



2013-2014 SCRA Budget Narrative

This document is intended to be a brief explanation of the SCRA 2014 budget posted on the SCRA website. If you have any questions about any budget items, please email the SCRA Treasurer, Jim Emshoff at: jemshoff@gsu.edu.

The Budgeting Process

SCRA yearly budgets are determined at the Executive Committee's Midwinter Meeting. Prior to each Midwinter Meeting, all EC members, councils, committees, and interest groups are asked to prepare a report for the SCRA Briefing Book, which forms the basis for the discussion at the Midwinter Meeting. Those reports contain a description of the activities of the group/individual over the past year, plans for the coming year, and any budget requests. Budget requests are discussed at the Midwinter Meeting and at the end of that meeting a final budget for the coming year is approved. The primary criterion for determining whether or not a request gets funded is the extent to which the activity supports the mission and goals of SCRA. While there are no specific categories of requests that we refuse to fund, the Executive Committee does closely examine requests for food, travel and honoraria to determine if they advance the mission. SCRA does have specific funds set aside for student and international initiatives and these can include travel.

The total number and amount of the requests funded depends upon the overall anticipated revenue and expenses for the year. We have never been in a position of being able to fund all requests. Out-of-budget requests (i.e. those that are not included in the budget requests considered at the Midwinter Meeting) are generally not funded, unless the president, president-elect, past-president and treasurer agree that the request is necessary and could not have been foreseen when the yearly budget requests were submitted.

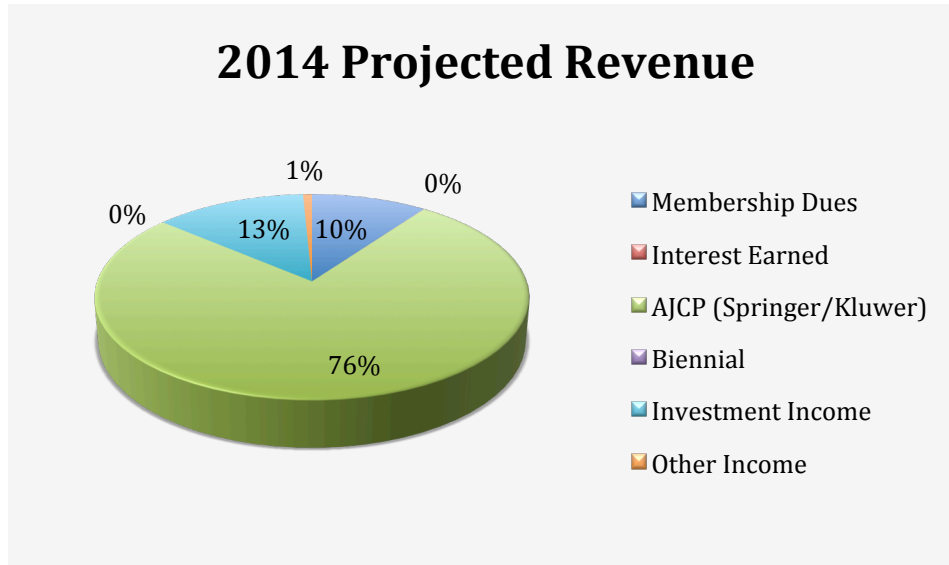
Overview of the 2014 Budget

Projected Revenue

In 2014, SCRA's largest source of revenue is expected to be based on royalties from our journal, the *American Journal of Community Psychology (AJCP)*. The AJCP category comprises nearly three-quarters (76%) of the 2014 projected revenue. SCRA's investment income¹ and membership dues are projected to be the next largest revenue contributors, comprising 13% and 10% of the budget, respectively. SCRA receives revenue from a variety of other sources,

¹ Starting in 2014, SCRA investments will be used as a source of income. The SCRA Finance Committee has developed a policy for this use. See *SCRA Policy and Procedures Manual* for additional details.

including special fund donations, grants, and royalties outside of AJCP. In 2014, the "other income" category is expected to contribute to <1% of the projected revenue. Similarly the "interest earned" category is expected to contributed to <1% of the projected revenue. Because 2014 is not a biennial year, no revenue income is projected for the biennial. See figure directly below for a breakdown of the revenue projected for this year.



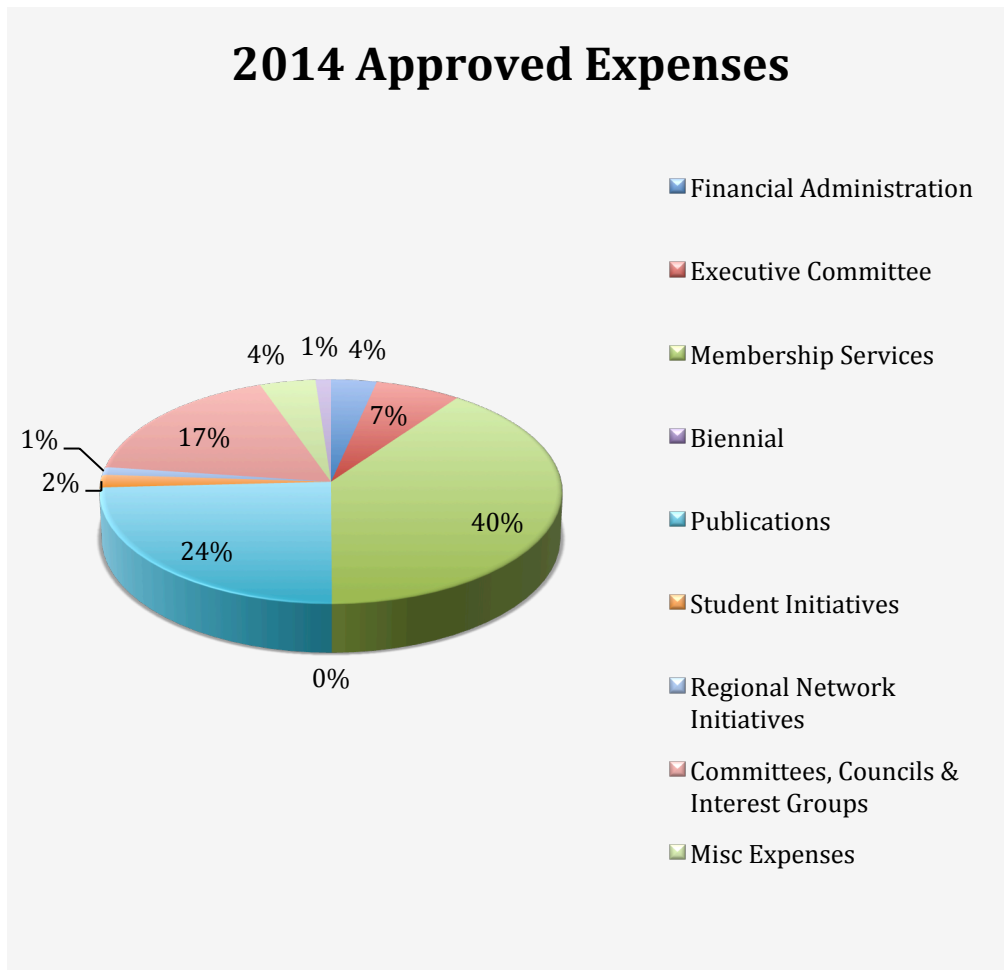
Approved Expenses

In 2014, "membership services" comprises the largest category (40%) of approved expenses. Membership services includes personnel support costs (i.e., AMC Source², our Administrative Director, social media consultation, and press release consultation), membership resources costs (i.e., updating and maintaining the website, online survey platform, project management and collaboration tool, and audio and video conferencing services), and other operational costs (i.e., membership database, SCRA office). The second largest category, comprising nearly a quarter of expenses (24%) relates to the production our two publications: *AJCP* and *The Community Psychologist*. Over half of those expenses (costs related editing the journal) are directly paid by our contract with Springer, and are included in the AJCP category in the revenue figure above. The "publications" category also includes costs associated with other SCRA publication activities (i.e., e-newsletter, book series support, international article initiative). The "committees, councils and interest groups" (C/C/IG), "regional network

² AMC Source is the association management group that assists SCRA with various membership services



initiatives", and "student initiatives" categories include funding for conference programming and travel, awards, grants, and other initiatives. Together, the C/C/IG, regional network initiatives, and student initiatives categories make up 20% of the total 2014 approved expenses. Expenses for the "executive committee" category are projected to be less than a tenth of the expense budget (7%), and include the cost of the mid-winter meeting, costs incurred by the Member(s)-at-Large and APA Council Representative for APA activities, and costs associated with activities of the Presidential Stream. The "financial administrative" category (4%) includes checking account and credit card fees, and various costs associated with management of SCRA's finances (e.g., payments to an assistant for the Treasurer, tax preparation expertise, financial review, financial management software). Lastly, the "miscellaneous expense" and "discretionary funds" categories jointly comprise 5% of the 2014 approved expenses. These categories include anticipated and unanticipated expenses that are approved under special consideration. The figure below shows a breakdown of the 2014 approved expenses.





Overview of 2013-2014 Trends

Total revenue and expenses are less in 2014 than in 2013, as would be expected in a non-biennial year. From 2013 to 2014, the "AJCP" category continues to be the largest revenue generator, and the "membership services" continues to be the largest expense category for SCRA. This year, the contracts with AMC Source and our Administrative Director were updated and renewed to reflect the scope and nature of anticipated needs for 2014 and the years to come. In addition, social media³ and press release consultation fees were added to the budget. Together, these shifts contribute to an increase in the 2014 membership services expense category. This year, more funds have also been allocated to the "C/C/IG" and "miscellaneous expense" categories as SCRA seeks to increase its support of membership activities and other community initiatives. In addition, the EC has established a "discretionary funds" expense category to better budget for out-of-cycle requests. In terms of cost-savings, the fees associated with our audio/video conference line and website are projected to decrease as a result of re-negotiated contractual agreements with our vendors. The student initiatives expense category is also lower this year due to the absence of biennial expenses.

The future financial health and well-being of SCRA will be highly dependent on our success in negotiating a new contract with Springer or another publisher. These negotiations are scheduled to take place this year. Although the Executive Committee is optimistic about these negotiations, it is important to continue to be particularly careful with our budget until we enter into our next long-term agreement.

³ The social media consultation fee is expected to be a one-time expense.