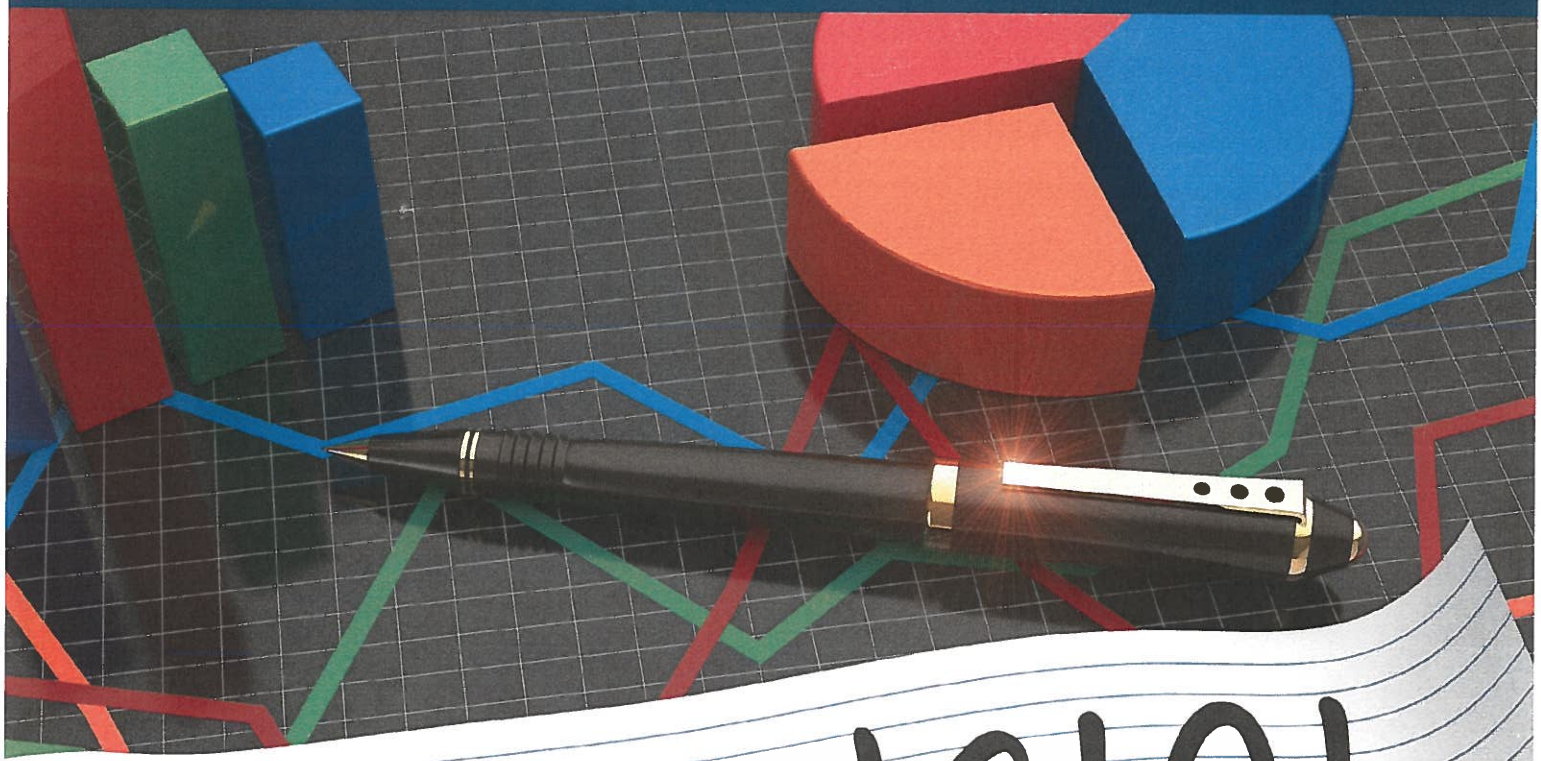
New Jersey School Boards Association

2019-2020 BUDGET



FINANCIAL PLAN

NJSBA: On the Path to Future-Ready

FR SCHOOLS NEW JERSEY

APR | MAY | JUN | JU | AUG

New Jersey School Boards Association

413 West State Street • Trenton, NJ 08618 • Telephone: 609.695.7600 • Toll-Free: 888.88NJSBA • Fax: 609.695.0413

March 1, 2019

Board of Directors
New Jersey School Boards Association
413 West State Street
Trenton, New Jersey 08618

Dear Fellow Board Members:

Enclosed is the New Jersey School Boards Association's proposed Annual Budget for Fiscal Year 2019-2020. It will be presented for discussion and adoption at the next NJSBA Board of Directors meeting on March 15, 2019.

On February 28, the Finance Committee met with the Executive Director and the Director of Budget & Finance to review and finalize the proposed 2019-20209 budget.

All financial activities in the budget are organized according to membership service and revenue areas. Supporting data, for various components of the proposed budget, have also been included.

In order to meet NJSBA's financial goals of maintaining current services while providing a stable, long-term financial base, the proposed budget provides for continued delivery of existing Association services, offers suggestions for alternative revenue sources, and identifies areas for controlling costs.

On behalf of the New Jersey School Boards Association Finance Committee, I recommend that the Board of Directors adopt the proposed Annual Budget for Fiscal Year 2019-2020.

Sincerely,

Michael R. McClure
Vice President for Finance

MRM:lr

cc: Lawrence S. Feinsod, Ed.D.
Executive Director

New Jersey School Boards Association

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FINANCE COMMITTEE
2019-2020
(TWO YEAR TERM)

2019	Daniel Sinclair, President, NJSBA Lakeland Regional Board of Education, Passaic County
2019	Michael R. McClure, Vice President of Finance Maple Shade Board of Education, Burlington County
2020	Naomi Davidson Runnemede Board of Education, Camden County
2020	Jeff Fischer Manchester Regional Board of Education, Passaic County
2020	Robert B. Morrison Watchung Hills Board of Education, Somerset County
2020	Gregory M. Stankiewicz Princeton Board of Education, Mercer County

STAFF

Dr. Lawrence S. Feinsod, Ed.D. Executive Director, NJSBA	E-mail: lfeinsod@njsba.org
John Faford, Director, Budget & Finance, NJSBA	E-mail: jfaford@njsba.org
Kathy Shambe, Manager, General Accounting, NJSBA	E-mail: kshambe@njsba.org

INTRODUCTION TO THE 2019 - 2020 BUDGET

Under NJSBA's Bylaws, the Association's Finance Committee shall prepare the annual budget, which shall be submitted to the Board of Directors prior to the May/June Delegate Assembly. In addition, the Finance Committee shall, from time to time, advise the Board of Directors on all matters affecting the finances of the Association.

The recommended budget for 2019-2020 projects revenues and expenditures at $11,215,367.

This budget is a balanced budget. Revenues are equal to expenditures.

The proposed 2019-2020 budget is based on several assumptions:

- Providing a level of service to our membership in response to the changing needs, as identified in the goals of the 2018-2020 Strategic Plan;
- Continued development of an effective system of electronic communications and technology, and
- Maintaining the high-quality, mandatory training programs, which are provided at no cost to board of education members. These programs include new board member orientation training, in-person Governance training, and online Governance programs.

2019-2020
PROPOSED BUDGET

EXECUTIVE SUMMARY

The 2019-2020 proposed budget continues to focus on two key areas: increasing member participation in Association programs, and the professional development of local board of education members. Both are critical within the context of educational programming, student growth and learning, and the financial climate in which school districts operate.

All training required by the New Jersey School Ethics Act and the New Jersey School District Accountability Act will continue to be provided as a dues-based service. These programs include Governance I, which members may complete through one of three formats: an in-person one-day conference; an online program, or the weekend New Board Member Orientation.

Based on the observations of long-term board members and school administrators, NJSBA reestablished the weekend New Board Member Orientation program in March 2013, and it continues to provide unparalleled professional development for newly elected and newly appointed board members. In 2018, the Association established "GPS for Visionary Leadership," an intensive weekend training program for current and aspiring board leaders. Once again, the costs for the three weekend training programs will be underwritten by the Education Leadership Foundation of New Jersey (ELFNJ), a non-profit organization dedicated to working with NJSBA to secure resources to support school board professional development. The proposed 2019-2020 budget also provides dues-based funding for Governance II, III, and IV in-person and on-line training.

For 2019-2020, NJSBA membership dues will remain frozen at the 2010-2011 level as the Association continues to strive to deliver as much value as possible to members. This represents the tenth consecutive year without an increase in membership dues.

While reviewing the supporting financial documents, please bear in mind that the proposed budget is formulated using both actual revenue and expense results based on prior experience. Each Association department has adjusted the accounts for which it is responsible.

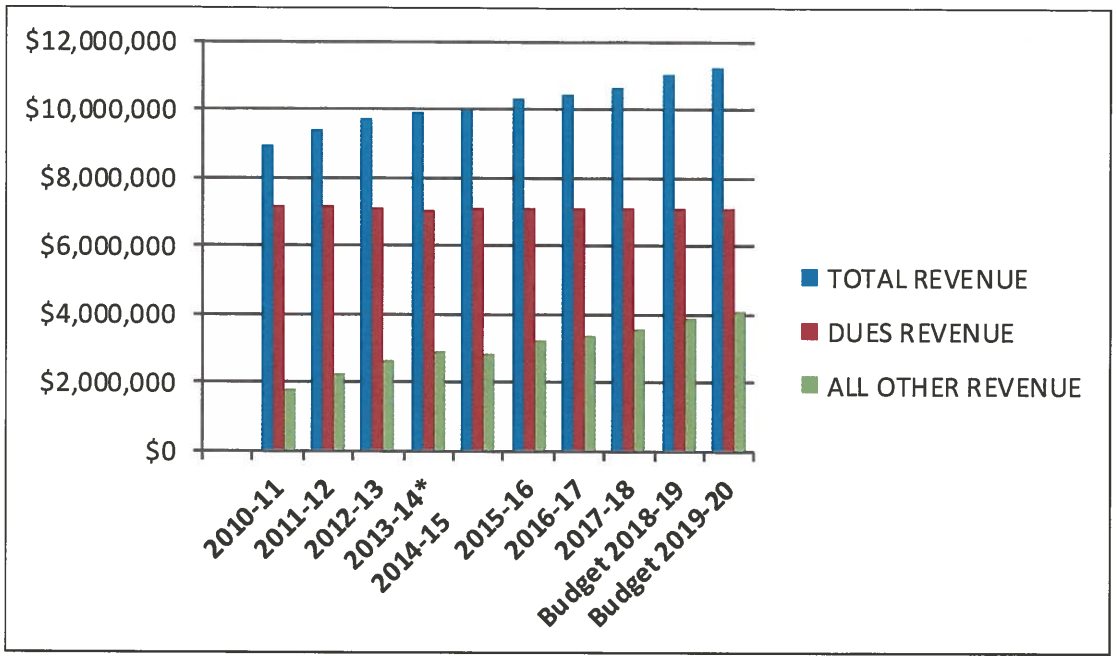
Fiscal year 2019-2020 revenue is projected to increase $186,529, or 1.7%, over that of the current budget year.

The 2019-2020 budget includes the use of $225,000 of free balance. This is consistent with previous practice, although in recent years the Association's strong financial performance has enabled it not to have to use these funds. NJSBA's free balance has remained healthy, increasing from $3,479,385 on June 30, 2012 to an unrestricted balance of $3,900,223 on June 30, 2018.

On the next page are a chart and graph that illustrate the Association's efforts to maintain needed services by increasing income from sources other than dues. The proposed budget will reduce reliance on dues from 80% of total revenue in fiscal year 2010-2011 to 63.4% in the proposed 2019-2020 budget.

DUES VERSUS TOTAL ASSOCIATION REVENUE					
YEAR	TOTAL REVENUE	DUES REVENUE	ALL OTHER REVENUE	DUES AS A % OF TOTAL REVENUE	ALL OTHER INCOME AS A % OF TOTAL REVENUE
2010-11	$8,921,057	$7,142,871	$1,778,186	80.0%	20.0%
2011-12	$9,415,482	$7,146,930	$2,268,552	75.9%	24.1%
2012-13	$9,742,299	$7,114,446	$2,627,853	73.0%	27.0%
2013-14*	$9,950,593	$7,066,907	$2,883,686	71.0%	29.0%
2014-15	$9,973,932	$7,114,310	$2,859,622	71.3%	28.7%
2015-16	$10,339,707	$7,114,312	$3,225,395	68.8%	31.2%
2016-17	$10,458,834	$7,114,311	$3,344,523	68.0%	32.0%
2017-18	$10,639,331	$7,112,000	$3,527,331	66.8%	33.2%
Budget 2018-19	$11,028,838	$7,114,315	$3,914,523	64.5%	35.5%
Budget 2019-20	$11,215,367	$7,112,000	$4,103,367	63.4%	36.6%

* 2013-2014 DUES REDUCED BY GRANT FOR DISTRICTS IMPACTED BY SUPERSTORM SANDY



The above chart illustrates the relationship among general membership dues revenue, total revenue and all other revenue.

In addition to revenue from Annual Workshop, other non-dues revenue sources, such as the NJSBA Corporate Membership Program, the Technology for Education and Career (TEC) program and e-governance services, are reflected in the proposed 2019-2020 budget.

The NJSBA Corporate Membership Program is a year-round effort to engage commercial and non-profit vendors, sponsors and advertisers in NJSBA's mission to advance student achievement through effective school district governance. Participants in the Corporate Membership Program pay a membership fee that offers year-long opportunities to interact with school board members, superintendents, and school business administrators.

Technology for Education and Career enables schools to purchase technology goods and services at reduced costs. NJSBA's TEC program is endorsed by the New Jersey Department of Education. The program assists schools by securing cost-saving alternatives for creating, establishing and continuing the most current digital learning opportunities available for students.

BoardsDocs, an electronic governance service, offers members a cost-effective, easy-to-use solution that enables school districts to significantly improve the way they create and manage board packets, access information and conduct board and committee meetings.

BUDGET DETAIL

TOTAL DUES

Total Dues encompasses four revenue sources: General Membership Dues for local boards of education; Affiliate Membership Dues, which includes educational services commissions and jointure commissions; Associate Membership Dues, which includes charter schools; and Professional Membership Groups, including statewide networks of school board attorneys and personnel administrators.

General Membership Dues for 2019-2020 are projected at $7,112,000, a very slight decrease due to a recent consolidation of two boards. The average dues amount per local board is $12,241.

Affiliate Membership Any public education agency, organization or commission established under *N.J.S.A.* 18A that has as its purpose the provision of services, programs or assistance to district boards of education in the delivery of public education to the students of New Jersey, and which is governed by a body consisting of at least one representative of a district board of education, can join the Association as an Affiliate Member. Educational Services Commissions and Jointure Commissions are eligible to join NJSBA under this category. Total affiliate member dues are budgeted at $10,800 for 2019-2020.

Associate Membership Dues Charter schools, interested persons or common-interest groups may become associate members of NJSBA, a designation that does not provide representation or voting privileges within the Delegate Assembly or the Board of Directors. Full-year dues for an associate member are $2,500, and the total proposed budgeted revenues for 2019-2020 are $172,500.

PROFESSIONAL MEMBERSHIP GROUPS

NJSBA sponsors three professional membership groups: The Personnel Administrators Association, the Educational Negotiators Association, and the Associate Membership Program for School Attorneys.

PAA/ENA Under the proposed budget, combined membership in two labor relations-oriented professional membership groups—the Personnel Administrators Association (PAA) and the Educational Negotiators Association (ENA)—is projected at 154. Annual dues will be $325 per person, for total revenue of $50,000.

- PAA provides school district personnel administrators with resources, information and opportunities to network with colleagues throughout the state.

- ENA is open to professional negotiators and offers a variety of labor relations data and information developed by NJSBA.

Associate Membership Program for School Attorneys (AMPSA) NJSBA and the New Jersey Association of School Attorneys inaugurated the AMPSA program to provide school attorneys with an extensive range of learning and development opportunities in school law. Membership is open to individual school board attorneys and offers a three-tiered system of dues. All school attorneys enrolled in AMPSA are automatically enrolled in the New Jersey Association of School Attorneys. The proposed revenue budget of $44,000 continues aa strategy initiated in 2016-2017 that allows a reduced membership rate for attorneys in their first three years of school law practice.

2019 WORKSHOP PROJECTIONS

Net income (receipts over expenditures) from Workshop 2019 exceeds the 2018-2019 budget due to anticipated increases in registration, commercial exhibitors and sponsorships. Revenues are offset slightly

by higher event production costs resulting from inflation. Workshop's net income is expected to increase 3.0% from $1,192,050 for the 2018-2019 budget to $1,228,056 for the proposed 2019-2020 budget.

CONFERENCES

Revenue from non-mandatory training programs is projected at $199,961. For 2019-2020, this category includes revenue projections for School Law forums, labor relations programs, Leadership offerings (including GPS for Visionary Leadership), the Finance and Health Care Summit, and the Mental Health, Special Education and Technology Conferences.

Expenses related to these programs include facility rental, audio-visual equipment, food and beverage service, printed materials, and mileage reimbursement for staff and speakers. The proposed budget projects these expenses at $100,713, a 12.4 % decrease over the current-year budgeted amount as a result of finding sponsors to fund the costs for these conferences.

CONTRACTED SERVICES

NJSBA offers a variety of services on a contracted, or fee, basis. These critical, labor-intensive services are used by individual school boards that require them in a given year. Consequently, the Association charges boards a fee to offset the cost of providing the services, although these programs are also underwritten in part by dues.

Revenue in this category is anticipated at $823,016, reflecting an increase of $47,679, or 6.1%, over the 2018-2019 budget, primarily as a result of the popularity of BoardDocs e-governance services and an expected increase in salary guide development services. Expenses in this category are budgeted at $355,964, an increase of $35,425 directly resulting from an anticipated increase in demand for our e-governance services.

OVERHEAD

Overhead costs include staff salaries and benefits, headquarters facility costs, insurance and office expenses. This category is anticipated to increase by $128,595, or 1.4%. This increase relates primarily to wage increases, which are offset by a decrease in health care benefits.

MERIT INCREASES

NJSBA operates on a merit-based compensation system. For the 2019-2020 budget, merit increases estimated by Compensation Resources, an independent salary consultant, will average 2.1%. Merit increases are based on the employees' annual performance evaluation.

BENEFITS

Benefits include annual payments to the Public Employees' Retirement System (PERS), for which the state-mandated payments have been increasing in recent years at a pace that far exceeds inflation. The 2019-2020 budget assumes that the 2020 payment will be $791,833, an increase of 7.1% over the 2019 expected payment and consistent with the percentage increase experienced in the 2018-2019 fiscal year.

Benefits also include health care coverage, and the 2019-2020 budget includes projected Association health benefit expenses of $803,000 for active employees, representing a decrease of $11,773, or 1.4%,

versus the 2018-2019 budget as a result of more employees opting out of medical coverage and the state of New Jersey selecting more cost-effective health care plans.

PUBLICATIONS

For print volumes, books are produced and shipped to NJSBA when ordered. This arrangement results in a small expenditure for the production of the publications volumes. For 2019-2020, anticipated net revenue from publications is $40,960, a sizeable increase from the amount budgeted for 2018-2019 due to the planned update of *Basic School Law.* Other publications include The Negotiations' Advisor, and the Analysis of PERC Decisions.

INVESTMENT AND MISCELLANEOUS INCOME

Investment income is anticipated to increase by $70,000 when compared to the budgeted amount for 2018-2019, as the Association has benefitted from a greater amount of cash available for investment due to recent years' surpluses and also from higher interest rates. For 2019-2020, we anticipate that the Association will receive $100,000 in investment income.

Miscellaneous income is projected at $187,181 for 2019-2020. The Association anticipates revenue under this category to come from the Affiliate Partnership Program ($17,000), the SHI/Microsoft program ($11,500), the TEC Program ($61,000), and the Corporate Membership Program ($40,000).

NEW JERSEY SCHOOL BOARDS ASSOCIATION
STATEMENT OF RECEIPTS AND EXPENDITURES
As Of February 5, 2019

	ACTUAL 2017-2018*	BUDGET 2018-2019	PROPOSED BUDGET 2019-2020
MEMBERSHIP DUES	7,112,000	7,114,315	7,112,000
MEMBERSHIP PROGRAMS	302,234	291,570	277,300
TOTAL MEMBERSHIPS RECEIPTS	**7,414,234**	**7,405,885**	**7,389,300**
MEMBERSHIP EXPENDITURES:			
COMMITTEES	70,017	77,889	77,242
CONFERENCES - DUES BASED, NET	28,189	45,626	37,875
MEMBERSHIP SERVICES & PROGRAMS	177,093	201,643	200,727
PUBLICATIONS INCLUDED WITH MEMBERSHIPS, NET	43,846	79,799	74,517
TRAVEL & LIAISON	132,284	151,020	154,309
TOTAL MEMBERSHIPS EXPENDITURES	**451,429**	**555,977**	**544,670**
OVERHEAD:			
SALARIES	5,597,926	5,896,165	6,021,411
PERSONNEL ADMINISTRATION & TRAINING	2,171,950	2,364,530	2,368,972
HEADQUARTERS HOUSING	367,241	414,005	389,907
INSURANCE	86,258	91,962	96,853
OFFICE EXPENSE	284,033	334,745	352,859
TOTAL OVERHEAD EXPENDITURES	**8,507,408**	**9,101,407**	**9,230,002**
NET MEMBERSHIPS	**(1,544,603)**	**(2,251,499)**	**(2,385,372)**
WORKSHOP RECEIPTS	2,071,179	2,082,050	2,158,400
WORKSHOP EXPENDITURES	837,009	890,000	930,344
NET WORKSHOP	**1,234,170**	**1,192,050**	**1,228,056**
FEE BASED SERVICE RECEIPTS	562,754	775,337	823,016
FEE BASED SERVICE EXPENDITURES	262,379	320,539	355,964
NET FEE BASED SERVICES	**300,375**	**454,798**	**467,052**
CONFERENCE RECEIPTS	191,734	210,805	199,961
CONFERENCE EXPENDITURES	39,669	69,366	62,838
NET CONFERENCES	**152,065**	**141,439**	**137,123**
NET PUBLICATIONS	**27,607**	**22,070**	**40,960**
MISC. RECEIPTS INCLUDING INVESTMENT INCOME	**284,768**	**216,142**	**287,181**
FREE BALANCE REVENUE	**0**	**225,000**	**225,000**
NET RECEIPTS OVER EXPENDITURES	**454,382**	**0**	**0**

*** Excludes Strategic Plan Expenses of $300 (Previously Approved)**

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Membership Dues			
01-01-20-40010-0000	General Membership Dues	7,112,000	7,114,315	7,112,000
	Total Membership Dues	7,112,000	7,114,315	7,112,000
	Membership Programs			
01-02-20-40110-0000	Affiliate Membership	10,800	10,800	10,800
01-02-20-40120-0000	Charter School Assoc. Membership	187,500	172,500	172,500
01-02-70-40125-0000	PAA-ENA	51,606	52,000	50,000
01-02-80-40130-0000	AMPSA	52,328	56,270	44,000
	Total Membership Programs	302,234	291,570	277,300
	Total Memberships	7,414,234	7,405,885	7,389,300
	Membership Expenditures:			
	Committees			
01-17-10-60705-0000	Board of Directors	18,941	23,000	23,000
01-17-10-60710-0000	Executive Committee	1,063	1,500	1,200
01-17-10-60715-0000	Nominating Committee	0	3,699	1,757
01-17-10-60720-0000	Unassigned Committees	10,886	5,000	9,000
01-17-10-60725-0000	Standards & Assessments Committee	187	1,000	0
01-17-20-60735-0000	Finance Committee	76	125	100
01-17-20-60740-0000	Audit Committee	45	125	100
01-17-50-60760-0000	Legislative/Resolutions	12,854	14,000	13,000
01-17-50-60765-0000	Federal Relations Network	8,336	7,250	7,250
01-17-50-60770-0000	School Finance Committee	424	850	450
01-17-80-60780-0000	Delegate Assembly	11,887	11,398	11,398
01-17-80-60785-0000	Resolution Subcommittee	1,673	4,042	4,042
01-17-80-60790-0000	Special Education Committee	735	900	945
01-17-95-60800-0000	Urban Boards Committee	2,910	5,000	5,000
	Total Committees	70,017	77,889	77,242

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Conferences - Dues Based, Net			
01-04-60-40341-0000	County Programs	(1,240)	(500)	(500)
01-04-60-40385-0000	Mandatory Training	(5,750)	(1,600)	(5,000)
01-04-60-40387-0000	Leadership Weekend Sponsors	(15,000)		0
01-18-60-60910-0000	AD HOC One-Day **CBL** Conference			
01-18-60-60945-0000	Weekend Orientation Conference	8,810	5,191	6,250
01-18-60-60947-0000	Mandatory Training	2,293	0	2,500
01-18-60-60949-0000	Regional Training - Student Achievement	423	7,200	1,000
01-18-60-60950-0000	One Day Orientation	2,984	4,835	3,125
01-18-60-60951-0000	Leadership Weekend Costs	15,000		0
01-18-60-60957-0000	Ad Hoc One-Day Conference			
01-18-60-60959-0000	County Programs	20,669	30,500	30,500
	Total Conferences - Dues Based, Net	28,189	45,626	37,875
	Membership Services & Programs			
01-24-05-62210-0000	NJSBA Web Site	2,351	2,000	2,655
01-24-10-62215-0000	Advocacy	11,392	25,000	20,000
01-24-10-62220-0000	Consultants' Services	58,710	60,000	60,000
01-24-10-62230-0000	NSBA Dues	90,312	92,000	94,760
01-24-10-62235-0000	Reception at NSBA Convention	3,708	2,500	3,700
01-24-10-62248-0000	Student Achievement Task Force	0	500	0
01-24-15-62250-0000	Special Education Week	155	3,000	3,000
01-24-40-62260-0000	County Assoc. Leadership (CAL)	5,461	5,000	5,000
01-24-50-62265-0000	Association Advocacy	2,058	4,500	4,500
01-24-60-62266-0000	Parent Connections	523	2,000	2,000
01-24-70-62270-0000	PAA/ENA	1,986	4,532	4,502
01-24-80-62285-0000	AMPSA On-Line	437	611	610
	Total Membership Services & Programs	177,093	201,643	200,727

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Pubs. included with Memberships & Marketing, Net			
01-05-30-40425-0000	New Jersey School Leader Adv Sales, net of discount	(87,055)	(91,549)	(91,549)
01-05-30-40428-0000	eSchool Board Notes And Sales			
01-21-10-61505-0000	Executive Office Printed Material	2,349	750	750
01-21-15-61510-0000	Campaign Activities		650	500
01-21-30-61535-0000	Misc. Graphics & Publications	4,949	5,244	5,244
01-21-30-61540-0000	New Jersey School Leader	41,862	54,699	54,342
01-21-30-61546-0000	NJSBA Accomplishments			
01-21-30-61550-0000	School Board Notes	34,690	48,795	36,210
01-21-40-61555-0000	Field Service Printed Material	6,287	4,000	4,000
01-21-40-61560-0000	Field Service Plaque Kits/Bd Candidate		0	0
01-21-40-61565-0000	Field Service Marketing/Advertising	1,796	2,000	2,000
01-21-50-61575-0000	Legislative Directory	1,185	1,300	1,220
01-21-65-61595-0000	Membership & Program Promotion	27,514	25,000	23,000
01-21-35-61595-0000	Membership & Program Promotion - Charters	322	2,000	1,000
01-21-65-61605-0000	Marketing - New Project Development	8,437	24,000	35,000
01-21-70-61615-0000	The Negotiations Advisor	0	610	500
01-21-80-61630-0000	DA Printed Materials	1,304	2,300	2,300
	Total Publications, net	43,846	79,799	74,517
	Travel & Liaison			
01-22-00-61805-0000	Officer Travel-Out of State	40,731	51,128	53,405
01-22-00-61810-0000	Officer Travel-In State	9,767	8,000	10,000
01-22-05-61815-0000	Information Technology	23	0	0
01-22-10-61820-0000	Executive Director Travel	25,345	24,680	25,682
01-22-10-61825-0000	Officer/Exec Liaison-Other Groups	54	1,000	1,000
01-22-10-61835-0000	Exec Office Staff Travel excl. Exec. Dir.	1,645	1,500	1,500
01-22-10-61836-0000	Executive Director Subject/Content Meetings	390	1,000	1,000
01-22-15-61840-0000	Public Information Office/Travel & Liaison	628	1,000	1,000
01-22-20-61845-0000	Finance Travel/Liaison/Training	2,742	1,500	1,500
01-22-40-61860-0000	Field Services - Travel/Liaison/Training	34,045	31,000	32,000

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
Travel & Liason Continued:				
01-22-50-61865-0000	Governmental Relations/Staff Travel	4,942	6,000	6,000
01-22-50-61870-0000	Gov Relations Business - Lobbying	2,701	4,480	4,200
01-22-60-61879-0000	TEC Travel	310	2,500	2,000
01-22-60-61880-0000	Business Development Travel	688	2,000	1,500
01-22-35-61881-0000	Charter School Travel	4,001	3,732	3,732
01-22-60-61883-0000	Training Travel	0	3,000	2,500
01-22-70-61885-0000	Labor Relations Travel & Expense	3,148	6,000	5,000
01-22-80-61890-0000	Legal /Policy Travel Expenses	1,124	2,500	2,290
	Total Travel & Liaison	132,284	151,020	154,309
	Total Membership Expenditures	451,429	555,977	544,670
	Overhead:			
	Salaries			
01-10-14-60020-0000	Promotions/Adjustments	20,518	10,000	10,000
01-10-17-60030-0000	Part Time	85,005	141,866	128,443
01-10-20-60035-0000	Base Salaries	5,476,956	5,739,299	5,875,468
01-10-75-60060-0000	Overtime	15,447	5,000	7,500
	Total Salaries	5,597,926	5,896,165	6,021,411
	Personnel Administration & Training			
01-12-20-60110-0000	PERS	690,788	767,207	791,833
01-12-20-60115-0000	Social Security	399,149	436,286	442,845
01-12-20-60120-0000	Health Benefits Program - active	773,868	814,773	803,000
01-12-20-60121-0000	Health Benefits Program - retiree	132,422	127,704	115,758
01-12-20-60122-0000	Section 125/Flexible Spending Acct	1,059	840	800
01-12-20-60125-0000	Dental Program	33,141	35,620	34,861
01-12-20-60130-0000	Worker's Compensation Insurance	17,336	18,600	18,875
01-12-20-60135-0000	Unemployment Claims	0	5,000	2,500
01-12-25-60140-0000	Temporary Disability	3,149	1,500	1,500
01-12-25-60145-0000	Tuition Reimbursement	0	2,500	2,500
01-12-25-60150-0000	Employment Recruitment	3,943	4,500	4,500
01-12-25-60160-0000	Temporary Professional Help	85,809	115,000	115,000
01-22-10-61830-0000	Staff Development	31,286	35,000	35,000
	Total Personnel Administration	2,171,950	2,364,530	2,368,972

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Headquarters Housing			
01-13-05-60205-0000	Computer Network Lines	48,037	47,700	47,700
01-13-05-60210-0000	Computer Development	5,816	30,000	0
01-13-05-60215-0000	Future Ready IT Project		30,000	25,000
01-13-20-60215-0000	Telephone Costs	13,017	12,500	13,000
01-13-20-60220-0000	Utilities	101,919	106,000	105,000
01-13-20-60225-0000	Equipment Service Agreement	97,162	94,805	96,359
01-13-20-60227-0000	Telecommunications	30,664	27,000	31,000
01-13-20-60230-0000	Maintenance	28,616	20,000	25,000
01-13-20-60235-0000	Furniture & Equipment	575	2,500	2,500
01-13-20-60240-0000	Security	41,435	42,000	42,848
01-13-20-60245-0000	Unrecovered Accounts Receivable	0	1,500	1,500
	Total Headquarters Housing	367,241	414,005	389,907
	Insurance			
01-15-20-60350-0000	Property and Casualty Liability	48,954	52,607	50,216
01-15-20-60355-0000	Automobile	4,605	4,836	5,377
01-15-20-60360-0000	AD & D Insurance	1,425	1,425	1,425
01-15-20-60365-0000	Directors' & Officers' Liability	28,094	29,594	35,835
01-15-20-60370-0000	Cyber Security Insurance	3,180	3,500	4,000
	Total Insurance	86,258	91,962	96,853

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Office Expense			
01-16-00-60405-0000	Outside Legal Counsel/Legal Issues	0	25,000	25,000
01-16-05-60410-0000	Computer Supplies & Typesetting	1,480	2,800	2,800
01-16-05-60415-0000	Computer Contracts & Maintenance	130,772	163,860	185,879
01-16-05-60420-0000	Computer Hardware & Software Purchases	25,309	2,500	2,500
01-16-05-60425-0000	Information Systems - Library	200	1,500	1,500
01-16-10-60430-0000	Executive - Library	5,771	6,400	5,800
01-16-15-60435-0000	Public Information - Subscriptions	1,455	1,620	1,682
01-16-15-60440-0000	Public Information - Paper/Postage	0	500	500
01-16-20-60445-0000	Office Expense & Supplies	30,379	28,000	30,000
01-16-20-60450-0000	Payroll Processing Services	3,160	6,177	3,200
01-16-20-60460-0000	Public Advertisements-Purchasing	825	2,500	2,500
01-16-20-60465-0000	Mailing & Printing Supplies	6,963	7,000	8,000
01-16-20-60470-0000	Postage	9,264	12,000	10,000
01-16-20-60475-0000	Audit Expense	18,400	18,540	19,320
01-16-20-60480-0000	Copier Rentals	33,859	35,500	35,500
01-16-25-60490-0000	Human Resources - Library	209	400	400
01-16-40-60505-0000	Professional Assoc. & Manuals		2,000	0
01-16-50-60510-0000	Governmental Relations - Library/Membership/Sub.	4,697	4,350	4,500
01-16-35-60516-0000	Charter Schools Library	287	300	300
01-16-60-60517-0000	Training - Library	1,505	975	1,000
01-16-70-60525-0000	Labor Relations - Library/Memberships	3,001	2,538	2,538
01-16-80-60530-0000	Legal - Library	5,889	8,950	8,950
01-16-90-60540-0000	Policy & Library Resources - Paper/Postage	608	1,335	990
01-16-90-60545-0000	Policy & Library Resources - CPRM on the WEB			
	Total Office Expense	284,033	334,745	352,859
	Total Overhead Expenditures	8,507,408	9,101,407	9,230,002
	MEMBERSHIPS, NET	(1,544,603)	(2,251,499)	(2,385,372)

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Workshop Receipts			
01-03-20-40215-0000	Workshop Transportation	47,744	45,000	45,000
01-03-60-40230-0000	Registration	655,600	686,000	700,000
01-03-60-40235-0000	Commercial Exhibits	841,420	823,800	845,200
01-03-60-40240-0000	Non-Commercial Exhibits	20,700	19,000	20,000
01-03-60-40245-0000	Commercial - Extra Exhibitors	100	5,000	5,000
01-03-60-40250-0000	Program Advertising	114,500	115,250	120,000
01-03-60-40260-0000	School Law Forum	43,092	42,000	42,000
01-03-60-40280-0000	Workshop Sponsorships	348,023	346,000	380,000
01-03-60-40284-0000	Demo Table Sponsor	0	0	1,200
	Total Workshop Receipts	2,071,179	2,082,050	2,158,400
	Workshop Expenditures			
01-19-20-61210-0000	Workshop Transportation	26,676	32,000	35,000
01-19-60-61215-0000	Workshop Overtime	705	1,000	1,000
01-19-60-61220-0000	Event Production & Operations	419,672	437,600	462,000
01-19-60-61225-0000	Registration	32,719	30,000	42,000
01-19-60-61235-0000	Event Cancellation Insurance	5,983	6,000	6,844
01-19-60-61245-0000	School Law Forum	15,228	15,500	15,500
01-19-60-61255-0000	Officer Expense	1,052	2,000	1,500
01-19-60-61265-0000	Promotion	23,330	30,500	28,000
01-19-60-61270-0000	Sponsorships	27,868	63,000	38,000
01-19-60-61290-0000	General Sessions	1,768	10,000	12,000
01-19-60-61295-0000	Breakfast Program	0	0	
01-19-60-61305-0000	Joint Workshop Registration	86,254	86,000	86,000
01-19-60-61340-0000	Staff Expense	41,050	20,000	28,000
01-19-60-61345-0000	Workshop Convention Staff Expense	8,650	9,000	9,500
01-19-60-61346-0000	Workshop Food & Beverage	116,695	117,400	125,000
01-19-60-61347-0000	Workshop Internet - Telephone	29,359	30,000	40,000
	Total Workshop Expenditures	837,009	890,000	930,344
	WORKSHOP, NET	1,234,170	1,192,050	1,228,056

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Contracted Service Receipts			
01-51-70-40650-0000	Salary Guide: Development & Construction Svcs	47,000	24,000	41,625
01-52-90-40845-0000	Critical Policy Reference Manual	0	812	206
01-52-90-40847-0000	Manual Writing Services	25,250	37,500	37,500
01-52-90-40855-0000	Job Description Manual	0	406	0
01-52-90-40863-0000	Policy Alerts and Resources	1,824	4,974	3,980
01-52-90-40864-0000	Policy Manual Publication	14,880	22,445	38,405
01-52-90-40865-0000	BoardDocs E-Governance Services	313,625	384,200	425,300
01-79-40-40910-0000	Superintendent Searches	87,075	175,000	150,000
01-79-40-40920-0000	Fee Based Service-Strategic Planning	61,100	96,000	96,000
01-79-35-40922-0000	Fee Based Service-Charter Schools	3,500	15,000	15,000
01-79-40-40930-0000	Fee Based Service-Community Planning	0	1,000	1,000
01-79-40-40935-0000	Fee Based Service-Strategic Plan Renewal	4,500	10,000	10,000
01-79-40-40940-0000	Focus Group/Process Facilitation	4,000	4,000	4,000
	Total Fee-Based Service Receipts	562,754	775,337	823,016
	Contracted Service Expenditures			
01-24-90-62561-0000	Online Policy Manual Publications Expense	3,667	5,500	9,500
01-24-90-62562-0000	Policy Alerts and Resources Expenses	5,000	5,000	5,000
01-24-90-62565-0000	BoardDocs E-Governance Services Expenses	242,580	294,800	330,200
01-80-40-65110-0000	NJSBA Superintendent Searches	3,853	7,000	4,000
01-80-35-65115-0000	Charter School Fee-Based Service	213	500	500
01-80-40-65125-0000	Strategic Planning Fee-Based Service	6,411	4,000	4,000
01-80-40-65127-0000	Community Planning Fee- Based Service	0	400	400
01-80-40-65130-0000	Focus Group/Process	2	400	400
01-80-70-65500-0000	L/R Negotiation Services	653	1,100	1,100
01-80-90-65135-0000	Policy Manual Writing Services	0	1,839	864
	Total Fee Based Service Expenditures	262,379	320,539	355,964
	FEE BASED SERVICES, NET	300,375	454,798	467,052

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Conference Receipts			
01-04-60-40304-0000	Student Achievement	0	4,455	9,356
New Account	Special Education Conference	0	0	10,445
01-04-30-40310-0000	Public Relations Forum	3,000	3,750	3,750
01-04-60-40305-0000	Leadership Training	9,629	18,000	0
01-04-60-40314-0000	Mental Health Conference (formerly The Opiate Crisis)	0	5,643	8,366
01-04-70-40350-0000	Ready, Set, Bargain	9,834	6,854	9,834
01-04-70-40355-0000	Preparing for Bargaining	5,811	6,441	0
01-04-60-40356-0000	Business Development Conferences	103,659	90,000	90,000
01-04-60-40357-0000	School Funding 101	3,381	0	0
01-04-70-40360-0000	Analyzing/Constructing Salary Guides	10,579	10,039	8,940
01-04-80-40370-0000	Intermediate School Law	4,776	5,373	5,000
01-04-80-40375-0000	Spring School Law Forum	26,013	34,086	28,106
01-04-80-40376-0000	School Law Essentials Training Program	4,577	7,164	7,164
01-04-80-40377-0000	Health Care Summit Program Revenues	3,675	4,000	4,000
01-04-80-40378-0000	Leadership Series Conference	6,800	15,000	15,000
	Total Conference Receipts	191,734	210,805	199,961
	Conference Expenditures			
01-18-60-60934-0000	Student Achievement Conference Costs	0	0	2,200
New Account	Special Education Conference Costs	0	0	2,750
01-18-60-60940-0000	Leadership Training	6,767	5,000	0
01-18-60-60953-0000	Business Development Conference Costs	25,274	40,000	35,000
01-18-60-60956-0000	Leadership Series Conference Expenses	1,149	7,900	5,900
01-18-70-60965-0000	Ready, Set, Bargain Expenses	367	1,242	1,242
01-18-70-60967-0000	Health Care Summit Program Expenses	0	630	902
01-18-70-60970-0000	Preparing for Bargaining	2	1,242	0
01-18-70-60975-0000	Analyzing/Construct Salary Guides Prog.	434	2,042	2,042
01-18-70-60976-0000	School Board Attorney Training Program	481	938	950
01-18-60-60979-0000	Mental Health Conference (formerly Opiate Conference)	0	0	1,700
01-18-80-60985-0000	Intermediate School Law Conference Costs	517	938	950
01-18-80-60990-0000	Spring School Law Forum	4,451	7,970	7,716
01-24-30-62255-0000	Public Relations Forum	227	1,464	1,486
	Total Conference Expenditures	39,669	69,366	62,838
	CONFERENCES, NET	152,065	141,439	137,123

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET SUMMARY
2019-2020

Account Number	Descriptions	2017-2018 Actual	2018-2019 Budget	2019-2020 Executive Director Budget Recommendation
	Publications			
01-52-30-40727-0000	Non-Periodical Publications	2,918	500	21,300
01-52-70-40785-0000	The Negotiations Advisor On-Line	9,940	9,000	8,090
01-52-70-40805-0000	On-Line Index and Analysis of PERC Decision	10,394	10,000	9,000
01-52-80-40825-0000	School Law Index	4,355	4,000	4,000
01-21-30-61542-0000	Publication Reproduction	0	(1,430)	(1,430)
	PUBLICATIONS, NET	27,607	22,070	40,960
	Misc. Receipts			
01-51-20-40635-0000	Plaque Sales	2,931	2,000	0
01-21-20-61525-0000	Plaque Sales, costs	(1,597)	(2,000)	(1,000)
01-06-20-40525-0000	Investment Income	96,109	30,000	100,000
01-06-20-40530-0000	Miscellaneous Income	8,450	0	100
01-21-20-61560-0000	Donation to ELF-NJ	(16,594)	0	0
01-06-20-40545-0000	Cancellations	450	0	500
01-06-20-40559-0000	Grants Office	6,270	6,000	4,500
01-06-20-40564-0000	ACES - Plus	22,113	14,000	14,000
01-06-20-40565-0000	Affiliate Partnership Program	17,690	19,000	17,000
01-21-20-61575-0000	NJSBA Products & Services (New Name)	(222)	(2,450)	(2,450)
01-51-20-40625-0000	NJSL/SBN Subscription	105	0	0
01-06-20-40567-0000	SHI/Microsoft	19,796	11,500	11,500
01-06-20-40569-0000	TEC Program	31,089	40,000	61,000
01-06-20-40570-0000	Corporate Partnership Program	61,000	40,000	40,000
01-06-20-40571-0000	Solar Renewable Energy Credits	7,645	7,790	7,543
01-06-20-40578-0000	STEAM TANK Regional Competition	0	5,179	16,415
01-06-20-40579-0000	iSTEAM Conference	0	3,267	0
01-21-20-61570-0000	Corporate Membership Program Costs	(34)	(2,000)	(1,500)
01-06-20-40580-0000	iSTEAM and Sustainability Programs	37,443	33,920	0
01-06-20-40581-0000	NASA Integrative STEM	0	9,066	7,353
01-06-20-40583-0000	iSTEAM & Sustainability Initiative Costs	0	5,095	0
01-06-20-40585-0000	NJ Green Program of Study	0	20,000	20,000
01-06-20-40586-0000	iSTEAM and Sustainability Programs	0	1,775	0
01-21-20-61579-0000	iSTEAM Conference Costs	0	(23,000)	(5,280)
01-21-20-61580-0000	Sustainability Initiative Costs	(1,136)	(3,000)	
01-21-20-61581-0000	NASA Integrative STEM Costs	(6,740)	0	(2,500)
	MISC., NET	284,768	216,142	287,181
	Free Balance Revenue		225,000	225,000
	RECEIPTS OVER EXPENDITURES, NET	454,382	0	0

NEW JERSEY SCHOOL BOARDS ASSOCIATION
BUDGET RECAP
2018 - 2019 AND 2019 - 2020

REVENUES	2018-2019 BUDGET	2019-2020 BUDGET	INCREASE (DECREASE)	EXPENSES	2018-2019 BUDGET	2019-2020 BUDGET	INCREASE (DECREASE)
General Membership Dues	$ 7,114,315	$ 7,112,000	$ (2,315)	Salary Accounts	$ 5,896,165	$ 6,021,411	$ 125,246
Affiliate Membership	10,800	10,800	$ -	Personnel Administration	2,364,530	2,368,972	$ 4,442
Individual Associate Membership	0	0	$ -	Housing: Trenton Headquarters	414,005	389,907	$ (24,098)
Charter School Assoc. Membership	172,500	172,500	$ -	Insurance	91,962	96,853	$ 4,891
PAA - ENA Dues	52,000	50,000	$ (2,000)	Office Expense	334,745	352,859	$ 18,114
AMPSA Dues	56,270	44,000	$ (12,270)	Committees	77,889	77,242	$ (647)
Workshop	2,082,050	2,158,400	$ 76,350	Workshop	890,000	930,344	$ 40,344
Conferences	210,805	199,961	$ (10,844)	Conferences	114,992	100,713	$ (14,279)
Advertising	91,549	91,549	$ -	Advertising, Promotions & Pub.	171,348	166,066	$ (5,282)
Publications	22,070	40,960	$ 18,890	Membership Services & Programs	201,643	200,727	$ (916)
Contracted Services	775,337	823,016	$ 47,679	Contracted Services	320,539	355,964	$ 35,425
Investment Income	30,000	100,000	$ 70,000	Travel/Liaison/Training	151,020	154,309	$ 3,289
Miscellaneous	186,142	187,181	$ 1,039				
Free Balance	225,000	225,000	$ -				
TOTAL REVENUES	$ 11,028,838	$ 11,215,367	$ 186,529	TOTAL EXPENSES	$ 11,028,838	$ 11,215,367	$ 186,529
TOTAL BUDGET	$ 11,028,838	$ 11,215,367	$ 186,529	TOTAL BUDGET	$ 11,028,838	$ 11,215,367	$ 186,529

FREE BALANCE ACCOUNTS
2019 - 2020 BUDGET

The Association's Free Balance for both designated and undesignated accounts is projected to be $3,922,685 as of June 30, 2019 and $3,390,198 as of June 30, 2020.

PROJECTED DESIGNATED FREE BALANCE

In November 2017, the Board of Directors set aside $500,000 to fund initiatives for the Association's Future Ready technology plans, and the Board approved additional funds of $234,688 for these plans in January 2019. This fund is projected to have $277,487 remaining as of June 30, 2019 and $-0- remaining as of June 30, 2020. This fund is not part of the annual budget.

The Capital Fund Building account is anticipated to have $104,663 remaining as of June 30, 2019 and $74,663 as of June 30, 2020.

ANTICIPATED
UNDESIGNATED FREE BALANCE
2019 - 2020 BUDGET

Undesignated Free Balance as of June 30, 2018	$3,900,223
MINUS:	
Portion of Free Balance designated for use in 2018-2019 Budget	$(225,000)
Portion of Free Balance designated for new Association Management System	$(334,688)
PLUS:	
Revenue Over Expenses as of June 30, 2019	$ 200,000
Projected Undesignated Free Balance as of June 30, 2019	$3,540,535
MINUS:	
Portion of Free Balance designated for use in 2019-2020 Budget	$(225,000)
Projected Undesignated Free Balance as of June 30, 2020	$ 3,315,535

ANTICIPATED
DESIGNATED FREE BALANCE ACCOUNTS
ACCOUNT BREAKDOWN
2019 - 2020 BUDGET

Future Ready Technology Replacement Fund:

Balance June 30, 2018	$242,799
Additional Funds Approved	$334,688
Expended by June 30, 2019	$300,000
Balance June 30, 2019	$277,487
Expended by June 30, 2020	$277,487
Balance June 30, 2020	$ 0

Capital Fund Building:

Balance June 30, 2018	$ 54,663
Additional Funds Approved	$ 100,000
Expended by June 30, 2019	$ 50,000
Balance June 30, 2019	$ 104,663
Expended by June 30, 2020	$ 30,000
Balance June 30, 2020	$ 74,663

Total Designated Free Balance, June 30, 2019 $ 382,150

Total Designated Free Balance, June 30, 2020 $ 74,663

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