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Winter 2006

ADE Treasurer's Report, Fiscal Year, September 1, 2005-August 31, 2006

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ADE Treasurer's Report

Fiscal Year, September 1, 2005–August 31, 2006

The finances of the Association for Documentary Editing have improved over the last year. This year, we had an increase of \$6,438 in the general budget, giving us unrestricted assets of nearly \$61,000. This increase was a nice change from three consecutive years of minor deficit spending. The increase can be attributed to several things: first, there were approximately forty more dues-paying members this year; second, the dues increase was in effect for the entire year; third, interest rates more than doubled from the previous year; and finally, several of the expenditures were much less than budgeted. While the addition of an administrative assistant resulted in some spending that was not anticipated, we reaped the benefits of the host institution assuming some general expenses like postage and office supplies.

The Association for Documentary Editing received a \$65,100 grant from the National Endowment for the Humanities to produce the third edition of Mary-Jo Kline's *Guide to Documentary Editing* in print and on the Internet. I created a separate checking account solely for the distribution of those funds so there will be no overlap between the Association's general operating funds and the grant funds.

The finances of the Association for Documentary Editing are secure. Our main checking account, the grant checking account, and the savings account are held in Chase Bank accounts in Springfield, Illinois. There are three certificates of deposit at Chase Bank in Springfield, Illinois. One holds the reserve of \$30,000, which would cover the operating expenses of the Association for an entire year if there were no income. The two other CDs hold the Boyd and Boydston restricted funds. Interest rates jumped substantially last year, as we earned 4.5 percent on three short-term CDs. Last year, interest rates hovered at just above 2 percent.

The treasurer continues to maintain all ADE accounts in Quicken, and those computer files are backed up daily on Illinois Historic Preservation Agency servers.

ADE Treasurer's Report Fiscal Year September 1, 2005–August 31, 2006

Income	2004–2005 actual	2005–2006 budget	2005–2006 actual
Dues	\$10,725	\$11,500	\$13,495
Contributions	\$1,240	\$5,650	\$365
Conferences	\$13,825	\$18,000	\$13,873
Subscriptions	\$1,134	\$1,200	\$1,153
Book sales	\$113	\$100	\$114
Interest	\$208	\$750	\$1,194
Miscellaneous	\$0	\$200	\$0
Totals	\$27,245	\$37,100	\$30,194

Expenses	2004–2005 actual	2005–2006 budget	2005–2006 actual
Conferences	\$10,324	\$18,000	\$13,143
<i>Documentary Editing</i>	\$8,976	\$9,000	\$3,938
Membership directory	\$855	\$1,000	\$0
National Coalition for History	\$1,500	\$1,500	\$1,500
National Humanities Alliance	\$2,250	\$2,250	\$2,283
Butterfield Award	\$750	\$750	\$0
AA/Secretary Travel	\$0	\$750	\$151
Travel grants	\$2,328	\$2,500	\$2,500
Office supplies/postage	\$952	\$750	\$0
Award plaques	\$193	\$100	\$145
Miscellaneous	\$2,482	\$500	\$96
Totals	\$30,610	\$37,100	\$23,756
Difference: ()	(\$3,365)		\$6,438

Assets (non-restricted)

Date	Checking	Savings	CDS	Total
August 31, 2004	\$2,555	\$55,291	\$0	\$57,846
August 31, 2005	\$4,409	\$19,491	\$30,581	\$54,481
August 31, 2006	\$8,628	\$19,848	\$32,443	\$60,919

**ADE Proposed Budget Fiscal Year
September 1, 2006–August 31, 2007**

Income		Expenses	
Dues	\$14,000	Conferences	\$15,000
Contributions	\$2,500	<i>Documentary Editing</i>	\$13,800
Conferences	\$15,000	Membership directory	\$1,000
<i>Documentary Editing</i> subscriptions	\$1,200	National Coalition for History	\$3,000
Book sales	\$100	National Humanities Alliance	\$2,800
Interest	\$1,000	Butterfield Award	\$750
Miscellaneous	\$200	AA/Secretary Travel	\$750
Total	\$34,000	Travel grants	\$2,500
		Office supplies/postage	\$750
		Award plaques	\$150
		ADE brochures	\$1,000
		Miscellaneous	\$500
		Total	\$42,000

**ADE Boyd and Boydston accounts Fiscal Year,
September 1, 2005–August 31, 2006**

Julian P. Boyd Award Fund

Opening balance September 1, 2005	\$19,029
Paid out, FY 2005–6	\$0
Contributions, FY 2005–6	\$0
Interest, FY 2005–6	\$1,050
Balance, August 31, 2006	\$20,079

The Boyd Award Fund has \$20,079 in a Chase Bank certificate of deposit in Springfield, Illinois. The previous CD matured in December 2005, when it earned \$543 in interest. I reinvested the interest and added the contributions from the year before and started a 7-month CD. It matured in July 2006, when it earned \$507 in interest. The current CD will mature in February 2007.

Jo Ann Boydston Award Fund

Opening balance, September 1, 2005	\$6,664
Paid out, FY2005-6	(\$300)
Contributions, FY 2005-6	\$80
Interest, FY 2005-6	\$349
Balance, August 31, 2006	\$6,793

The Boydston Fund has \$6,713 in a Chase Bank certificate of deposit in Springfield, Illinois. The previous CD matured in December 2005, when it earned \$180 in interest. I reinvested the interest and added the contributions from the year before and started a 7-month CD. It matured in July 2006, when it earned \$169 in interest. The current CD will mature in February 2007, when I will add the \$80 in contributions.

**ADE Dues, Contributions, and Subscriptions Fiscal Year
September 1, 2005–August 31, 2006**

Dues

Regular: 3@\$25, 1@\$30, 235@\$35	\$8,330
Sustaining: 23@\$70	\$1,610
Patron: 24@\$100	\$2,400
Student: 7@\$15	\$105
Retired: 44@\$15	\$660
Overseas: 7@\$50	\$350
Institutional: 1@\$40	\$40
Total	\$13,495

Contributions (non-restricted)

General Fund	\$363
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Subscriptions

Institutional	\$1,153
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**ADE 2005 Conference Financial Report Denver,
Colorado Fiscal Year, September 1, 2005–August 31, 2006**

Income	
Registrations: 84@\$65, 14@\$90	\$6,720
Breakfast: 58@\$31	\$1,798
Banquet: 90@\$42	\$3,780
Tour: 25@\$63	\$1,575
Total	\$13,873

Expenses	
Brown Palace Hotel	\$6,722.84
Colorado Historical Society	\$425.00
Three Tomatoes Catering	\$2,079.62
Argonaut Wine & Liquors (Reception)	\$540.02
Refunds	\$234.00
Leisure West Tours	\$1,475.00
Administrative Assistant's Airfare & Lodging	\$842.33
Secretary's Airfare & Lodging	\$803.00
Misc. (supplies)	\$21.62
Total	\$13,143.43

Balance (\$13,873.00 minus \$13,143.43) \$729.57

**ADE Grant from the
National Endowment for the Humanities Fiscal Year
September 1, 2005–August 31, 2006**

	Budget Expended to date	
Salaries	\$54,100	\$26,944
Consultant Fees	\$2,500	\$0
Travel	\$2,650	\$3,160
Office supplies	\$250	\$0
Indexing	\$1,500	\$0
Broadband	\$735	\$42
OCR Scanning	\$500	\$346
Postage	\$330	\$0
Photocopying	\$385	\$0
Telephone	\$500	\$0
Preparation of Electronic Version	\$1,650	\$0
Total	\$65,100	\$30,492

ADE Assets, August 31, 2006

Non-restricted	
Checking Account (Chase Bank, Springfield, Illinois)	\$8,628
Business Savings Account (Chase Bank, Springfield, Illinois)	\$19,848
Certificate of Deposit (Chase Bank, Springfield, Illinois)	\$32,443
Total non-restricted assets	\$60,919
Restricted	
Boyd Fund (Certificate of Deposit, Chase Bank, Springfield, Illinois)	\$20,079
Boydston Fund (Certificate of Deposit, Chase Bank, Springfield, Illinois)	\$6,713
Total restricted assets	\$26,792
Grant	
NEH Grant Account (Chase Bank, Springfield, Illinois)	\$13,477
Total Assets	\$101,188