



2004 Project & Budget Packet

Budget Packet Definitions:

Budget Request Form – Shows expenses and revenue for projects.

Budget Advance – Each project committee has a \$500 advance that can be used for meetings and expenses taking place before EC approves budgets. Expenses will be absorbed into the budget submitted by project chair. A budget must be submitted to cover the expenses.

Association Services Coordinator – Individual appointed by CASFAA President to serve as the liaison for committees and projects as they relate to association member services. (Example: Job Placement Coordinator reports to Association Services Coordinator).

Training and Professional Development Coordinator – Individual appointed by the CASFAA President to serve as liaison for committees and projects that relate to training and professional development. (Example: High School Relations reports to Training/Professional Development Coordinator).

Fiscal Planning Committee – Committee responsible for the review and recommendation to the CASFAA Executive Council of all committee projects, budgets as well as the overall CASFAA annual budget. Chair of this committee is the Treasurer-Elect.

Team Leader – Individual appointed by committee/project chair to oversee project.

Project Description Form - Gives a detailed description of the project being proposed by committees or CASFAA members.

Revenue – Income received such as workshop/conference registration fees or sponsorships.

Expense- Cost associated with completing a project such as: postage, travel, conference calls, etc.

Net Budget – Revenue minus expense equals net budget. Net budget could be a positive or negative figure. If negative, it is up to Executive Council to approve whether the annual CASFAA budget will cover or subsidize the negative cost.

Balanced Budget – Revenue is equal to expense.

Subsidies – Revenue from other sources that can be used to subsidized negative “net budgets”.

Budget Process Check List:

Committees or members planning to propose projects for the budget year need to follow the instructions listed below:

- Complete the Project Description Form. This form gives a detailed description of the project being sponsored by committees. Indicate dates, locations, and any special requests.
- Complete the Project Budget Form. This form shows expenses and revenues for the project. For consistent reporting please use the following amounts when budgeting expenses & revenue:

Expenses

Round Trip Air Travel - \$200

Round Trip Car Travel - \$75

Daily Parking/Tolls - \$30

Transportation (shuttles, cabs) - \$15

Telephone Conference Calls - \$100hr

Mailings to members \$600

Revenue

Fees charged at events:

Members: \$15

Non-Members \$25

- Consult with the Association Services Coordinator and/or the Training and Professional Development Coordinator of CASFAA regarding your projects. This will ensure that there are no conflicts in dates, locations, or projects.
- Request independent service contracts from speakers, entertainers, etc. Contracts need to be sent to Legal Council and approved before event takes place. Please include information on Project Description form.
- Gather location information for event sites to give to Site Selection & Treasurer for liability insurance. Sites need to be approved by Treasurer before event takes place. Please include information on Project Description form.
- Collect SSN or Federal Tax ID# of speakers or entertainers being paid over \$600 and submit information to the Treasurer. 1099 tax forms will be issued by the Treasurer for services rendered.
- Review both forms, making sure not to leave out any additional cost or revenues.
- Submit your Project Description Form and Project Budget Form to the Fiscal Planning Chair or Committee Coordinator by the posted due date.

All projects and budgets are subject to review and recommendation by the Fiscal Planning Committee and approval by CASFAA Executive Council. Approval of projects and budgets is not guaranteed. It is based on resources for the current year and the needs of the CASFAA membership.

FISCAL PLANNING CALENDAR

Date	Description
Nov 16-19, 2003	Transition Meeting & Budgets Training
Jan. 30, 2004	Project Budget & Project Description Forms Due to Coordinators & Fiscal Planning Chair
Feb. 8, 2004	Fiscal Planning Meeting (Budget Review)
Feb 10, 2004	Budget Recommendations & Approvals
Aug. TBA	Mid-Year Budget Review Meeting

2004 CASFAA FISCAL PLANNING COMMITTEE

Chair: Mindy Bergeron, Treasurer-Elect
John F. Kennedy University

Wayne Mahoney, President
Southwestern University School of Law

Ena Hull, Past-President and
Electronic Initiatives Coordinator
San Joaquin Delta College

Joanne Brennan, President-Elect
Career Colleges of America

Karen L. Sanders, Treasurer
Chaffey College

Tracie Matthews, Fund Development Chair
Pacific Oaks College

Ann Whitmer, Training Coordinator
UC Irvine

Linda Bisesi, Association Services Coordinator
UC Hastings College of the Law

Myra Rush, Secretary
Modesto Junior College