

Division Budget Training

May 29, 2014 Last Updated September 2017

Topics of Discussion



- Reading Your Statement
- Current Budget Policy
- Budget Cycle and Timeline
- Using the Template
- Annual Due Dates





AMERICAN NUCLEAR SOCIETY

		-		-		
		L	2/31/201	6		
	Actual	Budget				
	12/31/2017	Full Year	Variance			
Revenues						
Dues Revenue Allocation	\$630.00	\$568.00	\$62.00			
Total Revenue	630.00	568.00	62.00			
Expenditures						
Student Support	1,500.00		1,500.00			
Other Expenses		500.00	(500.00)			
Total Expenditures	1,500.00	500.00	1,000.00			
Net Surplus/(Deficit)	(870.00)	68.00	(938.00)			
Fund Balance at 1/1/16	35,445.56	35,445.56	-			
Fund Balance at 12/31/16	34 575 56	35,513.56	(938.00)			
	01,070.00	00,010.00	(000.00)			



Date of	AME	ERICAN	NUCLE/ vision Na		IETY	
statements		1	2/31/201	16		
51a1011101115						
	Actual	Budget				
	12/31/2017	Full Year	Variance			
Revenues						
Dues Revenue Allocation	\$630.00	\$568.00	\$62.00			
Total Revenue	630.00	568.00	62.00			
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Net Surplus/(Deficit)	(870.00)	68.00	(938.00)			
Fund Balance at 1/1/16	35,445.56	35,445.56	-			
Fund Balance at 12/31/16	34,575.56	35,513.56	(938.00)			



AMERICAN NUCLEAR SOCIETY [Division Name] 12/31/2016 Budget Actual 12/31/2017 Full Year Variance Approved Revenues Dues Revenue Allocation \$630.00 \$568.00 annual Total Revenue 630.00 568.00 budget Expenditures 1.500.00 Student Support 1.500.00 (500.00)Other Expenses 500.00 Total Expenditures 1,500.00 500.00 1,000.00 Net Surplus/(Deficit) (870.00) 68.00 (938.00)Fund Balance at 1/1/16 35,445.56 35,445.56 _ 35,513.56 (938.00)Fund Balance at 12/31/16 34,575.56



AMERICAN NUCLEAR SOCIETY [Division Name]

		1	2/31/2016	
	Actual	Budget		
	12/31/2017	Full Year	Variance	
				Actual
Revenues				Actual
Dues Revenue Allocation	\$630.00	K		results
Total Revenue	630.00			results
				through
Expenditures				report date
Student Support	1,500.00		1,500.00	report uate
Other Expenses		500.00	(500.00)	
Total Expenditures	1,500.00	500.00	1,000.00	
Net Surplus/(Deficit)	(870.00)	68.00	(938.00)	
Fund Balance at 1/1/16	35,445.56	35,445.56	-	
Fund Balance at 12/31/16	34,575.56	35,513.56	(938.00)	



AMERICAN NUCLEAR SOCIETY [Division Name]

		L		
		1	2/31/2016	
	Actual	Budget		
	12/31/2017	Full Year	Variance	
				^
Devenues				\$2 per
Dues Revenue Allocation	\$630.00			Division
lotal Revenue	630.00	b		Division
				Member as
Expenditures				of 12/31
Student Support	1,500.00		1,500.00	01 12/31
Other Expenses		500.00	(500.00)	Allocated on
Total Expenditures	1,500.00	500.00	1,000.00	Anotated of
	(070.00)	00.00	(000.00)	a monthly
Net Surplus/(Deficit)	(870.00)	68.00	(938.00)	
				basis
Fund Balance at 1/1/16	35,445.56	35,445.56	-	
	-	-		
			(938.00)	



	AME		NUCLEA	R SOCIET` ne]	Y
		- 10	2/31/2016	5	
		14	2/01/2010	5	
	Actual	Budget			
	12/31/16	Full Year	Variance		
Revenues					
Dues Revenue Allocation	\$2,548,00	\$2,552,00	(\$4.00)		
Meeting Revenue	6,491.49	6,000.00	491.49		
Total Revenue	9,039.49	8,552.00	487.49		
Expenditures					
Awards, Plaques	1,264.00	1,500.00	(236.00)		
National Meeting Costs	4,916.50	300.00	4,616.50		
Division Officer Expense		200.00	(200.00)		
Student Support	5,266.64		5,266.64		
Scholarship & NEED Fundir	2,771.00	7,950.00	(5,179.00)		
Other Expenses	4,500.00	6,450.00	(1,950.00)		
Total Expenditures	18,718.14	16,400.00	2,318.14		
Net Surplus/(Deficit)	(9,678.65)	(7,848.00)	(1,830.65)		
net outplus (Deneity	(0,070.00)	(7,010.00)	(1,000.00)		
Fund Balance at 1/1/16	58,704.37	58,704.37	-		
Fund Balanco at 10/21/16	49 025 72	50 856 27	(1 830 65)		
Fund Balance at 12/31/16	49,025.72	50,856.37	(1,830.65)		

Income received from topical meetings.

Recorded in the year of the meeting not when received.



	AME	ERICAN N	NUCLEAR S	OCIETY
		[Div	ision Name]	
		-	2/31/2016]
		14	2/31/2010	
	Actual	Budget		
	12/31/16	Full Year	Variance	
Revenues				
Revenues Dues Revenue Allocation	\$2,548.00	\$2.552.00	(\$4.00)	
Meeting Revenue	6.491.49	6.000.00	491.49	
Total Revenue	9.039.49	8,552.00	487.49	
Expenditures				
Awards, Plaques	1,264 00	1,500.00	(236.00)	
National Meeting Costs	4,9 50	300.00	4 616 50	
Division Officer Expense				
Student Support				
Scholarship & NEED Fundir	2,, ~~	7,000.00	(0,170.00)	
Other Expenses	4,500 DO	6,450.00	(1,950.00)	
Total Expenditures	8,718.14	16,400.00	2,318.14	
Net Surplus/(Deficit)	(9,678.65)	(7,848.00)	(1,830.65)	
Her Surplus/(Dencir)	(0,070.00)	(7,040.00)	(1,000.00)	
Fund Balance at 1/1/16	58,704.37	58,704.37	-	
Fund Balance at 12/31/16	49.025.72	50,856.37	(1,830.65)	
			,,	

Expenses broken down by category

Recorded based on actual expenditure or completed "Request for Disbursement of Funds"



	AME		NUCLEA	R SOCIETY ne]	
		11	2/31/201	3	
	Actual	Budget			
P	12/31/16	Full Year	Variance		
Revenues					
Dues Revenue Allocation	\$2,548.00	\$2,552.00	(\$4.00)		
Meeting Revenue	6.491.49	6.000.00	491.49		 Net Financial
Total Revenue	9,039.49	8,552.00	487.49		results for report
Expenditures					period
Awards, Plaques	1,264.00	1,500.00	(236.00)		
National Meeting Costs	4,916.50	300.00	4,616.50		
Division Officer Expense		200.00	(200.00)		
Student Support	5,266.64		5,266.64		Revenues less
Scholarship & NEED Fundir	2,771.00	7,950.00	(5,179.00)		
Other Expenses	4,500.00	6,450.00	(1,950.00)	1	expenditures
Total Expenditures	18,718.14	16,400.00	2,318.14		
Net Surplus/(Deficit)	(9,678.65)	(7,848.00)	(1,830.65)		
Fund Balance at 1/1/16	58,704.37	58,704.37	-		
Fund Balance at 12/31/16	49,025.72	50,856.37	(1,830.65)		



	AME	[Divi	ision Nar	•	
		1.	2/31/201	6	
	Actual 12/31/16	Budget Full Year	Variance		
	12/31/10	ruii tear	variance		Fund Balance
D					
Revenues Dues Revenue Allocation	\$2,548.00	\$2,552.00	(\$4.00)		(Carryover) at
Meeting Revenue	\$2,548.00 6.491.49	6.000.00	491 49		the beginning of
Total Revenue	9,039.49	8,552.00	487.49		the beginning of
	0,000.10	0,002.00	107.10		the year
Expenditures					Jean Jean
Awards, Plaques	1,264.00	1,500.00	(236.00)		
National Meeting Costs	4,916.50	300.00	4,616.50		Total Division
Division Officer Expense		200.00	(200.00)		TOTAL DIVISION
Student Support	5,266.64		5,266.64		accumulations
Scholarship & NEED Fundir	2,771.00	7,950.00	(5,179.00)		accumulations
Other Expenses	4,500.00	6,450.00	(1,950.00)		as of report date
Total Expenditures	18,718.14	16,400.00	2,318.14		as of report date
Net Surplus/(Deficit)	<mark>(9,678.65)</mark>	(7,848.00)	(1,830.65)		
Fund Balance at 1/1/16	58,704.37	58,704.37	-		
Fund Balance at 12/31/16	49,025.72	50,856.37	(1,830.65)		



	AME		NUCLEA	R SOCIETY ne]	
		14	2/31/2010	6	
	Actual 12/31/16	Budget Full Year	Variance		Fund Balance at
					the end of the
Revenues					year (carryover)
Dues Revenue Allocation	\$2,548.00	\$2,552.00	(\$4.00)		
Meeting Revenue	6,491.49	6,000.00	491.49		
Total Revenue	9,039.49	8,552.00	487.49		
					 Total division
Expenditures					accumulations
Awards, Plaques	1,264.00	1,500.00	(236.00)		accumulations
National Meeting Costs	4,916.50	300.00	4,616.50		from inception
Division Officer Expense		200.00	(200.00)		nom meephon
Student Support	5,266.64		5,266.64		plus current
Scholarship & NEED Fundir	2,771.00	7,950.00	(5,179.00)		plus current
Other Expenses	4,500.00	6,450.00	(1,950.00) 2,318.14		period activity
Total Expenditures	18,718.14	16,400.00	2,310.14		porred detrify
Net Surplus/(Deficit)	(9,678.65)	(7,848.00)	(1,830.65)		
Fund Balance at 1/1/16	58,704.37	58,704.37	-		
Fund Balance at 12/31/16	49,025.72	50,856.37	(1,830.65)		

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Page 2 – Detail of **Revenue and Expenditures**

[Division Name	el		
12/31/2016	•		
12/31/2010			
	Actual	Budget	
	12/31/16	Full Year	Variance
Revenues			
Dues Revenue Allocation:			
Dues Revenue Allocation - AAD	630.00	568.00	62.00
Total Dues Revenue Allocation	630.00	568.00	62.00
Total Revenue	630.00	568.00	62.00
Expenditures			
Student Support:			
2016 Student Conference Support	1,500.00		1,500.00
Total Student Support	1,500.00		1,500.00
Other Expenses:			
14-8040-000000-063181-Administrative Expense Div, Other-Gen - AAD		500.00	(500.00)
Total Other Expenses		500.00	(500.00)
Total Expenditures	1,500.00	500.00	1,000.00
Net Surplus/(Deficit)	(870.00)	68.00	(938.00)

AMERICAN NUCLEAR SOCIETY



Revenue & Expense Categories – corresponds to summary page

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el		
1		
Actual	Budget	
12/31/16	Full Year	Variance
630.00	568.00	62.00
630.00	568.00	62.00
630.00	568.00	62.00
1.500.00		1,500.00
.,		
1,500.00		1,500.00
	500.00	(500.00)
	500.00	(500.00)
1,500.00	500.00	1,000.00
(870.00)	68.00	(938.00)
	12/31/16 630.00 630.00 630.00 1,500.00 1,500.00	Actual Budget 12/31/16 Full Year 630.00 568.00 630.00 568.00 630.00 568.00 1,500.00 568.00 1,500.00 500.00 500.00 500.00

AMERICAN NUCLEAR SOCIETY



AMERICAN NUCLEAR SOCIETY [Division Name]

Detailed Description of line item and corresponding dollar amount

12/31/2016	-1		
12/01/2010			
	Actual	Budget	
	12/31/16	Full Year	Variance
Revenues			
Dues Revenue Allocation:			
Dues Revenue Allocation - AAD	630.00	568.00	62.00
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AMERICAN NUCLEAR SOCIETY

12/31/2016			
	Actual	Budget	
	12/31/16	Full Year	Variance
Revenues			
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Total Other Expenses		500.00	(500.00)
Total Expenditures	1,500.00	500.00	1,000.00
Net Surplus/(Deficit)	(870.00)	68.00	(938.00)

Total of specific category Carries to 1st page of statements



AMERICAN NUCLEAR SOCIETY

[Division Name]

			0/21/201	16		
	12/31/2016					
	Actual	Budget				
	12/31/2017	Full Year	Variance			
Revenues						
Dues Revenue Allocation	\$630.00	\$568.00	\$62.00			
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Total Expenditures	1,500.00	500.00	1,000.00			
Net Surplus/(Deficit)	(870.00)	68.00	(938.00)			
Her Surplus (Dencir)	(070.00)	00.00	(555.00)			
Fund Balance at 1/1/16	35,445.56	35,445.56	_			
Fund Balance at 12/31/16	34,575.56	35,513.56	(938.00)			



- ANS will provide quarterly financial statements to Divisions
 - January March by April 30
 - April June by July 31
 - July September by October 31
 - September December by February 15



Current Budget Policy

Current Budget Policy



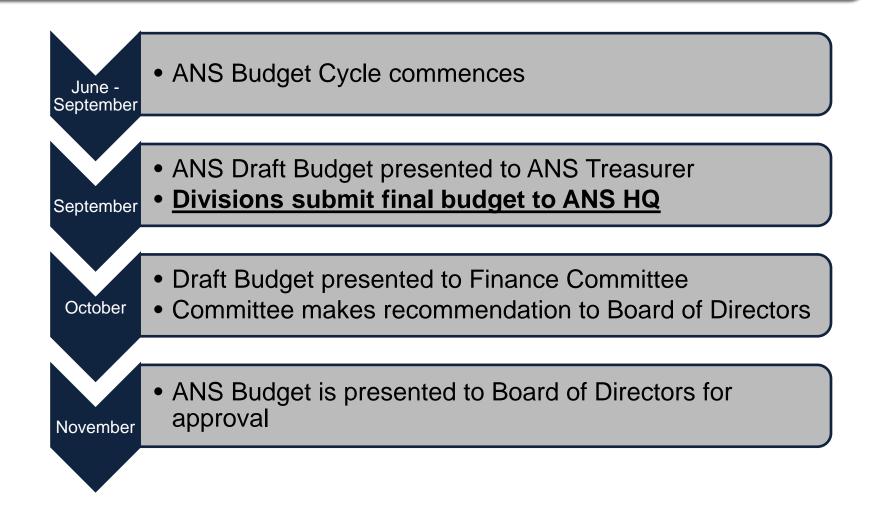
- Budget policy approved by Board December 2013
- Division budgets are part of overall ANS budget
 - Society cash flow management
- Division Budgets due to ANS headquarters by September 15 for inclusion in budget for the following calendar year



Budget Cycle and Timeline

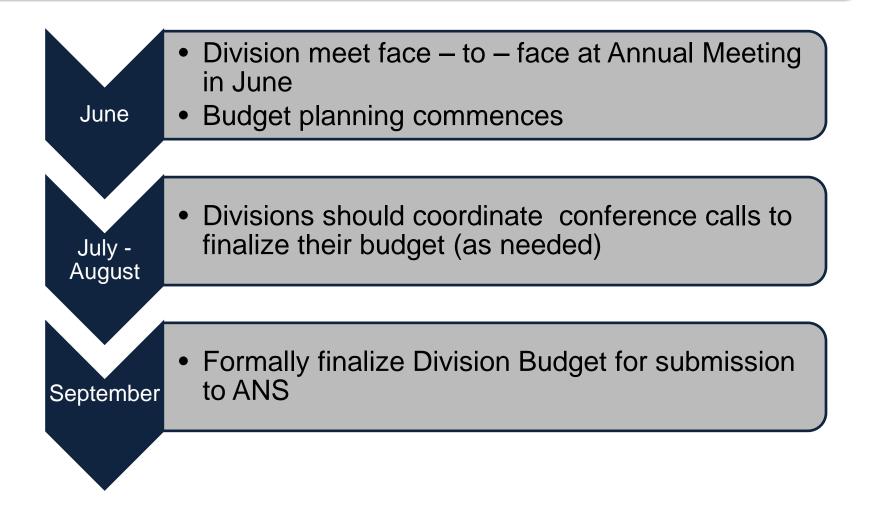
ANS Budget Cycle





Division Timeline









2015 Budget Template for ABC Division

	2013	2014	2014	2015	
	Actual	Actual through 3/31/14	Budget	Proposed	
Balance Forward from Previous Year	\$28,050	\$32,648	\$32,648	\$31,022b	based on 2014 year end actual
Budget Funds					
Member Dues Allocation (\$2/member)	\$662	\$224	\$662	\$674b	ased on member count as of Dec 2013
Division Income	\$3,936	\$650	\$650	\$0	Share of 2013 Emb Top
Total Income	\$4,598	\$874	\$1,312	\$674	
Budget Expenses					
Newsletters, Website	\$0	\$0	\$0	\$0	
Awards & Plaques	\$0	\$0	\$50	\$0	
National Meeting Costs	\$0	\$0	\$0	\$0	
Topical Meeting Costs	\$0	\$0	\$0	\$0	
Division Officer Expenses	\$0	\$0	\$0	\$0	
Student Support	\$0	\$2,500	\$3,000	\$500	
Scholarship/NEED Funding	\$0	\$0	\$0	\$0	
YMG Support					
Other Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$2,500	\$3,050	\$500	
Net	\$4,598	(\$1,626)	(\$1,738)	\$174	
Total Year End Funds	\$32,648	\$31,022	\$30,910	\$31,196	



These columns will be filled in with your Division data	udget Ter. , ate for	ABC Divi			
	2013	2014	2014	2015	
	Actual	Actual through 3/31/14	Budget	Proposed	
Balance Forward from Previous Year	\$28,050	\$32,648	\$32,648	\$31,022	based on 2014 year end actual
Budget Funds					
Member Dues Allocation					
(\$2/member)	\$662	\$224	\$662		based on member count as of Dec 2013
Division Income	\$3,936	\$650	\$650	\$0	Share of 2013 Emb Top
Total Income	\$4,598	\$874	\$1,312	\$674	
Budget Evpenses					
Budget Expenses	¢o		¢o	<u> </u>	
Newsletters, Website	\$0 \$0	\$0	\$0 \$50	\$0	
Awards & Plaques	\$0	\$0\$0	\$50	\$0 \$0	
National Meeting Costs	\$0	\$0 \$0	\$0 \$0	\$0 \$0	
Topical Meeting Costs	\$0 \$0	\$0 \$0	\$0	\$0 \$0	
Division Officer Expenses Student Support	\$0	\$0	\$0	\$0	
Scholarship/NEED Funding	\$0	\$0	\$3,000	\$300 \$0	
YMG Support	م ں 	 			
Other Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0 \$0	\$2,500	\$3,050	\$500	
Net	\$4,598	(\$1,626)	(\$1,738)	\$300 \$174	
Total Year End Funds	\$32,648	(\$1,020) \$31,022	\$30,910	\$31,196	



Enter budget figures and assumptions (if any) in final columns of template

2015 Budget Template for ABC Division

	2013	2014	2014	2015	
	Actual	Actual through 3/31/14	Budget	Proposed	
Balance Forward from Previous Year	\$28,050	\$32,648	\$32,648	\$31,022	based on 2014 year end actual
Budget Funds					
Member Dues Allocation (\$2/member)	\$662	\$224	\$662	\$674	based on member count as of Dec 2013
Division Income	\$3,936	\$650	\$650	\$0	Share of 2013 Emb Top
Total Income	\$4,598	\$874	\$1,312	\$674	
Budget Expenses					
Newsletters, Website	\$0	\$0	\$0	\$0	
Awards & Plaques	\$0	\$0	\$50	\$0	
National Meeting Costs	\$0	\$0	\$0	\$0	
Topical Meeting Costs	\$0	\$0	\$0	\$0	
Division Officer Expenses	\$0	\$0	\$0	\$0	
Student Support	\$0	\$2,500	\$3,000	\$500	
Scholarship/NEED Funding	\$0	\$0	\$0	\$0	
YMG Support					
Other Expenses	\$0	\$0	\$0	\$0	
Total Expenses	\$0	\$2,500	\$3,050	\$500	
Net	\$4,598	(\$1,626)	(\$1,738)	\$174	
Total Year End Funds	\$32,648		\$30,910	\$31,196	



- Budget templates will be sent out before Annual Meeting
- After final submission to ANS no changes to the Division Budgets should be made
- Differences will be noted as variances
 - Communicate variances to Staff Liaison and ANS Finance Director



Annual Due Dates

Annual Due Dates



- Sep 15 Division Budgets due to ANS Headquarters
- Quarterly financial statements to Divisions
 - January March by April 30
 - April June by July 31
 - July September by October 31
 - September December by February 15



Questions?

Contact information:

Staci Levy: 708-579-8276 or <u>slevy@ans.org</u> or Val Vasilievas: 708-579-8202 or <u>vvasilievas@ans.org</u>