



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

SEPTEMBER 1, 2018 - August 31, 2019 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@aslt.org
Vice President: James Wilson	vicepresident@aslt.org
Treasurer: vacant	treasurer@aslt.org
Secretary: Jason E. Zinza	secretary@aslt.org
Evaluation Committee Chair: Amy June Rowley	evaluation@aslt.org
Chapter Affiliation / Bylaws Chair: Beatrice Pfaff	chapters@aslt.org
Professional Development Chair: Lorraine Flores	pd@aslt.org
Special Committee - Communications: David Martin	communications@aslt.org
Special Committee - ASL Honor Society Coordinator: Christine Sharkey	aslhs@aslt.org
Special Committee - Conference Chair: Kristine Hall	conference@aslt.org

REVENUE				2018-2019 Fiscal Year Actuals	Projected Expenses by 8-31-19	
1) Membership Dues	<i>Membership Categories</i>	<i>Individual Members as of 9/30/18</i>	<i>Dues Amount</i>	<i>Amount Received to Date</i>	<i>Total Membership Income</i>	<i>Notes</i>
	Supporting	72	\$50.00	\$3,600.00	\$7,250.00	Membership goal: 145 Supporting members.
	Associate	211	\$80.00	\$16,880.00	\$35,600.00	Membership goal: 445 Associate members.
	Certified	156	\$100.00	\$15,600.00	\$25,000.00	Membership goal: 250 Certified members.
	Institutional	7	\$250.00	\$1,750.00	\$2,000.00	Membership goal: 8 Institutional members.
	Honorary	11	\$0.00	\$0.00	\$0.00	Honorary members do not pay dues.
	ASLTA Chapter Annual Dues	1	\$35.00	\$35.00	\$350.00	Membership goal: 10 chapters.
	ASLTA Chapters Back Dues		\$35.00 per year	\$0.00	\$0.00	Inactive chapters must pay back dues of \$35.00 per year in order to become active chapters.
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	\$0.00	\$7,000.00	Estimate based on Spring 2018 sales. Chargebacks to occur on 12/31/18 (covering period between 7/1/18 - 12/31/18) and 6/30/19 (covering period between 1/1/19 - 6/30/19).
	Certification and Evaluation Fees	Rolling	Varies	\$1,750.00	\$12,000.00	Evaluation income is not directed to the ASLTA general fund. Program is included in the budget for planning purposes only.
	ASLTA Chapter Affiliation Fee	Rolling	\$100.00	\$0.00	\$200.00	Based on meeting goal of establishing 2 new chapters.
	Advertising Fees	Rolling	Varies	\$400.00	\$500.00	Advertising on the ASLTA website, eblasts, and newsletters. See rates sheet for details.
3) Donations	<i>Type of Donation</i>	<i>Account</i>	<i>Current Value (as of 9/30/18)</i>	<i>Donations Received to Date</i>	<i>Total Donations Income</i>	<i>Notes</i>
	Individual	General fund	\$0.00	\$0.00	\$500.00	Unrestricted donations are directed to the ASLTA general fund.
	Thomas Riggs Memorial Fund	Restricted	\$6,169.61	\$0.00	\$0.00	Restricted until fund reaches \$10,000.00. Amount not included in the annual budget.
	LF2 Leadership Fund	Restricted	\$3,650.37	\$0.00	\$0.00	Restricted until fund reaches \$10,000.00. Amount not included in the annual budget.
	L1 Initiatives Fund	Restricted	\$6,636.24	\$0.00	\$0.00	Restricted until fund reaches \$10,000.00. Amount not included in the annual budget.
	LaVerne Cagle Certification Fund	Restricted	\$50.00	\$0.00	\$0.00	This fund has not been finalized yet. Amount not included in annual budget.
	Corporate Sponsors	General fund	\$0.00	\$0.00	\$0.00	This is separate from conference sponsorships.

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	Amazon Smile	General fund	\$0.00	\$0.00	\$0.00	ASLTA earns a % of all eligible purchases made on smile.amazon.com . Disbursements occur every 6 months.
	PayPal Giving Fund	General fund	\$0.00	\$0.00	\$0.00	ASLTA earns a % of PayPal user fees by customers who designate ASLTA as a beneficiary.
	ASLTA Chapter Dissolution	General fund	\$0.00	\$0.00	\$0.00	Bank balances are donated to ASLTA when an ASLTA chapter permanently closes.
				Actual Received to Date (9/30/18)	Projected Income by 8-31-19	
				\$39,665.00	\$90,400.00	
EXPENSES				2018-2019 Fiscal Year Actuals	Projected Expenses by 8-31-19	<i>Notes</i>
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	\$11,600.00	\$1,000.00	\$12,600.00	\$1,050.00 per month (from the General budget).
	Evaluation Assistant	Program operations	\$8,800.00	\$800.00	\$9,600.00	\$800.00 per month. (from the Evaluation budget).
	Philadelphia Insurance	Insurance (liability)	\$0.00	\$0.00	\$1,400.00	Business Owners Policy / Corporate Liability Insurance.
	Travelers Insurance	Insurance (liability)	\$0.00	\$0.00	\$1,200.00	Liability Insurance.
	Certified Public Accountant (CPA)	Taxes & mandated filings	\$0.00	\$0.00	\$1,800.00	Estimated cost for 2018-2019 filings.
	Stripe	Online payment processing	\$0.00	\$0.00	\$2,000.00	Percentage-based on each transaction.
	QuickBooks	Accounting software	\$690.00	\$30.00	\$720.00	\$60.00 per month.
	Legal Zoom	Registered Agent (in North Carolina)	\$0.00	\$0.00	\$216.00	\$108.00 per year (paid every other year)
	MailChimp	Communications	\$0.00	\$0.00	\$250.00	\$250.00 per year.
	Post Office Box	Association home	\$0.00	\$0.00	\$112.00	\$56.00 per 6 months.
	Post Office Box	Evaluation home	\$0.00	\$0.00	\$250.00	\$125.00 per 6 months (from the Evaluation budget).
	LucidPress	Digital newsletter	\$0.00	\$0.00	\$155.40	Due December 21 of each year.
	Site Ground	Website	\$0.00	\$0.00	\$0.00	Website cost: Hosting services (no payment due until 2021).
	MemberPress	Website	\$0.00	\$0.00	\$119.00	Website infrastructure (annual cost).
	ProfilePress	Website	\$0.00	\$0.00	\$99.00	Website membership processor (annual cost).
	NameCheap	Website	\$0.00	\$0.00	\$0.00	Website cost: Domain name for www.aslta.org and www.aslta.com (no payment due until 2021).
	Evaluation Program Support	Program operations	\$0.00	\$0.00	\$2,500.00	\$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. Based on meeting goal of 250 certified members.
	GoReact	Evaluation operations	\$0.00	\$500.00	\$500.00	Based on 60 portfolios. (from the Evaluation budget)
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 (ASLTA office)	Communications; general office	\$0.00	\$0.00	\$600.00	For general needs.
	Office Supplies & Postage (Evaluation)	Communications; general office	\$0.00	\$0.00	\$400.00	From the Evaluation budget.
	Professional Consultation	Parliamentarian	\$0.00	\$0.00	\$500.00	Professional services during the year.
	Professional Consultation	Parliamentarian (conference)	\$0.00	\$0.00	\$2,500.00	Professional parliamentarian services during the 2019 ASLTA conference (from the Conference budget).

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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>
	American Council on the Teaching of Foreign Languages (ACTFL)	World language advocacy	\$0.00	\$250.00	\$250.00	www.actfl.org
	ASL Round Table (ASLRT)	Heritage language advocacy	\$0.00	\$0.00	\$0.00	No annual membership fee. www.aslrt18.weebly.com
	Conference of Interpreter Trainers (CIT)	Related organization	\$0.00	\$0.00	\$500.00	www.cit-asl.org
	Council on Education of the Deaf (CED)	Heritage language advocacy	\$0.00	\$0.00	\$2,000.00	www.councilondeafed.org
	National Association of the Deaf (NAD)	National advocacy	\$0.00	\$300.00	\$300.00	www.nad.org
4) Conference Representation						
	<i>Organization</i>	<i>Details</i>	<i>Outstanding Balance (as of 9/30/18)</i>	<i>Amount Paid to Date (as of 9/30/18)</i>	<i>Total Conference Representation Costs</i>	<i>Notes</i>
	Conference of Interpreter Trainers (CIT)	Dates: Oct. 31-Nov. 3, 2018 Location: Salt Lake City, UT Attendee/s: Amy June Rowley	\$150.00	\$165.96	\$315.96	Evaluation Chair Am June Rowley to represent ASLTA at the CIT conference. Transportation and per diem to be paid by ASLTA: - Transportation: \$165.96 - Per diem: \$150.00
	Deaf Studies Conference	Dates: Nov. 1-33, 2018 Location: Washington, DC Attendee/s: David Martin	\$0.00	\$225.00	\$225.00	Special Committee: Communications member David Martin to represent ASLTA at the Deaf Studies conference. Only registration to be paid by ASLTA: - Registration: \$225.00
	Ohio ASLTA State-wide Conference	Dates: Nov. 16-17, 2018 Location: Columbus, OH Attendee/s: Beatrice Pfaff	\$400.00	\$0.00	\$400.00	Chapters Chair Beatrice Pfaff to represent ASLTA at the OASLTA conference. All direct expenses to be paid by ASLTA: - Registration: \$100.00 - Lodging: \$150.00 - Transportation: \$80.00 - Per diem: \$70.00
	American Council on the Teaching of Foreign Languages (ACTFL)	Dates: Nov. 16-18, 2018 Location: New Orleans, LA Attendee/s: Secretary Zinza	\$0.00	\$0.00	\$0.00	Secretary Zinza to represent ASLTA at the ACTFL conference, at no cost to ASLTA.
	ASL Round Table (ASLRT)	Dates: Nov. 7-9, 2018 Location: Little Rock, AR Attendee/s: President Smith-Warshaw; Professional Development Chair Flores; Conference Chair Hall	\$0.00	\$0.00	\$100.00	President Smith-Warshaw, Professional Development Chair Lorraine Flores and Conference Chair Kristine Hall to represent ASLTA at the ASLRT conference. The only cost to ASLTA is the per diem for President Smith-Warshaw.
	Florida ASLTA State-wide Conference	Dates: Feb. 15-17, 2019 Location: Ft. Lauderdale, FL Attendee/s: TBD	\$0.00	\$0.00	\$1,050.00	ASLTA will send a representative to the conference and cover all direct expenses: - Registration: \$150.00 - Lodging: \$300.00 - Transportation: \$500.00 - Per diem: \$100.00
5) In-Person Meetings						
	<i>Organization</i>	<i>Details</i>	<i>Outstanding Balance (as of 9/30/18)</i>	<i>Amount Paid to Date (as of 9/30/18)</i>	<i>Total In-Person Meetings Costs</i>	<i>Notes</i>
	Council on Education of the Deaf (CED) Fall Board Meeting	Dates: Location: Washington, DC Attendee/s: Secretary Zinza and / or Special Committee: Communications (David Martin)	\$0.00	\$0.00	\$0.00	Secretary Zinza and / or Special Committee: Communications (David Martin) to represent ASLTA at this meeting, at no cost to ASLTA.

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	LASER (Language Accountability, Support, and Empowerment Roundtable)	Dates: Oct. 5-6, 2018 Location: Washington, DC Attendee/s: Vice President Wilson	\$0.00	\$0.00	\$850.00	Vice President James Wilson to represent ASLTA at the CIT conference. Transportation and per diem to be paid by ASLTA: - Transportation: \$300.00 - Lodging: \$400.00 - Per diem: \$150.00
	Council on Education of the Deaf (CED) Spring Board Meeting	Dates: Feb. 6-9, 2019 Location: Chicago, IL Attendee/s: TBD	\$0.00	\$0.00	\$1,000.00	ASLTA's membership with CED requires a representative to attend the CED Board meetings twice per year. Costs per attendee: Registration, accommodations; transportation; per diem meals.
	ASLTA Face-to-Face Board Meeting (conference)	Dates: 6/25/19-7/4/19 Location: San Diego, CA Attendee/s: All Board members	\$0.00	\$0.00	\$20,700.00	ASLTA Board members' conference costs are paid for by the Association. The contract with the conference hotel and conference planners requires that any free rooms offered by the hotel are divided equally between the Board and conference planning committee. Costs per attendee: Registration, accommodations; transportation; per diem meals. Hotel room, per night (2 Board members share): \$169.00 + tax and fees: \$218.91 Transportation: \$500.00 Per diem meals: \$50.00 Registration: \$450.00 Estimated cost for one Board member's attendance at NPDC: Hotel for 8 days (\$875.64); transportation (\$500.00); per diem meals (\$400.00); registration (\$450.00). ESTIMATED TOTAL: \$\$2,225.64 (budgeted 2,300.00 per board member) Based on 8 Board and Special Committee members (not including Treasurer)
	ASLTA Bookkeeper / ASLTA Conference	Dates: 6/30/19-7/4/18 Location: San Diego, CA Attendee/s: Maria Nikolaou	\$0.00	\$0.00	\$2,300.00	The ASLTA Bookkeeper is required to attend the 2019 ASLTA conference (from the Conference budget). Cost: Accommodations; transportation; per diem.
6) Sponsorships	<i>Organization</i>	<i>Details</i>	<i>Outstanding Balance</i>	<i>Amount Paid to Date (as of 9/30/18)</i>	<i>Total Sponsorship Costs</i>	<i>Notes</i>
	Conference of Interpreter Trainers (CIT)	Biennial Conference (Oct. 31 - Nov. 3, 2018)	\$0.00	\$1,000.00	\$1,000.00	ASLTA is sponsoring an afternoon snack for attendees. Recognition placed on CIT website and announced during the snack break, and ASLTA received a full-page ad in the program book.
	ASL Round Table (ASLRT)	Annual conference (Nov. 7-9, 2018)	\$0.00	\$1,000.00	\$1,000.00	ASLTA is the Diamond Sponsor of the conference.
				Actual Expenses to Date (9/30/18)	\$5,270.96	
					Projected Expenses by 8-31-19	
					Gross Projected Income by 8-31-19	\$90,400.00
					Gross Projected Expenses by 8-31-19	\$69,512.36
					Gross Projected Gain / Loss	\$20,887.64
						ASLTA is projected to have a gross revenue surplus in 2018-2019.
SAVINGS				2018-2019 Fiscal Year Actuals	Projected Savings by 8-31-19	<i>Notes</i>
	<i>Type of Savings</i>	<i>Details</i>	<i>Outstanding Balance</i>	<i>Amount Paid to Date</i>	<i>Total Savings & Contingency Fund</i>	<i>Notes</i>

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1) Savings	Long-term savings	4.33% of budget	\$0.00	\$0.00	\$3,900.00	Intended to build savings via Schwab investments. To be reviewed at the end of the 2018-2019 fiscal year for viability.
2) 2021 Conference	2021 conference hotel deposit	Need \$25,000.00	\$0.00	\$0.00	\$12,500.00	Half saved in 2018; remainder to be included in the 2019-2020 budget.
3) Contingency	Contingency Fund	Unplanned needs	\$0.00	\$0.00	\$4,487.64	For unexpected costs during 2018-2019.
					Projected Expenses by 8-31-19	
					\$20,887.64	Gross revenue surplus directed to savings and contingency fund.
					Projected Expenses by 8-31-19	
		Gross Projected Income by 8-31-19			\$90,400.00	
		Gross Projected Expenses by 8-31-19			\$90,400.00	
		Gross Projected Gain / Loss			\$0.00	ASLTA is projected to have a balanced budget in 2018-2019.