUDGET: OVER 12 MOS

**Cell:** X69

**Comment:** talea:  
Based on workshop budget for A.S.

BUDGET: ALL MARCH

**Cell:** AD69

**Comment:** talea:  
Actual FY12 = \$400 + SoF trip (\$350?) = \$750. Two chapters no visit in FY12. Pad some for future.  
Add \$900 for CODA conference travel.  
\$750 + 75 + 900 = \$1725.

BUDGET: OVER 12 MOS

**Cell:** AL69

**Comment:** talea:  
Includes Biennial, NEW demos and Workshop.

**Cell:** J71

**Comment:** Morganne Keel:  
Prior year = approx. \$3800.  
TACA may be required to hire an elec.contractor or NOT hook to Parks elec.panel beginning soon, probably for FFN12.  
Our costs could go up significantly.  
Increase to \$5300!

BUDGET: ALL MAY

**Cell:** L71

**Comment:** User:  
BUDGET: ALL SEPT

**Cell:** AD71

**Comment:** talea:  
FY2012 actual = \$1283+  
Utilities Other (gas) \$603 = \$1900.

BUDGET: OVER 12 MOS

**Cell:** AD72

**Comment:** talea:  
Based on FY12 actual = \$3387.

BUDGET: OVER 12 MOS

**Cell:** J73

**Comment:** ExecDirector:  
FY12 actual + \$2060.

BUDGET: DEC & FEB 200/EACH, REST MAY

**Cell:** L73

**Comment:** ExecDirector:  
Based on FY12, \$3410, which includes some extra expense for GAD.  
No GAD in FY2012.

BUDGET: OCT 2800, JUNE 200

**Cell:** N73

**Comment:** ExecDirector:  
Henry Mangrum- postcards; Liz will do.

**Cell:** P73

**Comment:** ExecDirector:  
Henry Mangrum- application and reports.

FY2012 = \$470.

BUDGET: OCT ALL

**Cell:** T73

**Comment:** ExecDirector:

FY2012 actual = 445. Directory was probably applied mistakenly to mgmt. Membership brochure was a reprint so cost was to manage print (\$65).

Newsletters = \$445/ea. X 3 = \$1350.

Some have been applied to wrong program (Mgmt?)

Directory= \$535

Redesign of brochure = \$300? Or we switch to cheaper promotion of membership benefits.

1350 + 535 = 1885

BUDGET: ALL SEPT

**Cell:** AD73

**Comment:** talea:

FY2012 actual = \$1070.

BUDGET: OVER 12 MOS

**Cell:** AJ73

**Comment:** talea:

Vased on FY12 actual = \$280.

BUDGET: ALL SEPT

**Cell:** AD84

**Comment:** talea:

Current set at 1/2% of total revenue budget.

**Cell:** AL84

**Comment:** talea:

NEW: We should set a goal of a % of budget to reserve for future capital and to build reserves.

## Shelli Rippetoe

---

**From:** Teri Alea <TAlea@tennesseecrafts.org>  
**Sent:** Friday, September 07, 2012 4:44 PM  
**To:** Shelli Rippetoe  
**Subject:** RE: budget

How did we miss those!! How funny. Must have been moving too quick.

Okay, I'll **note below**. Thanks so much for your patience!

---

**From:** Shelli Rippetoe [<mailto:srippetoe@KraftCPAs.com>]  
**Sent:** Friday, September 07, 2012 4:24 PM  
**To:** Teri Alea  
**Subject:** budget

Hi Teri! Wouldn't you know it-we missed a few. ☺ Here are the ones we missed. Let me know when and how much to budget for each.

### Janitorial-

Spring Fair: budget \$750 (paid out in April last year) **ALL APRIL**

Fall Fair: budget \$750 (paid out in Sept last year) **ALL SEPT**

Biennial: budget \$500 (no allocation on P&L for last year) **ALL SEPTEMBER**

### Licenses-

Spring Fair: budget \$1,400 (paid out in March last year) **ALL MARCH**

Fall Fair: budget \$1,500 (paid out in June 2012) **ALL JUNE**

### Meals & ent-

Spring Fair: budget \$1,200 (paid out \$11 in Jan, \$59 in April, \$206 in May) **ALL MAY**

Fall Fair: budget \$1,400 (paid out \$62 in July, \$766 in Sept, \$249 in Oct) **ALL SEPT**

Biennial: budget \$1,700 (nothing spent last year) **ALL SEPT**

Master Apprentice: budget \$100 (nothing spent last year) **ALL NOVEMBER**

Workshops: budget \$1,010 (nothing spent last year) **ALL MARCH**

Call me with any questions. We can go over this on the phone. Thanks! Have a good weekend.

Thanks,

**Shelli Rippetoe** | Senior Accountant, Entrepreneurial Services

KraftCPAs PLLC

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☎ Main: 615.242.7351 | ☎ Direct: 615.782.4218

📠: 615.782.4271 | 🌐: [www.kraftcpas.com](http://www.kraftcpas.com)

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(Use this percentage to allocation payroll benefits to each program)

## Shelli Rippetoe

---

**From:** Teri Alea <TAlea@tennesseecrafts.org>  
**Sent:** Monday, September 10, 2012 9:56 AM  
**To:** Shelli Rippetoe  
**Subject:** RE: budgeted rent

I think this will be the first time and YES, it does seem like a good idea to me.  
Tent, janitorial and space (Park rental) will be the month of the fair.  
See my note below.

THANK-you!

---

**From:** Shelli Rippetoe [<mailto:srippetoe@KraftCPAs.com>]  
**Sent:** Monday, September 10, 2012 8:57 AM  
**To:** Teri Alea  
**Subject:** budgeted rent

Question-on the amount budgeted for rent for the fairs-do you want that broken down by Rent-tent, Rent-janitorial, Rent-space, Rent-other? That is how it was reflected on the P&L for fiscal year ended 6/30/12, but the budget is not reflecting that. It just has it listed as one number. If it helps any, the actual figures for fiscal year ended 6/30/12 are below.

Spring fair-

Rent-tent \$6,955.00

Rent-janitorial \$2,811.00

Rent-space \$7,145.00

Rent-office \$119.76 ← I think this was in error. The \$119.76 expense is van rental I think, so OTHER is OK to use.

Fall fair-

Rent-tent \$5,728.00

Rent-janitorial \$2,666.00

Rent-space \$6,645.00

Rent-other \$119.50

Thanks,

**Shelli Rippetoe** | Senior Accountant, Entrepreneurial Services

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## Shelli Rippetoe

---

**From:** Teri Alea <TAlea@tennesseecrafts.org>  
**Sent:** Monday, September 10, 2012 10:20 AM  
**To:** Shelli Rippetoe; Morganne Keel  
**Subject:** RE: Payroll allocation\_FY2013\_v3.xlsx

That's what I had in mind.  
Workman's comp insurance expense too.

---

**From:** Shelli Rippetoe [<mailto:srippetoe@KraftCPAs.com>]  
**Sent:** Monday, September 10, 2012 10:13 AM  
**To:** Teri Alea; Morganne Keel  
**Subject:** RE: Payroll allocation\_FY2013\_v3.xlsx

Regarding allocating the payroll budget to each program, I am going to allocate both the gross wages and the payroll tax expense, unless one of you tells me otherwise.

Thanks,  
Shelli Rippetoe

---

**From:** Teri Alea [<mailto:TAlea@tennesseecrafts.org>]  
**Sent:** Friday, September 07, 2012 5:06 PM  
**To:** Morganne Keel; Shelli Rippetoe  
**Subject:** Payroll allocation\_FY2013\_v3.xlsx

Shelli, Morganne,

Here is the spreadsheet that details how many dollars of total payroll to allocate to each program.

I also figured what percentage of the salary total each program has. I think we should also allocate payroll benefits to each of these programs, using those percentages to divide up between the programs. Does that make sense to you two?

<<Payroll allocation\_FY2013\_v3.xlsx>>

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## Shelli Rippetoe

---

**From:** Morganne Keel  
**Sent:** Monday, September 10, 2012 10:25 AM  
**To:** 'Teri Alea'; Shelli Rippetoe  
**Subject:** RE: Education & Outreach

It was changed on the budget however not changed in QB's for class.

Shelli – please add a class in QBs accordingly.

Thank you!

*Morganne R. Keel, CPA*  
*Senior Manager, Entrepreneurial Services Group*  
KraftCPAs PLLC  
555 Great Circle Road  
Nashville, TN 37228  
(615) 346-2435 - direct line  
(615) 242-7351 - main number  
(615) 782-4271 - fax number  
[mkeel@kraftcpas.com](mailto:mkeel@kraftcpas.com)



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---

**From:** Teri Alea [<mailto:TAlea@tennesseecrafts.org>]  
**Sent:** Monday, September 10, 2012 10:23 AM  
**To:** Shelli Rippetoe; Morganne Keel  
**Subject:** RE: Education & Outreach

Shelli,  
I thought Morganne and I had renamed Artist in the Schools to Education and Outreach, which will be more broad.  
Does the budget document reflect that? If so, then can we change it in Quickbooks?



---

**From:** Shelli Rippetoe [<mailto:srippetoe@KraftCPAs.com>]  
**Sent:** Monday, September 10, 2012 9:44 AM  
**To:** Morganne Keel  
**Cc:** Teri Alea  
**Subject:**

Where should I put Education & Outreach in the attached list of classes?

Thanks,

**Shelli Rippetoe** | Senior Accountant, Entrepreneurial Services

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## Shelli Rippetoe

---

**From:** Teri Alea <TAlea@tennesseecrafts.org>  
**Sent:** Monday, September 10, 2012 10:31 AM  
**To:** Shelli Rippetoe  
**Subject:** RE: Education & Outreach

Yes!  
Thanks for catching that.

---

**From:** Shelli Rippetoe [<mailto:srippetoe@KraftCPAs.com>]  
**Sent:** Monday, September 10, 2012 10:31 AM  
**To:** Teri Alea; Morganne Keel  
**Subject:** RE: Education & Outreach

Regarding the payroll allocation-you have 2% allocated to Artists in the Schools. Should that actually be Educ. & Outreach?

Thanks,  
Shelli Rippetoe

---

**From:** Teri Alea [<mailto:TAlea@tennesseecrafts.org>]  
**Sent:** Monday, September 10, 2012 10:23 AM  
**To:** Shelli Rippetoe; Morganne Keel  
**Subject:** RE: Education & Outreach

Shelli,  
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**Sent:** Monday, September 10, 2012 9:44 AM  
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