

AFP Ottawa Chapter
Summary of Income Statement
Fiscal year ended Dec. 31, 2013
For the period from Jan 1, 2013 to Oct 9, 2013
Prepared: November 26, 2013

	Draft Budget 2014	Actual 2013	Projection 2013	Approved Budget 2013	2012	2011	2010
Revenue							
Education program	8,600.00	5,771.50	8,850.00	8,600.00	13,380.48	11,480.77	10,700.00
Fundraising Day	61,000.00	57,149.77	57,149.77	67,600.00	48,819.58	64,938.65	52,782.00
Philanthropy Awards	95,500.00	57,188.53	76,500.00	76,500.00	83,532.58	44,334.49	56,506.00
Membership	13,500.00	12,649.86	13,308.82	15,000.00	15,263.81	17,191.26	16,265.00
Job Postings	17,400.00	17,862.61	18,000.00	16,000.00	16,600.00	20,875.00	14,450.00
Communications Sponsors	-	250.00	250.00			-	-
Other Income	700.00	-	700.00			-	733.00
Total Revenue	196,700.00	150,872.27	174,758.59	183,700.00	177,596.45	158,820.17	151,436.00
Expenses							
Education program	11,831.89	6,777.69	9,174.32	11,722.00	23,132.54	18,641.39	12,090.00
Fundraising Day	55,441.41	39,572.41	39,572.41	55,950.00	51,278.55	44,234.06	36,988.00
Philanthropy Awards	82,600.00	12,039.93	74,881.70	72,160.00	84,788.65	45,613.82	53,644.00
Communcations	3,961.28	2,585.87	2,840.00	3,640.00	3,300.30	5,071.30	1,782.00
Professional Fees	3,081.00	-	3,000.00	3,000.00	2,900.00	3,000.00	2,948.00
Administration	13,217.49	11,866.25	12,870.00	12,870.00	12,567.50	23,738.42	24,432.00
Office Expenses	4,502.82	4,416.41	4,552.27	4,500.00	5,452.57	7,395.04	3,881.00
Bad Debts	-	-	10.00	-	-	738.72	1,015.00
Travel and Meetings	5,400.00	4,712.99	4,800.00	4,500.00	5,669.02	10,235.90	9,019.00
Bank and VISA charges	1,000.00	863.39	1,000.00	1,000.00	966.34	2,526.51	2,353.00
Membership	2,033.46	1,815.00	1,980.00	1,980.00	2,035.00	2,287.89	2,809.00
Donations	650.00	650.00	650.00	650.00	650.00	2,150.00	1,050.00
Other (Scholarship)	2,000.00	-	-	1,000.00	2,000.00	1,500.00	2,890.00
Total Expenses	185,719.35	85,299.94	155,330.70	172,972.00	194,740.47	167,133.05	154,901.00
Net Surplus/Deficit	10,980.65	65,572.33	19,427.89	10,728.00	-17,144.02	-8,312.88	-3,465.00
Net Assets at the end of the period	31,569.52	66,733.31	20,588.87	11,888.98	1,160.98	18,305.00	26,618.00

	Operations				Chapter Leadership				Education Lunch & Breakfast				Audio Conference				Fundraising Day			
	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014
REVENUE																				
4001									7,600.00	4,457.35	7,400.00	7,600.00	1,000.00	1,314.15	1,450.00	1,000.00	30,540.00	30,884.91	30,884.91	30,540.00
4002																				
4003																	23,000.00	17,030.25	17,030.25	18,500.00
4004																	6,600.00	7,609.61	7,609.61	6,000.00
4005																	6,000.00	-	-	4,250.00
4006							700.00										1,460.00	1,625.00	1,625.00	1,710.00
4007																				
TOTAL REVENUE	-	-	-	-	-	-	700.00	-	7,600.00	4,457.35	7,400.00	7,600.00	1,000.00	1,314.15	1,450.00	1,000.00	67,600.00	57,149.77	57,149.77	61,000.00
EXPENSES																				
Administration																				
5110	7,920.00	7,328.75	7,920.00	8,133.84					4,070.00	3,730.87	4,070.00	4,179.89					11,440.00	12,260.38	12,260.38	12,591.41
5111																				
5120																	-	227.50	227.50	250.00
5160	4,950.00	4,537.50	4,950.00	5,083.65																
Sub Total	12,870.00	11,866.25	12,870.00	13,217.49	-	-	-	-	4,070.00	3,730.87	4,070.00	4,179.89	-	-	-	-	11,440.00	12,487.88	12,487.88	12,841.41
Promotion																				
5201																				
5203	150.00	150.00	150.00	150.00																
5204	500.00	500.00	500.00	500.00																
5205																				
5206																	-	-	-	500.00
5207																	160.00	-	-	200.00
5208																	5,000.00	-	-	4,250.00
5209	1,000.00	-	-	1,000.00													1,000.00	-	-	1,000.00
Sub Total	1,650.00	650.00	650.00	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	6,160.00	-	-	5,950.00
Facility																				
5301	2,000.00	2,002.82	2,002.82	2,002.82																
5302		49.45	49.45	-													6,000.00	5,500.00	5,500.00	8,200.00
Sub Total	2,000.00	2,052.27	2,052.27	2,002.82	-	-	-	-	-	-	-	-	-	-	-	-	6,000.00	5,500.00	5,500.00	8,200.00
On-Site																				
5401									2,500.00	2,059.02	2,600.00	2,500.00					17,000.00	10,813.28	10,813.28	11,000.00
5402									2,500.00	329.25	1,320.00	2,500.00	990.00	-	-	990.00	4,000.00	3,804.90	3,804.90	5,000.00
5403																				
5404																				
5405																				
5406																				
5407																	2,500.00	1,350.00	1,350.00	1,500.00
5408																				
5409																				
Sub Total									5,000.00	2,388.27	3,920.00	5,000.00	990.00	-	-	990.00	23,500.00	15,968.18	15,968.18	17,500.00
Facilitation																				
5501									250.00	-	300.00	250.00					5,000.00	1,000.00	1,000.00	5,000.00
5502									4,500.00	4,712.99	4,800.00	5,200.00					1,000.00	1,401.59	1,401.59	2,500.00
5503																	500.00	1,037.18	1,037.18	500.00
5504												200.00					850.00	306.64	306.64	850.00
5507																				
Sub Total					4,500.00	4,712.99	4,800.00	5,400.00	250.00	477.00	777.00	250.00	-	-	-	-	7,350.00	3,745.41	3,745.41	8,850.00
Admin																				
5600																				
5601	400.00	1,002.21	1,000.00	400.00					5.00			5.00					-	30.21	30.21	50.00
5602	800.00	442.22	450.00	800.00																
5603	300.00	216.70	250.00	300.00					300.00	0.70	0.70	300.00					-	11.80	11.80	50.00
5604	1,000.00	703.01	800.00	1,000.00					600.00	2.60	2.60	600.00					500.00	859.65	859.65	1,000.00
5605	500.00	296.14	400.00	500.00					500.00	124.23	350.00	500.00	-	54.02	54.02	-	1,000.00	969.28	969.28	1,000.00
5606	500.00	567.25	600.00	500.00					7.00			7.00								
5607			10.00																	
5608	3,000.00	-	3,000.00	3,081.00																
5609																				
Sub Total	6,500.00	3,227.53	6,510.00	6,581.00	-	-	-	-	1,412.00	127.53	353.30	1,412.00	-	54.02	54.02	-	1,500.00	1,870.94	1,870.94	2,100.00
TOTAL EXPENSES	23,020.00	17,796.05	22,082.27	23,451.31	4,500.00	4,712.99	4,800.00	5,400.00	10,732.00	6,723.67	9,120.30	10,841.89	990.00	54.02	54.02	990.00	55,950.00	39,572.41	39,572.41	55,441.41
Surplus/Loss	- 23,020.00	- 17,796.05	- 22,082.27	- 23,451.31	- 4,500.00	- 4,712.99	- 4,100.00	- 5,400.00	- 3,132.00	- 2,266.32	- 1,720.30	- 3,241.89	10.00	1,260.13	1,395.98	10.00	11,650.00	17,577.36	17,577.36	5,558.59

Willow Group 2014 based on 2.7% increase
 2014 Leadership Academy in San Jose, Puerto Rico
 2014 AFP International Conference in San Antonio, TX, March 23 to 25

	Philanthropy Awards				Membership				Job Posting				Communications				TOTAL				
	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	Budget 2013	Actual up to Nov 13	Projection 2013	Draft Budget 2014	
REVENUE																					
4001	Registration Fees	32,500.00	30,088.53	30,200.00	40,500.00												71,640.00	66,744.94	69,934.91	79,640.00	
4002	Membership Dues					15,000.00	12,649.86	13,308.82	13,500.00								15,000.00	12,649.86	13,308.82	13,500.00	
4003	Sponsorship	28,000.00	27,100.00	27,300.00	35,000.00												51,000.00	44,130.25	44,330.25	53,500.00	
4004	Exhibits																6,600.00	7,609.61	7,609.61	6,000.00	
4005	Aid-in-Kind	16,000.00		19,000.00	20,000.00												22,000.00	-	19,000.00	24,250.00	
4006	Miscellaneous									16,000.00	17,862.61	18,000.00	17,400.00		250.00	250.00	17,460.00	19,737.61	20,575.00	19,110.00	
4007	Interest																-	-	-	-	
	TOTAL REVENUE	76,500.00	57,188.53	76,500.00	95,500.00	15,000.00	12,649.86	13,308.82	13,500.00	16,000.00	17,862.61	18,000.00	17,400.00	250.00	250.00	-	183,700.00	150,872.27	174,758.59	196,000.00	
EXPENSES																					
Administration																					
5110	Management Services	7,260.00	6,765.00	7,370.00	7,500.00	1,980.00	1,815.00	1,980.00	2,033.46					2,640.00	2,420.00	2,640.00	2,711.28	35,310.00	34,320.00	36,240.38	37,149.88
5111	Registration Services																	-	-	-	-
5120	Creative Design																	-	227.50	227.50	250.00
5160	Accounting																4,950.00	4,537.50	4,950.00	5,083.65	
	Sub Total	7,260.00	6,765.00	7,370.00	7,500.00	1,980.00	1,815.00	1,980.00	2,033.46	-	-	-	-	2,640.00	2,420.00	2,640.00	2,711.28	40,260.00	39,085.00	41,417.88	42,483.53
Promotion																					
5201	Printing																	-	-	-	-
5203	Donation to AFP Cda Foundation																150.00	150.00	150.00	150.00	
5204	Donation to AFP US Foundation																500.00	500.00	500.00	500.00	
5205	Newsletter																-	-	-	-	
5206	Promotion	500.00		500.00	500.00					800.00	-	-	1,050.00				1,300.00	-	500.00	2,050.00	
5207	Frames/Awards	700.00		621.00	1,000.00												860.00	-	621.00	1,200.00	
5208	In Kind Expenses	16,000.00		19,000.00	20,000.00												21,000.00	-	19,000.00	24,250.00	
5209	Scholarships																2,000.00	-	-	2,000.00	
	Sub Total	17,200.00	-	20,121.00	21,500.00	-	-	-	-	-	-	-	-	800.00	-	-	1,050.00	25,810.00	650.00	20,771.00	30,150.00
Facility																					
5301	Web Site hosting													200.00	165.87	200.00	200.00	2,200.00	2,168.69	2,202.82	2,202.82
5302	Facility Rental/Dymon Storage																6,000.00	5,549.45	5,549.45	8,200.00	
	Sub Total	-	-	-	-	-	-	-	-	-	-	-	-	200.00	165.87	200.00	200.00	8,200.00	7,718.14	7,752.27	10,402.82
On-Site																					
5401	Food & Beverage	40,000.00		34,920.00	42,000.00												59,500.00	12,872.30	48,333.28	55,500.00	
5402	Audio Visual	4,000.00		4,000.00	3,500.00												11,490.00	4,134.15	9,124.90	11,990.00	
5403	Simultaneous Interpretation																-	-	-	-	
5404	Entertainment		200.00	1,066.00	1,500.00												-	200.00	1,066.00	1,500.00	
5405	Transportation																-	-	-	-	
5406	Signage				500.00												-	-	-	500.00	
5407	Staging/Electrical			1,630.00	2,500.00												2,500.00	1,350.00	2,980.00	4,000.00	
5408	Photoographer	1,000.00		355.00	500.00												1,000.00	-	355.00	500.00	
5409	Security																-	-	-	-	
	Sub Total	45,000.00	200.00	41,971.00	50,500.00	-	-	-	-	-	-	-	-	-	-	-	74,490.00	18,556.45	61,859.18	73,990.00	
Facilitation																					
5501	Speaker Fees/Honorarium	-	3,575.00	3,575.00													5,250.00	4,575.00	4,875.00	5,250.00	
5502	Travel and Accommodation																5,500.00	6,114.58	6,201.59	7,700.00	
5503	Speaker Gifts																500.00	1,037.18	1,037.18	500.00	
5504	Committee Expenses	-	88.19	215.00	250.00												850.00	394.83	521.64	1,300.00	
5507	Consulting Expenses																-	477.00	477.00	-	
	Sub Total	-	3,663.19	3,790.00	250.00	-	-	-	-	-	-	-	-	-	-	-	12,100.00	12,598.59	13,112.41	14,750.00	
Admin																					
5600	Translation	1,000.00	50.00	50.00	250.00												1,000.00	50.00	50.00	250.00	
5601	Telephone/Fax																405.00	1,032.42	1,030.21	455.00	
5602	Postage/Courier		139.90	140.00	250.00												800.00	582.12	590.00	1,050.00	
5603	Photocopies		339.70	339.70	350.00												600.00	568.90	602.20	1,000.00	
5604	Stationery/Office Supplies	500.00	72.70	100.00	500.00												2,600.00	1,637.96	1,762.25	3,100.00	
5605	Credit Card Processing fees	1,200.00	809.44	1,000.00	1,500.00												3,200.00	2,253.11	2,773.30	3,500.00	
5606	Bank charges																507.00	567.25	600.00	507.00	
5607	Bad Debt*																-	-	10.00	-	
5608	Audit																3,000.00	-	3,000.00	3,081.00	
5609	Liability Insurance																-	-	-	-	
	Sub Total	2,700.00	1,411.74	1,629.70	2,850.00	-	-	-	-	-	-	-	-	-	-	-	12,112.00	6,691.76	10,417.96	12,943.00	
	TOTAL EXPENSES	72,160.00	12,039.93	74,881.70	82,600.00	1,980.00	1,815.00	1,980.00	2,033.46	-	-	-	-	3,640.00	2,585.87	2,840.00	3,961.28	172,972.00	85,299.94	155,330.70	184,719.35
	Surplus/Loss	4,340.00	45,148.60	1,618.30	12,900.00	13,020.00	10,834.86	11,328.82	11,466.54	16,000.00	17,862.61	18,000.00	17,400.00	-	3,640.00	-	2,335.87	-	2,590.00	-	3,961.28

Willow Group 2014 based on 2.7% increase
 2014 Leadership Academy in San Jose, Puerto
 2014 AFP International Conference in San Anto