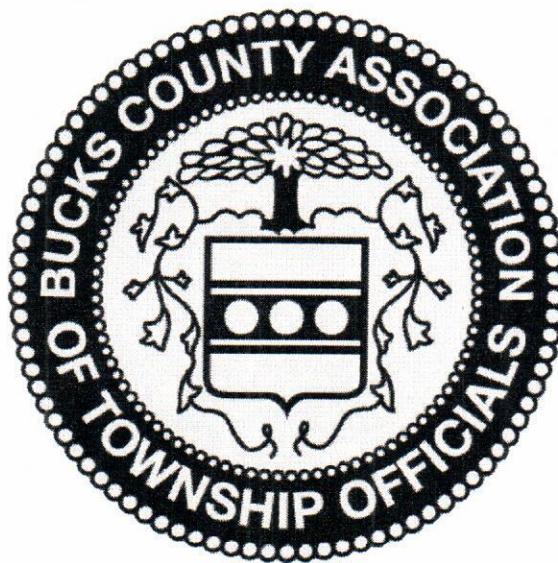
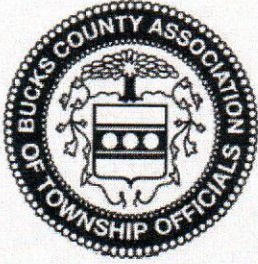


**Bucks County
Association of Township Officials**



2020 Budget



Bucks County Association of Township Officials

To: BCATO Executive Board

The attached proposed 2020 Budget is submitted for your review and comment. The Budget document consists of a thoughtful and modest presentation of the proposed revenues and expenses expected for the coming year.

The Budget consists of one fund detailing the proposed revenues and expenditures for the coming year in line-item format.

Supporting exhibits are included to offer an additional level of detail to provide the Board with a better understanding of the appropriations.

The Budget provides a continued progression of financial sound support for the future of the organization, as we continue with revenues exceeding expenses. The carry over from 2019 provides a balance of \$81,053 and an estimated ending balance in 2020 of \$87,174.

The previous three funds have been consolidated into one program fund. This simplifies the entire process and has been endorsed by DunlapSKL, Inc., our CPA firm.

The revenue projected are conservative with most of them verified and expenditures also reviewed with cautious diligence.

The program fund will produce a positive \$6,121 balance over expenses in 2020 and continue to provide a stable future for this organization.

Our future looks bright as we continue to develop our long-range plans and being sound financially. This will enable us to increase our services to our communities.

Submitted Respectfully,

Richard Weaver

BUCKS COUNTY ASSOCIATIONS OF TOWNSHIP OFFICIALS
PROPOSED ANNUAL BUDGET FOR 2020

Opening Fund Balance	
Program Fund	81,053
Total Cash Assets	81,053

Revenues

General Members Annual Dues	2,900
Legislative Initiative Contribution	2,000
Legislative Defense Contribution	2,400
General Sponsors (See Exhibit A B)	33,600
Annual Convention	4,300
Annual Directory	1,500
Annual Fall Meeting	3,800
PSATS Hospitality Suite	1,500
Total Revenue	52,000

Operating Expenses

Administrative Expense (see Exhibit C)	22,504
Annual Convention	3,750
Annual Convention Directory	900
Recognition Awards	600
Intern Scholarship Awards	4,500
Annual Fall Meeting	4,250
PSATS Annual Dues	125
PSATS Hospitality Suite (See Exhibit D)	6,500
Legal Expense	1,500

Committees

Education	250
Legislation	750
Membership	250

Total Expenses	45,879
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Total Revenues/ Expenses	6,121
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General Sponsorship Analysis

Exhibit A

Gold Sponsors (15)	30,000
Less-2 in kind services	-4000
Less Value of Sponsorship benefit cost	-3,650
Silver Sponsors (7)	10,500
Less Value of Sponsorship benefit cost	-2,025
Bronze Sponsors	4,000
Less Value of Sponsorship benefit cost	-1,225
Net Revenue	33,600

*see explanation of benefits Exhibit C&D

Sponsorship Program 2020

Gold Sponsorship (\$2,000) Includes:

Annual Directory Advertising - Full Page
Sponsorship Signage at the PSATS Convention (Hershey, PA) BCATO's Hospitality Suite
Access to the PSATS Hospitality Suite
Permission to use the BCATO logo
Recognition as a Sponsor at BCATO events
Exhibit Booth at Annual Convention
Attend Annual Convention (2 people) Northampton Country Club*
Table and Agenda Sponsorship at Fall Reception and Dinner Meeting
Attend Annual Fall Reception and Dinner (2 person) Doylestown Country Club*
Attend Membership Outreach Meetings (2 people)
Exclusive Presentation to the Membership (topic approval)
Exclusive Presentation to the Executive Board
Company Logo on the Website

Silver Sponsorship (\$1,500) Includes:

Annual Directory Advertising - Half Page
Sponsorship Signage at the PSATS Convention (Hershey, PA) BCATO's Hospitality Suite
Access to the PSATS Hospitality Suite
Permission to use the BCATO logo
Recognition as a Sponsor at BCATO events
Exhibit Booth at Annual Convention
Attend Annual Convention (1 people) Northampton Country Club*
Sponsorship Signage at Fall Reception and Dinner Meeting (reception only)
Attend Annual Fall Reception and Dinner (1 person) Doylestown Country Club*
Company Logo on Website

Bronze Sponsorship (\$1,000) Includes:

Annual Directory Advertising - Half Page
Sponsorship Signage at the PSATS Convention (Hershey, PA) BCATO's Hospitality Suite
Access to the PSATS Hospitality Suite
Permission to use the BCATO logo
Recognition as a Sponsor at BCATO events
Invitation to Annual Fall Reception and Dinner - Doylestown Country Club*
Invitation to Annual Convention and Breakfast - Northampton Country Club*
Company Logo on Website

*venue could change

ADMINISTRATIVE Expense

Exhibit C

Administrative Expenses

Executive Director	15,004
Executive Board Meetings	1,800
Liability/Treasurer Liability	800
Administrative Operating	500
Web-site Hosting	0
SEATO	2,400
Education Series	2,000
Total Administrative Expense	22,504

PSATS Hospitality Suite Summary

Exhibit D

Expenditures

Conference Registration	200
Hospitality Suite	1,750
Food Expenses	4,200
Drink Expenses	250
Event Supplies	100
Total Expenditures	6,500

AUDIT REPORT

The Audit Committee met on January 18, 2020 to review the 2019 Bank accounts and all financial transactions of the Bucks County Association of Township Officials.

The receipts and expenditures for the General, Advertising/Sponsorship and Legal Accounts were audited against the bank statements and general ledger records. The audit determined that all accounts were in proper order, balanced and that all the transactions involving income, expenditures and receipts has been properly documented.

Further, that the Association remains a financially solvent organization.

William Clark
Lower Makefield Township

Warren Keyser
Newtown Township

Gerald H Crandley
Upper Southampton Township

William Clark *Warren A Keyser* *Gerald H Crandley*
1/18/20