



2015-2016 SCRA Budget Narrative

This document is intended to be a brief explanation of the SCRA 2016 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. Prior to the meeting, each Executive Committee member is asked to rate each budget request using four criteria. These four criteria include 1) the extent to which the activity is essential to the function of SCRA as an organization 2) the extent to which the activity is expected to provide positive value to the organization and field of community psychology 3) the degree to which the activity aligns with the mission, vision, and values of community psychology and 4) the reasonableness of the budget and feasibility of completing the proposed activities. These ratings are used to calculate a weighted averaged across committee members and used to help inform the budget decision process, though discussion during the meetings can help to clarify or modify these ratings. While there are no specific categories of requests that we refuse to fund, the Executive Committee examines more closely any requests for food, travel, and honoraria. SCRA does have specific funds set aside for student and international initiatives and these can include travel.

The Executive Committee aimed to create a neutral budget with approximately equal amounts of revenue and expenses. 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.

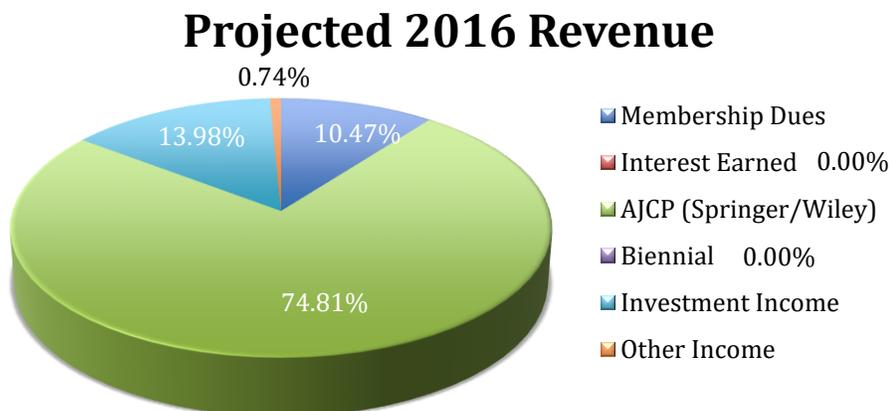
The 2015 budget was the first one to explicitly make use of a spending policy adopted in 2014. This spending policy allows for the use of up to 5% of our invested assets to be allocated for expenditures. The intention is to maintain or grow the principle of our invested assets while still using these assets to support the mission and vision of the organization.

Overview of the 2016 Budget

Projected Revenue

In 2016, 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 74.8% of the 2016 projected revenue. SCRA's investment income¹ and membership dues are projected to be the next largest revenue contributors, comprising 14% and 10.5% of the budget, respectively. SCRA receives revenue from a variety of other sources, including special fund donations, grants, and royalties outside of AJCP. In 2016, the "other income" category is expected to contribute to <1% of the projected revenue.

See figure directly below for a breakdown of the revenue projected for this year.



¹ Starting in 2014, SCRA investments were 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.



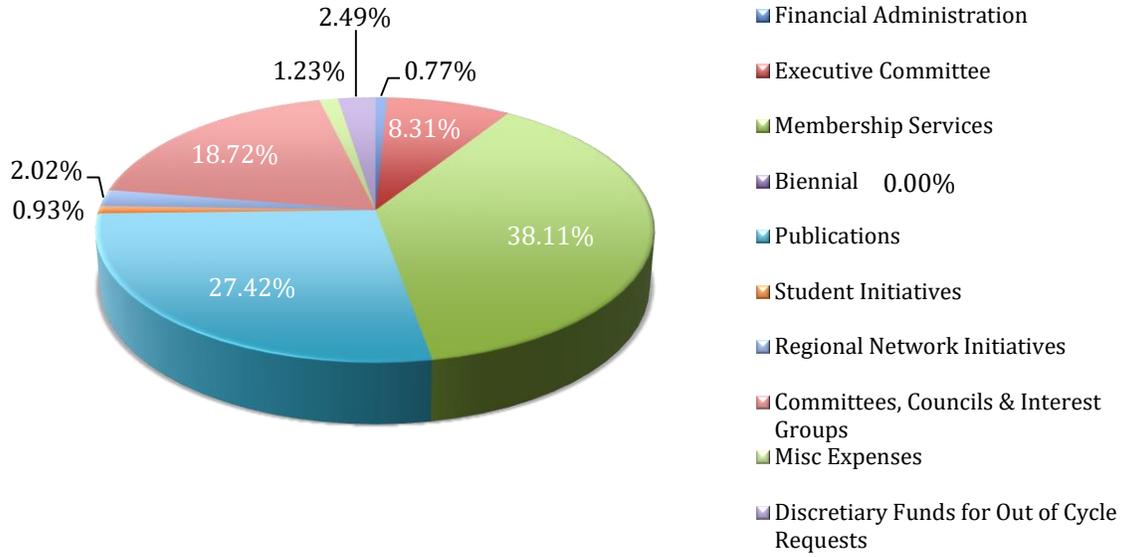
Approved Expenses

“Membership services” comprise the largest category (30.8%) of approved expenses. Membership services include personnel support costs (i.e., AMC Source² and our administrative team), membership resources (i.e., updating and maintaining the website and promoting its visibility, online survey platform, project management and collaboration tool, audio and video conferencing services, and online data dashboard that helps us to evaluate the success of our strategies), and other operational costs (i.e., membership database, postage and supplies). Expenses related to the production our publications, primarily *AJCP* (e.g., Editorial Manager and Assistant) and *The Community Psychologist* (e.g., print costs), comprise the second largest category of expected expenses (27.4%). Nearly seventy percent of those expenses (costs related to editing the journal) are directly paid by our contract with Wiley, and are included in the *AJCP* category in the revenue figure above. Furthermore, the *AJCP* contract generates 62.3% more revenue above and beyond all publication costs. The “publications” category also includes costs associated with other SCRA publication activities (i.e., book series support).

The “committees, councils and interest groups” (C/C/IG), “regional network 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 18.7% of the total 2016 approved expenses. Included in this category is \$19,500 allocated to hire a part-time communications coordinator that would work to expand and disseminate the work of SCRA. This person’s work would be highly coordinated with existing initiatives (e.g., the Practice and Policy Councils, online learning and webinars). Expenses for the “executive committee” category are projected to be 8.3%, and include the cost of the Midwinter meeting, costs incurred by the Member(s)-at-Large and APA Council Representative for APA activities, awards given by SCRA, and costs associated with activities of the Presidential Stream. The “financial administrative” category (0.8%) 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). Finally, at the advice of our Finance Committee and in keeping with standard organizational processes, 2.5% our budget is left in a contingency fund to cover unanticipated out-of-cycle allocations. If it appears that these funds will not be fully needed, additional budget allocations may be made later in the year. The figure below shows a breakdown of the 2016 approved expenses.

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

2016 Projected Expenses





Overview of 2015-2016 Trends

Total revenue and expenses are less in 2016 than in 2015, as would be expected in a non-Biennial year. Additionally, SCRA’s investment portfolio performed modestly in 2015, resulting in less funds available for the 2016 year. 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, 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. Specifically, the addition of a part-time Communications Coordinator and funds to support an administrative team, along with spending in regional network initiatives, has also increased. In addition, the EC has established a “discretionary/contingency funds” expense category to better budget for out-of-cycle requests and cover unanticipated expenses or lowered revenues.

2015-2016 Budget Comparison

