



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Delaware

BUDGET
FOR FISCAL YEAR
July 1, 2009 to June 30, 2010

BUDGET PACKAGE

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May 27, 2009

ACEC – DE

American Council of Engineering Companies of Delaware

Proposed Budget for the Year July 1, 2009 to June 30, 2010 (Fiscal Year 2010)

Introduction

For your review and consideration, we are presenting our fiscal year 2010 budget.

As per the ACEC-DE by-laws, this budget needs to be adopted at our general membership meeting on May 27, 2009.

Goals for Fiscal Year 2010

Following are the goals for FY 2010:

1. To keep the collection of dues current.
2. To continue making quarterly bills more useful by putting in more information on bills; i.e., upcoming programs, national ACEC news, list of services we provide, etc. Two (2) inserts and four (4) notes for the year.
3. To facilitate more communications to and from our members.
4. To continue to provide five (5) education programs for our members.
5. To maintain an average attendance of 35 at programs and strive for at least 40 at two (2) of the programs.
6. To have one Legislative Day at Legislative Hall.
7. To publish four (4) newsletters: February, May, September and December.
8. To continuously enhance our website to make it more useful.
9. To continue the Engineering Excellence Awards Program.
10. To continue the QBS Award Program.
11. To continue participation in Engineers Week Program.
12. To increase member firms by two and affiliate members by three.
13. To publish a new directory in July 2009.
14. To increase public awareness of our organization.
15. To continue partnering committees' activities.

OVERVIEW OF MAJOR ITEMS

A. FY 2010 Budget Summary:

Receipts/Revenues:	\$90,520
Expenses:	<u>- 90,520</u>
FY 2010 Budgeted Result	Balanced

B. National Dues Calculation:

The amount is calculated on the basis of January-March 2009 membership, national bill and six months' actual receipts. A 5% increase is incorporated in the estimate as per the National ACEC Budget for FY 2010.

The National formula is: Dues = Number of Employees to the power of (1/1.75) x Factor of \$310.45.

The factor of \$310.45 is provided by ACEC national for FY 2010. For Delaware, this is a wash item as the amount collected from the members and shown as a receipt is paid to ACEC National and is shown as an expense.

C. Delaware Dues Calculation:

The Delaware dues are NOT increased for FY 2010.

This is the second year in a row that the Delaware dues are NOT increased.

The dues calculation formula for the firms with 2 to 2,140 employees is:

Dues = Index Number X factor of \$282.50

Index Number = Number of Employees to the power of (1/1.75)

Based on all ACEC-DE member firms combined together, an index number of 156 is calculated for the annual budget. The factor of \$282.50 is the same as the current year and is NOT increased for FY 2010.

Accordingly, the dues for the annual budget = 156 X \$282.50 = \$44,070.

The number of employees for each firm is estimated using the latest information provided by the firms for the directory. This figure is cross checked with January-March 2009 billing and six month actual receipts for the current fiscal year. The actual index number and associated annual dues will be based on the updated firm profiles provided by each firm to ACEC national by the end of April 2009.

D. Scholarship Endowment Fund:

An amount of \$500 is provided in the budget for 2010 Scholarship Endowment Fund.

E. Directory:

- The next directory will be published in July 2009.
- Advertising receipts of \$4,500 and directory expenses of \$2,000 are included in the budget.

F. Interest Income:

This reflects lower interest on the Certificates of Deposits (\$59,000) and the money market account.

G. Fall/Spring Conventions:

Fall Convention: For National Director: Palm Springs, California - \$1,800.

Spring Convention: For National Director and the Board members and Executive Director: Washington, D.C. - \$2,700.

H. Postage, Copies, Supplies:

This line includes administrative expenses like postage, copies, and supplies etc. Emailing the Executive Board meeting packages has reduced the copying cost considerably and some mailing cost as compared to previous years.

I. Executive Director:

No increase is requested for FY 2010 budget.

American Council of Engineering Companies of Delaware

ACEC Delaware

ESTIMATES FOR THE FISCAL YEAR

July 1, 2009 to June 30, 2010

RECEIPTS

#		Actual Up to 12-31-2008 (6 months)	2008-2009 Annual Budget	2009-2010 Proposed Estimates
1	ACEC – National Dues	\$13,451	\$30,400	\$25,000
2	ACEC – Delaware Dues	22,502	46,200	44,070
3	Affiliate Dues	1,753	2,100	1,800
4	EE Award Fees	2,000	2,500	2,750
5	MathCounts Program	- 0 -	500	- 0-
6	Members Training & Programs	3,452	8,300	8,000
7	Engineering Education Enhancement Fee	- 0 -	3,000	2,000
8	Directory Advertising	918	- 0 -	4,500
9	Interest Income	2,325	3,700	1,900
10	Insurance/Publication Receipt from ACEC National	- 0 -	700	500

TOTALS	\$46,401	\$97,400	\$90,520
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EXPENSES

#		Actual Up to 12-31- 08 (6 months)	2008-2009 Budget	2009-2010 Proposed Estimates
DUES				
1	ACEC National Dues	\$12,189	\$30,400	\$25,000
2	NACECE Dues	50	50	50
ENGINEERING TRAINING/PROGRAMS				
3	Members Training & Programs	5,349	5,000	6,620
4	Meetings – Executive Board	416	1,000	500
5	Fall Convention – National Director	1,821	2,000	1,800
6	Spring Convention – National Director, Executive Board Members, Executive Director	-0-	4,000	2,700
7	NACECE Meetings – Executive Director	-0-	200	-0-
8	EE Awards Program	428	600	600
EDUCATION & PUBLIC RELATIONS				
9	Government Relations	3,000	6,000	\$6,000

10	MathCounts Program	-0-	500	-0-
11	Directory Expenses	-0-	-0-	2,000
12	Engineering Education Enhancement Program	3,000	3,000	1,500

13	Scholarship Endowment Fund	-0-	1,000	500
14	Advertising	-0-	500	300
15	Newsletter	125	600	600
ADMINISTRATION				
16	Executive Director	19,700	39,400	39,400
17	Telephone	291	600	600
18	Website Related	197	1,000	1,000
19	Postage, Copies, Supplies	254	1,500	700
20	Bank/Corporation & Other Fees	10	50	50
21	Engineering Center Rent	-0-	-0-	600
TOTALS		\$46,830	\$97,400	\$90,520

Line by Line Explanation

For your review, below are the brief line by line explanations.

Receipts Estimates

1. **ACEC Dues (National):**

As per note B on Page 3.

2. **ACEC Delaware Dues:**

As per note C on Page 3.

3. **Affiliate Dues:**

- 6 members. \$300 annual dues per member.
- Current rate continued.

4. **EE Award Fee:**

- Application fee for the Engineering Excellence Award is increased to \$275 from current fee of \$250. This will cover direct and indirect expenses related to the award program.
- Ten (10) entries x \$275 = \$2,750 estimated.

5. **MathCounts Program:**

Receipt and expense are not estimated as we no longer participate in this program.

6. **Members Training and Programs:**

- Current Fee: \$35 per attendee.
Recommended Fee: \$40 per attendee.
- 2010 estimate includes \$40 fee over attendee for five programs.
- No special training programs are included. For examples: Presentation Skills, Technical Report Writing. If we do such a program, we will make sure that it is a break even project.

7. **Engineering Education Enhancement:**

\$2,000 is based on the historical data. We bill for \$3,000 and receive about \$2,000.

8. **Directory Advertising:**

Next directory will be published in July 2009. Advertising revenue of \$4,500 and directory expense of \$2,000 are included in this budget.

9. **Interest Income:**

We have \$59,000 in CDs. Projected interest rate is at 3%. Interest on Money Market account is estimated at \$8 per month.

Total estimated interest earnings are $\$59,000 \times 3\% + \$8 \times 12 \text{ months} = \$1,860$ – rounded to \$1,900.

10. **Insurance/Publication Receipt from ACEC National:**

This line includes the amount received from ACEC Business Insurance Trust and publication royalty on books purchased by our members. Amount is estimated on the basis of actual receipts of current year.

EXPENSE ESTIMATES

1. **ACEC Dues:**

- Same as receipt. As per the note on page 3.
- Wash item.

2. **NACECE Dues:**

- Same as current.

3. **Members Training & Programs:**

- Estimates based on five programs for the year: January, March, May, September and November.
- Food and room rentals at program hotels are included.

4. **Meetings – Executive Board:**

- Five meetings at the program hotels.
- Six meetings at board members offices/restaurants – food costs.

5 & 6. **Fall Convention – Spring Convention:**

- Fall 2009 amount: \$1,800 – National Director –
Palm Springs, California
- Spring 2009 amount: \$1,500 -- National Director
\$1,200 -- Executive Board Members and
Executive Director

7. **NACECE Meeting:**

- This expense is included in line 6.

8. **EEA Program:**

- Amounts for room rental, lunch for judges, EEA ticket, copies, postage, plaques, etc. are included.

9. **Government Relations:**

- This expense is for Delaware Government Relations program.

10. **MathCounts Program:**

No amount is provided as an expense and as a receipt. This title will be deleted from FY 2011 budget expenses as we no longer participate in this program.

11. **Directory:**

- Planned publication: July 2009.

12. **Engineering Education Enhancement Program:**
 - \$500 to each of three Del Tech campuses.
13. **Scholarship Endowment Fund:**
 - First scholarship will be awarded in May 2009.
 - \$500 provided in FY 2010.
 - This new fund was started in FY 2008 with \$5,000.
14. **Advertising:**
 - Engineering Week Banquet Book -- \$300.
15. **Newsletter:**
 - \$600 provided for preparing the newsletters, computer help, desktop publishing.
16. **Executive Director:**
 - Management fee for the ACEC Delaware's operations.
No increase is requested this year.
17. **Telephone:**
 - Current level maintained.
18. **Website Related:**
 - \$200 for web-hosting and e-mail.
 - \$300 for website, maintenance.
 - \$500 for annual review and redoing of website.
19. **Postage, Copies, Supplies:**
 - Amount is reduced to reflect the new email procedure for Executive Board meetings packages.

20. **Bank/Corporation & Other Fees:**

- Includes incorporation and unanticipated bank fees.
- Current level maintained.

Action Requested

We request approval of this proposed budget for the fiscal year
July 1, 2009 to June 30, 2010

