	A B C D E F	G J k	LN	N C	P Q	R S	S T L	J V W	/ X Y	Z AA	AB AG
1											
3											T-4-1
4					Master	Educ. & Outreach				Special	Total Program
5		Spring Fair 2013	Fall Fair 2012	Biennial	Apprentice	Educ. & Outreach	Memberships	Scholarships	Workshops	Projects	Services
6	Contributions										
7	4010 Government Contributions	-	-	-	19,000.00	6,000.00	-	1,500.00	-	-	26,500.00
8	4020 Corporate Sponsorships	15,000.00	8,000.00	-	-	-	-	-	-	-	23,000.00
9	4030 Foundation Contributions	6,000.00		-	-	10,000.00	-	-	-	-	16,000.00
10	4040 Individual/Chapter Contributions	1,000.00	1,200.00	-	-	-	-		-	-	2,200.00
11	4045 Annual Giving Campaign	-		-	-	-	-	-	-	-	-
12	4050 In-Kind Contributions	-	-	-	-	-	-	-	-	-	-
13	4060 Awards Donations	1,500.00	-	-	-	-	-	-	-	-	1,500.00
15 16	Subtotal Contributions	23,500.00	9,200.00		19,000,00	16,000,00		1,500,00			69,200.00
17	Subtotal Contributions	23,500.00	9,200.00	<del></del>	19,000.00	16,000.00		1,500.00	<del></del> .	<del></del>	69,200.00
18	5100 Earned Income										
19	5001 Booth Fees	66,000.00	79,400.00	_	_	_	_	_	_	_	145,400.00
20	5105 Application/Admission Fees	6,100.00	6,800.00	_	_	_	_	_	6,445.00	_	19,345.00
21	5150 Food Vendor Fees	7,900.00	7,900.00	-	-	-	-	-	-	-	15,800.00
22	5155 Other Fair Income	2,400.00	1,700.00	-	-	-	-	-	-	-	4,100.00
23	5160 Advertising Income	-	350.00	-	-	-	-	-	-	-	350.00
24											
25	Subtotal Earned Income	82,400.00	96,150.00	_		_			6,445.00		184,995.00
26											
27	5310 Member Dues	1,500.00	1,000.00	-	-	-	21,500.00	-	-	-	24,000.00
28	5320 Membership Rebates/Chapters									<u> </u>	
29		1,500.00	1,000.00				21,500.00			<u> </u>	24,000.00
30											
31											
32	Total Revenue	107,400.00	106,350.00		19,000.00	16,000.00	21,500.00	1,500.00	6,445.00		278,195.00
33	-										
35	Expenses										
36	7010 Advertising and Promotion	8,500.00	8,500.00	_	_		50.00	_			17,050.00
37	7020 Artistic Fees & Awards	3,600.00	1,850.00	1,700.00	12,600.00	-	50.00	1,500.00	-	-	21,250.00
38	7025 Artists Demos	300.00	300.00	1,100.00	1,100.00	5,700.00		1,000.00			8,500.00
39	7030 Bank Charges/Credit Card Fees	2,200.00	2,600.00	-	-	-	-	-	-	-	4,800.00
40	7040 Consulting Fees	· -	· -	-	-	-	-	-	2,400.00	-	2,400.00
41	7045 Contributions	-	-								-
42	7050 Contract Labor	-	-	100.00	-	-	-	-	-	-	100.00
43	7060 Dues & Subscriptions	-	-		-	-	-	-	-	-	-
44	7080 Insurance- Renters & General Liability	-	-	-	-	-	-	-	-	-	-
45	7085 Information Technology										-
46	7090 Janitorial	750.00	750.00	500.00	-	-	-	-	-	-	2,000.00
47	7100 Leases- Copier 7105 Licenses	1 400 00	1.500.00	-	-	-	-	-	-	-	2.900.00
48	7105 Licenses 7110 Meals & Entertainment	1,400.00 1,200.00	1,500.00 1,400.00	1,700.00	100.00				1,010.00		2,900.00 5,410.00
50	7119 Office Supplies	1,200.00	1,400.00	1,700.00	100.00	-	-	-	1,010.00	-	3,410.00
51	7120 Payroll Expenses										-
52	7070 Health Insurance	_	_	_	_	_	_	_	_	_	_
53	7121 Payroll Taxes	2,070.00	2,070.00	575.00	460.00	230.00	1,150.00	115.00	345.00	115.00	7,130.00
54	7122 Salaries	25,812.00	25,812.00	7,170.00	5,736.00	2,868.00	14,340.00	1,434.00	4,302.00	1,434.00	88,908.00
55	7123 Workers Compensation insurance	274.50	274.50	76.25	61.00	30.50	152.50	15.25	45.75	15.25	945.50
56	7130 Payroll Fees					-					-
57	Subtotal Payroll Expenses	28,156.50	28,156.50	7,821.25	6,257.00	3,128.50	15,642.50	1,564.25	4,692.75	1,564.25	96,983.50
58											
59	7140 Postage	800.00	1,000.00	400.00	500.00	-	1,000.00	-	-	-	3,700.00
60	7145 Mailings	800.00	1,000.00	- 225.00	-	-		-	-	-	1,800.00
61	7150 Printing 7160 Professional Fees- audit & bookkeeping	1,000.00	1,200.00	225.00	-	-	5,800.00	-	-	-	8,225.00
02	7160 Professional Fees- audit & bookkeeping	-	-	-	-	-	-	-	-	-	-

	A E	B C D E F	G J k	L N	N C	Р	Q R S	T L	v w	Y X Y	Z AA	AB AC
1												
2												
3						Master	Educ. & Outreach				Special	Total
5			Spring Fair 2013	Fall Fair 2012	Biennial	Apprentice	Educ. & Outleach	Memberships	Scholarships	Workshops	Projects	Program Services
63	7180	Rebates	Spring rain 2015		-	Apprentice		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
	7500 · Other											
75		ther Income/(Expenses)										
76	9050	Interest Income										-
77		Subtotal Other Income/(Expenses)		<del></del>	<del></del> _					<del></del> _	<del></del>	-
78 79		m . 15	70 501 50	70 576 50	1424625	21.057.00	10.020.50	20 202 50	2.064.25	10 107 75	1.561.25	245 700 50
79		Total Expenses	78,581.50	78,576.50	14,346.25	21,057.00	10,028.50	28,392.50	3,064.25	10,187.75	1,564.25	245,798.50
80 81		Net Income	28,818.50	27,773.50	(14,346.25)	(2,057.00)	5,971.50	(6,892.50)	(1,564.25)	(3,742.75)	(1,564.25)	32,396.50
82								(1)11 11 17				
83												
84		Contributions toward Working Capital (Reserves)										
85												
	Balance aft	er contributions to Working Capital (Reserves)										
87		- · ·										
88												
87 88 89												
90	Notes											
91	Spring Fair	•										

	A E	B C D E F	AD AE	AF A	AH	AI AJ	AK AL	AN AO
1			·				MOST RECENT	
3			Management &	Canaral	Total			
4			Management &	General	Management			
5			& General	Retreats	& General	Fundraising	Total	
6	Co	ontributions						
7	4010	Government Contributions	65,700.00	-	65,700.00	-	92,200.00	
8	4020	Corporate Sponsorships	-	-	-	-	23,000.00	
9	4030	Foundation Contributions	8,000.00	-	8,000.00	5,000.00	29,000.00	Next year a Salute to Excellence award.
10	4040	Individual/Chapter Contributions	2,800.00	-	2,800.00	-	5,000.00	
11	4045 4050	Annual Giving Campaign	-	-	-	31,000.00	31,000.00	
13	4060	In-Kind Contributions Awards Donations	-	-	-	-	1,500.00	
15	4000	Awards Donations	-	-	-	-	1,500.00	
16		Subtotal Contributions	76,500.00		76,500.00	36,000.00	181,700.00	
17								
18	5100 Ea	arned Income						
19	5001	Booth Fees	-	-	-	-	145,400.00	
20	5105	Application/Admission Fees	-	-	-	-	19,345.00	
21	5150	Food Vendor Fees	-	-	-	-	15,800.00	
22	5155	Other Fair Income	-	-	-	-	4,100.00	
23	5160	Advertising Income	-	-	-	-	350.00	
24							· <del></del>	
25		Subtotal Earned Income					184,995.00	
26	5210.34						24 000 00	
27 28		lember Dues	-	-	-	-	24,000.00	
29	5320 M	lembership Rebates/Chapters	<del></del>	<del></del>		· <del></del>	24,000.00	
30							24,000.00	
31								
32	To	otal Revenue	76,500.00	-	76,500.00	36,000.00	390,695.00	
33								
34	Ex	xpenses						
35 36								
36	7010	Advertising and Promotion	1,000.00	-	1,000.00	-	18,050.00	
37	7020	Artistic Fees & Awards		-	-	-	21,250.00	
38	7025	Artists Demos	-	-	-	-	8,500.00	
39 40	7030 7040	Bank Charges/Credit Card Fees Consulting Fees	325.00	-	325.00	-	5,125.00 2,400.00	
41	7045	Contributions	-	-	-	-	2,400.00	
42	7050	Contract Labor	-	-	-	-	100.00	
43	7060	Dues & Subscriptions	1,200.00	-	1,200.00	_	1,200.00	
44	7080	Insurance- Renters & General Liability	2,500.00	-	2,500.00	-	2,500.00	
45	7085	Information Technology	3,900.00	-	3,900.00	-	3,900.00	
46	7090	Janitorial	-	-	-	-	2,000.00	
47	7100	Leases- Copier	1,800.00	-	1,800.00	-	1,800.00	
48	7105	Licenses	50.00	-	50.00	-	2,950.00	
49	7110	Meals & Entertainment	700.00	500.00	1,200.00	-	6,610.00	
50 51	7119	Office Supplies	250.00	-	250.00	-	250.00	
52	7120 7070	Payroll Expenses Health Insurance	14,750.00		14,750.00		14,750.00	
53	7070	Payroll Taxes	2,645.00	230.00	2,875.00	1,495.00	14,750.00	
54	7121	Salaries	32,982.00	2,868.00	35,850.00	18,642.00	143,400.00	
55	7123	Workers Compensation insurance	350.75	30.50	381.25	198.25	1,525.00	
56	7130	Payroll Fees	455.00	-	455.00	-	455.00	
57		Subtotal Payroll Expenses	51,182.75	3,128.50	54,311.25	20,335.25	171,630.00	
58						- <del></del>		
59	7140	Postage	1,800.00	-	1,800.00	500.00	6,000.00	
60	7145	Mailings	-	-	-	-	1,800.00	
61	7150	Printing	2,100.00	-	2,100.00	600.00	10,925.00	
62	7160	Professional Fees- audit & bookkeeping	21,500.00	-	21,500.00	-	21,500.000	

	A I	B C D E F	AD	AE	AF	Α	AH	ΑI	AJ	AK	AL	ΑN	AN	AO
1										MC	ST RECENT			
2														
3			Manageme		neral		Total							
4			Management		D		Management		E 1 · ·		m . 1			
5 63	7180	Rebates	& General		Retreats		& General		Fundraising		Total 4,000.00	0		
64	7190	Rent	12,000.00	0	-		12,000.00		-		45,310.00			
65	7195	Repairs & Maintenance	12,000.00	U			12,000.00		-		43,310.00	U		
66	7200	Security	-		-		_		-		8,650.00	n		
67	7210	Supplies (not office related)	1,700.00	n	275.00	)	1,975.00		50.00		4,695.0			
68	7210	Training and Development	3,500.00		273.00	,	3,500.00		50.00		3,500.00			
69	7230	Travel- Mileage	1,700.00		_		1,700.00		_		5,650.00			
70	7240	Utilities			_		-		_		-			
71	7241	Electric/Gas	1,900.00	0	_		1,900.00		-		12,500.00	0		
72	7242	Telephone/ISP	3,600.00	0	_		3,600.00		-		3,600.00	0		
73	7260	Graphic Design	1,000.00	0	-		1,000.00		300.00		8,800.00	0		
	7500 · Other	Expenses												
75	O	ther Income/(Expenses)												
76	9050	Interest Income	-		-		-		-		-			
77		Subtotal Other Income/(Expenses)	-		-		-		-		-	_		
78														
79		Total Expenses	113,707.75	5	3,903.50	)	117,611.25		21,785.25		385,195.00	0		
80			(25.205.5	-	(2.002.50						o			
81		Net Income	(37,207.75	5)	(3,903.50	<u>))                                   </u>	(41,111.25	<u> </u>	14,214.75		5,500.00	0		
82														
83			10610				105100							
84 85		Contributions toward Working Capital (Reserves)	1,964.00	U			1,964.00				1,964.00	U		
	Ralance aft	er contributions to Working Capital (Reserves)									3,536.00	0		
87	Datance dit	er contributions to working Capital (Reserves)									3,330.00	<u> </u>		
88														
89														
	Notes													
	Spring Fair													
	un													

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

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Cell: AJ11
Comment: talea:
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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 unusal 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

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Cell: AL37
Comment: talea:
Higher due to Biennial.
Cell: J38
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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=  $$300 \times 4 = $1200$ Arts at Airport  $$225 \times 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 particpants from this speaker.

Budget: all march

Cell: N42 Comment: talea:

Photographer

budget: all sept

Cell: AD43 Comment: talea:

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

Cell: J61
Comment: ExecDirector:
based on last year
FY12 actual = 1078
BUDGET: NOV 200, APRIL 800

Budget: aug 900, sept 100

Cell: L61

Comment: User:

```
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:
           (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.
```

Cell: X69

BUDGET: OVER 12 MOS

```
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.

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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7/14/2012-b

#### Allocation of Payroll Costs - %

		Program Services										Management & General															
Program	Base							Master		Artists in the								Special		Management							
Services	Salary	Spring Fair 2013		Fall Fair 2012		Biennial		Apprentice		Schools		Memberships		Scholarships		Workshops		Projects		& General		Retreats		Fundraising		Total	
Hannah Cofer	45300	34%	15402	34%	15402	10%	4530	10%	4530	4%	1812			1%	453		0	4%	1812	3%	1359					100%	45300
Liz Zinke	33000	20%	6600	20%	6600	4%	1320	1%	330	1%	330	40%	13200	1%	330	8%	2640		0	5%	1650	)				#REF!	33000
Teri Alea	60000 138300	5% 59%	3000 25002		3000 25002	2% 16%	1200 7050	2% 13%	1200 6060	2% 7%	1200 3342	2% 42%	1200 14400		783	2% 10%	1200 3840	4%	0 1812	45% 53%	27000 30009				18000 18000	#REF! #REF!	60000 138300
	11525																										
Dollar allocation to program			\$25,002		\$25,002		\$7,050		\$6,060		\$3,342		\$ 14,400		\$783		\$3,840		\$1,812		\$30,009		\$3,000		\$ 18,000		\$138,300
Percentage of total payroll			18%		18%		5%		4%		2%		10%	5	1%		3%		1%		22%	5	2%		13%		100%

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

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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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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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



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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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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

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