



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

SEPTEMBER 1, 2017 - AUGUST 31, 2018 OPERATING BUDGET
presented to the Membership per Article V, Section 2 of the Association Bylaws

ASLTA Board of Directors	Contact
President: Janice Smith-Warshaw	president@asлта.org
Vice President: vacant	vicepresident@asлта.org
Secretary: Jason E. Zinza	secretary@asлта.org
Treasurer: vacant	treasurer@asлта.org
Evaluation Committee Chair: Amy June Rowley	evaluation@asлта.org
Chapter Affiliation / Bylaws Chair: Beatrice Pfaff	chapters@asлта.org
Professional Development Chair: vacant	pd@asлта.org
Special Committee - Communications: David Martin	communications@asлта.org
Special Committee - ASL Honor Society Coordinator: Lisa Godfrey	aslhs@asлта.org
Special Committee - Conference Chair: Kristine Hall	conference@asлта.org

From the President

ASLTA's Bylaws require a budget to be prepared, based on a 5-year plan. The 2017-2018 budget here reflects the Board's commitment to transparency and accountability. More importantly, it ensures that members know how their financial commitment supports the Association. As the Treasurer's position is vacant, the Board worked together to draft and review this budget in true collaborative spirit.

Janice Smith-Warshaw, Ed.D.
ASLTA President (2017 - 2021)

INCOME				2017 - 2018 Fiscal Year Actuals	Projected	Notes
1) Membership Dues	<i>Membership Categories</i>	<i>Individual Members as of 5-13-18</i>	<i>Dues Amount</i>	<i>Amount Received to Date</i>	<i>Total Membership Income</i>	<i>Notes</i>
	Supporting	112	\$50.00	\$5,600	\$6,600.00	Based on meeting goal of having 132 Supporting members.
	Associate	428	\$80.00	\$34,240	\$34,960.00	Based on meeting goal of having 437 Associate members.
	Certified	231	\$100.00	\$23,100	\$24,000.00	Based on meeting goal of having 240 Certified members.
	Institutional	9	\$200.00	\$1,800	\$1,800.00	Met budget goal of at least 8 Institutional members.
	ASLTA Chapter Annual Dues	9	\$35.00	\$315	\$315.00	
	ASLTA Chapters Back Dues	0	\$0.00	\$0.00	\$0.00	
	Honorary	11	\$0.00	\$0.00	\$0.00	Honorary members do not pay dues.
	Retired	1	\$0.00	\$0.00	\$0.00	Retired members do not pay dues.
2) Programs & Fees	<i>Name of Program or Fee</i>	<i>Frequency</i>	<i>Rates</i>	<i>Amount Received to Date</i>	<i>Total Programs & Fees Income</i>	<i>Notes</i>
	ASL Honor Society	Every 6 months	20% of total ASLHS revenue	\$912.35	\$6,000.00	Estimate based on Spring 2017 sales. Next chargeback to occur on July 1, 2018 (covering period between 1/1/18 - 6/30/18).
	ASLTA Chapter Affiliation Fee	Rolling	\$100.00	\$0	\$0.00	Due when a new chapter affiliates with ASLTA.
	Advertising Fees	Rolling	See rates sheet	\$0	\$0.00	ASLTA has not enacted the proposed rates sheet. Should go into effect September 1, 2018 when approved by the Board.
	Certification and Evaluation Fees	Rolling	See rates sheet	N/A	N/A	Evaluation income is not directed to the ASLTA general fund. Evaluation funds are not included in this budget.
3) Donations	<i>Type of Donation</i>	<i>Account</i>	<i>Current Value as of 5-13-18</i>	<i>Donations Received to Date</i>	<i>Total Donations Income</i>	<i>Notes</i>
	Individual	General fund	N/A	\$278.12	\$278.12	
	Thomas Riggs Memorial Fund	Restricted	\$6,169.61	\$25.00	[\$6,169.61]	Restricted until fund reaches \$10,000.00. Amount not included in annual budget.
	LF2 Leadership Fund	Restricted	\$3,650.37	\$27.40	[\$3,650.37]	Restricted until fund reaches \$10,000.00. Amount not included in annual budget.
	L1 Initiatives Fund	Restricted	\$6,636.24	\$55.15	[\$6,636.24]	Restricted until fund reaches \$10,000.00. Amount not included in annual budget.
	LaVerne Cagle Certification Fund	Restricted	\$50.00	\$50.00	[\$50.00]	This fund has not been finalized yet. Amount not included in annual budget.
	Corporate Sponsors	General fund	N/A	\$0	\$0.00	
	Amazon Smile	General fund	N/A	\$14.57	\$0.00	ASLTA earns a % of all eligible purchases made on smile.amazon.com.
	PayPal Giving Fund	General fund	N/A	\$104.32	\$0.00	ASLTA earns a % of PayPal user fees by customers who designate ASLTA as a beneficiary.
	ASLTA Chapter Dissolution	General fund	N/A	\$0	\$0.00	Bank balances are donated to ASLTA when an ASLTA chapter permanently closes.

				Actual Received to Date (5-13-18)	Projected Total Income by 8-31-18	
				\$66,364.36	\$73,953.12	
EXPENSES				2017 - 2018 Fiscal Year Actuals	Projected	Notes

1) Annual Expenses	<i>Annual Expense</i>	<i>Type</i>	<i>Outstanding Balance</i>	<i>Amount Paid to Date</i>	<i>Total Annual Expenses</i>	<i>Notes</i>
	ASLTA Bookkeeper	Accounts Payable / Receivable	\$3,000.00	\$9,000.00	\$12,000.00	\$1,000.00 per month.
	Philadelphia Insurance	Insurance (liability)	\$0.00	\$1,343.00	\$1,343.00	Business Owners Policy / Corporate Liability Insurance.
	Travelers Insurance	Insurance (liability)	\$0.00	\$1,184.00	\$1,184.00	Liability Insurance.
	Certified Public Accountant (CPA)	Taxes & mandated filings	\$0.00	\$918.00	\$1,800.00	Estimated cost for 2017-2018 filings.
	PayPal	Credit card processing	\$0.00	\$360.00	\$360.00	\$30.00 per month.
	QuickBooks	Accounting software	\$0.00	\$637.80	\$637.80	\$53.15 per month.
	Legal Zoom	Registered Agent (in North Carolina)	\$0.00	\$216.00	\$216.00	\$108.00 per year (paid every other year).
	MailChimp	Communications	\$0.00	\$250.00	\$250.00	\$250.00 per year.
	Post Office Box	Association home	\$0.00	\$112.00	\$112.00	\$56.00 per 6 months.
	Webmaster	Website	\$0.00	\$0.00	\$0.00	ASLTA has not hired a webmaster at this time.
	Site Ground	Website	\$0.00	\$774.00	\$774.00	Website cost: Hosting services (paid for 3 years; no payment due until 2021).
	MemberPress	Website	\$0.00	\$119.00	\$119.00	Website infrastructure (annual cost).
	ProfilePress	Website	\$0.00	\$99.00	\$99.00	Website membership processor (annual cost).
	MetroFax	Fax servicing	\$0.00	\$17.90	\$17.90	Discontinued service on 9/12/17.
	NameCheap	Website	\$0.00	\$20.64	\$20.64	Website cost: Domain name.
	Evaluation Program Support	Program Support	\$2,310	\$0.00	\$2,400.00	\$10.00 from every certified individual's annual dues is directed to the Evaluation and Certification program account. This is done on August 31 of each year.

2) General Expenses	<i>Expense</i>	<i>Type</i>	<i>Outstanding Balance</i>	<i>Amount Paid to Date</i>	<i>Total Budgeted General Expenses</i>	<i>Notes</i>
	Office Supplies	Communications; general office.	\$0.00	\$385.97	\$600.00	
	Copper & Water	Website	\$3,886.00	\$1,914.00	\$5,800.00	Phase 1 of website transfer from CivicRM to WordPress. Balance due upon completion of project.
	Professional Training	Social Justice	\$0.00	\$600.00	\$600.00	Trainer fees (Mark Ramirez).
	Parliamentarian	Consultation	\$0.00	\$1,200.00	\$1,200.00	National certified parliamentarian fees (Wanda Sims, PRP).
	All Out Marketing	Website	\$0.00	\$10,990.21	\$10,990.21	Website development.
	Contingency Fund	Unplanned Needs	\$0.00	\$0.00	\$5,097.02	Potential allocations: People of Color outreach and certification; conference sponsorships to other organizations.

3) Annual Affiliations	<i>Organization</i>	<i>Type</i>	<i>Outstanding Balance</i>	<i>Amount Paid to Date</i>	<i>Total Annual Affiliations Expenses</i>	<i>Notes</i>
	Conference of Interpreter Trainers (CIT)	Related organization	\$0.00	\$500.00	\$500.00	www.cit-asl.org
	American Council on the Teaching of Foreign Languages (ACTFL)	World language advocacy	\$0.00	\$250.00	\$250.00	www.actfl.org
	National Association of the Deaf (NAD)	National advocacy	\$0.00	\$300.00	\$300.00	www.nad.org
	Council on Education of the Deaf (CED)	Heritage language advocacy	\$0.00	\$2,000.00	\$2,000.00	www.councilondeafed.org
	ASL Round Table (ASLRT)	Heritage language advocacy	\$0.00	\$0.00	\$0.00	www.asl18.weebly.com (no annual membership fee)

4) Conference Representation	<i>Organization</i>	<i>Details</i>	<i>Outstanding Balance</i>	<i>Amount Paid to Date</i>	<i>Total Conference Representation Costs</i>	<i>Notes</i>
	ASL Round Table (ASLRT)	Dates: November 8-10, 2017 Location: Indianapolis, IN Attendee/s: Jenny Gough (Vice President); Beatrice Pfaff (Chapters Chair); Amy June Rowley (Evaluation Chair); Arlene Garcia (Past President)	\$0.00	\$2,257.64	\$2,257.64	Costs included registration, accommodations, transportation, and meals.
	American Council on the Teaching of Foreign Languages (ACTFL)	Dates: November 18-21, 2017 Location: Nashville, TN Attendee/s: Janice Smith-Warshaw (Professional Development Chair); Tim Riker (Advocacy Co-Chair); Jason Zinza (World Language Director)	\$0.00	\$120.00	\$120.00	\$40.00 per representative to the Assembly of Delegates. Other than that, ASLTA did not incur any costs for conference attendance in 2017.

	Signs of Professionalism	Dates: November 24-26, 2017 Location: Auckland, New Zealand Attendee/s: Daniel Gough (Advocacy Co-Director)	\$0.00	\$600.00	\$600.00	Daniel Gough contributed 50% of the total cost of attendance.
	National Association of the Deaf (NAD)	Dates: July 3-7, 2018 Location: Hartford, CT Attendee/s: Janice Smith-Warshaw (President)	\$0.00	\$0.00	\$0.00	President Smith-Warshaw's attendance will not incur any costs to ASLTA.
5) In-Person Meetings	Organization	Details	Outstanding Balance	Amount Paid to Date	Total In-Person Meetings Costs	Notes
	ASLTA Treasurer & Bookkeeper Training	Dates: September 4-6, 2017 Location: Rochester, NY Attendee/s: Bill Newell (outgoing Treasurer); Daniel Heinze (Treasurer-elect); Maria Nikolaou (Bookkeeper)	\$0.00	\$2,329.84	\$2,329.84	Training of incoming Treasurer and Bookkeeper.
	CED Fall Board Meeting	Dates: September 22, 2017 Location: Washington, DC Attendee/s: Keri Brooks (President); Jason Zinza (World Language Director)	\$0.00	\$529.51	\$529.51	ASLTA's membership with CED requires a representative to attend the CED Board meetings twice per year.
	ASLTA Face-to-Face Board Meeting	Dates: October 20-22, 2017 Location: Colorado Springs, CO Attendee/s: Full Board	\$0.00	\$8,458.56	\$8,458.56	Strategic planning; social justice training.
	CED Spring Board Meeting	Dates: February 14, 2018 Location: Tucson, AZ Attendee/s: Janice Smith-Warshaw (President)	\$0.00	\$0.00	\$0.00	Janice Smith-Warshaw's attendance at the meeting did not incur any costs to ASLTA.
	ASLTA Face-to-Face Board Meeting	Dates: TBD (July or August 2018) Location: San Diego, CA Attendees: TBD	\$0.00	\$0.00	\$10,000.00	Tentative plan, depending on overall Association finances.
6) Sponsorships	Organization	Details	Outstanding Balance	Amount Paid to Date	Total Sponsorships Costs	Notes
			\$0.00	\$0.00	\$0.00	ASLTA has not budgeted any conference sponsorships in 2017-2018.
			Outstanding Balance (as of 5-13-18)	Amount Paid to Date (as of 5-13-18)	Total Expected Costs to 8-31-18	
			\$9,196.00	\$47,487.07	\$72,966.12	
TOTALS		Income To Date (as of 5-13-18)	\$66,364.36			
		Expenses To Date (as of 5-13-18)	\$47,487.07			
				Income Total (projected)	\$73,953.12	
				Expenses Total (projected)	\$72,966.12	
				Surplus (projected)	\$987.00	