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## ADE Treasurer's Report, Fiscal Year, September 1, 2002-August 31, 2003

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# ADE Treasurer's Report

Fiscal Year, September 1, 2002–August 31, 2003

Gary E. Moulton

*T*he finances of the Association for Documentary Editing are sound. There has been a decrease in the general budget of \$377, giving us unrestricted assets totaling \$59,706. This year's slight reduction is mitigated by the large increase from last year (\$7,401), and that large overage partly explains the present showing. A portion of the money for last year's conference in Washington, D.C., was received before the fiscal year began, so those monies were reported for the year in which they were received rather than across two years. In the present single-page report the Washington conference looks to have a deficit, but when the full range of income and expenses are detailed in a separate specific report, the conference shows an overage of \$815. Understanding this, we have no need to be concerned about ADE finances for now or in the future. Our members continue to make generous contributions by joining the organization at higher levels and by giving extra money to the general fund. We can thank our members for their generosity which makes possible a sound financial situation.

The finances of the Association for Documentary Editing are secure. Our checking and savings accounts are held in Wells Fargo and our Certificates of Deposit in Security Federal from which we receive regular statements. The association's accounts have balanced perfectly with every statement during the present fiscal year. The accounting procedures are performed on a recent version of Quicken and backed up in two separate ways.

Let me make a few comments about future prospects for our finances. Presently a portion of our money is invested in a Security Federal CD account drawing 2.78% interest. When this CD matures in December, we are not likely to receive any better return on our money. My aim has been security and liquidity over performance. However, given our present adequate resources, the generous contributions of members, and the continued careful management of the funds, we should have no problem meeting our normal financial functions. The Boyd and Boydston funds are also well-provided for and fully capable of paying the prizes under their respective award provisions.

Again, I'm happy to speak to the details of the report, either now or during the course of the conference.

ADE Treasurer's Report  
Fiscal Year, September 1, 2002–August 31, 2003

ADE Treasurer's Report  
Fiscal Year, September 1, 2002–August 31, 2003

Income	2001–2002 actual	2002–2003 budget	2002–2003 actual
Dues	\$10,268	\$ 10,500	\$ 9,800
Contributions	1,166	2,250	1,460
Conferences	12,310	12,500	21,531
Subscriptions	905	1,000	1,253
Book sales	112	100	0
Interest	537	500	545
Miscellaneous	<u>0</u>	<u>250</u>	<u>0</u>
Totals	\$ 25,298	\$ 27,100	\$ 34,589

Expenses	2001–2002 actual	2002–2003 budget	2002–2003 actual
Conferences	\$ 8,153	\$ 12,500	\$ 23,216
<i>Documentary Editing</i>	3,025	5,000	4,918
Membership directory	1,692	1,500	1,016
Federal Policy Committee	0	250	0
Natl Coordinating Committee	1,500	1,500	1,500
Natl Humanities Alliance	2,000	2,000	2,000
Butterfield Award	500	750	500
Book purchases/postage	0	100	0
Website Committee	0	0	0
Travel grants	0	2,500	1,350
Office supplies/postage	702	800	327
Award plaques	195	200	138
Miscellaneous	<u>129</u>	<u>0</u>	<u>1</u>
Totals	\$ 17,896	\$ 27,100	\$ 34,966

FY 2002B3 difference, <\$377>

Date	Checking	Savings	CDs	Total
August 31, 2002	\$ 2,712	\$ 31,503	\$ 25,867	\$ 60,082
August 31, 2003	2,790	30,644	26,272	59,706

\*Restricted assets include the Boyd and Boydston funds (\$18,727 + 6,430 = \$25, 157); see separate page.

ADE Proposed Budget  
Fiscal Year, September 1, 2003–August 31, 2004

Income

Dues	\$ 10,250
Contributions (current and residual)	2,300
Conferences	15,500
<i>Documentary Editing</i> subscriptions	1,250
Book sales	100
Interest	500
Miscellaneous	<u>100</u>
Total	\$ 30,000

Expenses

Conferences	\$15,500
<i>Documentary Editing</i>	5,000
Membership directory	1,500
Federal Policy Committee	250
National Coordinating Committee	1,500
National Humanities Alliance	2,000
Butterfield Award	750
Book purchases/postage	0
Travel grants	2,500
Office supplies/postage	700
Award plaques	250
Miscellaneous	<u>50</u>
Total	\$ 30,000

ADE Boyd and Boydston Accounts  
Fiscal Year, September 1, 2002–August 31, 2003

Julian P. Boyd Award Fund

Opening balance, August 31, 2002	\$ 18,451
Paid out, FY 2002–3	0
Contributions, FY 2002–3	[215]
Interest, FY 2002–3	276
Balance, August 31, 2003	\$ 18,727

The Boyd Fund has \$18,727.51 in a Security Federal, Lincoln, Nebraska, CD account (1001549) drawing 2.78% interest maturing December 18, 2003. There is also \$215 from contributions for the fiscal year in reserve in the Wells Fargo checking account that will be transferred to the CD when it matures.

Jo Ann Boydston Award Fund

Opening balance, August 31, 2002	\$ 6,334
Paid out, FY 2002–3	0
Contributions, FY 2002–3	[115]
Interest, FY 2002–3	96
Balance, August 31, 2003	\$ 6,430

The Boydston Fund has \$6,429.81 in a Security Federal, Lincoln, Nebraska, CD account (1001548 ) drawing 2.78% interest maturing December 18, 2003. There is also \$115 from contributions for the fiscal year in reserve in the Wells Fargo checking account that will be transferred to the CD when it matures.

ADE Dues, Contributions, and Subscriptions  
Fiscal Year, September 1, 2002–August 31, 2003

Dues		Contributions	
Regular (209 @ \$25 each)	\$5,225	General fund	\$1,130
(2 @ \$20 each)	40	[Boyd & Boydston funds	330]
Sustaining (33 @ \$40 each)	1,320	Total	<u>\$1,460</u>
Patron (32 @ \$70 each)	2,240		
Student (17 @ \$15 each)	255		
Retired (25 @ \$15 each)	375	Subscriptions	
Overseas (6 @ \$40 each)	240	Institutional	\$1,253
Canadian (3 @ various)	105		
Total	<u>\$9,800</u>		

ADE 2002 Conference Financial Report  
Washington, D.C.  
Fiscal Year, September 1, 2002–August 31, 2003

Income		Expenses	
Gifts	\$4,100	Hotel Washington	\$11,144.04
Registrations (125@60; 26@20; 9@85)	8,785.00	Bus Service	1,944.00
Lunch (66@\$30)	1,980	Mount Vernon Inn	5,928.92
Breakfast (92@20)	1,840	Secretary	
Banquet (102@45; 1@40)	4,630	Hotel	764.45
Misc.	140.00	Misc. (supplies)	124.06
TOTAL	<u>\$21,475</u>	Misc. (supplies)	119.15
		Refunds	635.00
		TOTAL	<u>\$20,659.62</u>
Balance (\$21,475.00 minus \$20,659.62)			\$815.38

ADE Assets, August 31, 2003

Non-restricted	
Checking account (Wells Fargo, Lincoln, Nebraska, 841879018)	\$ 2,790.34
Premium Market (Savings) account (Wells Fargo, Lincoln, 841878143)	30,643.68
Certificate of Deposit (CD) (Security Federal, Lincoln, 1001547)	26,271.53
Total non-restricted assets	\$ 59,705.55
Total non-restricted assets, 9-1-02	\$ 60,082.48
Total non-restricted assets, 8-31-03	59,705.55
Difference, FY 2002-3	<\$ 376.93>
Total income, FY 2002-3	\$ 34,589.15
Total expenses, FY 2002-3	34,966.08
Difference, FY 2002-3	<\$ 376.93>
Restricted	
Boyd Fund	\$ 18,727.51
Boydston Fund	<u>6,429.81</u>
Total restricted assets	\$ 25,157.32
TOTAL ASSETS	\$ 84,862.87