

To: Executive Board
From: Bonnie Fisher and Chris Eskridge
Date: April 15, 2015
Re: Treasurer and Executive Director Report

This has been a period of high activity, as usual. The ACJS/ASC National Joint Policy Committee has been meeting regularly. We are interacting more and more frequently with international folks. We have filed our taxes and other legal forms, paid our various dues and fees for the year, updated the Criminologist software system, are refining the app for the Annual Meeting, working on Washington, D.C. meeting logistics, and dealing with the normal flow of business in what is one dynamic, growing organization (a 10th division is now in the works by the way, complementing our 28 committees and 7 journals).

Our report, with a particular focus on the financial state of affairs:

1. Financial State of the Organization:

- A. We have engaged in the normal flow of business; invoicing, collecting, paying our bills, maintaining the books, etc. These functions are being carried out accurately and with dispatch.
- B. The following end of the year financial reports are attached:
 1. Balance Sheet 2014: We had a little over \$3 million in assets at the end of 2014. Approximately \$2.58 million was open balance equity (our net worth).
 2. Profit and Loss 2014: We realized a profit of \$311,000 for the year. Our investments returned \$179,000. We realized a \$132,000 operational positive cash flow in 2014, and consequently had no problem making our payroll and paying our bills. An examination of the Balance Sheet and the Profit and Loss statement reveal that we are in a very positive fiscal position.
 3. Profit and Loss Budget Comparison 2014: As you can see, we generated more income than expected, and spent less than expected, which is a good thing! More precisely on the expenditure side, we came in over \$85,000 under budget. There were a couple of line-item areas where we exceeded the budget that warrant some brief comment:
 - a. Criminologist (\$6,700 over) - We have added new features to the newsletter and it is growing in size (more printing and postage costs). We adjusted to these new costs in the approved 2015 budget.
 - b. Executive Board (\$3,100 over) – The new policy is to have sleeping room costs covered for the Board members so that they can attend the Annual Meeting Board meetings. This decision was made once the 2014 budget was already set, so we are over-budget a bit here. We adjusted to this new cost in the approved 2015 budget.

c. Taxes (\$3,400 over) – We raised the salaries of our staff, and I simply forgot to include the added FICA tax costs that ASC must pay to the Tax category. In addition, the State of California has now added a new tax that we must pay annually. We need to adjust to these new costs in a revised 2015 budget.

d. Misc Expense (\$8,200 over) – This is a “good” expense. This is our credit card costs, which were up because our San Francisco meeting was so big, and our membership grew in size (ie., more credit card swipes). We need to adjust to these higher costs in the revised 2015 budget. FYI, we shopped around and found a company that charges us the lowest credit card fees we could find.

C. Mid-Year Budget Review and Adjustment – We need to adjust the 2015 budget in a couple of places:

1. Per above, we need to increase the Taxes category from \$15,000 to \$19,000.

2. Per above, we need to increase the Misc Expense category to account for the anticipated Washington, D.C. meeting turnout and individuals joining ASC. The D.C. meetings will likely not be as large as San Francisco, so I suggest a \$22,000 figure to cover our credit card processing fees.

3. The CPP Editors have asked us to cover the tuition costs of the CPP managing editor. We do this for the Criminology managing editor. I propose that we do this. And a point of information - we have historically lumped Criminology and CPP into one budgetary category. We budgeted \$125,000 for this year for Crim and CPP. I propose that we split these two out now, and looking at these separate budgets, we will need \$60,000 for Criminology, and if the Board approves the request to cover tuition costs for the CPP managing editor, \$66,000 for CPP. Bottom line - just an additional \$1,000 will need to be added to the overall budget.

4. We budgeted \$55,000 for office expenses, but more realistically we should budget \$50,000, so an obvious \$5,000 savings there.

5. The Personnel line was over-estimated and can come in at \$275,000 (vs. \$284,000), so another savings there.

6. We do need to adjust the Washington, D.C. meeting expenses. Looking at the costs from San Francisco and adjusting for food costs, workshop costs, and app costs (as we upgrade that program), I think a \$400,000 overall expense figure is more realistic.

7. We budgeted \$2,000 for advertising and marketing expenses, and we need to make that \$3,000 as we are now enhancing the security on our

webpage, increasing the gig space, and moving to a more internally operational friendly and faster web page

- D. Divisions - The Divisions are doing well. They are all on the positive side of the ledger financially and have solid membership figures. The new divisions are doing particularly well with respect to their membership counts, which is great news. Division chairs receive detailed financial updates on a monthly basis. The following information was updated as of mid-April, and has been given to all of the Division Chairs:
1. DCC - \$26,700; 206 members
 2. DCS - \$11,900; 332 members
 3. DEC - \$4,500; 173 members
 4. DIC - \$4,300; 209 members
 5. DLC - \$2,200; 209 members
 6. DP - \$1,900; 279 members
 7. DOV - \$4,500; 181 members
 8. DPCC - \$10,800; 195 members
 9. DWC - \$39,900 (plus \$84,400 in Feminist Crim); 327 members

2. Membership - We ended the year with 3,505 members. By head-count, we have members from 58 countries, though 90 percent of our membership is U.S.-based. Roughly 30 percent of our members in 2014 were students (996).
3. San Francisco Meeting Report – As you all know, we had a great meeting in San Francisco. We had 3,767 participants, and we generated a profit of \$131,500 (see below).
4. Washington, D.C. Meeting Site Visit - A site visit of the Washington, D.C Hilton will be conducted the day before the Board meeting.
5. Divisions and Committees – Chris has stayed in touch with division and committee chairs, communicating with them regarding a number of issues, as usual. There are currently nine and soon to be eleven divisions (terrorism, and white collar crime are in the works), 28 committees, seven journals, and we have representatives to five external organizations. This is one dynamic organization that has a lot going on in many spheres.
6. Misc. Recommendations:
 - A. That the Chair of the Long Range Planning Committee be a member of the Board, and serve a two-year term.
 - B. That we cancel the 2025 contract at the Washington, D.C. Hilton (it is too small and as you recall, we already cancelled the Washington, D.C. Hilton contract for 2020), and sign with the new Washington D.C. Marriott Marquis (which we did already for 2020). I have had a number of preliminary conversations with the D.C. Marriott Marquis folks, with Marriott National Sales, and with our Experient representative (Doug Weese). We can get a very solid contract right now, with

a number of excellent concessions. They are ready to negotiate, and now is the time.

2014 SAN FRANCISCO MEETING FINANCIAL STATEMENT

INCOME

Registration	496,600.00
(Previous year registration)	220.00
Dance	3,150.00
Donations	1,500.00
Workshops	<u>3,325.00</u>
TOTAL	504,975.00

EXPENSES

All Academic	11,000.00
App Program	8,305.43
Audio Visual	114,950.60
Drayage	29,459.79
Extra Help/Program Chair	20,542.25
Miscellaneous	684.72
Phone	325.00
Postage	1,467.69
Printing	5,866.31
Programs	21,975.82
Receptions:	125,380.50
Shipping	2,202.65
Site Visit Travel	2,384.39
Staff Travel/Meals	8,749.57
Supplies	13,489.65
Workshops	<u>6,486.00</u>
TOTAL	373,270.37

PROFIT - \$131,524.63

PROPOSED 2015 WASHINGTON D.C. MEETING BUDGET

INCOME

Registration	\$440,000
Dance	3,000
Donations	1,500
Workshops	<u>2,500</u>
TOTAL	\$447,000

EXPENSES

All Academic	\$11,000
App Program	11,000
Audio Visual	105,000
Drayage	30,000
Extra Help/Program Chairs	23,000
Miscellaneous	1,000
Phone	500
Postage	1,500
Printing	6,500
Programs	22,000
Receptions	150,000
Registration desk internet	2,000
Shipping	3,000
Site Visit Travel	3,000
Staff Travel/Meals	7,500
Supplies	16,000
Workshops	<u>7,000</u>
TOTAL	\$400,000