



2017 SCRA Budget Narrative

This document is intended to be a brief explanation of the SCRA 2017 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. Each December the members of the Executive Committee review the budget requests submitted by SCRA groups and members for the Mid-Winter Meeting Briefing Book. Each EC member rates each request, and provides a suggested level of funding. The Executive Director develops a draft budget, that includes the amount requested, last year's funding, the average EC ratings and the average EC suggested funding levels for each request. The Presidential stream, Treasurer and Executive Director the reviews the draft budget and compares the total amount of spending requested to the expected amount of funding available for the full operating budget of the coming year. If the total budget requests exceed the expected operating budget the Presidential stream and Treasurer propose decreases based on needs, ratings, suggested funding levels, and submission timing, that result in a recommended balanced budget. The recommended budget is then presented to the Executive Committee for review and approval at the Mid-Winter Meeting.

Each request is considered individually. The intent of the Executive Committee is to create a balanced budget – with expected revenues and expected expenditures being about equal. However, included in the revenue is an amount from our investment holdings (“nest egg”). Our spending policy allows us to spend up to 5% of our total assets (calculated as the moving average of amount we held at the end of the preceding 12 quarters. 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 total number and amount of the requests funded depends upon the overall anticipated revenue and expenses for the year. In addition, an allotment is made for out-of-budget requests (i.e. those that are not included in the budget requests considered at the Midwinter Meeting) that cannot be anticipated at the time of the Mid-Winter meeting. These requests are considered by the president, president-elect, past-president and treasurer on an ad hoc basis.



At the time of the budget creation process, the projected profit from the Biennial was only estimated, but not factored into this process. Projections of both revenue and expenses for Biennial are estimates and cannot be predicted with exact accuracy. For this reason, the Executive Committee decided not to award allocations based on an assumed Biennial profit. If, however, the Biennial does produce the projected profit, the Executive Committee may make additional budget allocations for the second half of 2017 or hold them for additional spending in 2018.

Overview of the 2017 Budget –

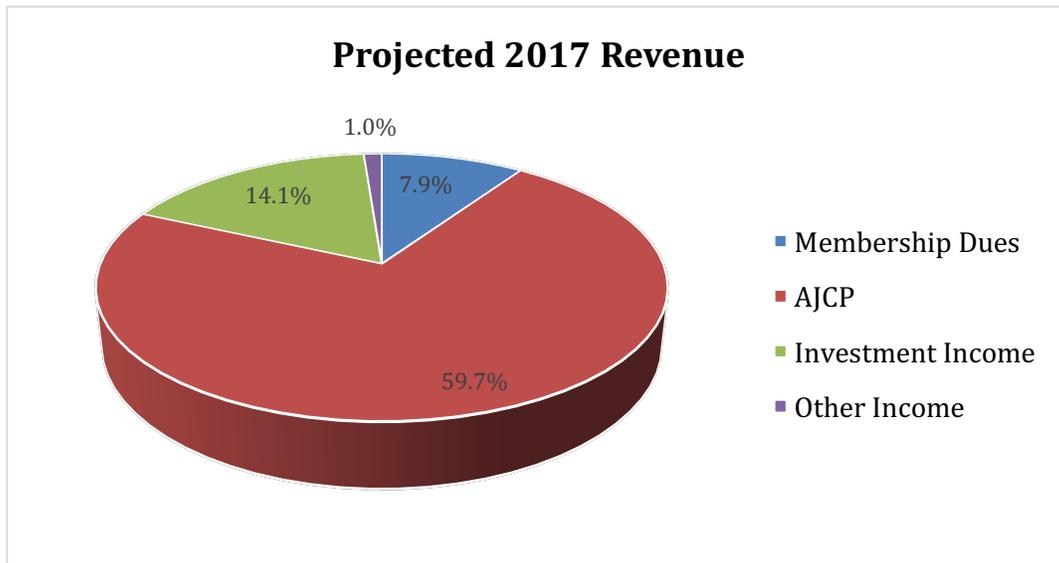
Because it is difficult to anticipate the costs and revenues from Biennial, we are assuming a balanced Biennial budget. Consequently, both Biennial revenues and Biennial expenses are excluded from the following analysis.

Projected Revenue

As usual, 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 59.7% of the 2017 projected revenue. Included in the AJCP revenue is \$20,000, which is 20% of the signing bonus we received when we entered a 5-year contract with Wiley in late 2015. While we received all \$100,000 up front, we allocated \$20,000 per year for five years for budgeting purposes. Additionally, we will receive \$76,125 from Wiley for editorial support, which represents 16.8% of our revenue.

As mentioned above, our spending policy allows us to spend 5% of our investment savings each year. This year, that amount is \$63,700, or 14.1% of our total income. Expected new and renewed membership dues represents 7.9% of our total revenues. SCRA receives revenue from a variety of other sources, including special fund donations, grants, and royalties outside of AJCP. In 2017, the "other income" category is expected to contribute to approximately 1% of the projected revenue.

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



Approved Expenses

“Membership services” comprise the largest category (39.2%) of approved expenses. Membership services include our four staff positions (Executive Director, Assistant Executive Director, Administrative Assistant, and Outreach Coordinator). Together these staff represent 26.5% of our expenses. While our staff expenses have gone up, this is a direct reflection of the termination of our contract with a membership services company. The net results of these two transactions are improved and more efficient services at lower total costs.

The other significant membership services categories are those expenditures related to communications – including our SCRA website, conference calling system, webinar platform, our use of a service to manage our membership dues receipts, and subscriptions to Survey Monkey and Basecamp. Also included in this category is the development of a new website, communitypsychology.com, which will serve as the outward-facing website for the field, while the SCRA website will remain of primary importance for membership. The development of this new website will require substantial one-time expenses. The total of all of these communications/media categories represents 12.7% of our expenses.

More than one-fourth (28.3%) of our expenses relate to the production our publications, primarily *AJCP* and *The Community Psychologist*. Over half 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. The “publications” category also includes costs associated with a donation to the *Global Journal* and to supporting the SCRA book series. It also includes a one-time expense for a reception for the *Community Psychology Handbook* at the Biennial conference, although much of this expense will be covered by donations for the reception.

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 19.3% of the total 2015 approved expenses. The largest expenses in this category are the grants made by the Practice Council, Policy Committee, the Committee on Cultural, Racial and Ethnic Affairs, as well as international and student travel awards for Biennial.

Expenses for the "executive committee" category are projected to be 6.9%, 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 (2.2%) is largely the cost of accepting credit cards for our membership dues and Biennial registration fees.

Finally, at the advice of our Finance Committee and in keeping with standard organizational processes, 4.1% our budget is left in a contingency fund to cover unanticipated out-of-cycle allocations.

The figure below shows a breakdown of the 2017 approved expenses.

