

BUCKS COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS

Proposed 2021 annual budget

I have been very conservative with this proposed budget due to a host of issues including the uncertainty with the pandemic continuing into 2021.

An explanation of the Items listed under revenues with an asterisk follows:

Sponsors contributions can become a concern since the current economic condition may cause them to reduce or with draw completely.

The difficulty to control how many people attend our Convention and Fall Dinner is that one of our Sponsors may arrive with five people and only two are eligible at no cost, however; the Country Club is billing us per head count. This puts our people checking in Sponsors at a disadvantage since they don't know who are Sponsors or Guests.

The annual directory , If the number of these is a service to our members for example, one for each supervisor and one for the manager, then this should be under administrative expense not revenue.

If not a service, then we should charge them for the number of copies (except Sponsors). The invoices as they are paid would then be coded as revenue .

Please review the attached Yearend Report and 2021 Budget to make whatever suggestions to be appropriate, Thanks!

R. D. Weaver
Treasurer

BUCKS COUNTY ASSOCIATIONS OF TOWNSHIP OFFICIALS
PROPOSED ANNUAL BUDGET FOR 2021

	Adjusted YEAR END <u>2020</u>	2021 <u>BUDGET</u>
Operating Fund Balance		
Program Fund	66,207	72,627
RESTRICTED Fund	<u>19,421</u>	<u>21,621</u>
Total Cash Funds	85,628	94,248
Revenues		
General Members Annual Dues	2,900	2,900
Legislative Initiative Contribution	1,900	1,900
Legislative Defense Contribution	2,200	2,200
General Sponsors (See Exhibit A B)	28,500	28,500*
Annual Convention	2,380	4,300*
Annual Directory	0	1,500*
Annual Fall Meeting	135	3,800*
PSATS Hospitality Suite	<u>0</u>	<u>1,500*</u>
Total Revenue	38,015	46,600
Operating Expenses		
Administrative Expense (see Exhibit C)	19,928	22,500
Annual Convention	4,851	4,500
Annual Convention Directory	1,514	1,500
Recognition Awards	0	600
Intern Scholarship Awards	0	4,500
Annual Fall Meeting	0	3,500
PSATS Annual Dues	0	125
PSATS Hospitality Suite (See Exhibit D)	0	6,000
Legal Expense	0	1,500
Committees		
Education	0	250
Legislation	146	750
Membership	0	250
Total Expenses	<u>26,439</u>	<u>45,725</u>
Total Revenues/ Expenses	11,576	875

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	15,000
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	22,500

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