

**Oklahoma Association of Collegiate Registrars and Admissions Officers**  
**2014-2015 Operating Budget (October 2014 - September 2015)**  
**Draft Operating Budget**

<b><i>Beginning Balance (as of September 5, 2014)*</i></b>	<b>\$20,879.02</b>
<b>Estimated Income</b>	
Fall 2014 Annual Conference Total Income	\$15,000.00
Spring 2015 Policy Workshop Total Income	\$5,000.00
Summer 2015 Front Line Workshop Total Income	\$2,000.00
2014-2015 Annual Membership Dues	\$4,000.00
Miscellaneous Income	\$0.00
<b>TOTAL INCOME</b>	<b>\$26,000.00</b>
<b>Estimated Expenses</b>	
Fall 2014 Annual Conference Total Expenses	\$14,000.00
Spring 2015 Policy Workshop Total Expenses	\$4,500.00
Summer 2015 Front Line Workshop Total Expense	\$1,500.00
Scholarships	\$2,000.00
Executive Committee Meetings	\$200.00
Website Domain Name Update (covers 3 years, last paid 2011)	\$100.00
Banking Fees (free checking account, occasional checks needed)	\$100.00
Accounting Software (QuickBooks online - \$11/month)	\$130.00
Accounting Fees (audit every 5 years, last professional audit 2013)	\$0.00
Legal Fees	\$0.00
Incorporation Expenses	\$50.00
CVENT Survey Package	\$250.00
CVENT Set-up Maintenance Fee (increase for extra user fee)	\$1,000.00
CVENT Prepaid Registration Fee for 350 Reg @ \$2.47 per Registration	\$875.00
Merchant Account (to accept credit card payments)	\$468.00
Other General and Administrative Expenses	\$100.00
Miscellaneous Expenses	\$200.00
<b>TOTAL EXPENSES</b>	<b>\$25,473.00</b>
<b>Estimated Profit/Loss</b>	<b>\$527.00</b>
<b><i>Estimated Ending Balance (September 5, 2015)</i></b>	<b>\$21,406.02</b>

\* Adjusted to exclude expected 2014-15 income