

03/10/10

ssociation of America  
SIGMAA-MCST(1-2-370-382)

For the Twelve Months Ending December 31, 2010

				(PROJECTED)		
	<u>Budget</u> 2009	<u>Actual</u> 2009	<u>Budget</u> 2010	<u>Actual</u> 2010	<u>Budget</u> 2011	<u>Budget</u> 2012
<b>REVENUES</b>						
40xx Membership	\$960	\$882	\$1,080	\$824.00	1200	\$1,200.00
49xx Miscellaneous Income	1,100	1,100	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$2,060</b>	<b>\$1,982</b>	<b>\$1,080</b>	<b>\$824</b>	<b>\$1,200</b>	<b>\$1,200</b>
<b>EXPENSES</b>						
<b>SALARIES &amp; BENEFITS</b>	0		0	0	0	0
<b>OPERATING EXPENSES</b>	600		640	0	680	
Poster Sessions						\$200.00
Prizes for student participants						\$600.00
603x-604x Honoraria/Stipends	300	300	300	0	300	\$300.00
Total Operating Expenses	\$900	\$300	\$940	\$0	\$980	\$1,100
<b>FULFILLMENT EXPENSES *</b>	0		0	0	0	0
<b>TRAVEL AND MEETINGS</b>	0		0	0	0	0
<b>OVERHEAD AND ADMINISTRATION</b>	240		270	0	300	\$100
<b>ALLOCATIONS</b>	0		0	0	0	0
<b>TOTAL EXPENSES</b>	<b>\$1,140</b>	<b>\$300</b>	<b>\$1,210</b>	<b>\$0</b>	<b>\$1,280</b>	<b>\$1,200</b>
<b>NET ASSETS</b>	<b>\$920</b>	<b>\$1,682</b>	<b>(\$130)</b>	<b>\$824</b>	<b>(\$80)</b>	<b>\$0</b>
<b>Balance at year end 2009 for each SIGMAA:</b>		<b>382 (MCST) \$1682</b>				

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)  
The biggest expense here is likely your annual hard-copy newsletter. Est. \$0.10/page.

Any A/V, including meetings, should be budgeted here.

**Total Operating Expenses**

**FULFILLMENT EXPENSES \***

6052 Fulfillment - Postage As suggested above, postage charges for newsletter may be reported here, but please budget unde  
6056 Fulfillment - Computer  
6057 Fulfillment - Shipping & Storage

**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  
7340 Meeting Function/Catering/Banqu Receptions at meetings.  
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**

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