


To: Board of Directors
From: Derek Poarch 
Date: April 26, 2016
Re: **Proposed 2016-17 Budget**

On the following page you will find the proposed budget for APCO International for fiscal year 2016/2017. I am pleased to present the budget to you for ease of reading in the format you review each month with our monthly financial statements. The budget we developed is the result of extensive work by our Directors, CFO and the Executive Offices to bring for your review what we believe to be a reasonable estimate of our operating revenues and expenses for next fiscal year. You will receive a budget presentation and request for approval of the budget proposal at your May 18 meeting in Washington DC.

Highlights include another balanced budget with a net income of \$242,397.00. APCO revenues are projected to rise from \$10,792,390 budgeted this year to \$11,681,301 budgeted next year. Expenses are projected to be \$11,438,904. Of these amounts, \$638,000 in revenue and expenses are the result of our current DHS grant. The Institute, Events and Members Services Departments are projecting an increase in revenue next year.

We again propose a 3.5% increase in the salary line item with a proposed range of 0% to 4% based on performance.

One new full-time, time limited position for a P25/RPC Support Specialist in the AFC Department is proposed. This position has been fully funded by the DHS grant and if approved will only remain filled as long as the grant remains funded. There is no intent for this FTE to ever transfer to APCO funding. Additionally, I propose to add a permanent, part-time, Corporate Outreach Coordinator at 24 hours per week in our Corporate Outreach Department to handle sponsor contract fulfillment. This position is intended to allow the Corporate Outreach Director additional time to work on corporate and event sponsor fundraising.

The proposed budget has been reviewed by the Finance and Budget Committee which supports its adoption. Thank you in advance for your review of our fiscal 2016/2017 budget and I look forward to discussing this proposal in detail with you on May 18.

APCO
Fiscal Year 2017 Budget Summary

	AFC	Institute	Events	Member	Knowledge Mgmt	Comm Ctr & 911	MarCom	Admin	Govt Relations	Board of Directors	Projects Committees	FY 2017 Proposed	FY 2016 Approved	FY 2015 Actual
Income	\$2,855,309	\$3,935,762	\$3,619,680	\$1,122,010	\$0	\$87,840	\$4,800	\$55,900	\$0	\$0	\$0	\$11,681,301	\$10,792,390	\$10,148,066.85
Expenses:														
Conference	\$120,000	\$0	\$2,163,428	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,283,428	\$2,422,191	2,144,597.20
Institute	\$1,000	\$548,785	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$549,785	\$474,584	538,609.27
Cost of Goods Sold	\$0	\$0	\$0	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250	\$2,250	7,416.71
Salaries & Benefits	\$806,440	\$774,540	\$397,050	\$115,638	\$296,770	\$489,720	\$347,915	\$1,320,720	\$545,070	\$0	\$0	\$5,093,863	\$4,902,105	4,244,346.32
Temporary Help	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	12,240.41
Travel	\$20,750	\$45,150	\$46,572	\$5,500	\$7,500	\$50,500	\$9,150	\$73,700	\$31,000	\$0	\$0	\$289,822	\$271,837	246,105.64
Employee Training & Deve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,430	\$0	\$0	\$0	\$19,430	\$21,320	18,951.06
Postage and Shipping	\$1,000	\$81,590	\$3,220	\$12,000	\$50	\$600	\$240	\$3,200	\$200	\$0	\$0	\$102,100	\$103,019	99,313.32
Printing	\$3,200	\$236,682	\$3,240	\$7,500	\$720	\$820	\$530	(\$8,600)	\$100	\$0	\$0	\$244,192	\$231,789	259,200.17
Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$220,011	\$0	\$0	\$0	\$0	\$220,011	\$235,811	98,530.62
Supplies	\$1,200	\$15,000	\$6,090	\$3,000	\$2,640	\$1,000	\$1,200	\$26,160	\$1,000	\$0	\$0	\$57,290	\$54,460	54,755.12
Building & Equipment Main	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$211,110	\$0	\$0	\$0	\$211,110	\$210,210	218,690.75
Building Occupancy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,756	\$0	\$0	\$0	\$132,756	\$125,415	124,379.02
Phone & Internet	\$20,360	\$32,700	\$15,600	\$4,910	\$5,850	\$14,670	\$55,190	\$22,780	\$13,130	\$0	\$0	\$185,190	\$215,020	187,986.26
Dues & Subscriptions	\$1,000	\$0	\$1,655	\$295	\$1,419	\$3,645	\$10,200	\$2,105	\$1,782	\$0	\$0	\$22,101	\$21,540	20,286.80
Legal & Accounting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,278	\$0	\$0	\$0	\$58,278	\$64,660	81,756.79
Consultants	\$240	\$56,770	\$0	\$0	\$0	\$22,000	\$0	\$84,410	\$10,500	\$0	\$0	\$173,920	\$198,340	327,252.29
Standards Development	\$0	\$0	\$0	\$0	\$0	\$11,405	\$0	\$0	\$0	\$0	\$15,000	\$26,405	\$26,495	25,088.21
Systems Maintenance	\$221,793	\$0	\$0	\$0	\$70,000	\$0	\$0	\$93,060	\$0	\$0	\$0	\$384,853	\$388,914	394,531.12
Insurance	\$0	\$7,450	\$0	\$0	\$0	\$0	\$0	\$46,565	\$0	\$0	\$0	\$54,015	\$41,788	34,669.04
Depreciation	\$8,800	\$2,700	\$900	\$660	\$1,920	\$1,200	\$3,000	\$57,600	\$1,440	\$0	\$0	\$78,220	\$95,320	94,826.75
Bank Charges	\$18,000	\$36,000	\$56,000	\$17,500	\$0	\$0	\$0	\$1,875	\$0	\$0	\$0	\$129,375	\$130,195	126,367.45
Projects/Committee	\$0	\$0	\$0	\$0	\$0	\$2,590	\$0	\$0	\$0	\$0	\$183,500	\$186,090	\$181,550	154,746.95
Grant Distributions	\$638,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$638,000	\$7,425	156,958.78
Executive Committee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$279,920	\$0	\$279,920	\$334,920	286,956.49
Taxes & Licenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$500	\$500	474.98
Miscellaneous	\$1,200	\$5,100	\$0	\$3,800	\$0	\$1,200	\$0	\$3,700	\$1,000	\$0	\$0	\$16,000	\$10,050	11,698.75
Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	673.72
Gain (Loss) on Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	403.28
Fiscal Agent Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	4,599.39
Total Expenses	<u>\$1,862,983</u>	<u>\$1,842,467</u>	<u>\$2,693,755</u>	<u>\$173,053</u>	<u>\$386,869</u>	<u>\$599,350</u>	<u>\$647,436</u>	<u>\$2,149,349</u>	<u>\$605,222</u>	<u>\$279,920</u>	<u>\$198,500</u>	<u>\$11,438,904</u>	<u>\$10,771,808</u>	<u>9,976,412.66</u>
Net Income (Loss)	<u>\$992,326</u>	<u>\$2,093,295</u>	<u>\$925,925</u>	<u>\$948,957</u>	<u>(\$386,869)</u>	<u>(\$511,510)</u>	<u>(\$642,636)</u>	<u>(\$2,093,449)</u>	<u>(\$605,222)</u>	<u>(\$279,920)</u>	<u>(\$198,500)</u>	<u>\$242,397</u>	<u>\$20,582</u>	<u>171,654.19</u>