

**Oklahoma Association of Collegiate Registrars and Admissions Officers
2015-2016 Operating Budget (October 2015 - September 2016)
Draft Operating Budget**

<i>Beginning Balance (as of September 17, 2015)*</i>	\$24,322.80
Estimated Income	
Fall 2015 Annual Conference Total Income	\$15,000.00
Spring 2016 Policy Workshop Total Income	\$5,000.00
Summer 2016 Front Line Workshop Total Income	\$2,000.00
2015-2016 Annual Membership Dues	\$4,000.00
Miscellaneous Income	\$0.00
TOTAL INCOME	\$26,000.00
Estimated Expenses	
Fall 2015 Annual Conference Total Expenses	\$14,000.00
Spring 2016 Policy Workshop Total Expenses	\$4,500.00
Summer 2016 Front Line Workshop Total Expense	\$1,500.00
Scholarships	\$2,000.00
Executive Committee Meetings	\$200.00
Website Domain Name Update	\$100.00
Banking Fees (free checking account, occasional checks needed)	\$100.00
Accounting Software (QuickBooks online - \$13/month)	\$156.00
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
TOTAL EXPENSES	\$25,473.00
Estimated Profit/Loss	\$527.00
<i>Estimated Ending Balance (September 15, 2016)</i>	\$24,849.80

* Adjusted to exclude expected 2015-16 income and expenses