

Fairfax County Federation of Citizens Associations

Notes on Proposed Budget for FY 2017-2018

Federation programs categorized

- Citizen of Year Award & Banquet – 2/3's of financial activity
- All other (administrative & program operations) – 1/3 of financial activity

Layout of budget document

- Income first (top of page 1)/ expense second (start at midpoint page 1)
- Accounting categories indented to show detail / parentheses show examples
- Four columns:
 - FY 16-17 Budget
 - FY 16-17 Actual (YTD)
 - Delta: FY 16-17 Budget to FY 16-17 Actual (YTD)
 - FY 17-18 Budget (proposed)

Three types of income [top of page 1]

- [4030] Citizen of Year sponsorships—variable – we need to do better in this area
- [4090] Dues for membership—stable – many dues paid May & June for following year
- [4180] Citizen of Year ticket sales – variable – factors: number of awardees & how popular

Types of expense

- Administrative [bottom of page 1]
 - [6230] the picnic expense is shelter rental
 - [6600] newsletter for several years has been only PDF – currently no newsletter
- Citizen of Year [top of page 2]
 - [6682] Meals – variable as ticket sales – COMP each awardee & 1 guest/nominators/selection committee/ some elected officials
 - [6684] Postage – stable – mailing invitations
 - [6686] Bar – stable -- pays for bartender during social period & early meal (2017 bar bill of \$162.98 is erroneously listed as part of line 6682-Meals. We'll fix this).
 - [6687] Flowers – stable – nice to have; we drop when banquet income is low
 - [6686] Photographer – last few years have gotten photographer for two meals COMP
 - [6692] Printing – little variance year to year
- Other Program Expense [bottom of page 2]
 - [6770] Supplies – gifts are for unforeseen occasions/marketing is to support recruiting
 - [6800] Board expenses – reproduction of legislative program & budget resolution; survey tool for legislative program; membership operations/recruiting
 - [6831] Board expenses – other – supports board dinner at Dec meeting

Not shown: BB&T Checking & PayPal balances (after pending disbursements & deposits) = \$14,200