



**12.6&7.07 AI 12c**

To: CSWEA Executive Committee  
From: Eric R. Lecuyer, Executive Director  
RE: Proposed FY 08 Budget  
Date: December 2, 2007

Attached for the consideration of the Executive Committee is the proposed budget for FY 2008. The proposed budget is balanced and features a number of new or one time events and increased funding for a number of CSWEA programs.

Budget proposals for the 81<sup>st</sup> Annual Meeting, 2008 Education Seminar, WEFMAX'08 and CSWEA/WEF Asset Management workshop are included as separate worksheets in the budget. The Annual Meeting and Education Seminar budgets are as received from the committees and are responsible, revenue positive and are recommended for approval as part of the budget.

Additional revenue is expected from the CSWEA/USEPA workshop, while a \$2000 subsidy is proposed for WEFMAX'08 in order to provide for some additional entertainment at the event.

Increased funding is proposed for our Audit and Tax preparation as proposals received reflect higher costs. Event cancellation insurance is budgeted to provide for the possibility of a widespread pandemic or other calamity that would result in the loss of revenue for one or more of our major events. The actual purchase of this insurance can be deferred, should no such concerns materialize. An increase in travel expenses is proposed for the Executive Director reflects additional events being planned this fiscal year. The management fee reflects the 10% increase awarded with the appointment of the Executive Director. Under Operations Challenge, additional funds are proposed (even though expenses should be somewhat lower with the event being in Chicago), with an additional travel expense line item added for travel to team practice events. Funds are proposed for CSWEA's sponsorship of WEFTEACH at WEFTEC'08. Finally, funds are proposed for the replacement "past president" pins, as we have one left in inventory, and additional lapel pins to commemorate the "Outstanding MA Award".

FY 2008 budget projects have been prepared based on an estimate of the year end P&L from FY 2007 and while I have a high level of confidence in the numbers proposed, there will likely be some adjustments to the year end balances based on actual receipts of remaining WEFTEC Reception sponsorship funds and recently invoiced website sponsorship.

As usual, this is a draft document and I would expect some lively discussions regarding program funding and special projects. I would suggest that we attempt to maintain a balanced budget, with modest net revenues in excess of expenses for FY 2008.