



Computer Financial Modeling Workshops

Non Profit

Five Year Budget Model[®]

Excel[®] Version

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Excel *Five Year Budget Model*®

The Five Year Budget Model® is used exclusively at our workshops. Included is a workbook and model on CD ROM that can be used immediately with your Microsoft's Excel software. The model can function by using the custom menu or the standard Excel commands. Modeling techniques, including options for forecasting, what-if analysis, goal-seek, trend analysis, and pivot tables are built into the model. The charts in the model change as modeling results change. The assumption table includes variables for inflation, salary and benefit changes, and income and expense variables. Other variables can be easily added to the assumption table. The model uses pivot tables to analyze data. Additional features are available for the model, including importing data from the user's general ledger database.

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Custom Menu

The model has a menu that was created with the use of custom control buttons to automate many steps that would otherwise be done manually. Visual basic macros are assigned to the buttons. In addition, visual basic macros support many other features of the model. Below is a summary of the custom menu. Screen images are on the pages noted

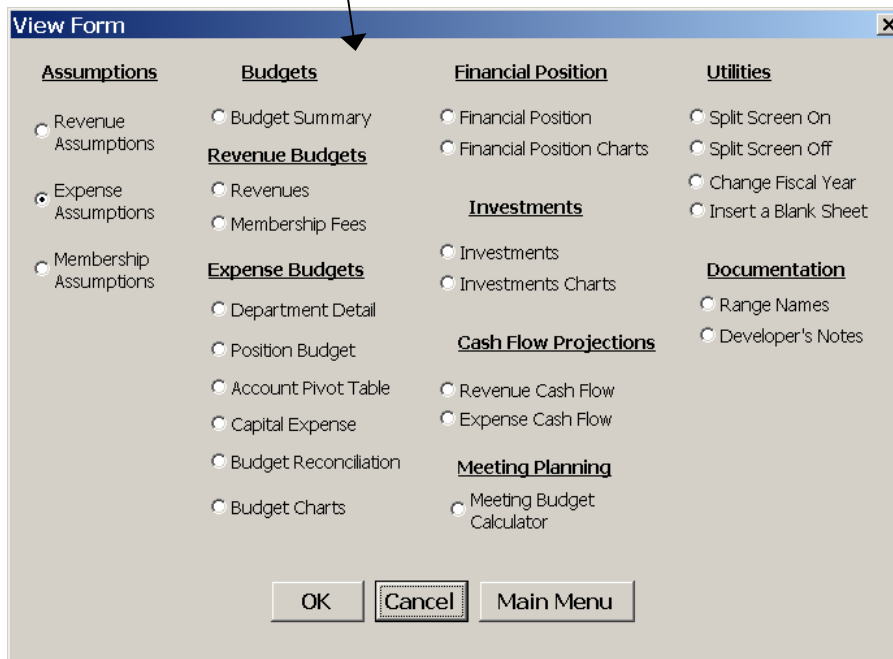
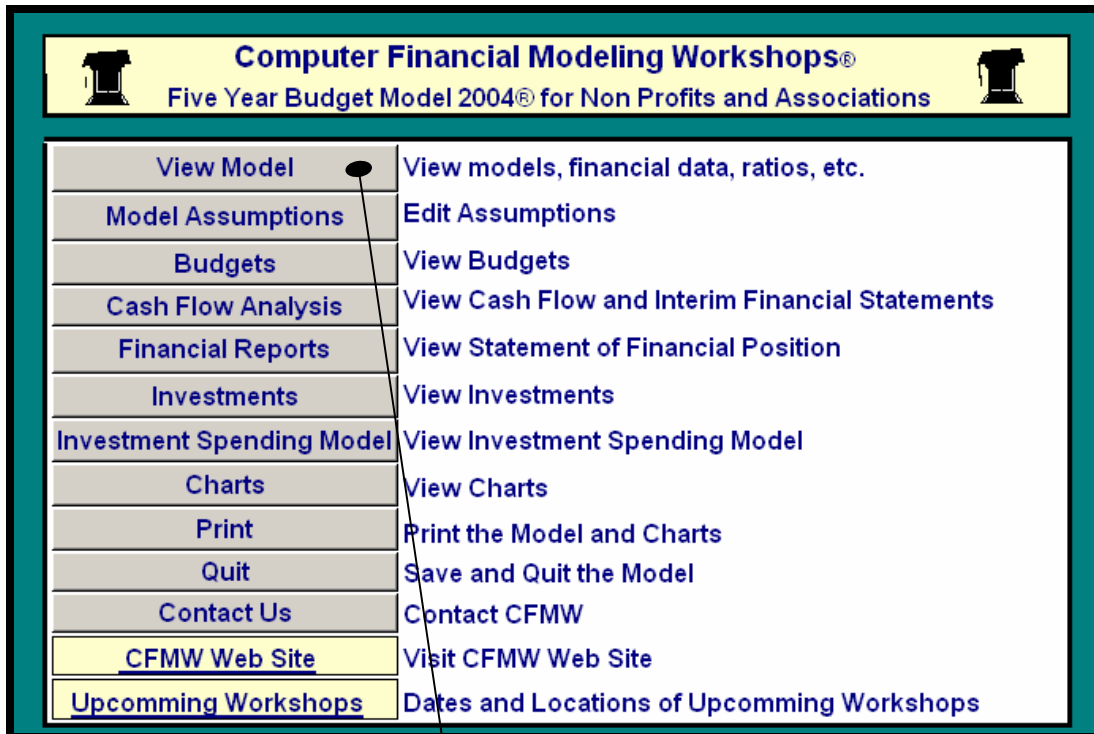
Main Menu

When the model is retrieved the main menu appears. By clicking on one of the buttons an Excel form is opened for further selection. The following pages of this document show the selection buttons and related forms.

 Computer Financial Modeling Workshops®  Five Year Budget Model 2004® for Non Profits and Associations	
View Model	View models, financial data, ratios, etc.
Model Assumptions	Edit Assumptions
Budgets	View Budgets
Cash Flow Analysis	View Cash Flow and Interim Financial Statements
Financial Reports	View Statement of Financial Position
Investments	View Investments
Investment Spending Model	View Investment Spending Model
Charts	View Charts
Print	Print the Model and Charts
Quit	Save and Quit the Model
Contact Us	Contact CFMW
CFMW Web Site	Visit CFMW Web Site
Upcomming Workshops	Dates and Locations of Upcomming Workshops

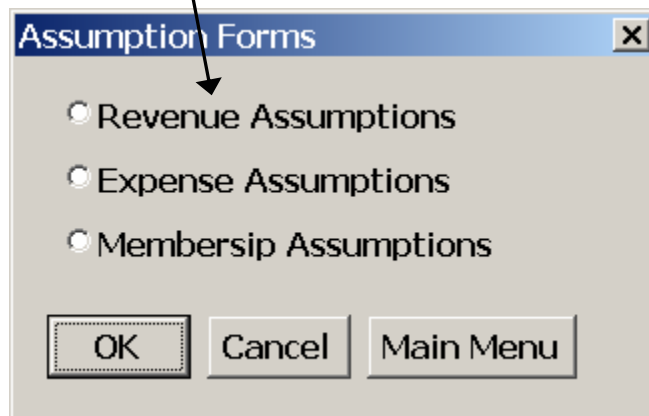
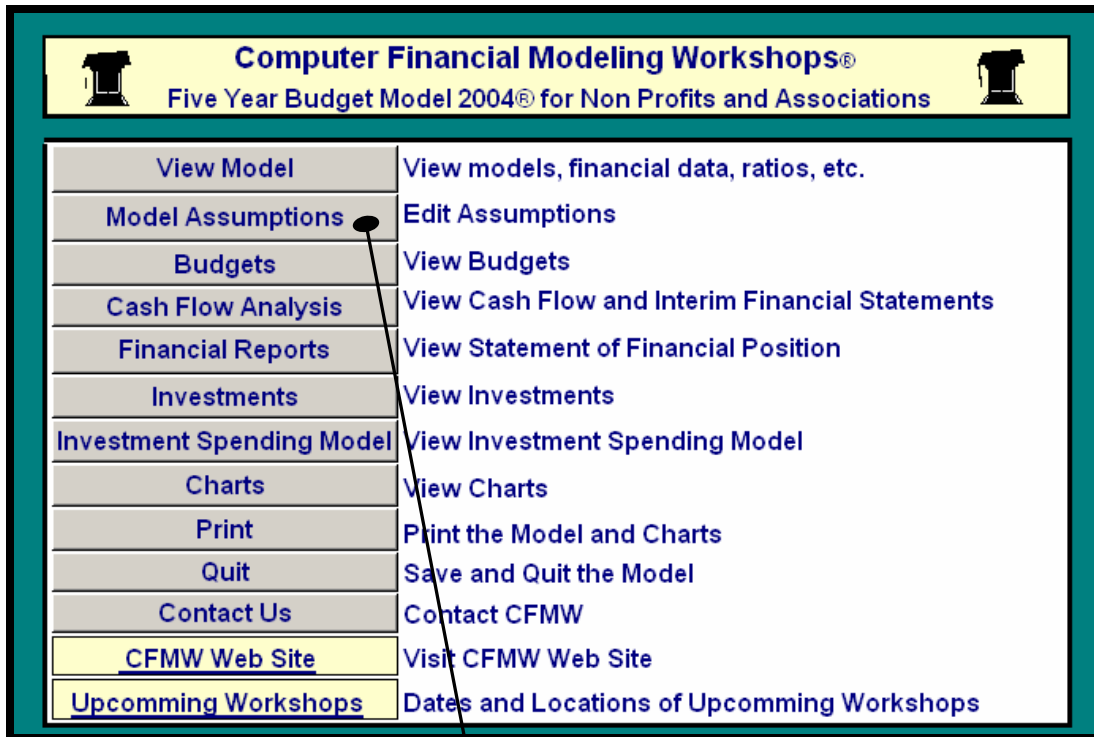
View Button and View Form

When the View button is clicked the View Form is shown. The View form is an extremely convenient way to move around the model. The View form also has a routine to change the fiscal year for the model, split the screen and turn the row and column headers on and off. Click on an option button and OK to select a worksheet to view. Click cancel to choose a different button on the Main Menu.



Assumption Button and Assumption Form

When the Assumption button is clicked the Assumption Form is shown. The Assumption Form has option buttons for selecting the Revenue Assumptions, Expense Assumptions and the Financial Aid Assumptions. Click on an option button and OK to select an assumption worksheet. Click cancel to choose a different button on the Main Menu



Revenue Assumption

Five year percent increases are projected for detail revenue accounts. Other revenues can be inserted on the Revenue Assumption worksheet or included on the Revenue worksheet.

Revenue Assumptions		Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
1010	Individual Memberships	0%	0%	0%	0%	0%
1020	Partners Memberships	0%	0%	0%	0%	0%
1030	Associates Memberships	0%	0%	0%	0%	0%
1100	Annual Meeting	0%	0%	0%	0%	0%
1110	Regional Meetings	0%	0%	0%	0%	0%
1120	Other Meetings & Seminar Fees	0%	0%	0%	0%	0%
1200	Annual Fund	0%	0%	0%	0%	0%
1210	Capital Campaign	0%	0%	0%	0%	0%
1220	Other Contributions	0%	0%	0%	0%	0%
1300	Interest Income	0%	0%	0%	0%	0%
1400	Endowment Income	0%	0%	0%	0%	0%
1500	Service Fees	0%	0%	0%	0%	0%
1510	Sales	0%	0%	0%	0%	0%
1520	Subscriptions	0%	0%	0%	0%	0%

Expense Assumptions

The account codes in the Expense Assumption worksheet correspond to the account codes in the Department Detail worksheet. If a new account is added to the Department Detail worksheet it should be added to the Expense Assumption worksheet. If the new account code is not added, then the base budget for that line is increased by inflation. The inflation rates are located on the top the Expense Assumption worksheet.

Expense Assumptions		Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
Inflation		0%	0%	0%	0%	0%
Salaries						
5000	Salaries	0%	0%	0%	0%	0%
Benefits						
5004	Sick/Vacation	0%	0%	0%	0%	0%
5005	FICA Employer Share	0%	0%	0%	0%	0%
5006	Medicare Employer Share	0%	0%	0%	0%	0%
5007	Health/Dental Ins Emplr Share	0%	0%	0%	0%	0%
5008	Long Term Disability Ins.	0%	0%	0%	0%	0%
5009	Short Term Disability Ins.	0%	0%	0%	0%	0%
5010	Pension Plan Contributions	0%	0%	0%	0%	0%
5011	Unemployment Ins.	0%	0%	0%	0%	0%

Membership Assumptions

Membership percent increases are noted on the Membership Assumption worksheet. The membership percent increase or decrease flows to the Membership Fees worksheet. The budget for each year is changed by the percent on the Membership Assumption worksheet.

Main Menu Assumptions Instructions Print Print Preview View Model					
Membership Assumptins	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
Memberships Level 1	0%	0%	0%	0%	0%
Memberships Level 2	0%	0%	0%	0%	0%
Memberships Level 3	0%	0%	0%	0%	0%
Memberships Level 4	0%	0%	0%	0%	0%
Memberships Level 5	0%	0%	0%	0%	0%
Memberships Level 6	0%	0%	0%	0%	0%
Memberships Level 7	0%	0%	0%	0%	0%
Memberships Level 8	0%	0%	0%	0%	0%
Memberships Level 9	0%	0%	0%	0%	0%
Memberships Level 10	0%	0%	0%	0%	0%

Main Menu
Revenue Assumptions
Expense Assumptions
Membership Assumptions
B

Budget Summary

The five year budget projections are cumulative calculations. The budget for Year One of the five year budget projection is calculated by applying the percentage increase to the base budget. The budget for Year Two of the five year budget projection is calculated by applying the percentage increase to Year One. Years Three, Four and Five are calculated in similar fashion. The five year budget projections in the Revenue worksheet roll up into the Budget Summary.

Main Menu Print Print Preview View Model							
Budget Summary	Actual 2003	Base Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
Revenue							
Memberships	2,146,540	2,185,004	2,185,005	2,185,006	2,185,007	2,185,008	2,185,009
Meetings and Seminars	595,875	612,500	612,500	612,500	612,500	612,500	612,500
Contributions	144,656	208,000	208,000	208,000	208,000	208,000	208,000
Interest Income	10,134	2,500	2,500	2,500	2,500	2,500	2,500
Endowment Income	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Other Income	<u>18,661</u>	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>	<u>47,000</u>
Total Income	<u>2,965,866</u>	<u>3,105,004</u>	<u>3,105,005</u>	<u>3,105,006</u>	<u>3,105,007</u>	<u>3,105,008</u>	<u>3,105,009</u>
Expense							
Department A	1,129,864	1,222,234	1,222,234	1,222,234	1,222,234	1,222,234	1,222,234
Department B	460,950	536,180	536,180	536,180	536,180	536,180	536,180
Department C	318,108	372,240	372,240	372,240	372,240	372,240	372,240
Department D	365,843	398,680	398,680	398,680	398,680	398,680	398,680
Department E	302,453	323,843	323,843	323,843	323,843	323,843	323,843
Department F	<u>123,695</u>	<u>131,117</u>	<u>131,117</u>	<u>131,117</u>	<u>131,117</u>	<u>131,117</u>	<u>131,117</u>
Total Expense	<u>2,700,913</u>	<u>2,984,294</u>	<u>2,984,294</u>	<u>2,984,294</u>	<u>2,984,294</u>	<u>2,984,294</u>	<u>2,984,294</u>
Capital Expense	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Excess of Revenue over Expense	<u>\$ 189,953</u>	<u>\$ 45,710</u>	<u>\$ 45,711</u>	<u>\$ 45,712</u>	<u>\$ 45,713</u>	<u>\$ 45,714</u>	<u>\$ 45,715</u>

Revenue Detail

The Revenue Detail flows to the Budget Summary sheet. Rows and columns can be added to this sheet as needed.

<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> Main Menu Print Print Preview View Model </div>								
Acct. No.	Revenues	Actual 2003	Base Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
1030	Associates Memberships	20,650	60,000	60,000	60,000	60,000	60,000	60,000
	Total Memberships	2,146,540	2,185,004	2,185,005	2,185,006	2,185,007	2,185,008	2,185,009
1100	Annual Meeting	387,965	385,000	385,000	385,000	385,000	385,000	385,000
1110	Regional Meetings	200,000	225,000	225,000	225,000	225,000	225,000	225,000
1120	Other Meetings & Seminar Fees	7,910	2,500	2,500	2,500	2,500	2,500	2,500
	Total Meetings and Semi	595,875	612,500	612,500	612,500	612,500	612,500	612,500
1200	Annual Fund	24,656	33,000	33,000	33,000	33,000	33,000	33,000
1210	Capital Campaign	100,000	150,000	150,000	150,000	150,000	150,000	150,000
1220	Other Contributions	20,000	25,000	25,000	25,000	25,000	25,000	25,000
	Total Contributions	144,656	208,000	208,000	208,000	208,000	208,000	208,000
1300	Interest Income	10,134	2,500	2,500	2,500	2,500	2,500	2,500
1400	Endowment Income	50,000	50,000	50,000	50,000	50,000	50,000	50,000
1500	Service Fees	2,375	7,000	7,000	7,000	7,000	7,000	7,000
1510	Sales	8,536	15,000	15,000	15,000	15,000	15,000	15,000
1520	Subscriptions	7,750	25,000	25,000	25,000	25,000	25,000	25,000
	Total Other Income	18,661	47,000	47,000	47,000	47,000	47,000	47,000
	Total Income	<u>\$ 2,915,866</u>	<u>\$ 3,055,004</u>	<u>\$ 3,055,005</u>	<u>\$ 3,055,006</u>	<u>\$ 3,055,007</u>	<u>\$ 3,055,008</u>	<u>\$ 3,055,009</u>

Membership Detail

The Membership Detail flows to the Revenue Detail sheet. Rows and columns can be added to this sheet as needed.

<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> Main Menu Print Print Preview View Model </div>							
Membership Fees	Actual 2003	Base Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
Memberships Level 1	\$25,000	\$25,000	25,000	25,000	25,000	25,000	25,000
Memberships Level 2	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Memberships Level 3	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Memberships Level 4	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Memberships Level 5	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Memberships Level 6	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Memberships Level 7	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Memberships Level 8	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Memberships Level 9	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Memberships Level 10	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total	<u>\$2,000,000</u>	<u>\$2,000,000</u>	<u>\$2,000,000</u>	<u>\$2,000,000</u>	<u>\$2,000,000</u>	<u>\$2,000,000</u>	<u>\$2,000,000</u>

Five Year Expense Projections on the Department Detail Worksheet

The five year budget projections are cumulative calculations. The budget for Year One of the five year budget projection is calculated by applying the percentage increase to the base budget. The budget for Year Two of the five year budget projection is calculated by applying the percentage increase to Year One. Years Three, Four and Five are calculated in similar fashion. The percent increase for each non-salary account code on the Department Detail worksheet is taken from the Expense Assumption Worksheet. If the account code on the Department Detail worksheet does not exist on the Expense Assumption worksheet, then the percent increase defaults to the inflation rates. The inflation rates are located on the bottom of the Expense Assumption worksheet following the account codes. Columns may be added to the Department Detail worksheet to include previous year's actual expense, budgets, or a different account number structure. Likewise, rows may be added to include additional account codes.

The salary account codes come from the Position Budget worksheets. If one chooses not to build the Position Budget worksheet, the formula for the non-salary account codes on the Department Detail worksheet can be copied into the cells for the salary account codes.

Department Expense				Actual	Base Budget	Budget	Budget	Budget	Budget	Budget
Dept No	Dept Name	Acct. No	Account Name	2003	2004	2005	2006	2007	2008	2009
3000	Department A	5000	Salaries	133,784	157,784	157,784	157,784	157,784	157,784	157,784
3000	Department A	5040	Rent	250,000	250,000	250,000	250,000	250,000	250,000	250,000
3000	Department A	5045	Equipment & Maintenance	26,952	41,000	41,000	41,000	41,000	41,000	41,000
3000	Department A	5020	Staff Training	5,508	7,500	7,500	7,500	7,500	7,500	7,500
3000	Department A	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
3000	Department A	5060	Communications	149,000	151,000	151,000	151,000	151,000	151,000	151,000
3000	Department A	5065	Website Dev. & Maint.	26,607	6,500	6,500	6,500	6,500	6,500	6,500
3000	Department A	5050	Postage	18,760	19,000	19,000	19,000	19,000	19,000	19,000
3000	Department A	5090	Duplicating/Printing	109,000	110,000	110,000	110,000	110,000	110,000	110,000
3000	Department A	5095	Publications Program	34,000	44,000	44,000	44,000	44,000	44,000	44,000
3000	Department A	5100	Travel	18,938	29,000	29,000	29,000	29,000	29,000	29,000
3000	Department A	5110	Meetings	13,835	12,400	12,400	12,400	12,400	12,400	12,400
3000	Department A	5500	Annual Meeting	128,889	125,000	125,000	125,000	125,000	125,000	125,000
3000	Department A	5033	Consultants	12,828	42,500	42,500	42,500	42,500	42,500	42,500
3000	Department A	5120	Literature & Publications	2,600	5,550	5,550	5,550	5,550	5,550	5,550
3000	Department A	5395	Designated Projects	11,458	15,000	15,000	15,000	15,000	15,000	15,000
3000	Department A	5600	Direct Mail Campaign	3,710	8,500	8,500	8,500	8,500	8,500	8,500
3000	Department A	5550	Special Event	169,517	185,000	185,000	185,000	185,000	185,000	185,000
				1,123,864	1,222,234	1,222,234	1,222,234	1,222,234	1,222,234	1,222,234
4000	Department B	5000	Salaries	151,780	180,780	180,780	180,780	180,780	180,780	180,780
4000	Department B	5040	Rent	49,983	50,000	50,000	50,000	50,000	50,000	50,000
4000	Department B	5045	Equipment & Maintenance	26,352	41,000	41,000	41,000	41,000	41,000	41,000
4000	Department B	5020	Staff Training	5,508	7,500	7,500	7,500	7,500	7,500	7,500
4000	Department B	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
4000	Department B	5060	Communications	49,001	51,000	51,000	51,000	51,000	51,000	51,000
4000	Department B	5065	Website Dev. & Maint.	26,607	6,500	6,500	6,500	6,500	6,500	6,500
4000	Department B	5050	Postage	18,760	19,000	19,000	19,000	19,000	19,000	19,000
4000	Department B	5090	Duplicating/Printing	9,391	15,000	15,000	15,000	15,000	15,000	15,000

Position Budgets

The Position Budget sheet flows to the Department Detail sheet. The Position Budget sheet is optional. Budgets for salary lines can be entered directly into the Department Detail sheet. Rows and columns can be added to this sheet as needed.

Position Budgets				Employee Name		Actual	Base Budget	Budget	Budget	Budget	Budget	Budget
Dept No	Dept Name	Account	First	Last	2003	2004	2005	2006	2007	2008	2009	
3000	Department A	5000	Sara	Jung	43,390	43,390	43,390	43,390	43,390	43,390	43,390	
3000	Department A	5000	John	Kovey	47,004	59,004	59,004	59,004	59,004	59,004	59,004	
3000	Department A	5000	Joseph	Escott	43,390	55,390	55,390	55,390	55,390	55,390	55,390	
			Total		<u>133,784</u>	<u>157,784</u>	<u>157,784</u>	<u>157,784</u>	<u>157,784</u>	<u>157,784</u>	<u>157,784</u>	
4000	Department B	5000	Davis	David	65,000	70,000	70,000	70,000	70,000	70,000	70,000	
4000	Department B	5000	Cwynar	Eugene	43,390	55,390	55,390	55,390	55,390	55,390	55,390	
4000	Department B	5000	Laura	Dagan	43,390	55,390	55,390	55,390	55,390	55,390	55,390	
			Total		<u>151,780</u>	<u>180,780</u>	<u>180,780</u>	<u>180,780</u>	<u>180,780</u>	<u>180,780</u>	<u>180,780</u>	
5000	Department C	5000	Joseph	Cunning	55,000	55,390	55,390	55,390	55,390	55,390	55,390	
5000	Department C	5000	Hesselman	Rosemarie	43,390	55,390	55,390	55,390	55,390	55,390	55,390	
			Total		<u>98,390</u>	<u>110,780</u>	<u>110,780</u>	<u>110,780</u>	<u>110,780</u>	<u>110,780</u>	<u>110,780</u>	
6000	Department D	5000	Harnan	Barry	37,827	41,840	41,840	41,840	41,840	41,840	41,840	
6000	Department D	5000	Pitlik	Cynthia	35,148	41,840	41,840	41,840	41,840	41,840	41,840	
			Total		<u>72,975</u>	<u>83,680</u>	<u>83,680</u>	<u>83,680</u>	<u>83,680</u>	<u>83,680</u>	<u>83,680</u>	
7000	Department E	5000	Tamas	Gary	35,000	35,943	35,943	35,943	35,943	35,943	35,943	
7000	Department E	5000	Wassel	Glenn	35,943	35,943	35,943	35,943	35,943	35,943	35,943	

Account Summary (Excel Pivot Table)

The Account Summary sheet is an Excel Pivot Table that is built off the Department Detail sheet. The total of the Account Summary sheet agrees with the total of the Department Detail sheet. The Budget Reconciliation sheet notes these totals.

Excel pivot tables offer a very powerful drill down feature. To drill down on an account double-click on the amount cell for that account. The detail to the supplies account is show below. This sheet is added to the workbook. It can be sorted and totaled like any Excel sheet. When is not need the sheet can be deleted from the workbook.

Account Pivot Table		Actual	Base Budget	Budget	Budget	Budget	Budget	Budget
Acct No	Account Name	2003	2004	2005	2006	2007	2008	2009
5000	Salaries	456,781	527,127	527,127	527,127	527,127	527,127	527,127
5004	Sick/Vacation	5,000	5,300	5,300	5,300	5,300	5,300	5,300
5005	FICA Employer Share	8,184	8,675	8,675	8,675	8,675	8,675	8,675
5006	Medicare Employer Share	50,000	53,000	53,000	53,000	53,000	53,000	53,000
5007	Health/Dental Ins Emplr Share	1,700	1,802	1,802	1,802	1,802	1,802	1,802
5008	Long Term Disability Ins.	400	424	424	424	424	424	424
5009	Short Term Disability Ins.	55,111	58,417	58,417	58,417	58,417	58,417	58,417
5010	Pension Plan Contributions	2,000	2,120	2,120	2,120	2,120	2,120	2,120
5011	Unemployment Ins.	1,300	1,378	1,378	1,378	1,378	1,378	1,378
5020	Staff Training	27,540	37,500	37,500	37,500	37,500	37,500	37,500
5033	Consultants	38,484	127,500	127,500	127,500	127,500	127,500	127,500
5040	Rent	449,332	450,000	450,000	450,000	450,000	450,000	450,000
5045	Equipment & Maintenance	134,760	205,000	205,000	205,000	205,000	205,000	205,000
5050	Postage	93,800	95,000	95,000	95,000	95,000	95,000	95,000
5060	Communications	345,004	355,000	355,000	355,000	355,000	355,000	355,000
5065	Website Dev. & Maint.	133,035	32,500	32,500	32,500	32,500	32,500	32,500
5080	Supplies	72,390	62,500	62,500	62,500	62,500	62,500	62,500
5090	Duplicating/Printing	146,564	170,000	170,000	170,000	170,000	170,000	170,000
5095	Publications Program	170,000	220,000	220,000	220,000	220,000	220,000	220,000
5100	Travel	94,630	145,000	145,000	145,000	145,000	145,000	145,000
5110	Meetings	69,175	62,000	62,000	62,000	62,000	62,000	62,000
5120	Literature & Publications	2,600	5,550	5,550	5,550	5,550	5,550	5,550
5500	Annual Meeting	128,889	125,000	125,000	125,000	125,000	125,000	125,000
	Annual General Meeting	28,889	25,000	25,000	25,000	25,000	25,000	25,000
5550	Special Event	169,517	185,000	185,000	185,000	185,000	185,000	185,000

Drill down sheet for the Supplies account

Dept No	Dept Name	Acct No	Account Name	2003	2004	2005	2006	2007	2008	2009
3000	Department A	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
4000	Department B	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
5000	Department C	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
6000	Department D	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
7000	Department E	5080	Supplies	14,478	12,500	12,500	12,500	12,500	12,500	12,500
				72,390	62,500	62,500	62,500	62,500	62,500	62,500

Capital Expenditure

The Capital Expenditure sheet flows to the Budget Summary Sheet.

Capital Expenditures	Actual 2003	Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
Equipment							
New	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>

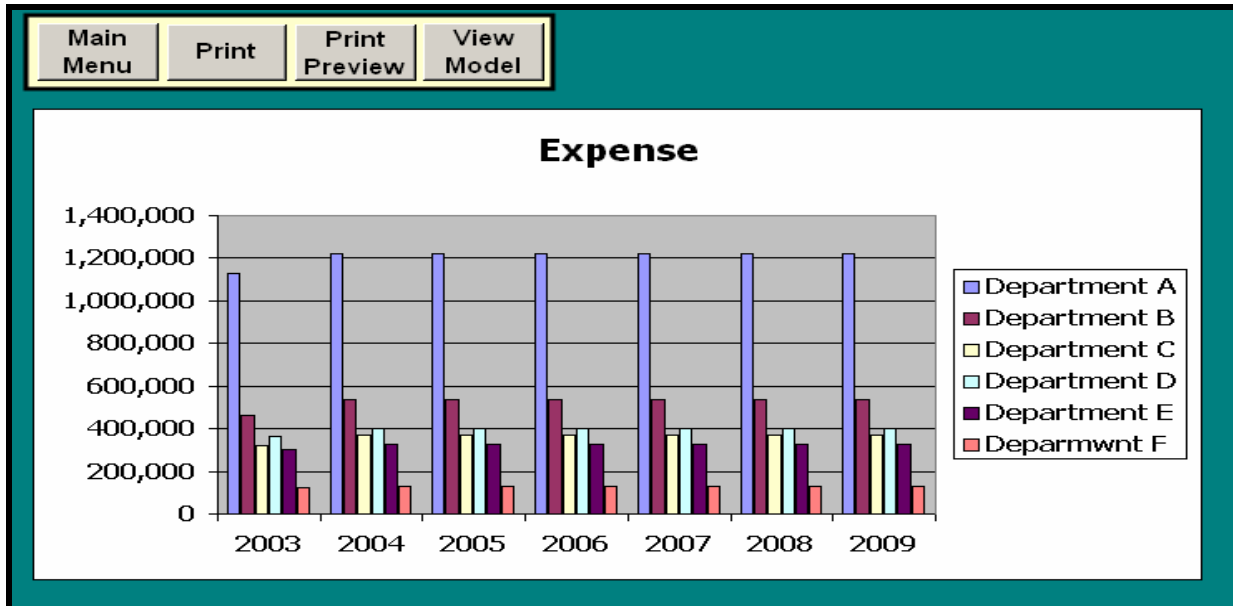
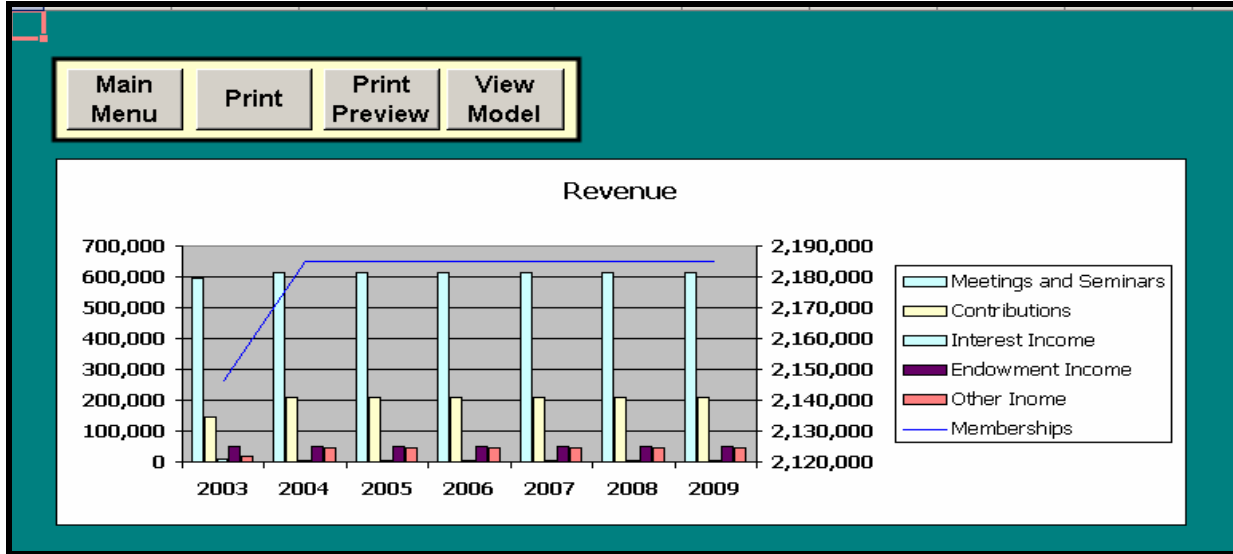
Budget Reconciliation

The Budget Reconciliation sheet is used to insure that the various sheets in the workbook reconcile to the Budget Summary. If sheets are added to the workbook one should consider adding the sheets to the Budget Reconciliation.

<div style="display: flex; justify-content: space-between; padding: 5px;"> Main Menu Print Print Preview View Model </div>							
Budget Reconciliation	Actual 2003	Base Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009
Budget Summary Worksheet							
Revenue	2,965,866	3,105,004	3,105,005	3,105,006	3,105,007	3,105,008	3,105,009
Expense	2,700,913	2,984,294	2,984,294	2,984,294	2,984,294	2,984,294	2,984,294
Revenue Worksheet	2,915,866	3,055,004	3,055,005	3,055,006	3,055,007	3,055,008	3,055,009
Department Detail Worksheet	2,700,913	2,984,294	2,984,294	2,984,294	2,984,294	2,984,294	2,984,294
Account Pivot Table	2,700,913	2,984,294	2,984,294	2,984,294	2,984,294	2,984,294	2,984,294

Charts

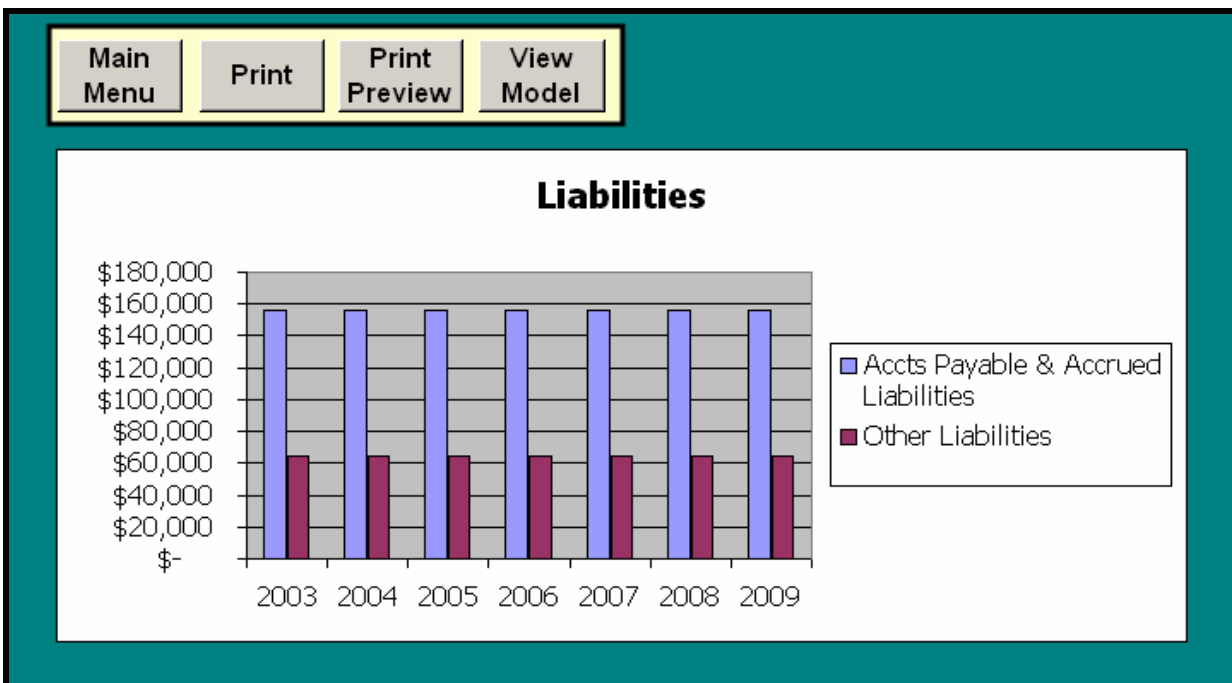
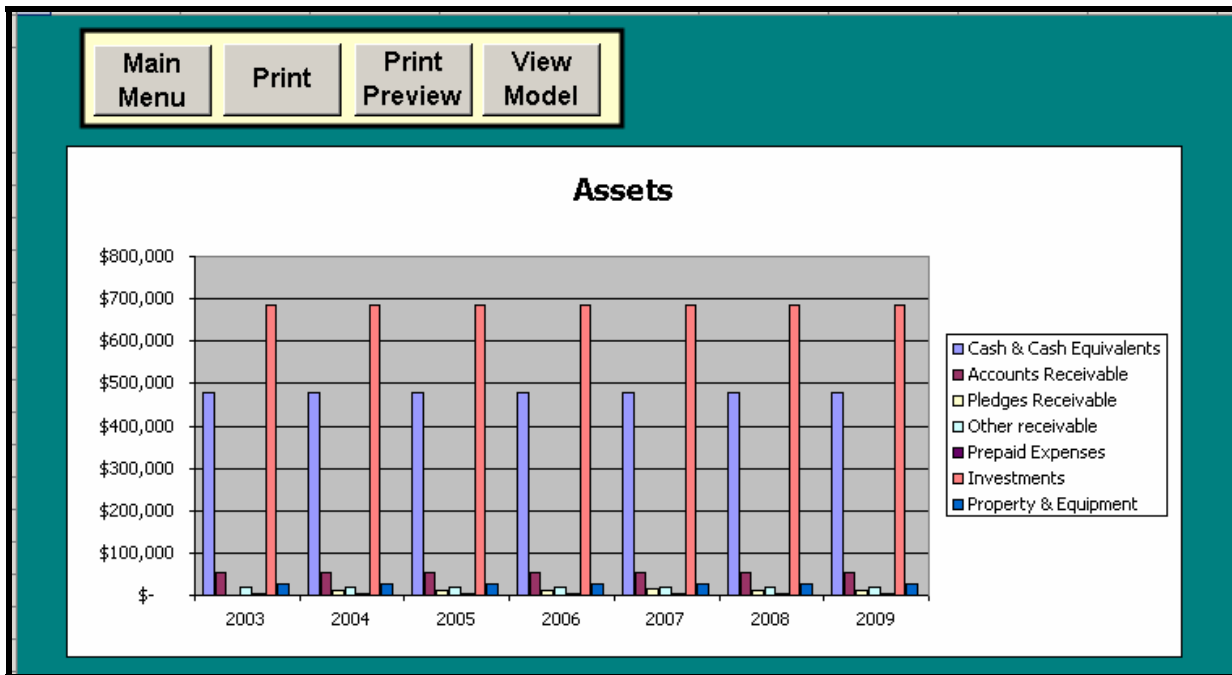
Charts have been prepared for many of the various budget worksheets. The charts change as the projections change in the Five Year Budget Model.



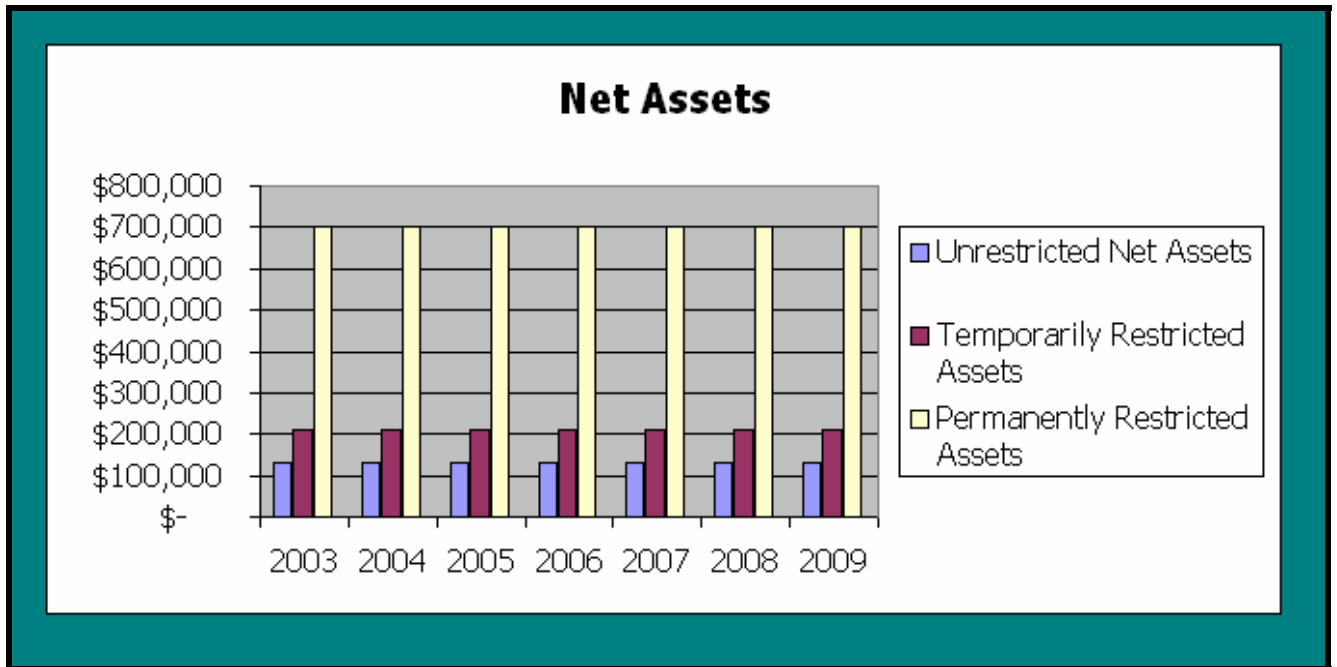
Financial Position

Main Menu	Print	Print Preview	View Model					
Statement of Financial Position	Actual 2003	Base Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009	
Assets								
Cash & Cash Equivalents	\$ 477,918	\$ 477,918	\$ 477,918	\$ 477,918	\$ 477,918	\$ 477,918	\$ 477,918	
Accounts Receivable	52,750	52,750	52,750	52,750	52,750	52,750	52,750	
Pledges Receivable	1,796	10,787	12,000	13,000	14,564	12,543	12,544	
Other receivable	17,778	17,778	17,778	17,778	17,778	17,778	17,778	
Prepaid Expenses	4,096	4,096	4,096	4,096	4,096	4,096	4,096	
Investments	685,660	685,660	685,660	685,660	685,660	685,660	685,660	
Property & Equipment	25,771	25,771	25,771	25,771	25,771	25,771	25,771	
Total Assets	<u>\$ 1,265,769</u>	<u>\$ 1,274,760</u>	<u>\$ 1,275,973</u>	<u>\$ 1,276,973</u>	<u>\$ 1,278,537</u>	<u>\$ 1,276,516</u>	<u>\$ 1,276,517</u>	
Liabilities								
Accts Payable & Accrued Liabilities	\$ 156,332	\$ 156,332	\$ 156,332	\$ 156,332	\$ 156,332	\$ 156,332	\$ 156,332	
Other Liabilities	64,672	64,672	64,672	64,672	64,672	64,672	64,672	
Total Liabilities	<u>\$ 221,004</u>	<u>\$ 221,004</u>	<u>\$ 221,004</u>	<u>\$ 221,004</u>	<u>\$ 221,004</u>	<u>\$ 221,004</u>	<u>\$ 221,004</u>	
Net Assets								
Unrestricted Net Assets	\$ 129,596	\$ 129,596	\$ 129,596	\$ 129,596	\$ 129,596	\$ 129,596	\$ 129,596	
Temporarily Restricted Assets	212,613	212,613	212,613	212,613	212,613	212,613	212,613	
Permanently Restricted Assets	700,660	700,660	700,660	700,660	700,660	700,660	700,660	
Total Net Assets	<u>1,042,869</u>	<u>1,042,869</u>	<u>1,042,869</u>	<u>1,042,869</u>	<u>1,042,869</u>	<u>1,042,869</u>	<u>1,042,869</u>	
Total Liabilities & Net Assets	<u>\$ 1,263,873</u>	<u>\$ 1,263,873</u>	<u>\$ 1,263,873</u>	<u>\$ 1,263,873</u>	<u>\$ 1,263,873</u>	<u>\$ 1,263,873</u>	<u>\$ 1,263,873</u>	

Financial Position Charts



Financial Position Charts (cont.)



Investments

The Investment sheets have fund balances for the various funds and money managers. An asset allocation section is provided. An historical summary of investment balances is also provided. The balances on this sheet flow to the Investment Spending model.

Main Menu	Investments	Print	Print Preview	View Model
Investments at Market				
June 30, 2004				
Investment Funds	Stocks	Bonds	Total	
Fund 1	\$ 1,703,998	\$ 730,285	\$ 2,434,283	
Fund 2	340,800	146,057	486,857	
Fund 3	170,400	73,028	243,428	
Fund 4	851,999	365,142	1,217,141	
Fund 5	340,800	146,057	486,857	
Total Portfolio	\$ 3,407,996	\$ 1,460,570	\$ 4,868,566	
Portfolio Managers	Stocks	Bonds	Total	
Growth Equity Manager	\$ 1,022,399		\$ 1,022,399	
Value Equity Manager	1,022,399		1,022,399	
Fixed Manager		\$ 1,460,570	1,460,570	
International Equity	681,599		681,599	
Small Caps Manager	681,599		681,599	
Total Portfolio	\$ 3,407,996	\$ 1,460,570	\$ 4,868,566	
Asset Allocation for Funds				
Investment Funds	Stocks	Bonds	Total	
Fund 1	70%	30%	100%	
Fund 2	70%	30%	100%	
Fund 3	70%	30%	100%	
Fund 4	70%	30%	100%	
Fund 5	70%	30%	100%	
Total Portfolio	70%	30%	100%	
Target	70%	30%		
▶ Financial Position Charts ▶ Investments ▶ Investment Spending ▶ Investment Project				

Investment Spending Model

The Investment Spending sheet balances come from the Investment sheet. The spending amount flows to the Investment Projection sheet. The Withdrawal Rate can be changed to simulate various spending levels of the investments. A three year average of investment balances is used to calculate spending levels.

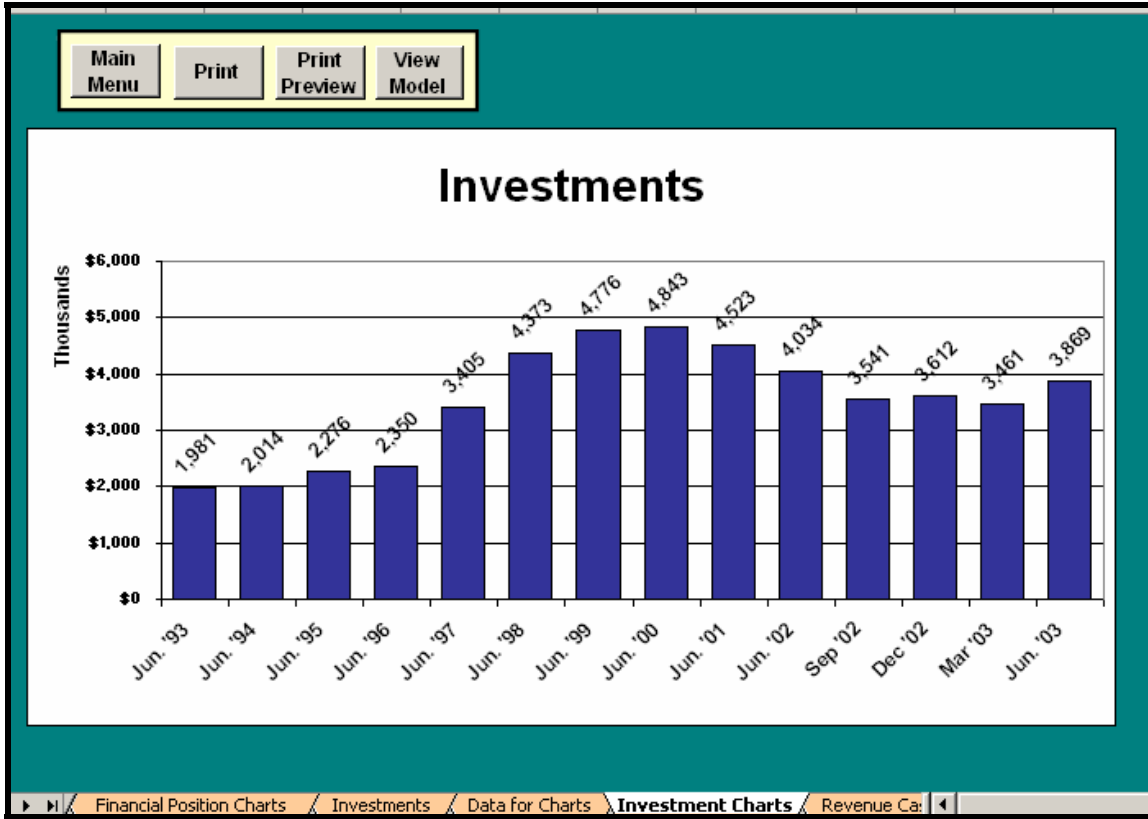
Main Menu Investments Print Print Preview View Model												
Investment Spending			Actual Dec 31, 2003	Projected 2005	Projected 2006	Projected 2007	Projected 2008	Projected 2009	Projected 2010	Projected 2011	Proje 20	
Investments												
Withdrawal Rate		5.00%										
		99,278	108,348	122,662	131,076	135,527	139,881	144,297	148,846			
Fund 2		19,856	21,670	24,532	26,215	27,105	27,376	28,859	29,769			
Fund 3		9,928	10,835	12,266	13,108	13,553	13,988	14,430	14,885			
Fund 4		49,639	54,174	61,331	65,538	67,764	69,941	72,149	74,423			
Fund 5		19,856	21,670	24,532	26,215	27,105	27,376	28,859	29,769			
Total		198,557	216,696	245,324	262,151	271,054	279,763	288,594	297,692			
Withdrawal Percentage		4.08%	4.28%	4.68%	4.83%	4.85%	4.85%	4.85%	4.85%			
Investments												
		Actual Dec 31, 2001	Actual Dec 31, 2002	Actual Dec 31, 2003	Projected 2004	Projected 2005	Projected 2006	Projected 2007	Projected 2008	Projected 2009	Projected 2010	Proje 20
Fund 1		1,985,570	1,764,951	2,206,189	2,529,747	2,623,779	2,711,019	2,796,825	2,885,044	2,975,366	3,069,746	
Fund 2		397,114	352,990	441,238	505,949	524,756	542,204	559,365	577,009	595,193	613,949	
Fund 3		198,557	176,495	220,619	252,975	262,378	271,102	279,682	288,504	297,597	306,975	
Fund 4		992,785	882,475	1,103,094	1,264,873	1,311,889	1,355,510	1,398,412	1,442,522	1,487,983	1,534,873	
Fund 5		397,114	352,990	441,238	505,949	524,756	542,204	559,365	577,009	595,193	613,949	
		3,971,139	3,529,902	4,412,377	5,059,494	5,247,557	5,422,038	5,593,650	5,770,088	5,951,932	6,139,492	6,
Investments												
				Average Past 3 Years	Average Past 3 Years	Average Past 3 Years	Average Past 3 Years	Average Past 3 Years	Average Past 3 Years	Average Past 3 Years	Average Past 3 Years	Avei Past 3
Fund 1				1,985,570	2,166,962	2,453,238	2,621,515	2,710,541	2,797,629	2,885,345	2,976,918	
Fund 2				397,114	433,392	490,648	524,303	542,108	559,526	577,189	595,384	
Fund 3				198,557	216,696	245,324	262,151	271,054	279,763	288,594	297,692	
Fund 4				992,785	1,083,481	1,226,619	1,310,757	1,355,270	1,398,815	1,442,972	1,488,459	
▶ ▶ Financial Position Financial Position Charts Investments Investment Spending Invest												

Investment Projections

The Investment Projection sheet has returns for each year. These can be changed for projection purposes. The annual spending levels for the Investment Spent sheet are used in the projections.

Main Menu					Projected Returns						
Investments					Print						
Print					Print Preview						
View Model					Investment Projection:						
					8% 8% 8% 8% 8% 8% 8% 8% 8%						
Investments	Actual June 30, 200	Projected 2005	Projected 2006	Projected 2007	Projected 2008	Projected 2009	Projected 2010	Projected 2011	Projected 2012	Projected 2013	Projecte 2014
Fund 1	2,434,283	2,529,747	2,623,779	2,711,019	2,796,825	2,885,044	2,975,966	3,069,746	3,166,480	3,266,261	3,3
Fund 2	486,857	505,949	524,756	542,204	559,365	577,009	595,193	613,949	633,296	653,252	67
Fund 3	243,428	252,975	262,378	271,102	279,682	288,504	297,597	306,975	316,648	326,626	3
Fund 4	1,217,141	1,264,873	1,311,889	1,355,510	1,398,412	1,442,522	1,487,983	1,534,873	1,583,240	1,633,131	1,68
Fund 5	486,857	505,949	524,756	542,204	559,365	577,009	595,193	613,949	633,296	653,252	67
Total	<u>4,868,566</u>	<u>5,059,494</u>	<u>5,247,557</u>	<u>5,422,038</u>	<u>5,593,650</u>	<u>5,770,088</u>	<u>5,951,932</u>	<u>6,139,492</u>	<u>6,332,959</u>	<u>6,532,523</u>	<u>6,736</u>

Investments Chart



Revenue Cash Flow

The Revenue and Expense Cash Flow sheets are used to project quarterly and year-end balances. The sheets can be set up for monthly projects.

Revenue Cash Flow Projection		Base Budget 2004	2004 YTD - Q1	2004 YTD - Q2	2004 YTD - Q3	2004 YTD - Q4
1000	General Membership Dues	\$ 2,000,000				
1010	Individual Memberships	53,000				
1020	Partners Memberships	70,000				
1030	Associates Memberships	60,000				
	Total Memberships	2,185,004				
1100	Annual Meeting	385,000				
1110	Regional Meetings	225,000				
1120	Other Meetings & Seminar Fees	2,500				
	Total Meetings and Seminars	612,500				
1200	Annual Fund	33,000				
1210	Capital Campaign	150,000				
1220	Other Contributions	25,000				
	Total Contributions	208,000				
1300	Interest Income	2,500				

Main Menu
Print
Print Preview
View Model

Enter projections for each quarter of fiscal year.

Investments
Data for Charts
Investment Charts
Revenue Cash Flow
Expense Cash Flow

Expense Cash Flow

The Revenue and Expense Cash Flow sheets are used to project quarterly and year-end balances. The sheets can be set up for monthly projects.

Main Menu		Print		Print Preview		View Model		Enter projects for each quarter of fiscal year.			
Dept. No.	Expense Cash Flow Projection	Acct No.	Acct. Desc.	Base Budget 2004	2004 YTD - Q1	2004 YTD - Q2	2004 YTD - Q3	2004 YTD - Q4			
3000	Department A	5000	Salaries	157,784							
3000	Department A	5040	Rent	250,000							
3000	Department A	5045	Equipment & M	41,000							
3000	Department A	5020	Staff Training	7,500							
3000	Department A	5080	Supplies	12,500							
3000	Department A	5060	Communication	151,000							
3000	Department A	5065	Website Dev. :	6,500							
3000	Department A	5050	Postage	19,000							
3000	Department A	5090	Duplicating/Pri	110,000							
3000	Department A	5095	Publications Pri	44,000							
3000	Department A	5100	Travel	29,000							
3000	Department A	5110	Meetings	12,400							
3000	Department A	5500	Annual Meetin	125,000							
3000	Department A	5033	Consultants	42,500							
3000	Department A	5120	Literature & Pl	5,550							
3000	Department A	5995	Designated Prc	15,000							
3000	Department A	5600	Direct Mail Cam	8,500							

Meeting Bu | ◀

Meeting Budget Calculator

The Meeting Budget Calculator is to build a budget.

Main Menu	Print	Print Preview	View Model
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Meeting Budget Calculator

Meeting Name _____
 Meeting Date _____
 Meeting Location _____

Number of Attendees

Room Cost

(use this section for attendees, guests, and staff who will be on Master Account)

Number of Rooms	<input style="width: 50px;" type="text" value="5"/>	
Number of Nights	<input style="width: 50px;" type="text" value="5"/>	
Cost per room	<input style="width: 50px;" type="text" value="\$100"/>	Subtotal - Convention Marketing <input style="width: 50px;" type="text" value="\$2,500"/>

Convention Marketing (in dollars)

Graphic Development:	<input style="width: 50px;" type="text" value="0"/>	
Collateral Production:	<input style="width: 50px;" type="text" value="0"/>	teaser, pre-registration kit, reminder, etc...
Web Site Development:	<input style="width: 50px;" type="text" value="0"/>	
Video Production:	<input style="width: 50px;" type="text" value="0"/>	
Admin Support:	<input style="width: 50px;" type="text" value="0"/>	not including staff
Postage:	<input style="width: 50px;" type="text" value="0"/>	
		Subtotal - Convention Marketing <input style="width: 50px;" type="text" value="0"/>

Convention Production

Office & Registration Area

Banners: (usually a good idea to get two)

▶ ▶ Investment Charts
Revenue Cash Flow
Expense Cash Flow
Meeting Budget Calcul

Range Names

The model has many range names. This sheet is used to document the range names. As a range name is added to the workbook it will appear on the sheet the next time it is viewed.

Main Menu	Print	Print Preview	View Model
Current Year	2004		
Prior Year	2003		
Range Names			
ACTADM1	='Expense Assumptions'!\$D\$35		
ACTADM2	='Expense Assumptions'!\$E\$35		
ACTADM3	='Expense Assumptions'!\$F\$35		
ACTADM4	='Expense Assumptions'!\$G\$35		
ACTADM5	='Expense Assumptions'!\$H\$35		
COMM1	='Expense Assumptions'!\$D\$29		
COMM2	='Expense Assumptions'!\$E\$29		
COMM3	='Expense Assumptions'!\$F\$29		
COMM4	='Expense Assumptions'!\$G\$29		
COMM5	='Expense Assumptions'!\$H\$29		
CONVENTIONMARKETING	='Meeting Budget Calculator'!\$C\$18		
CONVENTIONPRODUCTI	='Meeting Budget Calculator'!\$C\$27		
CURRYR	='Range Names'!\$C\$5		
DIRMAIL1	='Expense Assumptions'!\$D\$36		
DIRMAIL2	='Expense Assumptions'!\$E\$36		
DIRMAIL3	='Expense Assumptions'!\$F\$36		
DIRMAIL4	='Expense Assumptions'!\$G\$36		
DIRMAIL5	='Expense Assumptions'!\$H\$36		
ENTIRE	='Main Menu:Membership Fees'!\$A\$1:\$I\$30		
EQUIP1	='Expense Assumptions'!\$D\$27		
EQUIP2	='Expense Assumptions'!\$E\$27		
EQUIP3	='Expense Assumptions'!\$F\$27		
EQUIP4	='Expense Assumptions'!\$G\$27		

▶ Expense Cash Flow
Meeting Budget Calculator
Range Names
Blank Sheet
Develop

Blank Worksheet

This sheet is used to add sheets to the workbook with similar formatting. The visual basic macros for Print and Print Preview buttons need to be built for each new blank sheet added to the workbook. The normal Excel print procedures can be used in place of the Print and Print Preview buttons.

Blank Worksheet				Actual 2003	Base Budget 2004	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009

Developer Notes

This sheet can be used for documentation to note changes and development of the model.

Developer Notes		
	Task	Comments
Main Menu		
Assumptions		
Revenue Assumptions		
Expense Assumptions		
Meeting Planning		
Meeting Budget Calculator		
Budgets		
Budget Summary		
Revenue		
Membership Fees		
Expense		
Position Budget		
Capital Expenditures		
Budget Graphs		
Financial Position		
Financial Position		
Investments		
Data for Graphs		
Investment Graphs		
Revenue Cash Flow		
Expense Cash Flow		
Financial Position Graphs		
Documentation		

Meeting Budget Calculator /
 Range Names /
 Blank Sheet /
 Developer Notes /

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