

Oklahoma Association of Collegiate Registrars and Admissions Officers
2013-2014 Operating Budget (October 2013 - September 2014)
Draft Operating Budget

Beginning Balance (as of September 21, 2013) ***\$18,604***

Estimated Income

2013-2014 Annual Membership Dues	\$4,000
Fall 2013 Annual Conference Total Income	\$15,000
Spring 2014 Policy Workshop Total Income	\$4,500
Summer 2014 Front Line Workshop Total Income	\$2,000
Miscellaneous Income	\$0
TOTAL INCOME	<i>\$25,500</i>

Estimated Expenses

Fall 2013 Annual Conference Total Expenses	\$12,000
Spring 2014 Policy Workshop Total Expenses	\$6,200
Summer 2013 Front Line Workshop Total Expense ⁴	\$1,500
Executive Committee Meetings	\$200
Website Domain Name Update (covers 3 years, last paid 2011)	\$100
Banking Fees (\$15/month)	\$0
Accounting Software (ex: QuickBooks online - was \$150)	\$150
Accounting Fees	\$250
Legal Fees	\$500
Incorporation Expenses	\$50
Annual Tax Filing Fees (for retroactive filings and tax-exempt status)	\$4,000
CVENT Survey Package	\$250
CVENT Set-up Maintenance Fee (increase for extra user fee)	\$1,000
CVENT Prepaid Registration Fee for 350 Reg @ \$2.47 per Registration	\$875
Merchant Account (to accept credit card payments)	\$150
Miscellaneous Expenses	\$0
TOTAL EXPENSES	<i>\$27,225</i>

Estimated Profit/Loss ***(\$1,725)***

Estimated Ending Balance (September 5, 2014) ***\$16,879***