

Administrative Personnel Association  
2011 Budget v. Actual

			2011 Budget	2011 Actual	2012 Proposed
<b>Income</b>			Approved 10/7/2010	9/30/2011	9/30/2011
	<b>Membership Dues</b>		\$23,250.00	\$12,740.00	\$19,000.00
	<b>Prepaid Dues</b>			\$6,310.00	
	<b>Other Income</b>				
		Contributions	0		
		CD/Savings Int.	\$175.00	\$39.71	\$125.00
		Misc. Income	0		
		Fundraisers	0	\$30.00	
		Proceeds from Nat'l	\$3,000.00		\$3,000.00
		Grants	0		
<b>Total Income</b>			<b>\$26,425.00</b>	<b>\$19,119.71</b>	<b>\$22,125.00</b>
<b>Expenses</b>					
	<b>Dues Distribution</b>		\$9,000.00	\$5,096.00	\$7,600.00
	<b>Prepaid Distribution</b>			\$2,524.00	
	<b>Office Staff</b>				
		Office Mgr. Wages	\$5,500.00	\$2,389.01	\$4,000.00
		Cont. Ed	\$750.00	\$750.00	\$750.00
	<b>Office Expenses</b>				
		Communications	\$1,500.00		\$500.00
		Equipment	\$1,500.00		\$750.00
		Membership Council	\$500.00		\$500.00
		Misc. Exp.	\$100.00	\$29.85	\$100.00
		Go-to-Meeting			\$486.00
		Office Space	\$100.00	\$100.00	\$100.00
		Postage	\$475.00	\$13.31	\$150.00
		Printing	\$600.00	\$100.60	\$375.00
		Supplies	\$500.00	\$254.49	\$500.00
	<b>Other Expenses</b>				
		EB Annual Mtg.	\$4,000.00	\$3,629.43	\$4,200.00
		Fundraisers/Gifts	\$175.00	0	\$175.00
		GA Booth	0	0	0
		Insurance	\$950.00	\$676.50	\$900.00
		Non-Budget Exp.	\$125.00	0	\$125.00
		Seminar Grants	\$900.00	\$200.00	\$900.00
<b>Total Expenses</b>			<b>\$26,675.00</b>	<b>\$15,763.19</b>	<b>\$22,111.00</b>
<b>Net Income</b>			<b>(\$250.00)</b>	\$3,356.52	\$14.00
<b>Capital Exp.</b>				sec'y laptop/printer	\$1,500.00
<b>Conference Planning Fund</b>			\$2,000.00	\$835.33	\$1,200.00

# Administrative Personnel Association Income & Expense Report January through September 2011

	<u>Jan - Sep 11</u>
Ordinary Income/Expense	
Income	
CD INTEREST	35.43
CERTIFICATION INCOME	760.00
MEMBERSHIP DUES	12,740.00
NATIONAL CONFERENCE INCOME	29,260.00
OTHER INCOME	30.00
SAVINGS INTEREST	4.28
SCHOLARSHIP FUNDS	580.00
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Total Income	43,409.71
Expense	
CERTIFICATION EXPENSES	100.00
DISTRIBUTION OF REGIONAL DUES	5,096.00
General Journal	0.00
NATIONAL CONFERENCE EXPENS...	1,554.56
OFFICE EXPENSES	439.92
OFFICE MANAGER	3,139.01
OTHER EXPENSES	4,605.93
SCHOLARSHIP FUND EXPENSES	600.00
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Total Expense	15,535.42
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Net Ordinary Income	27,874.29
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Net Income	<u>27,874.29</u>

**Administrative Personnel Association**  
**Balance Sheet**  
As of September 30, 2011

	Sep 30, 11
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank of America General Fund	
BOARD RESTRICTED FUNDS	
CERTIFICATION FUND	
Certification Fees	6,086.06
Certification Fundraisers	2,478.89
Total CERTIFICATION FUND	8,564.95
NATIONAL CONFERENCE	28,615.37
SCHOLARSHIP FUND	
Joyce Bauer Scholarship Fund	1,811.60
Life Members Scholarship Fund	1,370.51
Total SCHOLARSHIP FUND	3,182.11
Total BOARD RESTRICTED FUNDS	40,362.43
Bank of America General Fund - Other	38,180.06
Total Bank of America General Fund	78,542.49
Bank of American Investments	
Bank of America CD	14,391.01
Bank of America Savings Acct.	8,019.22
Total Bank of American Investments	22,410.23
Total Checking/Savings	100,952.72
Total Current Assets	100,952.72
<b>TOTAL ASSETS</b>	<b>100,952.72</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	48,608.96
Retained Earnings	24,469.47
Net Income	27,874.29
Total Equity	100,952.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>100,952.72</b>

**Administrative Personnel Association**  
**National Conference Income and Expense**  
January through September 2011

	<u>Jan - Sep 11</u>
Ordinary Income/Expense	
Income	
<b>NATIONAL CONFERENCE INCOME</b>	
Conference Registration	25,190.00
Guest Banquet	700.00
Life Member Registration	525.00
Meals	1,400.00
Vendor Donations	20.00
<b>Total NATIONAL CONFERENCE INCOME</b>	<u>27,835.00</u>
<b>Total Income</b>	27,835.00
Expense	
<b>NATIONAL CONFERENCE EXPENSES</b>	
Hospitality/Receptions	89.97
Nat'l Officer Travel	491.90
Postage	97.54
Supplies	39.82
<b>Total NATIONAL CONFERENCE EXPENS...</b>	<u>719.23</u>
<b>Total Expense</b>	<u>719.23</u>
<b>Net Ordinary Income</b>	<u>27,115.77</u>
<b>Net Income</b>	<u><u>27,115.77</u></u>

**Administrative Personnel Association**  
**2011 Certification Income and Expense**  
 January through September 2011

Type	Date	Num	Name	Class	Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>CERTIFICATION INCOME</b>					
<b>Application Fees</b>					
Deposit	3/3/2011	7715	Palmer - Carol	Board Restri...	10.00
Deposit	3/3/2011	241	Kampel - Kristi	Level I	25.00
Deposit	3/3/2011	5744	LaPlante - Margaret	Level III	25.00
Deposit	3/3/2011	12761	Joslin - Paige	Level I	25.00
Deposit	3/3/2011	15465	Swavy-Lipton - Yzette	Level I	25.00
Deposit	3/3/2011	605	Nicora - June	Level III	25.00
Deposit	3/3/2011	1013	Fine - Nancy	Level II	25.00
Deposit	3/23/2011	7864	Burke - Sara	Level II	25.00
Deposit	3/23/2011	7867	Burke - Sara	Level III	25.00
Deposit	4/29/2011	2631	Bourne - Dana	Level II	25.00
Deposit	4/29/2011	02106	Yates - Ellen McDo...	Level III	25.00
Deposit	4/29/2011	21816	Fenimore- Alison	Level II	25.00
Deposit	6/2/2011	1732	King - Frances	Level I	25.00
Deposit	6/2/2011	7953	Senile - Deborah	Level II	25.00
Deposit	6/2/2011	5553	Biron - Norma	Level II	25.00
Deposit	6/2/2011	1022	Criminger- Allyson		25.00
Deposit	6/2/2011	2752	Ishmael - Judith	Level II	25.00
Deposit	6/2/2011	1022	Nichols - Kerri		25.00
Deposit	6/2/2011	1022	O'Connor - Paula		25.00
Deposit	6/2/2011	1022	Skawinski - Pamela		25.00
Deposit	6/2/2011	2752	Capoccio - Sandra	Level III	25.00
Deposit	6/20/2011	2325	Dill - Judy	Level III	25.00
Deposit	6/20/2011	46087	Lopez - Sandra	Level III	25.00
Deposit	6/20/2011	46087	Brantley - Patricia	Level III	25.00
Deposit	7/15/2011	7988	Burger - Jan	Level III	25.00
Deposit	7/15/2011	6351	Houtz - Annette	Level III	25.00
Deposit	7/15/2011	2080	Pedersen - Rena	Level III	25.00
Deposit	7/29/2011	8096	Anderson - Chandra	Level I	25.00
Deposit	8/12/2011	4038	Crane - Kathy	Level II	25.00
Deposit	8/26/2011	8356	Arnold - Sage	Level I	25.00
Deposit	8/26/2011	15740	Ryan - Shelly		25.00
Total Application Fees					760.00
Total CERTIFICATION INCOME					760.00
Total Income					760.00
<b>Expense</b>					
<b>CERTIFICATION EXPENSES</b>					
<b>Regional Chairs-Nat'l Conf.</b>					
Genera...	6/24/2011	10	Burrowes - Linda	Board Restri...	100.00
Total Regional Chairs-Nat'l Conf.					100.00
Total CERTIFICATION EXPENSES					100.00
Total Expense					100.00
Net Ordinary Income					660.00
<b>Net Income</b>					<b>660.00</b>

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Accrual Basis

**Administrative Personnel Association**  
**Joyce Bauer Scholarship Contributions 2011**  
**July through September 2011**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>SCHOLARSHIP FUNDS</b>					
Joyce Bauer Scholarship Fund					
Contributions					
Deposit	7/15/2011	1155	Criminger- Allyson	JB Scholar...	5.00
Deposit	7/15/2011	11112	Sylvis - Zep	jb SCHOL...	50.00
Deposit	7/29/2011	3690	Burleigh - Debbie	Deposit	5.00
Deposit	8/26/2011	5845	Powell - Lynne	split check	10.00
Deposit	9/2/2011	5030	Deppermann - Trish	scholarship...	10.00
Deposit	9/9/2011	9743	Lowe-Sharon	split check ...	10.00
Deposit	9/16/2011	7108	Prieto - Barbara	Deposit	10.00
Deposit	9/16/2011	1364	Mikalonis - Ruth	split check	25.00
Total Contributions					<u>125.00</u>
Total Joyce Bauer Scholarship Fund					<u>125.00</u>
Total SCHOLARSHIP FUNDS					<u>125.00</u>
<b>TOTAL</b>					<b><u>125.00</u></b>

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Accrual Basis

**Administrative Personnel Association**  
**Life Member Scholarship Contributions 2011**  
July through September 2011

Type	Date	Num	Name	Memo	Amount
<b>SCHOLARSHIP FUNDS</b>					
Life Member Scholarship Fund					
Contributions					
Deposit	7/15/2011	11112	Sylvis - Zep	sSCHOLARHS...	25.00
Deposit	7/29/2011	3690	Burleigh - Debbie	Deposit	5.00
Deposit	8/12/2011	8170	Wright - Theresa	Deposit	10.00
Total Contributions					<u>40.00</u>
Total Life Member Scholarship Fund					<u>40.00</u>
Total SCHOLARSHIP FUNDS					<u>40.00</u>
<b>TOTAL</b>					<b><u>40.00</u></b>