

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget:
General Overview of Operations
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2016 budget projects a net gain of \$18,877 This is \$27,366 (59.18%) lower than the FY 2015 budgeted net gain and \$248,675 (92.94%) less than the FY 2015 projected net gain. The proposed budget projects a 3.8 % increase in revenues and a 4.91% increase in expenses as compared to the FY 2015 budget. For detailed information, see the individual program income statements and planners.

Under Revenues:

- FY 2014 was the third and final year of the stepped dues increase approved by the membership in August 2010. The proposed budget reflects a 2.32% decrease in dues revenue from projected FY15 actuals, which supports the Finance Committee's and staff's recommendation that a dues increase be proposed. The budget assumes that, should the Council proceed with plans to put forward a dues increase proposal to the membership in the fall of 2015, any increase would not be realized until July 1, 2016 (i.e., FY 2017). (Program 120)
- Education's Digital Archives Specialist (DAS) program is projected to continue to be the major contributor to the budgeted 20.18% increase in workshop revenues. This revenue line also includes examination fees. If approved, the new Arrangement and Description curriculum will be implemented in the last two months of the fiscal year and thus will have minimal impact on program revenues in FY16. (Program 105)
- The projected revenues for the 2015 Annual Meeting in Cleveland are significantly lower than were realized for the 2014 Joint Annual Meeting in Washington, DC, SAA's largest-ever conference. We have based the proposed budget on 1,700 paid attendees. The net gain from the conference is expected to more closely resemble the 2013 Annual Meeting in New Orleans and the 2012 Annual Meeting in San Diego. (Program 195)
- Based on experience year to date, we expect another net loss (of \$8,713 in FY 2016) in the Publications program, albeit a smaller loss than was budgeted for FY15 or that we're projecting as actual for FY15. Activities in this program will focus on strengthening the *Trends* series and rebuilding the *Archival Fundamentals* series. (Program 104)

Under Expenses:

- The proposed increase in the Personnel expense reflects a projected increase of 1.5% in benefits costs over the course of FY 2016 and includes a 4% placeholder in the salary budget for staff merit increases. (Program 100)
- In keeping with Goal 1 of SAA's Strategic Plan (Advocating for Archives and Archivists), we anticipate an increase of 27.41% in SAA's investment in advocacy and public awareness efforts – this on the heels of a 74.26% increase in FY15. This is reflected primarily in the Services and Travel expenses on the Operations income statement because it will provide for additional external public relations support, graphic design and production, and member travel to further SAA's advocacy and public awareness agendas. (Program 107)
- In keeping with Goal 2 of SAA's Strategic Plan (Enhancing Professional Growth), the Education program budget includes new funding in the amount of \$60,000 to support, strengthen, and enhance the Education program (including DAS) by providing for some combination of software solutions, tech support, consultants, and temp assistance to ensure the sustainability in this growth area. Future resource needs will also be evaluated in light of plans to transition to a new AMS. (Program 105)
- And in support of Goal 4 of SAA's Strategic Plan (Meeting Members' Needs), we have incorporated into the General and Administrative program budget \$18,500 in consulting fees for experts to assist staff with the business analysis required to develop a robust needs assessment and produce a request for proposal for SAA's association management software (AMS) system. In addition, some technical service and accounting consulting is budgeted to address limitations of our current system in the near term, and to assist with the decoupling of SAA Foundation accounts from SAA operating accounts. (Activities 6.a. and b.)

Summary of Major Activities Related to Operations (“Bricks and Mortar”)

The following activities require significant expenditure of staff time and, while not directed to the Strategic Priorities *per se*, are critical in meeting member needs and/or supporting the mission of the Society.

- General and Administrative (Program 100): Administer activities related to staffing an effective and efficient headquarters office, including personnel administration (Service Center, staff benefits and coverage); financial management and audit; technical support; facilities and equipment management; legal services; investments. Implement website redesign and continuously improve SAA's online presence. Conduct all activities needed to select a new association management software system (AMS).

- Periodicals (Programs 102 and 103): Publish two issues of *The American Archivist*; provide financial and staff support to the Journal editor; complete transition to Allen Press for print and online publishing. Publish six issues of *Archival Outlook*; solicit member-written articles; prepare staff-written articles. Publish *In The Loop* every other week.
- Publications (Program 104): Continue development of new print and e-pub modules in Trends in Archives Practice series; manage inventory of approximately 130 book titles; develop new titles.
- Education (Program 105): Continue implementation of DAS Curriculum and Certificate program, including individual course examinations and comprehensive examination; develop nine new web seminars and provide a variety of other professional development offerings in core areas. Seek additional co-sponsors to host courses. Manage and increase Education Directory listings.
- Advocacy/Public Awareness (Program 107): Provide funding for up to one staff trip and three member trips to represent SAA on advocacy issues. Continue support of the National Coalition for History at a slightly elevated level [\$12,000 vs. \$10,000 in FY15].
- Governance (Program 108): Conduct four in-person meetings of the SAA Council; prepare materials to aid in deliberation; prepare and distribute meeting minutes. Conduct one meeting of a committee or task force [TBD based on need]. Provide support to SAA committees, boards, task forces, sections, and roundtables. Conduct one online election and one all-member referendum.
- Career Services (Program 115): Administer online Career Center and Consultants Directory.
- Membership (Program 120): Administer all join/renew processes; update online membership information; increase member retention. Develop career services information for access by members. Administer the Awards, Scholarships, and Fellows selection programs [funded by SAA Foundation].
- 2015 Annual Meeting (Program 195): Administer all activities associated with the 2015 Annual Meeting, from Program Committee selection of education sessions through advance planning and onsite logistics management.
- 2016 Joint Annual Meeting (Program 196): Provide funding and staff support for the Program Committee's work to solicit and select education sessions; promote attendance and exhibits/sponsorships.

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2016.

**The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Budget Master - Operations**

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ 886,620.66	\$ 882,531.64	\$ 907,701.71	\$ 4,089.02	0.46%	\$ (21,081.05)	(2.32%)
Subscriptions & Advertising	209,111.26	205,435.00	208,781.48	3,676.26	1.79%	329.78	0.16%
Workshops	733,441.00	610,262.00	570,782.30	123,179.00	20.18%	162,658.70	28.50%
Annual Meeting	647,567.05	677,881.03	917,455.20	(30,313.98)	(4.47%)	(269,888.15)	(29.42%)
Publications	228,162.94	226,579.93	200,172.94	1,583.01	0.70%	27,990.00	13.98%
Contributions	-	-	-	-	N/A	-	N/A
Investments	3,195.00	3,355.50	3,096.18	(160.50)	(4.78%)	98.82	3.19%
Other	44,680.51	46,064.19	103,525.49	(1,383.67)	(3.00%)	(58,844.98)	(56.84%)
Total Revenues	\$ 2,752,778.42	\$ 2,652,109.28	\$ 2,911,515.30	\$ 100,669.14	3.80%	\$ (158,736.88)	(5.45%)
Expenses			Projected FY '15	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 1,039,363.28	\$ 1,020,260.17	\$ 1,037,622.82	\$ 19,103.12	1.87%	\$ 1,740.46	0.17%
Office Occupancy & Utilities	104,142.44	97,113.52	101,330.10	7,028.92	7.24%	2,812.34	2.78%
Services	1,108,009.97	1,062,885.32	1,074,590.53	45,124.65	4.25%	33,419.44	3.11%
Supplies	17,717.09	14,230.40	27,108.12	3,486.69	24.50%	(9,391.03)	(34.64%)
Travel	239,885.00	223,269.00	199,428.89	16,616.00	7.44%	40,456.11	20.29%
Leases, Rentals & Licenses	48,450.66	48,683.08	36,708.16	(232.41)	(0.48%)	11,742.50	31.99%
Taxes, Dues and Subscriptions	27,142.00	26,654.00	65,614.77	488.00	1.83%	(38,472.77)	(58.63%)
Depreciation, COGS, and Other	149,191.40	112,771.50	101,560.78	36,419.90	32.30%	47,630.62	46.90%
Total Expenses	\$ 2,733,901.84	\$ 2,605,866.98	\$ 2,643,964.17	\$ 128,034.86	4.91%	\$ 89,937.68	3.40%
Gain / (Loss) from Operations	\$ 18,876.58	\$ 46,242.30	\$ 267,551.13	\$ (27,365.72)	(59.18%)	\$ (248,674.55)	(92.94%)
Replenishment of Council-Directed Funds	-	-	-				
Net Gain / (Loss)	\$ 18,876.58	\$ 46,242.30	\$ 267,551.13				