

Treasurer's Report - March 18th, 2010 APA-MN Meeting

1. Fund balances – 3/14/2011:

Checking:	\$47,573.42
Savings:	\$42,896.36
Total:	\$90,469.78

2. Attachments:

- a. Income/Expense Report: Year to Date
- b. Transactions: 1/20/2011 – 3/14/2011
- c. Budget Update – 3/14/2011

3. Recommendations of Budget Work Group from January 21st meeting:

- a. Refund policy for conference/events will be brought forward for discussion by the Board at the May, 2011 meeting.
- b. Budget recommendations:
 - i. Addition of \$1,000 per year to the Gunnar Isberg Scholarship, funded by increasing the transfer from reserve from \$5,000 to \$6,000.
 - ii. Consider whether the chapter has become over-reliant on the conference as a major part of the budget.
- c. Finance Committee (Separate action agenda item):

Background: Creation of a finance committee to increase oversight into the organization's books was recommended as part of the 2010 audit process. The Budget Work Group recommends a five-member finance committee, consisting of the executive committee and one rotating member, to allow for participation by District Directors. The finance committee should meet every six to 10 months, or as necessary.

Recommended Action: The Budget Work Group recommends a motion to create a finance committee with membership as stated above, with the direction to report back to the Board after each meeting as to the condition of the chapter's finances.

All transactions - 1/20/11 through 3/14/11

1/20/2011 through 3/14/2011

3/14/2011

Page 1

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 1/19/2011						94,172.36
1/23/2011	Checking ...		Advertising Revenue		Newsletter & Web Ad...	2,625.00
1/23/2011	Checking ...		Advertising Revenue		Newsletter & Web Ad...	900.00
2/16/2011	Checking ...		Apa Operating Ac	APA OPERATING AC	... Membership Credits -...	5,078.66
2/4/2011	Checking ...		Broadway Awards Inc Min	Prog Comm Awards	Awards Committee	-64.37
2/8/2011	Checking ...	3281	Cathy Waldhauser	Citizen Planners Comm	Special Expenses	-35.19
1/27/2011	Checking ...		Central - Clean Water Infr...	TV Program - Clean Water	Special Expenses	-4,000.00
1/21/2011	Checking ...		Cub Foods 15-51 Brooklyn ...	Water/Supplies	Chapter Board Expense	-18.47
2/1/2011	Checking ...	3282	David's Print Shop	Brochure	Legislative Committee	-175.06
1/24/2011	Checking ...		House Of Pizza - St. Cloud	Pizza/Board Mtg	Chapter Board Expense	-115.95
1/24/2011	Checking ...	3280	Jennifer Salita	Dec	Web Maven	-318.75
2/7/2011	Checking ...	3284	Jennifer Salita	Jan	Web Maven	-343.75
2/8/2011	Checking ...	3283	Kate Garwood	Feb payment	Newsletter	-2,500.00
1/25/2011	Checking ...	3278	Mary Schmid	Admin	Admin Reimbursement	-85.15
1/25/2011	Checking ...	3279	Mary Schmid	Admin	Admin Wages	-513.00
2/10/2011	Checking ...	3285	Mary Schmid	Admin	Admin Wages	-918.00
2/10/2011	Checking ...	3286	Mary Schmid	Admin	Admin Reimbursement	-180.66
1/27/2011	Checking ...		Office Max	OFFICE MAX ST. LOUIS ...	Office Supplies-Expe...	-5.89
1/25/2011	Checking ...	3277	Otto Schmid	Admin Srvc	Admin Wages	-243.00
2/10/2011	Checking ...	3162	Otto Schmid	Admin Srvc	Admin Wages	-162.00
1/23/2011	Checking ...		State Chapter Membership		State Chapter Dues	350.00
1/23/2011	Checking ...		State Chapter Membership		State Chapter Dues	50.00
1/24/2011	Checking ...		Target	Books/2011	Office Supplies-Expe...	-12.40
1/20/2011 - 3/14/2011						-687.98

BALANCE 3/14/2011 93,484.38

TOTAL INFLOWS 9,003.66

TOTAL OUTFLOWS -9,691.64

NET TOTAL -687.98

MnAPA Year-to-Date Income Expense by Category - Current Year

1/1/2011 through 12/31/2011

3/14/2011

Page 1

Category Description	1/1/2011- 12/31/2011	OVERALL TOTAL
INCOME		
Membership Credits - APA	5,078.66	5,078.66
Newsletter & Web Advertisement	3,525.00	3,525.00
State Chapter Dues	400.00	400.00
TOTAL INCOME	9,003.66	9,003.66
EXPENSES		
2011 Conference Expense	106.52	106.52
Admin Reimbursement	265.81	265.81
Admin Wages	1,836.00	1,836.00
Awards Committee	64.37	64.37
Chapter Board Expense	134.42	134.42
Legislative Committee	175.06	175.06
Newsletter	2,500.00	2,500.00
Office Supplies-Expenses	18.29	18.29
PDO Expense	412.00	412.00
President Leadership	996.10	996.10
Special Expenses	4,035.19	4,035.19
Web Maven	662.50	662.50
TOTAL EXPENSES	11,206.26	11,206.26
OVERALL TOTAL	-2,202.60	-2,202.60

American Planning Association - Minnesota Chapter

2011 Budget

	2011 Budget	Year-to-Date	12/31/11 Difference
Income			
2011 Conference Income	\$ 62,000.00	\$ -	\$ (62,000.00)
Citizen Planner Income	\$ 250.00	\$ -	\$ (250.00)
Interest Income	\$ 150.00	\$ -	\$ (150.00)
Job Postings	\$ 500.00	\$ -	\$ (500.00)
Membership Credits - APA	\$ 24,000.00	\$ 5,078.66	\$ (18,921.34)
Newsletter Contributions	\$ 6,000.00	\$ 3,525.00	\$ (2,475.00)
PDO Materials	\$ 100.00	\$ -	\$ (100.00)
Program Income	\$ 1,500.00	\$ -	\$ (1,500.00)
State Chapter Dues	\$ 1,000.00	\$ 400.00	\$ (600.00)
Awards Committee	\$ 300.00	\$ -	\$ (300.00)
Transfer from Reserve	\$ 4,750.00	\$ -	\$ (4,750.00)
Total Income	\$ 100,550.00	\$ 9,003.66	\$ (91,546.34)
Expenses			
2010 Taxes	\$ 1,500.00	\$ -	\$ 1,500.00
2011 Chapter Insurance	\$ 2,000.00	\$ -	\$ 2,000.00
2011 State Conference	\$ 55,000.00	\$ 106.52	\$ 54,893.48
Administrative Reimbursement	\$ 1,700.00	\$ 265.81	\$ 1,434.19
Administrative Wages	\$ 13,000.00	\$ 1,836.00	\$ 11,164.00
Awards Committee	\$ 500.00	\$ 64.37	\$ 435.63
Bank Charges	\$ 100.00	\$ -	\$ 100.00
Chapter Board Expense	\$ 500.00	\$ 134.42	\$ 365.58
FAICP Nominations	\$ 300.00	\$ -	\$ 300.00
Future State Conference Expense	\$ 500.00	\$ -	\$ 500.00
Gunnar Isberg Scholarship	\$ 2,000.00	\$ -	\$ 2,000.00
Legislative Committee	\$ 5,000.00	\$ 175.06	\$ 4,824.94
Marketing - General	\$ 250.00	\$ -	\$ 250.00
Newsletter	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
Office Supplies - Expenses	\$ 200.00	\$ 18.29	\$ 181.71
PDO Expense	\$ 2,000.00	\$ 412.00	\$ 1,588.00
President Leadership	\$ 3,500.00	\$ 996.10	\$ 2,503.90
Program Expense	\$ 2,000.00	\$ -	\$ 2,000.00
Web Support	\$ 5,500.00	\$ 662.50	\$ 4,837.50
Total Expenses	\$ 100,550.00	\$ 7,171.07	\$ 93,378.93
Overall Total	\$ -	\$ 1,832.59	
Special Budget Items			
Central District	\$ 750.00	\$ -	\$ 750.00
Citizen Planners	\$ 1,000.00	\$ 35.19	\$ 964.81
Liquid Assets - Programming	\$ 2,000.00	\$ 4,000.00	\$ (2,000.00)
Liquid Assets - Programming (CPC Grant)	\$ (2,000.00)	\$ (666.66)	\$ (1,333.34)
Metro District	\$ 2,250.00	\$ -	\$ 2,250.00
Northeast District	\$ 750.00	\$ -	\$ 750.00
Northwest District	\$ 750.00	\$ -	\$ 750.00
Southeast District	\$ 750.00	\$ -	\$ 750.00
Southwest District	\$ 750.00	\$ -	\$ 750.00
Student Outreach	\$ 750.00	\$ -	\$ 750.00
Total Expenses	\$ 7,750.00	\$ 3,368.53	