

V2	2022 Proposed Budget Panel 71	2022 Budget	2021 YTD 10/31/21	2021 Budget	2020 Actual	2020 Budget	2019 Actual	2019 Budget	2018 Actual	2018 Budget
1	INCOME									
2	Group Contributions *	75,000	57,181	84,750	80,824	98,872	74,909	95,475	91,523	90,000
3	District Contributions *	19,000	3,238	14,400	14,758	12,937	19,114	14,000	11,000	14,000
4	Assembly Contributions *	9,500	1,024	4,600	5,368	7,200	9,749	6,870	6,539	8,000
5	Tradition 7, Area Comm. *	3,275	1,295	2,300	1,537	3,669	3,275	3,620	4,120	3,250
6	H & I Archives Rent *	0	0	0	0	575	575	575	575	575
7	CNCA Subscriptions *	0	0	0	0	12	6	12	0	12
8	Personal/Misc Contributions	3,700	3,661	1,200	1,878	976	286	1,200	2,587	1,200
9	Interest Income	5	7	3	5	6	7	5	4	5
10										
11	TOTAL INCOME	110,480	66,406	107,253	104,369	124,247	107,921	121,757	116,347	117,042
12	EXPENSE									
13	DELEGATE EXPENSE									
14	Travel									
15	Reports on Conference *	2,328	322	1,800	0	1,311	1,150	1,800	795	1,839
16	District Travel *	4,656	150	958	337	1,185	833	1,500	3,379	1,500
17	Area Assemblies *	750	0	500	0	254	501	400	1,125	633
18	Area Cmte Mtgs *	202	0	163	0	501	0	500	9	10
19	Delegate to International	0	0	0	0	0	0	0	0	0
20	Regional Travel									
21	Membership Survey	0	0	0	0	0	0	-	38	0
22	Central Office Mgrs	50	0	50	0	50	0	40	0	40
23	H&I General Meeting	250	0	250	100	300	530	100	79	100
24	Regional Forum *	1,220	0	0	0	800	0	-	470	390
25	Special Forum (2012)	0	0	0	0	0	0		39	-
26	NCCAA: Conf. & Steering Mtgs. *	500	0	400	44	719	800	1,000	977	1,180
27	PRAASA *	15	15	0	665	1,150	1,391	800	686	695
28	Total Travel	9,971	487	4,121	1,146	6,270	5,206	6,140	7,596	6,386
29	Postage, Copies, & Supplies, Virtual Costs									
30	Postage *	20	20	50	0	50	11	50	0	60
31	Supplies & Virtual Costs *	20	20	100	133	100	429	80	77	80
32	Agenda Topics	0	0	175	327	25	0	20		20
33	Agenda Topics Background *	175	170	175	0	150	130	200	204	350
34	Other Copies *	150	0	150	44	150	449	480	210	480
35	Total Post, Copies, & Supplies	365	210	650	504	475	1,020	830	491	990
36	Conference Expense *	1,300	491	1,300	1,257	1,300	1,300	1,300	1,300	1,300
37	TOTAL Delegate Expense	11,636	1,187	6,071	2,907	8,045	7,526	8,270	9,387	8,676
38	OFFICER EXPENSE									
39	District Travel									
40	Alt. Delegate	4,106	352	2,046	465	2,508	2,365	3,350	783	1,320
41	Chair	3,942	0	1,924	288	2,301	3,596	2,800	3,212	1,500
42	Treasurer	4,694	30	2,202	368	1,894	784	1,800	2,165	2,640
43	Registrar	4,590	67	2,010	67	1,985	2,223	1,800	2,017	1,440
44	Recording Secretary	7,564	293	3,164	58	2,226	4,025	3,050	3,238	2,640
45	Assembly Coordinator	3,030	95	1,645	208	2,215	2,530	2,800	1,581	1,920
46	Literature Chair	3,016	228	1,777	0	2,709	2,313	3,000	2,683	3,000
47	Total District Travel	30,942	1,064	14,768	1,455	15,838	17,837	18,600	15,679	14,460

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48	Area Assembly Travel									
49	Alt. Delegate	730	0	290	0	429	172	400	211	524
50	Chair	730	60	290	0	200	494	500	744	633
51	Treasurer	730	0	290	0	250	0	400	546	607
52	Registrar	730	0	290	0	260	216	400	166	495
53	Recording Secretary	730	0	290	44	140	124	500	456	452
54	Assembly Coordinator	730	0	290	0	396	308	450	703	742
55	Assembly Coord. to Sites *	400	0	200	0	215	0	175	148	200
56	AC To Planning Mtgs.	0	0	200	0	215	0	175	114	125
57	Literature Chair	730	0	290	0	289	395	600	524	448
58	Total Area Assembly Travel	5,510	60	2,430	44	2,394	1,709	3,600	3,611	4,226
59	Area Committee Meeting Travel									
60	Alt. Delegate	929	0	730	97	217	83	110	0	510
61	Chair	989	0	745	220	949	585	900	21	20
62	Treasurer	423	0	348	47	557	82	500	226	240
63	Registrar	151	113	147	104	619	156	600	628	612
64	Recording Secretary	776	0	596	236	970	486	900	1,104	960
65	Assembly Coordinator	526	0	420	265	949	697	900	544	582
66	Literature Chair	556	0	444	101	1,279	1,295	1,200	859	900
67	Total Area Cmte Meeting	4,350	113	3,430	1,070	5,541	3,384	5,110	3,380	3,824
68	Other Travel									
69	PRAASA - Alt. Delegate - *	0	15	0	557	1,150	1,522	800	740	695
70	PRAASA - Third Area Officer *	0	0	0	0	0	0	800	443	695
71	Total PRAASA	0	15	0	557	1,150	1,522	1,600	1,183	1,390
72	NCCAA - Other	0	0	0	0	0	0	0	0	0
73	Regional Forum	0	0	0	0	0	0	0	0	0
74	Pass-it-On, etc	100	0	0	103	150	49	0	0	500
75	Membership Survey	0	0	0	0	0	0	-	-	-
76	Total Officer Travel	40,902	1,252	20,628	3,229	25,073	24,501	28,910	23,853	24,400
77	Phone, Postage, Copies, Virtual Costs									
78	Alt. Delegate	0	0	180	92	240	49	120	150	144
79	Chair *	250	0	225	0	300	0	500	295	400
80	Treasurer									
81	Treas Mailing Supplies	500	399	840	634	720	1,044	960	840	500
82	Treas Postage	1,100	550	1,200	1,191	1,500	648	1,500	996	1,800
83	Registrar	144	144	250	57	250	0	1,200	350	1,200
84	Recording Secretary	0	0	135	0	180	0	200	111	180
85	Assembly Coordinator	105	0	135	0	180	104	60	0	60
86	Literature Chair	110	0	90	0	120	300	50	26	50
87	Phone, Postage, Copies, Virtual Costs - Ot	0	0	0	0	0	0	0	0	0
88	Total Phone, Post, Copies	2,209	1,093	3,055	1,973	3,490	2,144	4,590	2,769	4,334
89	Literature Purch- Printing	0	0	0	0	0	0	0	109	0
90	Computer Expense (Software)	0	0	0	0	0	0	0	0	0
91	TOTAL 7 Officer Expense	43,111	2,345	23,683	5,202	28,563	26,645	33,500	26,731	28,734
92	COMMITTEE EXPENSES									
93	Accessibilities									
94	Chair Travel	666	0	401	0	534	0	0	0	0
95	Copies/Printing/Virtual Cost/Other	75	25	56	0	75	0	0	0	0
96	Total Accessibilities	741	25	457	0	609	0	0	0	0
97	Archives									
98	Chair Travel *	900	0	900	321	1,200	460	1,200	938	1,200
99	Literature/Tapes	75	0	75	0	100	0	115	45	0
100	Office Supplies, Virtual Costs	100	0	100	0	0	0	0	0	0
101	Rent	6,300	4,725	6,300	6,300	6,300	5,775	6,300	6,825	6,300
102	Construction/Display Materials	300	0	300	0	300	546	400	0	350
103	Preservation/Conservation & Materials	300	0	300	62	200	64	600	0	550
104	Printing/Copies	75	0	75	0	100	0	100	0	100
105	Major Equipment	575	0	500	0	0	298	0	681	0
106	Archives Conference *	1,300	0	1,300	0	0	924	1,300	1,201	1,400
107	Open House	350	0	350	0	350	376	350	238	300
108	Total Archives	10,275	4,725	10,200	6,683	8,550	8,443	10,365	9,927	10,200

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109	Bridging The Gap									
110	Chair Travel *	1,500	0	750	373	1,000	691	1,000	918	1,000
111	Literature/Tapes	850	463	850	824	200	453	250	28	250
112	Office Supplies, <i>Virtual Costs</i>	30	0	30	0	50	0	60	0	40
113	PO Box Rental	204	204	154	154	140	140	135	132	135
114	Phone, Postage	135	16	135	0	80	0	100	0	100
115	Printing/Copies	300	0	285	0	400	0	500	383	400
116	BTG H&I Conference *	200	0	200	0	0	450	175	33	175
117	BTG Workshop Weekend BTGWW *	1,350	0	1,350	0	0	659	1,000	1,110	850
118	BTG Forum *	1,200	0	1,200	0	0	996	1,200	740	1,000
119	Total Bridging The Gap	5,769	683	4,954	1,351	1,870	3,389	4,420	3,344	3,950
120	Finance Committee									
121	Chair Travel	700	0	850	141	1,128	707	1,200	0	1,200
122	Copies/Printing/Supplies/ <i>VirtualCosts</i>	280	0	85	97	120	279	150	69	150
123	Accounting Software-Treasurer	960	730	876	840	840	70	720	578	432
124	Post Office Travel *	1,306	2,755	420	0	60	0	360	480	350
125	Total Finance Committee	3,246	3,485	2,231	1,078	2,148	1,056	2,430	1,127	2,132
126	PI/CPC									
127	Copies/Printing/Supplies *	75	12,500	75	0	100	115	100	0	100
128	Literature/Videos/Tapes	75	0	75	0	100	248	100	28	100
129	Chair Travel	225	0	225	0	300	276	300	0	300
130	PI Booth Rental *	750	0	750	0	0	1,300	1,000	167	1,000
131	Booth Display	150	0	150	0	200	69	200	128	200
132	Total PI/CPC	1,275	12,500	1,275	0	700	2,009	1,700	323	1,700
133	Interpretation & Translation									
134	Chair Travel	1,200	0	750	0	1,000	0	1,200	408	1,200
135	Other Travel *	1,200	0	1,275	106	1,000	1,826	1,000	53	1,000
136	Copies/Printing, <i>Virtual Costs</i>	50	0	40	0	40	0	75	0	75
137	Equip. Maintenance	300	0	100	0	100	18	100	64	100
138	Interpretation Equipment *	1,000	0	500	33	500	330	500	266	500
139	Total Interpretation & Trans	3,750	0	2,665	139	2,640	2,173	2,875	791	2,875
140	Technology									
141	Chair Travel	750	0	750	0					
142	Copies/Printing/ <i>Virtual Costs</i>	0	0	113	0					
143	Total Technology	750	0	863	0	0	0	0	0	0
144	CNCA Website									
145	Chair Travel	747	0	747	0	1,000	0	1,200	1,263	1,500
146	Domain Name/Hosting Fees *	700	679	1,000	600	600	516	600	486	600
147	Postage/Copies/Misc. *	400	0	75	0	100	0	200	87	200
148	Equipment	100	0	150	47	200	0	150	603	150
149	Web Conferencing Subscription	180	0	250	190	150	0	165	150	165
150	NAATW *	1,200	0	1,200	0	0	1,637	1,200	1,494	1,500
151	Total Website Committee	3,327	679	3,422	837	2,050	2,153	3,515	4,083	4,115
152	CNCA Comments									
153	Comments Advisor Travel	0	0	0	0	0	97	0	20	0
154	Rent	0	0	0	0	0	0	0	1,171	0
155	Printing *	4,878	0	3,240	834	4,320	5,063	3,151	2,432	4,320
156	Postage (including Returns) *	4,490	0	3,353	635	4,471	3,425	3,659	2,725	3,749
157	Supplies & Misc *	800	0	600	528	800	815	760	425	0
158	Total CNCA Comments	10,168	0	7,193	1,998	9,591	9,400	7,570	6,773	8,069
159	CNCA Comentarios									
160	Printing *	0	0	405	149	540	0	1,500	425	1,500
161	Postage *	0	0	219	0	292	0	1,500	1,045	1,500
162	Rent, Supplies & Misc. *	0	0	0	0	0	0	300	197	300
163	Total ACNC Comentarios	0	0	624	149	832	0	3,300	1,667	3,300
164	TOTAL COMMITTEE EXPENSE	39,301	22,096	33,883	12,236	28,990	28,623	36,175	28,035	36,341

<u>Excel Line</u>	<u>Description</u>	<u>Note</u>
INCOME		
2	Group Contributions	Based on 2019 Actual. (comparable historical values for in-person operations)
3	District Contributions	Based on 2019 Actual. (comparable historical values for in-person operations)
4	Assembly Contributions	Based on 2019 Actual. (comparable historical values for in-person operations)
5	7th Tradition, ACM	Based on 2019 Actual. (comparable historical values for in-person operations)
6	H & I Archives Rent	H&I discontinued the renting of CNCA Archives space in October 2020
7	CNCA Subscriptions	CNCA has no current printing subscriptions with a cost - email only.
10	Carryover Income from Previous Year	Move line 10, carry over from 2021, to the bottom of the budget
DELEGATE EXPENSE		
15	Reports on Conference	Based on in-person conference reports.
16	District Travel	Figure is based on assumption that all area officer district visits are in person. Each area officer visits each district twice
17	Area Assemblies	Based on 1 hotel stay, 200 mile round trip per assembly, all assemblies in-person.
18	Area Committee Meetings	Based on 12 ACM's per year x 20 mile distance x 2 for round trip x .42 cents/mile CNCA mileage reimbursement rate.
24	Regional Forum	2022 Regional Forum in Salt Lake City, Utah: Based on 550 for flight, 200 x 3 for hotel, 20 x 3.5 for food.
26	NCCAA: Conference & Steering Meeting	Based on (150 for one hotel night, 100 miles distance x 2 for round trip, 10 x 2 for meals) x 2 conferences per year.
27	PRAASA	PRAASA 2022 will be virtual
30	Postage	Based on 2021 Actual
31	Supplies & Virtual Costs	Based on 2021 Actual
33	Agenda Topics Background	Based on 2021 Actual printing cost for background material.
34	Other Copies	Based on 2021 Budget Value
36	Conference Expense	Reimbursement for out-of-pocket costs
OFFICER EXPENSE		
55	Assembly Coordinator To New Sites	Assembly Coordinator travel to potential assembly sites; New sites not previously used are uncommon.
69	PRAASA - Alt. Delegate	2022 PRAASA will be virtual
70	Third Area Officer to PRAASA	Per motion 90 Sum-2, if funds available
79	Chair Copies	For ACMs only; Assembly Agendas listed under "Assembly Fliers/Programs"
COMMITTEE EXPENSE		
98	Archives Chair Travel	Includes Chair or Archivist travel to workdays
106	Archives Conference	Housekeeping motion is expected in advance.
110	BTG Chair Travel	Includes 3 H&I mtgs; 4 assemblies; 12 BTG mtgs at ACM
116	BTG H&I Conference	Housekeeping motion is expected in advance.
117	BTG Workshop Weekend	Housekeeping motion is expected in advance.
118	BTG Forum	Housekeeping motion is expected in advance.
124	Post Office Travel (Finance)	Based on Finance Committee Members Traveling 20 miles x 2 for round trip+ postage and associated costs x 52 for once per week
127	Copies/Printing/Supplies	CNCA Treasurer to perform same service is \$3,594.24 per year.
130	PI Booth rental	2021 Actual Cost based on Motion 21-06-3
135	I&T Other Travel	A housekeeping motion is expected in advance; Associations offering booths change locations annually; therefore, whether locations will fall inside CNCA is unknown until invitations received.
138	Interpretation Equipment	Early setup at assemblies & Portable Radio coordinator
146	Domain Name/Hosting Fees	Housekeeping motion expected in advance: Additional equipment, etc. Replacement radios are anticipated as we return to in-person operations 2022.
147	Postage/Copies/Misc.	Covers: Gandi.net, InMotion Hosting, Back-up at InMotion, Extra space for backups
150	NAATW	Covers: WPGive Plus, Square Gateway, Events Calendar Pro
155	Printing	Housekeeping motion is expected in advance.
156	Postage (including Returns)	Based on the Bid for 2022
157	Supplies & Misc	Based on the Bid for 2022
160	Printing	Commentarios was included in the Comments Bid
161	Postage	Commentarios was included in the Comments Bid
162	Rent, Supplies & Misc.	Commentarios was included in the Comments Bid
ASSEMBLY EXPENSE		
170	Rent	Based on average of 2017 through 2019 actual.
171	Security, Attendent, Parking	Based on average of 2017 through 2019 actual.
174	Interpreter Travel	Based on average of 2017 through 2019 actual.
175	Stage	Based on average of 2017 through 2019 actual.
178	Labor	Assembly Labor (Janitorial, Clean-up, etc.)
180	Damage Repair-Deposit Deduction	2019 Fall Assembly deposit of \$500 not returned
AREA COMMITTEE EXPENSE		
184	CNCA Motions Book	New DCMC's get USB drives with motions book at start of panel.
185	Spanish Interpretation at ACM	Based on 2021 Actual. Interpretation available at Area Officer Meeting if requested 2019.
186	Translation - Written	Includes \$4,640 for translation of CNCA discussion and area motions book as per september 2021 Motion.
191	Other Equipment	For 2022, Area Zoom Account budgeted under assembly coordinator.
192	Hot Spot / Data Plan	Motion passed in 2017 for hot spot / data plan
OTHER CONFERENCES EXPENSE		
197	General Serv Conference	Reflects motion (Dec 2016), CNCA will now contribute at least \$3,500, and possibly up to the full Delegate Cost. Minimum Confe
199	Hispanic Women's Workshop	No longer funded by CNCA, Hispanic Womens Workshop funds itself.
200	Hispanic Women's Workshop - Liaison	Housekeeping motion is expected in advance. (May 2020 Motion)
NET INCOME		
212	Net Income	Income less all expenses.

GENERAL NOTES

Mileage: Officers, Chairs, & Interpreters	Current Rate \$0.42 per mile. (District Visits, Area Assemblies, and Area Committee Meetings included). CNCA rate based on 75% of Federal Rate
Hotel: Officers, Chairs, and Translators	Current Rate \$150.00 per day (See Reimbursement Guidelines: if travel greater than 125 miles one way or 2.5 hrs one way)
Meals: Officers, Chairs, and Translators	Current Rate \$20 per day if Hotel Stay Required (See Reimbursement Guidelines: \$10 breakfast, \$10 Dinner if applicable)
Rates: Interpretation	Current Rate \$60 per Hour.
Rates: Interpretation Officer Meeting	Current Rate \$75 per Hour. Interpreter not used in 2022 for Area Officer Meeting.

These line items were deleted from the 2021 budget and not incorporated into the 2022 Budget.

103	1	Cassettes/CDs/ DVDs
139	2	Cassettes/CDs/DVDs
174	3	Janitorial/Trash Disposal
180	4	Sound System Contingency
184	5	Visitors/Speakers
185	6	Motions Book
186	1	Other Income (Refunds/Rebates)
187	204	Major Equipment