## Association for Talent Development Tulsa Chapter Approved 2024 Budget as of 1-10-24

| ATC CHEP/Membership Frees/Award   |  | 20 | 022 Actual | 2  | 023 Budget | į  | 2023 Actual | - 2 | 2024 Budget | Notes   |
|---|--|----|------------|----|------------|----|-------------|-----|-------------|---|
| ATC CHEP/Membership Frees/Award   | Category Description                         |    |            |    |            |    |             |     |             |   |
| Membership Dues   | INCOME                                       |    |            |    |            |    |             |     |             |   |
| Membership Dues   | ATD ChIP/Membership Fees/Award               | \$ | 2,986.29   | \$ | 2,350.00   | \$ | 2,149.59    | \$  | 2,500.00    | Goal to increase membership to 95-100 (split with Membership Dues)  |
| Membersing Dues   | •  |    |            |    | •          |    |             |     |             | Goal to increase participation in programs by 20 percent (20 attendees, paying \$35, 10 meetings, 5 attendees, paying \$25, |
| ATO Meeting Spontorship   | Meeting Fees                                 | \$ | 3,070.00   | \$ | 8,525.00   | \$ | 5,925.00    | \$  | 9,000.00    | 10 meetings, and 15 attendees, paying \$25, 2 meetings).  |
| ATTO Newborkster Sponsorship   S  | Membership Dues                              |    |            | \$ | 2,650.00   | \$ | 1,425.00    | \$  | 2,500.00    | Goal to increase membership to 95-100 (split with ATD ChIP/Mem. Fees/Award)   |
| Special Event - Training  | ATD Meeting Sponsorship                      | \$ | 250.00     | \$ | 1,500.00   | \$ | -           | \$  | 500.00      | Re-engaging with conference sponsors.   |
| Networking Event Sponsorship   S  | ATD Newsletter Sponsorship                   | \$ | -          | \$ | -          | \$ | -           | \$  | -           |   |
| Septical Event - State Conference   S   | Special Event - Training                     | \$ | -          | \$ | 1,500.00   | \$ | 2,275.00    | \$  | 3,750.00    | Goal to increase participation in programs by 20 percent. (\$375*10 attendees)  |
| Special Event - State Conference   S  | Networking Event Sponsorship                 | \$ | -          | \$ | -          | \$ | -           | \$  | 500.00      | Networking Sponsorship (Possible two at \$250)  |
| Special Event- State Conference Sponsorships   S  | Networking Event Fees                        | \$ | -          | \$ | -          | \$ | -           | \$  | -           | Will not charge for events  |
| S   | Special Event - State Conference             | \$ |            | \$ | 15,000.00  | \$ | 6,770.00    | \$  | -           | No conference in 2024   |
| S   |  |    |            |    |            |    |             |     |             |   |
| No expected supplementation for any 80 and member national dues.   No expected supplementation for any 80 and member national dues.   | Special Event- State Conference Sponsorships | \$ | -          | \$ | 2,500.00   | \$ | 6,500.00    | \$  | -           | No conference in 2024   |
| National ATD Dues   S   | TOTAL INCOME                                 | \$ | 8,206.29   | \$ | 34,025.00  | \$ | 25,044.59   | \$  | 18,750.00   |   |
| National ATD Dues   S   |  |    |            |    |            |    |             |     |             |   |
| National ATD Dues   | EXPENSES                                     |    |            |    |            |    |             |     |             |   |
| Retreat   | Board Expense                                |    |            |    |            |    |             |     |             |   |
| ATD Leader's Conference (ALC) \$ 1,000.00 \$ 1,750.00 \$ 862.05 \$ 1,750.00 Increasing to send President and President-Elect.  Treasurer Expense \$ - \$ 35.00 \$ - \$ 35.00 No change.  Annual Audit \$ \$ 937.30 \$ 2,730.00 \$ 910.00 \$ 1,820.00 No change from 2022 cost (\$910 expensed in 2022 and 2023 together).  Various Board Expense \$ - \$ - \$ 364.83 \$ 400.00 Board holiday and transition event.  TOTAL Board Expense \$ 1,937.30 \$ 4,665.00 \$ 2,136.88 \$ 4,155.00  Communications Expense \$ 1,937.30 \$ 4,665.00 \$ 2,136.88 \$ 4,155.00  Communications Expense \$ 186.30 \$ 143.76 \$ 165.00 In alignment to actual in 2022 and 2023 expense.  GO Daddy Email \$ 646.92 \$ 770.00 \$ 503.16 \$ 575.00 Average of 2022 cand 2023 expense.  GO Daddy Email \$ 646.92 \$ 770.00 \$ 503.16 \$ 575.00 Average of 2022 and 2023 expense.  Will da pricot Web Site \$ 1,824.00 \$ 2,052.00 \$ 2,304.00 \$ 2,592.00 Increase to \$216/mo. (includes 10% discount) per website information about renewal on 4/26/24 SurveyMonkey & Virtual Meeting Subscriptions \$ 539.95 \$ 600.00 \$ 635.90 \$ 650.00 Budgeting similar to 2023 actual.  PO Box Subscription \$ 5 156.00 \$ 179.40 \$ 166.00 \$ 185.00 Notice from USPS that PO Box rates are increasing (amount TBD)  Zoom Cloud Storage (\$10/mo.)  Marketing \$ - \$ \$ - \$ \$ - \$ \$ 250.00 Printing for handouts  Meeting Expense \$ 100.00 \$ 100.00 \$ 100.00 Printing for handouts  Meeting Expense \$ 100.00 \$ 100.00 \$ 100.00 Accredidation for SHRM and HRCI  Facility Charge \$ - \$ - \$ - \$ 5 - \$ 5 00.00 Accredidation for SHRM and HRCI  Facility Charge \$ - \$ 7,218.75 \$ 2,223.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)   | National ATD Dues                            | \$ |            | \$ | -          | \$ | -           | \$  | -           | No expected supplementation for any Board member national dues.   |
| Treasure Expense  | Retreat                                      | \$ |            | \$ | 150.00     | \$ | -           | \$  | 150.00      | No change.  |
| Annual Audit \$ 937.30 \$ 2,730.00 \$ 910.00 \$ 1,820.00 No change from 2022 cost (\$910 expensed in 2022 and 2023 together).  Various Board Expense \$ - \$ - \$ 364.83 \$ 400.00 Board holiday and transition event.  TOTAL Board Expense \$ 1,937.30 \$ 4,665.00 \$ 2,136.88 \$ 4,155.00  Communications Expense \$ 1,937.30 \$ 4,665.00 \$ 2,136.88 \$ 4,155.00  Communications Expense \$ 184.88 \$ 186.30 \$ 143.76 \$ 165.00 In alignment to actual in 2022 and 2023 expense.  Go Daddy Email \$ 646.92 \$ 770.00 \$ 503.16 \$ 575.00  Wild Apricot Web Site \$ 1,824.00 \$ 2,052.00 \$ 2,304.00 \$ 2,592.00  SurveyMonkey Virtual Meeting \$ 1,824.00 \$ 1,824.00 \$ 2,052.00 \$ 2,304.00 \$ 2,592.00  Subscriptions \$ 156.00 \$ 179.40 \$ 166.00 \$ 185.00  Marketing \$ - \$ - \$ - \$ 250.00  Marketing \$ - \$ - \$ - \$ 250.00  Marketing \$ - \$ - \$ - \$ 250.00  Meeting Expense \$ 100.00 \$ 100.00 \$ 100.00  Meeting Expense \$ 100.00 \$ 100.00 \$ 100.00  Meals-Food \$ - \$ - \$ - \$ 5 - \$ 50.00  ATD December Special Program \$ 5 - \$ 250.00 \$ 5 2,325.50  Area dealer for 2022 cost (\$910 expensed in 2022 and 2023 atogented.  No change from 2022 cost (\$910 expensed in 2022 and 2023 atogented.  No change from 2022 cost (\$910 expensed in 2022 and 2023 atogented.  No change from 2022 cost (\$910 expensed in 2022 and 2023 atogented.  No change from 2022 cost (\$910 expensed in 2022 and 2023 expense.  In alignment to actual in 2022 and 2023 expense.  Neverage of 2022 and 2023 actual expense.  Neverage of 2022 and 2023 actual expense.  No stone from USPS that PD Box rates are increasing (amount TBD)  No change in a contract of the program of the progr | ATD Leader's Conference (ALC)                | \$ | 1,000.00   | \$ | 1,750.00   | \$ | 862.05      | \$  | 1,750.00    | Increasing to send President and President-Elect.   |
| Various Board Expense   \$   5   5   5   5   5   5   5   5   5  | Treasurer Expense                            | \$ | -          | \$ | 35.00      | \$ | -           | \$  | 35.00       | No change.  |
| Communications Expense   S  | Annual Audit                                 | \$ | 937.30     | \$ | 2,730.00   | \$ | 910.00      | \$  | 1,820.00    | No change from 2022 cost (\$910 expensed in 2022 and 2023 together).  |
| Communications Expense  | Various Board Expense                        | \$ | -          | \$ | -          | \$ | 364.83      | \$  | 400.00      | Board holiday and transition event.   |
| Second   S  | TOTAL Board Expense                          | \$ | 1,937.30   | \$ | 4,665.00   | \$ | 2,136.88    | \$  | 4,155.00    |   |
| Second   S  |  |    |            |    |            |    |             |     |             |   |
| Go Daddy Email \$ 646.92 \$ 770.00 \$ 503.16 \$ 575.00 Average of 2022 and 2023 actual expense.  Wild Apricot Web Site \$ 1,824.00 \$ 2,052.00 \$ 2,304.00 \$ 2,592.00 Increase to \$216/mo. (includes 10% discount) per website information about renewal on 4/26/24  SurveyMonkey & Virtual Meeting Subscription \$ 539.95 \$ 600.00 \$ 635.90 \$ 650.00 Budgeting similar to 2023 actual.  PO Box Subscription \$ 156.00 \$ 179.40 \$ 166.00 \$ 185.00 Notice from USPS that PO Box rates are increasing (amount TBD)  Zoom Cloud Storage (\$10/mo.) \$ 120.00 Increases cloud storage to 30TB for recorded meetings (line added for 2024 budget)  Marketing \$ - \$ - \$ 5 - \$ 250.00 Printing for handouts  TOTAL Communications Expense \$ 3,251.55 \$ 3,787.70 \$ 3,752.82 \$ 4,537.00  Meeting Expense \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 No change.  SHRM/HRCI Accredidation \$ - \$ - \$ - \$ 5 - \$ 50.00 Average of 2022 and 2023 actual expense.  Meals-Food \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$  | Communications Expense                       |    |            |    |            |    |             |     |             |   |
| Wild Apricot Web Site   \$ 1,824.00 \$ 2,052.00 \$ 2,304.00 \$ 2,592.00   Increase to \$216/mo. (Includes 10% discount) per website information about renewal on 4/26/24  | GoDaddy Domains                              | \$ | 84.68      | \$ | 186.30     | \$ | 143.76      | \$  | 165.00      | In alignment to actual in 2022 and 2023 expense.  |
| SurveyMonkey & Virtual Meeting   Subscriptions   \$ 539.95   \$ 600.00   \$ 635.90   \$ 655.00   Budgeting similar to 2023 actual.  | Go Daddy Email                               | \$ | 646.92     | \$ | 770.00     | \$ | 503.16      | \$  | 575.00      | Average of 2022 and 2023 actual expense.  |
| Subscriptions   \$ 539.95   | Wild Apricot Web Site                        | \$ | 1,824.00   | \$ | 2,052.00   | \$ | 2,304.00    | \$  | 2,592.00    | Increase to \$216/mo. (includes 10% discount) per website information about renewal on 4/26/24                              |
| PO Box Subscription \$ 156.00 \$ 179.40 \$ 166.00 \$ 185.00 Notice from USPS that PO Box rates are increasing (amount TBD)  Zoom Cloud Storage (\$10/mo.) \$ 120.00 Increases cloud storage to 30TB for recorded meetings (line added for 2024 budget)  Marketing \$ - \$ - \$ 250.00 Printing for handouts  TOTAL Communications Expense \$ 3,251.55 \$ 3,787.70 \$ 3,752.82 \$ 4,537.00  Meeting Expense \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 No change.  SHRM/HRCI Accredidation \$ - \$ - \$ - \$ 500.00 Accredidation for SHRM and HRCI  Facility Charge \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$   | SurveyMonkey & Virtual Meeting               |    |            |    |            |    |             |     |             |   |
| Sample   Standard   | Subscriptions                                | \$ | 539.95     | \$ | 600.00     | \$ | 635.90      | \$  | 650.00      | Budgeting similar to 2023 actual.   |
| Marketing   | PO Box Subscription                          | \$ | 156.00     | \$ | 179.40     | \$ | 166.00      | \$  | 185.00      | Notice from USPS that PO Box rates are increasing (amount TBD)  |
| TOTAL Communications Expense \$ 3,251.55 \$ 3,787.70 \$ 3,752.82 \$ 4,537.00    Meeting Expense   | Zoom Cloud Storage (\$10/mo.)                |    |            |    |            |    |             | \$  | 120.00      | Increases cloud storage to 30TB for recorded meetings (line added for 2024 budget)  |
| Meeting Expense         100.00         100.00         100.00         100.00         No change.           SHRM/HRCI Accredidation         \$ - \$ - \$ - \$ 500.00         Accredidation for SHRM and HRCI           Facility Charge         \$ - \$ - \$ - \$ - \$ No change.           Meals-Food         \$ - \$ 7,218.75         \$ 2,923.50         \$ 4,000.00         Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)           ATD December Special Program         \$ - \$ 250.00         \$ - \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ -         \$ - \$ - \$ - \$ - \$ -         \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  | Marketing                                    | \$ | -          | \$ | -          | \$ | -           | \$  | 250.00      | Printing for handouts   |
| Annual ATD Program Certification Expense \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 No change.  SHRM/HRCI Accredidation \$ - \$ - \$ - \$ 500.00 Accredidation for SHRM and HRCI  Facility Charge \$ - \$ - \$ - No change.  Meals-Food \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ -   | TOTAL Communications Expense                 | \$ | 3,251.55   | \$ | 3,787.70   | \$ | 3,752.82    | \$  | 4,537.00    |   |
| Annual ATD Program Certification Expense \$ 100.00 \$ 100.00 \$ 100.00 \$ 100.00 No change.  SHRM/HRCI Accredidation \$ - \$ - \$ - \$ 500.00 Accredidation for SHRM and HRCI  Facility Charge \$ - \$ - \$ - No change.  Meals-Food \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ -   |  |    |            |    |            |    |             |     |             |   |
| SHRM/HRCI Accredidation         \$         -         \$         -         \$         500.00         Accredidation for SHRM and HRCI           Facility Charge         \$         -         \$         -         \$         -         No change.           Meals-Food         \$         -         \$         7,218.75         \$         2,923.50         \$         4,000.00         Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)           ATD December Special Program         \$         -         \$         -         \$         -  | Meeting Expense                              |    |            |    |            |    |             |     |             |   |
| SHRM/HRCI Accredidation         \$         -         \$         -         \$         500.00         Accredidation for SHRM and HRCI           Facility Charge         \$         -         \$         -         \$         -         No change.           Meals-Food         \$         -         \$         7,218.75         \$         2,923.50         \$         4,000.00         Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)           ATD December Special Program         \$         -         \$         -         \$         -  |  |    |            |    |            |    |             |     |             |   |
| Facility Charge \$ - \$ - \$ - No change.  Meals-Food \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ -  | Annual ATD Program Certification Expense     | \$ | 100.00     | \$ | 100.00     | \$ | 100.00      | \$  | 100.00      | No change.  |
| Facility Charge \$ - \$ - \$ - No change.  Meals-Food \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ -  | SHRM/HRCI Accredidation                      | \$ | -          | \$ | -          | \$ | -           | \$  | 500.00      | Accredidation for SHRM and HRCI   |
| Meals-Food \$ - \$ 7,218.75 \$ 2,923.50 \$ 4,000.00 Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)  ATD December Special Program \$ - \$ 250.00 \$ - \$ -   | Facility Charge                              | \$ | -          | \$ | -          | \$ | -           |     |             |   |
| ATD December Special Program \$ - \$ 250.00 \$ - \$ -   | Meals-Food                                   | \$ | -          | \$ | 7,218.75   | \$ | 2,923.50    | \$  | 4,000.00    | Calculated as 20 attendees for \$20/person for 10 meetings (assuming 2 virtual meetings)                                    |
|   | ATD December Special Program                 | \$ | -          | _  |            |    | -           | \$  | -           |   |
|   | Recognition Items                            | \$ | 115.99     | \$ | 600.00     | \$ | -           | \$  | 300.00      | Two: Kim and Andrew   |

## Association for Talent Development Tulsa Chapter Approved 2024 Budget as of 1-10-24

|  |    |          |          |           |    |           |    |           | Calculated as 10 attendees at \$375 (half for instructors), \$25/person for food (breakfast, lunch, snack), plus \$750 for |
|--|----|----------|----------|-----------|----|-----------|----|-----------|--|
| Special Event (Instructor Fees + Food)   | Ś  | _        | Ś        | _         | \$ | 1,387.89  | Ś  | 2.875.00  | instructor travel  |
| TOTAL Meeting Expense  | Ś  | 215.99   | Ś        | 8,168.75  | _  | 4,411.39  | -  | 7,775.00  |  |
| and the state of t | 7  |          | <u> </u> |           | 7  | .,        | T  | 7,110100  |  |
| Membership Expense   |    |          |          |           |    |           |    |           |  |
| Name Badges  | \$ | -        | \$       | 100.00    | \$ | 97.65     | \$ | 50.00     |  |
| Membership Development/Appreciation  | \$ | 1,071.96 | \$       | 1,000.00  | \$ | 357.01    | \$ | 500.00    |  |
| New Member Appreciation/Recognition  | \$ | -        | \$       | -         | \$ | -         | \$ | -         |  |
| TOTAL Membership Expense   | \$ | 1,071.96 | \$       | 1,100.00  | \$ | 454.66    | \$ | 550.00    |  |
|  |    |          |          |           |    |           |    |           |  |
| Misc. Expenses   |    |          |          |           |    |           |    |           |  |
| Online Payment Processing Expense  | \$ | 228.61   | \$       | 918.68    | \$ | 476.90    | \$ | 596.13    | Calculated an approximate 25% increase to due to additional expected participation.  |
| Oklahoma ATD State Conference  | \$ | 629.07   | \$       | 13,000.00 | \$ | 4,422.59  | \$ | -         | No conference in 2024  |
| Other Special Event Expense  | \$ | 300.00   | \$       | 750.00    | \$ | -         | \$ | -         |  |
| Insurance  | \$ | 1,070.24 | \$       | 1,200.00  | \$ | 1,069.93  | \$ | 1,100.00  | No change  |
| TOTAL Misc Expense   | \$ | 2,227.92 | \$       | 15,868.68 | \$ | 5,969.42  | \$ | 1,696.13  |  |
|  |    |          |          |           |    |           |    |           |  |
| TOTAL EXPENSES   | \$ | 8,704.72 | \$       | 33,590.12 | \$ | 16,725.17 | \$ | 18,713.13 |  |
|  |    |          |          |           |    |           |    |           |  |
| OVERALL TOTAL  | \$ | (498.43) | \$       | 434.88    | \$ | 8,319.42  | \$ | 36.88     |  |

Prepared by Jennifer Roberson (Outgoing 2023 VP of Finance), Crystal Ifekoya (2024 President-Elect) and Andrew Engelbrecht (2024 President) on 1-5-24