

03/10/10

Mathematical Association of America
 SIGMAA-MCST(1-2-370-382)
 For the Twelve Months Ending December 31, 2010

	<u>Budget</u> 2009	<u>Actual</u> 2009	<u>Budget</u> 2010	<u>Actual</u> 2010	<u>Budget</u> 2011
REVENUES					
40xx Membership	\$960	\$882	\$1,080	\$824	1200
49xx Miscellaneous Income	1,100	1,100	0	0	0
TOTAL REVENUES	\$2,060	\$1,982	\$1,080	\$824	\$1,200
EXPENSES					
SALARIES & BENEFITS					
	0		0	0	0
OPERATING EXPENSES					
603x-604x Honoraria/Stipends	600		640	0	680
	300	300	300	0	300
<i>Total Operating Expenses</i>	<i>\$900</i>	<i>\$300</i>	<i>\$940</i>	<i>0</i>	<i>\$980</i>
FULLFILLMENT EXPENSES *					
	0		0	0	0
TRAVEL AND MEETINGS					
	0		0	0	0
OVERHEAD AND ADMINISTRATION					
	240		270	0	300
ALLOCATIONS					
	0		0	0	0
TOTAL EXPENSES	\$1,140	\$300	\$1,210	\$0	\$1,280
NET ASSETS	\$920	\$1,682	(\$130)	\$824	(\$80)
<i>Balance at year end 2009 for each SIGMAA:</i>		<i>382 (MCST) \$1682</i>			

Explanations of Above Categories

REVENUES

- 40xx Membership
- 49xx Miscellaneous Income

Generally, this should be budgeted at number of anticipated members * \$12
 Any additional fees you expect to charge for special events.

TOTAL REVENUES

EXPENSES

SALARIES & BENEFITS

- 50xx Salaries
- 52xx Benefits

These should be left blank.
 While the MAA tracks Salaries & Benefits for the overall program, these charges are not allocated to individual SIGMAAs.

Total Salaries / Benefits

OPERATING EXPENSES

- 600x-602x Consulting / Contractual
- 603x-604x Honoraria/Stipends
- 607x-609x Other Professional Services
- 612x Postage
- 613x Printing/Copying
- 64xx-652x Supplies / Subscriptions
- 6552 A/V Including Technicians
- 67xx-68xx Computer Support

Probably your annual newsletter (though the charges may show up in "Fulfillment-Postage," if handled here).
 The biggest expense here is likely your annual hard-copy newsletter. Est. \$.10/page.
 Any A/V, including meetings, should be budgeted here.

Total Operating Expenses

FULLFILLMENT EXPENSES *

Total Fulfillment Expenses

TRAVEL AND MEETINGS

70xx-71xx Travel Others

"Others" in this case is non-MAA staff, so any anticipated travel expenses the SIGMAA pays should be included here. Receptions at meetings.

7340 Meeting Function/Catering/Banquet

7330 Meeting Other

Miscellaneous (e.g. handouts/flyers, program material, nametags)

756x-759x Awards and Grants

Total Travel / Meetings

OVERHEAD AND ADMINISTRATION

84xx-89xx Other Expenses

Anticipate \$3.00 paid to MAA for each member for 2011.

Total Overhead / Administration

ALLOCATIONS

MAA contractor.

sted here.