

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**Budget Assumptions and Values for the
FY 2021 SAA Budget**
(Prepared by Finance/Administration Director Peter Carlson)

In the wake of the COVID-19 pandemic, SAA's existing business model must be reconsidered.

SAA's revenue streams have been affected significantly by such external factors as restrictions on in-person events, limitations in mail and delivery services, a failing job market, and an unstable economy. As of June 30, 2020, all of these external factors are working against SAA's established business model.

In light of these challenges, several guiding principles have informed staff's approach to this proposed budget. Notably, we think it is important to 1) maintain as much capacity as is possible under these circumstances, 2) minimize reliance on SAA's operating reserves, and 3) focus on evolving our education offerings and modalities, experimenting with new and different annual meeting approaches, and examining our book publishing program with an eye to sustainability.

The FY 2021 budget reflects a projected net loss of **\$54,260**, which is **\$16,795** greater than the FY20 budgeted net loss of \$37,465.

Following are some important assumptions embedded in our budget for FY21:

- There will be no increase in staff salaries, and we anticipate no increase in the cost of benefits over the course of the year.
- In Education, we will not fill a newly vacant staff position (Education Coordinator) and we have converted the other Education Coordinator position to an independent contractor as a means of retaining an excellent and experienced staff person. Thus the budget includes 10 FTEs compared with 12 FTEs in FY20 and one 75% contract position.
- One director will take a voluntary 10% reduction in salary and retirement, continuing a decision that was implemented effective May 1, 2020.
- With the exception of the May 2021 Council meeting, we have removed all in-person meetings from the budget. We will rely instead on effective use of an enhanced Zoom account.

**The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Budget Master - Operations**

	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Revenues							
Dues	\$ 939,493	\$ 1,050,768	\$ 1,017,180	\$ (111,274.33)	(10.59%)	\$ (77,687.09)	(7.64%)
Subscriptions & Advertising	136,214	238,200	201,479	(101,985.90)	(42.82%)	(65,264.47)	(32.39%)
Education	381,930	520,650	369,094	(138,720.00)	(26.64%)	12,836.06	3.48%
Annual Meeting	347,000	742,161	719,576	(395,160.54)	(53.24%)	(372,576.00)	(51.78%)
Publications	244,965	194,507	206,428	50,458.18	25.94%	38,536.80	18.67%
Contributions	-	-	-	-	N/A	-	N/A
Investments	16,785	24,712	30,577	(7,927.49)	(32.08%)	(13,792.69)	(45.11%)
Other	41,236	34,700	61,454	6,536.24	18.84%	(20,217.87)	(32.90%)
Total Revenues	\$ 2,107,623	\$ 2,805,696	\$ 2,605,788	\$ (698,073.85)	(24.88%)	\$ (498,165.25)	(19.12%)
Expenses							
Personnel	\$ 1,026,338	\$ 1,160,372	\$ 1,121,448	\$ (134,033.83)	(11.55%)	\$ (95,110.35)	(8.48%)
Office Occupancy & Utilities	117,242	120,822	109,960	(3,579.89)	(2.96%)	7,282.02	6.62%
Services	690,914	1,081,747	1,075,018	(390,832.70)	(36.13%)	(384,103.70)	(35.73%)
Supplies	8,502	9,301	22,485	(798.17)	(8.58%)	(13,982.63)	(62.19%)
Travel	750	153,288	98,295	(152,538.00)	(99.51%)	(97,545.33)	(99.24%)
Leases, Rentals & Licenses	16,814	46,051	19,296	(29,237.72)	(63.49%)	(2,482.60)	(12.87%)
Taxes, Dues and Subscriptions	22,360	42,500	45,989	(20,140.00)	(47.39%)	(23,628.90)	(51.38%)
Depreciation, COGS, and Other	278,963	229,081	216,171	49,881.33	21.77%	62,792.20	29.05%
Total Expenses	\$ 2,161,883	\$ 2,843,162	\$ 2,708,662	\$ (681,278.98)	(23.96%)	\$ (546,779.28)	(20.19%)
Gain / (Loss) from Operations	\$ (54,260)	\$ (37,465)	\$ (102,874)	\$ (16,794.87)	44.83%	\$ 48,614.03	(47.26%)
Replenishment of Council-Directed Funds	\$ -	\$ -					
Net Gain / (Loss)	\$ (54,260)	\$ (37,465)	\$ (102,874)				

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative: Membership
(Program 120)
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2021 Membership budget projects a net gain of \$770,466. This is \$112,663 (12.76%) lower than the FY 2020 budgeted net gain of \$883,129.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Membership reflect 1.11 FTEs or 11.13% of total salaries, taxes, and benefits. We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget.

Given the economic impact of the COVID-19 pandemic, we assume that attrition will accelerate for most of FY21 and that accommodations will have to be made for many members affected by that impact. In fact, the Foundation's Archival Workers Emergency Fund program already has granted more than 115 free memberships to grant recipients. It is likely that other accommodations may be required as well.

The proposed budget assumes the following:

- Total dues revenue of \$939,493, a decrease of 10.59% from the FY20 budgeted amount and a decrease of 7.64% from FY20 projected actuals.
- There will be no dues increase for FY 2021.
- Membership projections are based on reported May 2020 figures in conjunction with trend analysis by membership class over the period covering FY 2013 through FY 2018.
- Other budgeted activities in the Membership program include collection of revenue from mailing list rentals (Activity 2) and provision of such member services as mailing of complimentary publications to sustaining institutional members (Activity 4.a.) and administration of the awards program (Activity 4.b.).

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Membership

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ 939,493	\$ 1,050,768	\$ 1,017,180	\$ (111,274)	(10.59%)	\$ (77,687.09)	(7.64%)	
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	-	-	-	-	N/A	-	N/A	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	1,270.00	800.00	1,272.60	470.00	58.75%	(2.60)	(0.20%)	
Total Revenues	\$ 940,763	\$ 1,051,568	\$ 1,018,453	\$ (110,804.33)	(10.54%)	\$ (77,689.69)	(7.63%)	
Expenses								
	Fiscal '21	Fiscal '20	Actuals	FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
				\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 118,578.10	\$ 109,146	\$ 107,162.02	\$ 9,433	8.64%	\$ 11,416.08	10.65%	
Office Occupancy & Utilities	13,321	10,790	10,173	2,530	23.45%	3,147.96	30.95%	
Services	17,416	25,359	14,938	(7,943)	(31.32%)	2,477.92	16.59%	
Supplies	1,871	1,740	336	131	7.51%	1,534.98	456.77%	
Travel	-	-	-	-	N/A	-	N/A	
Leases, Rentals & Licenses	1,410	1,154	1,148	256	22.15%	262.03	22.83%	
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A	
Depreciation, COGS, and Other	17,702	20,249	-	(2,547)	(12.58%)	17,702	N/A	
Total Expenses	\$ 170,298	\$ 168,438	\$ 133,756	\$ 1,859	1.10%	\$ 36,541.01	27.32%	
Gain / (Loss) from Operations	\$ 770,466	\$ 883,129	\$ 884,697	\$ (112,663.38)	(12.76%)	\$ (114,230.70)	(12.91%)	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ 770,466	\$ 883,129	\$ 884,697					

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative:
American Archivist (Program 102)
(Prepared by Teresa Brinati)**

The proposed FY 2021 budget projects a net loss of \$27,883 in this program area, which is \$12,491 less than the FY 2020 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *American Archivist* reflect 0.38 FTEs or 3.78% of total salaries, taxes, and benefits. We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth 2.1, 2.2.; Goal 3: Advancing the Field 3.2, 3.3; and Goal 4: Meeting Members' Needs 4.1.

The proposed budget assumes the following:

- Go Green/opt out of print continues from previous fiscal year with pivot toward solely digital edition beginning with volume 84, number 1 (Spring/Summer 2021).
- The Editorial Board will not meet at SAA HQ in 2021 but will use Zoom and other tools for connecting.
- The negotiated Editor honorarium is \$31,500.
- Revenues for Subscriptions take into account the pivot to digital.
- The estimated JSTOR royalty is based on annual trends.

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
American Archivist

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	91,500.00	104,900.00	100,076.86	(13,400.00)	(12.77%)	(8,576.86)	(8.57%)	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	-	-	-	-	N/A	-	N/A	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	7,500.00	7,400.00	7,134.15	100.00	1.35%	365.85	5.13%	
Total Revenues	\$ 99,000	\$ 112,300	\$ 107,211	\$ (13,300.00)	(11.84%)	\$ (8,211.01)	(7.66%)	
Expenses								
	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 40,294.41	\$ 35,536.67	\$ 33,045.31	\$ 4,757.74	13.39%	\$ 7,249.10	21.94%	
Office Occupancy & Utilities	4,526.71	3,671.46	3,452.18	855.25	23.29%	1,074.53	31.13%	
Services	81,337.45	112,898.80	95,025.77	(31,561.35)	(27.96%)	(13,688.32)	(14.40%)	
Supplies	245.12	191.99	150.00	53.12	27.67%	95.12	63.41%	
Travel	-	-	13,432.64	-	N/A	(13,432.64)	(100.00%)	
Leases, Rentals and Licenses	479.35	375.46	351.28	103.89	27.67%	128.07	36.46%	
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A	
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A	
Total Expenses	\$ 126,883	\$ 152,674	\$ 145,457	\$ (25,791.35)	(16.89%)	\$ (18,574.14)	(12.77%)	
Gain / (Loss) from Operations	\$ (27,883)	\$ (40,374)	\$ (38,246)	\$ 12,491.35	(30.94%)	\$ 10,363.13	(27.10%)	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ (27,883.04)	\$ (40,374)	\$ (38,246)			\$ 12,491.35		

**Society of American Archivists
Council Meeting
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**FY21 Budget Narrative:
Archival Outlook / In the Loop (Program 103)
(Prepared by Teresa Brinati)**

The FY 2021 budget projects a net loss of \$63,933 in this program area. This is \$37,863 less than the FY 2020 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.36 FTEs or 3.64% of total salaries, taxes, and benefits. We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth (2.1, 2.2.); Goal 3: Advancing the Field (3.2, 3.3); and Goal 4: Meeting Members' Needs (4.1).

The proposed budget assumes the following:

- Go Green/opt out of print continues from previous fiscal year with pivot toward solely digital edition by end of FY 2021.
- Reduction of print publication from six to three issues of *Archival Outlook* as a result of COVID-19 pandemic.
- Digital publication of six issues of *Archival Outlook*.
- Digital publication of 26 issues of *In the Loop*.
- Advertising revenue estimated to decrease based on reduction of print issues.

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Archival Outlook

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	34,000	44,000	37,429	(10,000.00)	(22.73%)	(3,429.06)	(9.16%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	500	1,675	1,212	(1,175.00)	(70.15%)	(712.00)	(58.75%)
Total Revenues	\$ 34,500	\$ 45,675	\$ 38,641	\$ (11,175.00)	(24.47%)	\$ (4,141.06)	(10.72%)
Expenses			Projected FY '20	FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 38,756	\$ 51,295	\$ 50,207	\$ (12,539.27)	(24.45%)	\$ (11,451.42)	(22.81%)
Office Occupancy & Utilities	4,355	5,073	4,784	(718.18)	(14.16%)	(429.36)	(8.97%)
Services	54,626	90,282	91,046	(35,656.64)	(39.49%)	(36,420.17)	(40.00%)
Supplies	236	277	-	(41.77)	(15.06%)	235.64	N/A
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	461	543	539	(81.69)	(15.06%)	(78.05)	(14.48%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 98,433	\$ 147,470	\$ 146,576	\$ (49,037.56)	(33.25%)	\$ (48,143.35)	(32.85%)
Gain / (Loss) from Operations	(63,933)	(101,795)	(107,935)	\$ 37,862.56	(37.19%)	\$ 44,002.29	(40.77%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	(63,933)	(101,795)	(107,935)				

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative:
Annual Meeting (Programs 190 and 191)
(Prepared by Nancy Beaumont)**

The proposed FY 2021 budget projects a net gain of \$41,843 from the 2020 Virtual Joint Annual Meeting. This is \$75,346 less than the FY 2020 budgeted net gain (of \$117,189) from the 2019 Joint Annual Meeting in Austin and \$34,839 less than the FY 2020 actual net gain (of \$76,682).

Effort of all staff members for FY 2021 is allocated across the budget based on management estimates. Personnel costs reflect 0.45 FTEs or 4.5% of total salaries, taxes, and benefits. We expect no increase in the cost of benefits over the course of FY 2021, and there will be no increase in the salary budget.

The proposed budget for the 2020 Virtual Joint Annual Meeting assumes the following:

- A significant amount of staff time, as well as direct expenses for the Program Committee meeting and logistics consultant, are invested prior to the start of the fiscal year in which the Annual Meeting occurs. These “prepaid expenses” are reflected in the income statement when the conference is implemented. (This generally accepted accounting procedure enables us to realize expenses in the proper period.) The income statement for the 2021 Annual Meeting (Program 191) reflects costs that will be booked as prepaid expenses but not expensed until that conference takes place.
- A total of 2,000 paid attendees at registration fees that are reduced significantly to address both the nature of the virtual conference and the economic situation of many archivists. We have assumed that 20% of registrants in each registration category (SAA/CoSA Member, Employee of Member Institution, and Nonmember) will choose the deeply discounted \$49 rate for Unemployed/Precariously Employed Archives Workers.
- One lead sponsor (Preservica) and 30 exhibitors, with total revenue of \$50,000.
- Payment to DLPlan (logistics consultants) of \$38,880, which includes pre-meeting management and site visit travel for the in-person conference and the pivot to issuing an RFP, interviewing, recommending, and managing a technology/production vendor.
- An estimated expense of \$91,000 for Markey’s to provide the MVP platform and production management for the virtual conference (including the livestream on August 6 and 7, all related events prior to and following the livestream, the 60 conference sessions that will be made available on demand immediately following the livestream, and the expo hall platform).

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Annual Meeting - Chicago

Revenues	<u>Fiscal '21</u>	<u>Fiscal '20</u>	<u>Projected FY '20 Actuals (Aus TX)</u>	<u>FY '21 Budget v. FY '20 Budget</u>		<u>FY '21 Budget v. FY '20 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	4,300.00	900	(4,300.00)	(100.00%)	(900.00)	(100.00%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	342,550.00	742,160.54	719,576.00	(399,610.54)	(53.84%)	(377,026.00)	(52.40%)
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	1,350.00	400.00	(1,350.00)	(100.00%)	(400.00)	(100.00%)
Total Revenues	\$ 342,550	\$ 747,811	\$ 720,876	\$ (405,260.54)	(54.19%)	\$ (378,326.00)	(52.48%)
Expenses			<u>Projected FY '20 Actuals (Aus TX)</u>	<u>FY '21 Budget v. FY '20 Budget</u>		<u>FY '21 Budget v. FY '20 Actuals</u>	
	<u>Fiscal '21</u>	<u>Fiscal '20</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 47,221	\$ 62,347	\$ 75,740	\$ (15,125.99)	(24.26%)	\$ (28,519.13)	(37.65%)
Office Occupancy & Utilities	\$ 5,288	\$ 8,240	\$ 7,282	(2,951.88)	(35.82%)	(1,993.78)	(27.38%)
Services	\$ 105,741	\$ 339,224	\$ 355,023	(233,482.48)	(68.83%)	(249,281.14)	(70.22%)
Supplies	\$ 290	\$ 1,110	\$ 1,114	(819.90)	(73.87%)	(823.58)	(73.96%)
Travel	\$ -	\$ 5,650	\$ 5,682	(5,650.00)	(100.00%)	(5,682.20)	(100.00%)
Leases, Rentals & Licenses	\$ 567	\$ 29,837	\$ 4,849	(29,269.72)	(98.10%)	(4,281.91)	(88.30%)
Taxes, Dues and Subscriptions	\$ -	\$ 20,000	\$ 20,000	(20,000.00)	(100.00%)	(19,999.98)	(100.00%)
Depreciation, COGS, and Other	\$ 141,599	\$ 164,213	\$ 174,504	(22,614.83)	(13.77%)	(32,905.69)	(18.86%)
Total Expenses	\$ 300,707	\$ 630,621	\$ 644,194	\$ (329,914.80)	(52.32%)	\$ (343,487.41)	(53.32%)
Gain / (Loss) from Operations	\$ 41,843	\$ 117,189	\$ 76,682	\$ (75,345.74)	(64.29%)	\$ (34,838.59)	(45.43%)
Transferred to Funds	\$ -	\$ -	\$ -				
Net Gain / (Loss)	\$ 41,843	\$ 117,189	\$ 76,682				

**The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Annual Meeting - Anaheim**

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20 (Aus)	Actuals (Chi)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20 (Aus)	Actuals (Chi)	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 68,393	\$ 86,570	\$ 65,708	\$ (18,176.86)	(21.00%)	\$ 2,685.51	4.09%
Office Occupancy & Utilities	\$ 7,715	\$ 8,596	\$ 6,201	(881.52)	(10.25%)	1,513.95	24.41%
Services	\$ 6,935	\$ 5,096	\$ 28,021	1,839.41	36.10%	(21,086.48)	(75.25%)
Supplies	\$ 414	\$ 472	\$ 65	(58.37)	(12.37%)	348.68	537.49%
Travel	\$ -	\$ -	\$ 9,332	-	N/A	(9,331.55)	(100.00%)
Leases, Rentals & Licenses	\$ 809	\$ 2,217	\$ 675	(1,407.88)	(63.51%)	133.85	19.83%
Taxes, Dues and Subscriptions	\$ -	\$ -	\$ -	-	N/A	-	N/A
Depreciation, COGS, and Other	(84,266)	(102,951)	(110,002)	18,685.23	(18.15%)	25,736.04	(23.40%)
Total Expenses	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ -				

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative:
Publications (Program 104)
(Prepared by Teresa Brinati)**

The FY21 proposed budget projects a net loss of \$102,546. This is \$19,227 less than the FY20 budgeted net loss of \$121,774.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 1.09 FTEs or 10.85% of total salaries, taxes, and benefits. We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth (2.1, 2.2.); Goal 3: Advancing the Field (3.1, 3.2, 3.3); and Goal 4: Meeting Members' Needs (4.1.).

The proposed budget assumes the following:

- Sale of SAA books only (i.e., no distribution of books written by members but published by other outlets).
- Revenue projections on existing print books (47 unique titles) and digital editions (95 pdfs and epub) based on trends, then discounted 18% to hedge against a lower volume of sales.
- Seven new titles slated for print and digital editions; five of the seven projected to make revenue contributions based on publication early in the fiscal year.
- Digital printing of new titles (and any reprints), rather than “standard” ink-to-paper printing, to contain costs.
- Competitive (below market) pricing of books for members.
- Commitment to remunerating editors/authors for their work.
- Continuing to investigate publishing platforms and new models for dissemination of content.

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Publications

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	4,450.00	-	-	4,450	N/A	4,450	N/A	
Publications	244,964.78	194,506.60	206,427.98	50,458	25.94%	38,537	18.67%	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	29,515.83	23,474.59	31,213.43	6,041	25.74%	(1,698)	(5.44%)	
Total Revenues	\$ 278,931	\$ 217,981	\$ 237,641	\$ 60,949	27.96%	\$ 41,289	17.37%	
Expenses								
	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 115,630	\$ 112,367	\$ 109,599	\$ 3,262.9	2.90%	\$ 6,031.4	5.50%	
Office Occupancy & Utilities	12,992.44	11,111.91	11,243.84	1,881	16.92%	1,749	15.55%	
Services	106,772.42	119,752.39	135,777.47	(12,980)	(10.84%)	(29,005)	(21.36%)	
Supplies	703.11	607.73	5,299.84	95	15.70%	(4,597)	(86.73%)	
Travel	-	3,715.00	1,863.75	(3,715)	(100.00%)	(1,864)	(100.00%)	
Leases, Rentals & Licenses	4,615.00	4,428.46	4,089.74	187	4.21%	525	12.84%	
Taxes, Dues and Subscriptions	-	-	585.92	-	N/A	(586)	(100.00%)	
Depreciation, COGS, and Other	\$ 140,764	\$ 87,772	\$ 90,312	52,992	60.37%	50,452	55.86%	
Total Expenses	\$ 381,477	\$ 339,755	\$ 358,771	\$ 41,722	12.28%	\$ 22,706	6.33%	
Gain / (Loss) from Operations	\$ (102,546)	\$ (121,774)	\$ (121,130)	\$ 19,227	(15.79%)	\$ 18,583	(15.34%)	
Transferred to Funds	\$ -	\$ -	\$ -					
Net Gain / (Loss)	\$ (102,546)	\$ (121,774)	\$ (121,130)					

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative:
Education (Program 105)
(Prepared by Rana Salzmann)**

The projected net gain in this program for FY21 is \$77,846. This is an increase of \$56,046 compared to the FY20 budgeted net gain of \$21,800.

For FY21, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 1.31 FTEs or 13.09% of total salaries, taxes, and benefits. A reduction in staff effort allocated to Education reflects the decision not to replace a recently vacated Education Coordinator position and changing the role of the third position in this department to a term consultant's role.

We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth, Activity 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field; and Activity 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

Our calculations for FY21 are optimistic in that they project a net gain for this upcoming, unprecedented year. Given continued COVID-19-related restrictions on meetings and travel, it is necessary to completely reimagine the SAA Education program in order to meet member needs and maintain solvency. We are moving to a 100% online education model as quickly as possible. Funding for in-person meetings of the DAS Subcommittee and the Committee on Education has been eliminated for the second year in a row. We have eliminated "in-person" teaching expenses such as travel, hotel, and meal costs and hope to put a streamlined education program development structure in place while making progress on the Management Track and DEI Next Steps projects that have external funding from NHPRC and the SAA Foundation, respectively.

Activity Areas

1. Management and Administration. Due to the shift to a Virtual Annual Meeting, "pre-conference" education as we have known it has been eliminated in this budget. We will launch the DEI Next Steps project with a Virtual Unconference facilitated by Mark Puente in fall 2020.

2. Support the work of the Committee on Education and the DAS and GAE subcommittees. Support for these activities will continue via conference calls and using other technologies such as Zoom

to maintain momentum with committee and subcommittee work while eliminating the significant costs associated with in-person meetings.

3. Plan and implement face-to-face courses, webcasts, and online courses. This area includes the following changes and adjustments from FY20 projections:

- No in-person courses and an estimated 40 Zoom courses, with an estimated 30 attendees in each. While we may increase capacity limits for some Zoom courses beyond the typical 40 that fit in a face-to-face setting, some instructors prefer a limited class size to maintain a closer student-teacher relationship even in the virtual setting.
- Four new webcasts in either the DAS or A&D program.
- Honoraria for instructors and “secondary” instructors, as we may need to employ moderators or teaching assistants to operationalize best online learning practices.
- Additional stipends to support instructors converting courses to online.
- Completion of four “conversion to online” projects that were planned for FY20 and were delayed due to various unanticipated complications (Copyright, Privacy, Grant Writing and Project Management courses).
- An estimated 90 registrations for the online DAS Comprehensive Exam. The DAS Practice Exam is no longer a revenue source as we converted it to a free product in FY20.
- Retaining the FY18 pricing structure for Education products for the fourth consecutive year.

4. Develop new and revise existing educational offerings and maintain online platforms.

- No funding for in-person course development. Stipends for conversion to online.
- Funding to complete a significant revision of the Copyright in Digital Archives and Privacy and Confidentiality in Digital Archives (DAS and A&D) courses.
- Funding from NHPRC in the form of a \$25,000 cooperative agreement to develop Management Track.
- Funding to develop a DEI Next Steps course in the form of a \$5,000 grant from the SAA Foundation.
- BlueSky/Path LMS remains our chosen LMS tool for the delivery of online programs. We are moving to Zoom and away from AdobeConnect as our preferred platform for webcasts.

5. Marketing and Promotion. It is difficult to project the needs in this area, as we do not yet know precisely what products and services we are promoting. This activity is funded at base levels for the coming year.

Summary

The COVID-19 pandemic has had an enormous impact on SAA Education. We endured a difficult fall/winter with seven course cancellations and hoped for a robust spring to make up for the lackluster fall. Despite having a full calendar planned, the March 9-10 *Managing Physical and Digital Architecture and Construction* Records course offered in Williamsburg, Virginia, was the last business-as-usual offering before the wave of coronavirus cancellations hit the department. We cancelled a DAS Bootcamp planned in Northbrook, Illinois, for late March and quickly saw the rest of our schedule of in-person courses evaporate for April, May, and June. Fortunately, we were able to quickly pivot and begin offering online courses via Zoom. Nine “in-person” courses were converted over the spring months. These new Zoom offerings will count as “in-person” during the pandemic so that members can continue progress toward

their DAS and A&D certificates. This decision will have ramifications for future program marketing and uptake, and will likely come to represent the new normal for SAA Education.

We are fortunate to have external funding to support development of two online education initiatives in this tumultuous year: NHPRC support for the Management Track and SAA Foundation support for DEI Next Steps. Finally, the department has experienced continued shifts in staffing. We have engaged our outgoing Education Coordinator, Akila Ruffin, in a new contracted, term position as Assistant Director for Online Learning and Exam Administration to assist me in reimagining Education programs for the coming year. The FY21 budget as outlined here is a first attempt to imagine what an “all-online” sustainable model can be for SAA Education.

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Education

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	\$ -	N/A	\$ -	N/A
Workshops	381,930	520,650	369,094	\$ (138,720)	(26.64%)	\$ 12,836	3.48%
Annual Meeting	-	-	-	\$ -	N/A	\$ -	N/A
Publications & CD Sales	-	-	-	\$ -	N/A	\$ -	N/A
Contributions	-	-	-	\$ -	N/A	\$ -	N/A
Investments	-	-	-	\$ -	N/A	\$ -	N/A
Other	-	-	3,924	\$ -	N/A	\$ (3,924)	(100.00%)
Total Revenues	381,930	520,650	373,018	\$ (138,720)	(26.64%)	\$ 8,912	2.39%
Expenses			Projected FY '20	FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 139,518	\$ 249,873	\$ 244,421	\$ (110,355)	(44.16%)	\$ (104,903)	(42.92%)
Office Occupancy & Utilities	16,877	25,913	23,932	\$ (9,037)	(34.87%)	\$ (7,056)	(29.48%)
Services	145,082	132,325	98,263	\$ 12,758	9.64%	\$ 46,819	47.65%
Supplies	948	1,451	1,072	\$ (503)	(34.66%)	\$ (123)	(11.49%)
Travel	-	86,645	36,081	\$ (86,645)	(100.00%)	\$ (36,081)	(100.00%)
Leases, Rentals & Licenses	1,659	2,643	2,622	\$ (984)	(37.22%)	\$ (963)	(36.73%)
Taxes, Dues and Subscriptions	-	-	-	\$ -	N/A	\$ -	N/A
Depreciation, COGS, and Other	-	-	-	\$ -	N/A	\$ -	N/A
Total Expenses	\$ 304,084	\$ 498,850	\$ 406,391	\$ (194,766)	(39.04%)	\$ (102,307)	(25.17%)
Gain / (Loss) from Operations	\$ 77,846	\$ 21,800	\$ (33,373)	\$ 56,046	257.09%	\$ 111,219	(333.26%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 77,846	\$ 21,800	\$ (33,373)				

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative: Career
Services (Program 115)
(Prepared by Peter Carlson)**

The proposed FY 2021 budget projects a net gain for the Career Services program of \$4,448. This is \$44,624 (90.94%) lower than the FY 2020 budgeted net gain.

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for Career Services reflect 0.03 FTEs or 0.31% of total salaries, taxes, and benefits. We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget

The proposed budget assumes the following:

- Revenues of \$10,714 for online job ads and Directory Listing based on the volume of ads placed in the past four months. Although Our Career Center hosting company, Boxwood Technology, has indicated that job posting activity will pick up as we move into 2021, our estimates assume a trend similar to that experienced since the COVID-19 outbreak for most of FY 2021. The job board is outsourced to Boxwood; their “consulting” (sales and hosting) and processing fees are based on a percentage of revenue.
- \$4,000 revenue from the online Directory of Archival Consultants due to increase in participation from SAA members resulting from decrease in price.

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Career Services

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	10,714.10	85,000.00	63,072.65	(74,285.90)	(87.40%)	(52,358.55)	(83.01%)	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	-	-	-	-	N/A	-	N/A	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	-	-	-	-	N/A	-	N/A	
Total Revenues	\$ 10,714	\$ 85,000	\$ 63,073	\$ (74,286)	(87.40%)	\$ (52,359)	(83.01%)	
Expenses								
	Fiscal '21	Fiscal '20	Actuals	FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals		
				\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 3,295.21	\$ 6,303.06	\$ 6,757	\$ (3,007.85)	(47.72%)	\$ (3,462.01)	(51.23%)	
Office Occupancy & Utilities	369.60	623.81	512.85	(254.20)	(40.75%)	(143.25)	(27.93%)	
Services	2,542.06	27,425.60	28,623.50	(24,883.54)	(90.73%)	(26,081.44)	(91.12%)	
Supplies	20.08	34.15	0.20	(14.07)	(41.20%)	19.89	10197.56%	
Travel	-	1,475.00	812.13	(1,475.00)	N/A	(812.13)	(100.00%)	
Leases, Rentals & Licenses	39.27	66.79	59.58	(27.52)	(41.20%)	(20.31)	(34.09%)	
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A	
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A	
Total Expenses	\$ 6,266	\$ 35,928	\$ 36,765	\$ (29,662)	(82.56%)	\$ (30,499.25)	(82.96%)	
Gain / (Loss) from Operations	\$ 4,448	\$ 49,072	\$ 26,307	\$ (44,624)	(90.94%)	\$ (21,859)	(83.09%)	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ 4,448	\$ 49,072	\$ 26,307					

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY20 Budget Narrative:
General and Administrative (Program 100)
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2021 is \$526,070. This is \$3,229 (0.62%) more than the FY 2020 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for G&A reflect 2.7 FTEs or 27.03% of total salaries, taxes, and benefits. We do not expect the cost of benefits to increase over the course of FY 2021 and there will be no increase to the salary budget.

Significant points of interest in the proposed budget are as follows:

- We have curtailed the staff professional development/training budget for fiscal year 2020. (Activities 1.b. and 1.c.)
- We rent 3,807 square feet for SAA's offices at a per-foot cost of \$27 per year (or approximately \$8,566 per month). We also rent two storage spaces at a monthly cost of \$335. Last year we signed an amendment to our lease at 17 North State Street at approximately 20% below market for similar properties in Chicago. (Activity 2.d.)
- FY 2021 depreciation expenses are projected to increase by 12.32% compared with FY 2020. This depreciation figure includes depreciation resulting from PC upgrades. (Activity 2.h.)
- Staff effort and associated expenses applied to the Foundation are refunded to the Foundation on a monthly basis as an in-kind donation. For FY 2021, we estimate that this will total \$42,760. This increase of \$2,345 (or 5.8%) results from the increased allocated costs necessary to support the Foundation's administration. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
General & Administrative

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	\$ -	-	N/A	-	N/A
Workshops	-	-	\$ -	-	N/A	-	N/A
Annual Meeting	-	-	\$ -	-	N/A	-	N/A
Publications	-	-	\$ -	-	N/A	-	N/A
Contributions	-	-	\$ -	-	N/A	-	N/A
Investments	16,784.51	24,712.00	\$ 30,577	(7,927.49)	(32.08%)	(13,792.69)	(45.11%)
Other	-	-	\$ 11,298	-	N/A	(11,297.64)	(100.00%)
Total Revenues	\$ 16,784.51	\$ 24,712.00	\$ 41,875	\$ (7,927.49)	(32.08%)	\$ (25,090.33)	(59.92%)
Expenses			Projected FY '20	FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 286,347	\$ 281,624	\$ 271,107	\$ 4,723.27	1.68%	\$ 15,239.48	5.62%
Office Occupancy & Utilities	\$ 32,384	\$ 28,029	\$ 26,694	4,355.75	15.54%	5,690.62	21.32%
Services	\$ 144,915	\$ 144,130	\$ 146,943	784.68	0.54%	(2,028.31)	(1.38%)
Supplies	\$ 2,752	\$ 2,532	\$ 13,674	219.72	8.68%	(10,921.47)	(79.87%)
Travel	\$ -	\$ 14,260	\$ 6,297	(14,260.00)	(100.00%)	(6,296.62)	(100.00%)
Leases, Rentals & Licenses	\$ 4,773	\$ 4,343	\$ 2,895	429.69	9.89%	1,877.89	64.87%
Taxes, Dues and Subscriptions	\$ 8,520	\$ 8,950	\$ 8,813	(430.00)	(4.80%)	(293.00)	(3.32%)
Depreciation, COGS, and Other	\$ 63,164	\$ 63,685	\$ 61,356	(521.29)	(0.82%)	1,807.76	2.95%
Total Expenses	\$ 542,855	\$ 547,553	\$ 537,778	\$ (4,698.19)	(0.86%)	\$ 5,076.34	0.94%
Gain / (Loss) from Operations	\$ (526,070)	\$ (522,841)	\$ (495,903)	\$ (3,229)	0.62%	\$ (30,167)	6.08%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (526,070)	\$ (522,841)	\$ (495,903)				

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative: Advocacy
(Program 107)
(Prepared by Nancy Beaumont)**

The proposed FY 2021 budget projects a net loss of \$103,666 in this program area. This is \$61,479 less than the FY 2020 budgeted net loss of \$165,146.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for this program reflect 0.71 FTEs or 7.07% of total salaries, taxes, and benefits (compared with 0.94 FTEs or 7.80% in FY20). We do not expect the cost of benefits to increase over the course of FY 2021. There will be no increase to the salary budget.

Relation of this program to Strategic Plan: This budget directly addresses Goal 1: Advocating for Archives and Archivists, Strategies 1.1., 1.2., and 1.4.

The proposed budget assumes the following:

- No mid-year meetings of the Committee on Public Awareness or the Committee on Public Policy. The majority of the COPA and COPP work plans will be implemented by committee members (or other volunteers) and staff. Both committees meet at least monthly by phone/Zoom.
- Conduct of a storytelling workshop in conjunction with the 2020 Joint Annual Meeting by Micaela Blei, who led the storytelling workshop and event at the 2019 Annual Meeting. Participants in the 4-hour virtual workshop will pay \$49, which will offset Blei's instructor fee.
- The successful storytelling event held at the annual conferences in 2018 and 2019 will be reprised as a virtual event on October 1 to launch American Archives Month. Blei will coach the storytellers in advance and emcee the event for a nominal fee of \$500.
- No member or staff travel to support in-person advocacy efforts in Washington, DC, or elsewhere.
- Continued support for the National Coalition for History at a level equal to FY20 (i.e., \$10,000). No funding for representative(s) to attend Policy Board meetings in person.
- No funding for international travel for SAA's representatives to the International Council on Archives or the World Intellectual Property Organization.
- Funding of \$750 is included to support an exhibit table at the Association of Tribal Archives, Libraries, and Museums in October 2020. Raffle prizes and giveaways will be drawn from existing SAA products/services.

The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Advocacy and Public Awareness

Revenues	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	2,450.00	-	-	2,450.00	N/A	2,450.00	N/A
Total Revenues	\$ 2,450.00	\$ -	\$ -	\$ 2,450.00	N/A	\$ 2,450.00	N/A
Expenses	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	Fiscal '21	Fiscal '20	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 75,323.50	\$ 93,478.92	\$ 86,882.44	\$ (18,155.42)	(19.42%)	\$ (11,558.93)	(13.30%)
Office Occupancy & Utilities	8,466.42	9,241.94	8,683.52	(775.52)	(8.39%)	(217.10)	(2.50%)
Services	10,222.75	30,276.94	11,833.31	(20,054.19)	(66.24%)	(1,610.56)	(13.61%)
Supplies	457.99	505.12	-	(47.13)	(9.33%)	457.99	N/A
Travel	750.00	20,655.00	5,837.74	(19,905.00)	(96.37%)	(5,087.74)	(87.15%)
Leases, Rentals & Licenses	895.64	987.80	926.92	(92.17)	(9.33%)	(31.28)	(3.37%)
Taxes, Dues and Subscriptions	10,000.00	10,000.00	13,200.00	-	0.00%	(3,200.00)	(24.24%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 106,116	\$ 165,146	\$ 127,364	\$ (59,029.42)	(35.74%)	\$ (21,247.63)	(16.68%)
Gain / (Loss) from Operations	\$ (103,666)	\$ (165,146)	\$ (127,364)	\$ 61,479.42	(37.23%)	\$ 23,697.63	(18.61%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (103,666)	\$ (165,146)	\$ (127,364)				

**Society of American Archivists
Council Meeting
June 30, 2020
Conference Call**

**FY21 Budget Narrative:
Governance (Program 108)
(Prepared by Nancy Beaumont)**

The FY 2021 Governance budget projects a net loss of \$141,175, which is \$15,551 less than the FY20 budgeted net loss of \$156,725.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Governance reflect 0.87 FTEs or 8.73% of total salaries, taxes, and benefits. (This is an increase from FY20, when the costs reflected 0.70 FTEs or 5.81% of total salaries, taxes, and benefits. This change reflects a significant increase in staff support for the Council, appointed groups, and sections.) We do not expect the cost of benefits to increase over the course of FY 2021. There will be no increase to the salary budget.

The proposed budget assumes the following:

- Virtual meetings of the SAA Council in August and November 2020 and an in-person meeting of the full Council in May/June 2021. (\$13,210)
- A paid facilitator to assist the Council as needed with strategic planning or other activities. (\$2,000)
- Use of Zoom Webinar technology to support Council- or component-group-led events throughout the year (i.e., \$340/month x 12 months = \$4,080) and conference call support for component groups (\$500).
- Honoraria for invited speakers/facilitators/consultants for six Council-led Zoom events. (\$1,200)
- No in-person meetings of appointed groups or task forces.
- Funding for one online election. Per vote of the membership, should an all-member referendum be necessary and not time-sensitive, it will be conducted in conjunction with the annual election.
- Continued funding for SAA's membership in the International Council on Archives (\$740) and the National Information Standards Organization NISO (\$3,100).

- No funding in FY21 for attendance by the Vice President/President-Elect, executive director, and governance manager at the ASAE CEO Symposium in Chicago.
- No funding for AV support of sections for the 2020 Joint Annual Meeting and no funding of section activities via the “section funding pilot project” (per the Council’s mid-June discussion and Eric Chin’s message on behalf of the Council to the Leader List on June 16).
- No funding in response to applications for “Component Group Funding.” Two applications were received by the March 1, 2020, deadline:
 - One from the RAO Section’s Teaching with Primary Sources (TPS) Committee for \$300 to purchase supplies for the TPS Unconference planned for August 5 at Northwestern University in Chicago, in conjunction with the 2020 Joint Annual Meeting. An in-person unconference will not be held. SAA can provide Zoom Webinar support for the section as needed.
 - One from the Audio and Moving Image Section to support the section’s plans for a “Community Archiving Workshop.” The workshop was to be held as a pre-conference offering prior to the 2020 Joint Annual Meeting, and the funding was intended to support two conference hotel rooms for two nights for the workshop facilitators. SAA will provide Zoom webinar support for the section as needed.

**The Society of American Archivists
Income Statement
Fiscal 2021 Budget
Governance**

Revenues

	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	<u>Fiscal '21</u>	<u>Fiscal '20</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	5,000.00	-	N/A	(5,000.00)	(100.00%)
Total Revenues	\$ -	\$ -	\$ 5,000.00	\$ -	N/A	\$ (5,000.00)	(100.00%)

Expenses

	Projected FY '20			FY '21 Budget v. FY '20 Budget		FY '21 Budget v. FY '20 Actuals	
	<u>Fiscal '21</u>	<u>Fiscal '20</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 92,981.72	\$ 69,762.55	\$ 70,819.27	\$ 23,219.18	33.28%	\$ 22,162.46	31.29%
Office Occupancy & Utilities	10,946.75	9,378.54	7,001.14	1,568.21	16.72%	3,945.61	56.36%
Services	15,324.91	52,029.96	69,524.46	(36,705.05)	(70.55%)	(54,199.55)	(77.96%)
Supplies	565.42	377.70	775.39	187.72	49.70%	(209.98)	(27.08%)
Travel	-	20,888.00	18,957.83	(20,888.00)	(100.00%)	(18,957.83)	(100.00%)
Leases, Rentals & Licenses	1,105.72	738.62	1,140.57	367.10	49.70%	(34.85)	(3.06%)
Taxes, Dues and Subscriptions	3,840.00	3,550.00	3,390.00	290.00	8.17%	450.00	13.27%
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 124,764.51	\$ 156,725.35	\$ 171,608.66	\$ (31,960.84)	(20.39%)	(46,844.14)	(27.30%)
Gain / (Loss) from Operations	\$ (124,764.51)	\$ (156,725.35)	\$ (166,608.66)	\$ 31,960.84	(20.39%)	41,844.14	(25.12%)

Transferred to Funds

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Net Gain / (Loss)

\$ (124,765)	\$ (156,725)	\$ (166,609)
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