

Expense Category	Totals 2018	% of Total Budget	Note	Totals 2017	% of Total Budget
Outside Services & other expenses	\$ 140,217	60.4%	1) & 2)	\$ 110,549	52.0%
Committee Face to Face (F2F)	\$ 47,279	20.4%	3)	\$ 39,810	18.7%
CoDA Service Conference (CSC)	\$ 44,747	19.3%	4)	\$ 54,376	25.6%
Changes due to motions passed:	\$ -	0.0%		\$ 8,000	3.8%
<b>TOTAL 2018</b>	<b>\$ 232,243</b>				
Total 2017 Budget	\$ 212,735			\$ 212,735	

% Change	109%
Increase over 2017	\$ 19,508
Actual Expense 2016	\$ 154,173
Actual Expense 2015	\$ 217,189
Actual Expense 2014	\$ 224,416
Actual Expense 2013	\$ 143,746
Actual Expense 2012	\$ 123,791

**Comments**

Intentional expenses above income to reduce prudent reserve  
Increased expenses for website, more committee face to faces, and the hiring of an association management company.

Budget	2018	Notes
<b>Projected expenses</b>	\$ 232,243	1) New 2018, Contingency for F2F and board needs: \$9,200
<b>Projected income</b>	\$ 224,300	2) New to 2018 Budget, Streaming & Translation of CSC: \$6,500
<b>Balance</b>	\$ (7,943)	
<b>Projected Income to support budget:</b>		3) New 2018, Creating the rotation for Committee F2Fs (4 committees not in 2018 rotation requested \$18,225 to meet in 2018 which is not in the budget as presented.) All F2F funds were pooled and will be allotted to Committees according to the rotation guidelines posted on the CoDA website.
7th Tradition Donations	\$ 70,000	
Royalties	\$ 132,000	4) Costs for chairs to travel to CSC were adjusted to be more consistent across committees
Investments	\$ 300	
Events	\$ 22,000	
Other	\$ -	
Total Income	\$ 224,300	
Cash on hand 8/31/17	\$ 369,303	
Projected change in cash on hand to Dec 31	\$ (45,263)	
Prudent reserve	\$ 250,000	
Available cash 1/1/18	\$ 74,040	
End of budget year		
Available cash 12/31/18	\$ 66,097	

**Approved 10/12/17 by CSC  
Motion # 17115 by  
Unanimous vote**

## 2018 Budget Summary by Category/Committee

Expense Category	Outside Services & other expenses	Committee F2F	F2F Rotation Year - position *	Conference (CSC)	Changes due to motions passed:	TOTAL 2018	% of Total	Total 2017 Budget
<b>Totals</b>	\$ 140,217	\$ 47,279		\$ 44,747	\$ -	\$ 232,243		\$ 212,735
<b>Board of Trustees</b>	\$ 40	\$ 19,089	N/A	\$ 15,477	\$ -	\$ 34,606	14.9%	\$ 23,725
<b>Contingency &amp; Pooled Funds</b>	\$ 9,200	\$ 25,365	N/A	\$ -	\$ -	\$ 34,565	14.9%	\$ 30,454
<b>General Fellowship Services</b>	\$ 91,914	\$ -	N/A	\$ -	\$ -	\$ 91,914	39.6%	\$ 84,645
<b>Co-NNections Committee</b>	\$ -	<-- \$11,266.	2018-1st	\$ 1,374	\$ -	\$ 1,374	0.6%	\$ 6,212
<b>Communication Committee</b>	\$ 50	<-- \$5,294.	2018-2nd	\$ 1,505	\$ -	\$ 1,555	0.7%	\$ 4,971
<b>Conference (CSC) (Events)</b>	\$ 16,400	\$ 1,413	N/A	\$ 5,564	\$ -	\$ 23,376	10.1%	\$ -
<b>Convention (ICC) (Events)</b>	\$ 11,500	\$ 1,413	N/A	\$ 5,564	\$ -	\$ 18,476	8.0%	\$ 37,435
<b>Events Committee</b>	\$ -	xxx \$2,709	2019-3rd	\$ -	\$ -	\$ -	0.0%	\$ 2,106
<b>Finance Committee</b>	\$ 739	<-- \$4,577	2018-4th	\$ 1,505	\$ -	\$ 2,244	1.0%	\$ 5,142
<b>Hospitals &amp; Institutions</b>	\$ 3,580	<-- \$4,228.	2018-3rd	\$ 1,505	\$ -	\$ 5,085	2.2%	\$ 7,241
<b>H&amp;I Books</b>	\$ 3,100	\$ -	N/A	\$ -	\$ -	\$ 3,100	1.3%	\$ 3,240
<b>Issues Mediation Committee</b>	\$ 200	\$ -	2020-1st	\$ 2,748	\$ -	\$ 2,948	1.3%	\$ 5,313
<b>Literature Committee</b>	\$ -	XXX \$4,018	2020-3rd	\$ 1,374	\$ -	\$ 1,374	0.6%	\$ 6,213
<b>Outreach Committee</b>	\$ 2,548	\$ -	2019-1st	\$ 1,374	\$ -	\$ 3,922	1.7%	\$ 5,011
<b>Spanish Outreach</b>	\$ 746	\$ -	2019-2nd	\$ 2,505	\$ -	\$ 3,251	1.4%	\$ 8,938
<b>Service Structure Committee</b>	\$ 200	XXX \$6,019	2020-2nd	\$ 1,374	\$ -	\$ 1,574	0.7%	\$ 4,635
<b>Translation Management Committee</b>	\$ -	XXX \$5,510	2020-4th	\$ 1,505	\$ -	\$ 1,505	0.6%	\$ 4,018
<b>World Connections Committee</b>	\$ -	\$ -	2019-4th	\$ 1,374	\$ -	\$ 1,374	0.6%	\$ 3,890

\* Face to Face Rotation guidelines are available on the Finance web page. Guidelines for a rotation of face to face CoDA Committee meetings at: <http://coda.org/index.cfm/service-info/finance-unlocked/>

New 2018, Creating the rotation for Committee F2Fs

4 committees not in 2018 rotation requested \$18,225 to meet in 2018 which is not in the budget as presented.

All F2F funds were pooled and will be allotted to Committees according to the rotation guidelines posted on the CoDA website.

2018 CoDA Budget Summary by Account		
Expense Category		Totals
Postage		\$ 3,920
Supplies		\$ 1,246
Telephone		\$ 1,340
Outside Services		\$ 101,577
Copying		\$ 3,405
Other		\$ 28,729
Other Detail		
		\$ 140,217
<b>Committee F2F</b>		
Committee Size		68
Airfare		\$ 20,500
Lodging		\$ 12,439
Meals (Use \$51/day)		\$ 8,264
Mileage		\$ 1,571
Misc. Travel		\$ 2,775
Parking		\$ 1,730
		\$ 47,279
<b>Conference (CSC)</b>		
Airfare		\$ 15,500
Lodging		\$ 12,931
Meals (Use \$64/day)		\$ 11,680
Mileage		\$ 1,131
Misc. Travel		\$ 1,775
Parking		\$ 1,730
		\$ 44,747
Changes due to motions passed:		\$ -
<b>TOTAL 2018</b>		<b>\$ 232,243</b>
Total 2017 Budget		\$ 212,735
% Change		109%
Increase over 2017		\$ 19,508
Actual Expense 2016		\$ 154,173
Actual Expense 2015		\$ 217,189
Actual Expense 2014		\$ 224,416
Actual Expense 2013		\$ 143,746
Actual Expense 2012		\$ 123,791
<b>Budget</b>		<b>2018</b>
Projected expenses		\$ 232,243
Projected income		\$ 224,300
Balance		\$ (7,943)
<b>Projected Income to support budget:</b>		
7th Tradition Donations		\$ 70,000
Royalties		\$ 132,000
Investments		\$ 300
Events		\$ 22,000
Other		\$ -
Total Income		\$ 224,300
Cash on hand 8/31/17		369,303
Projected change in cash on hand to Dec 31		-45,263
Prudent reserve		250,000
Available cash		74,040
End of budget year Available cash		66,097

Expense Category	Totals	Board of Trustees	Contingency & Pooled Funds	General Fellowship Services	Co-NNectons Committee	Communication Committee	Conference (CSC) (Events)	Convention (ICC) (Events)	Events Committee	Finance Committee	Hospitals & Institutions	H&I Books	Issues Mediation Committee	Literature Committee	Outreach Committee	Spanish Outreach	Service Structure Committee	Translation Management Committee	World Connections Committee
Postage	\$ 3,920.00	\$ 20.00		\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ 1,800.00	\$ 1,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 1,246.00	\$ 20.00		\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ 80.00		\$ 100.00	\$ -	\$ -	\$ 746.00	\$ -	\$ -	\$ -
Telephone	\$ 1,340.00	\$ -		\$ 1,027.00	\$ -	\$ 25.00			\$ 120.00	\$ 120.00			\$ -	\$ -	\$ 48.00	\$ -	\$ -	\$ -	\$ -
Outside Services	\$ 101,577.00	\$ -		\$ 85,577.00	\$ -	\$ -	\$ 6,500.00	\$ 6,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copying	\$ 3,405.00				\$ -	\$ 25.00	\$ 1,600.00	\$ 1,600.00	\$ -	\$ -	\$ 80.00		\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 28,729.00		\$ 9,200.00	\$ 5,310.00	\$ -	\$ -	\$ 7,900.00	\$ 3,000.00	\$ -	\$ 619.00	\$ -		\$ -	\$ -	\$ 2,500.00	\$ -	\$ 200.00	\$ -	\$ -
Other Detail				Del-TRO / INT-TRO			Facilitator, Streaming, Translation	Speaker & Host TROs		Smartsheet & Zapier					ORG website upgrades		Adobe Acrobat		
	\$ 140,217.00	\$ 40.00	\$ 9,200.00	\$ 91,914.00	\$ -	\$ 50.00	\$ 16,400.00	\$ 11,500.00	\$ -	\$ 739.00	\$ 3,580.00	\$ 3,100.00	\$ 200.00	\$ -	\$ 2,548.00	\$ 746.00	\$ 200.00	\$ -	\$ -
Committee F2F							Includes 2018 & 2019 host city visit	Includes 2018 & 2019 host city visit	2 additional days before CSC										
Committee Size		8			9	6			9	5	5		5	10	6	3	5	5	
Rotation year/position					2018-1st	2018-2nd			2019-3rd	2018-4th	2018-3rd		2020-1st	2020-3rd	2019-1st	2019-2nd	2020-2nd	2020-4th	2019-4th
Airfare	\$ 20,500.00	\$ 7,600.00			\$ 6,000.00	\$ 2,000.00	\$ 750.00	\$ 750.00	\$ -	\$ 1,800.00	\$ 1,600.00		\$ -	\$ 1,800.00	\$ -	\$ -	\$ 2,600.00	\$ 2,600.00	\$ -
Lodging	\$ 12,438.80	\$ 5,824.00			\$ 2,329.60	\$ 1,310.40	\$ 260.00	\$ 260.00	\$ 1,365.00	\$ 1,290.00	\$ 1,164.80		\$ -	\$ 900.00	\$ -	\$ -	\$ 1,747.20	\$ 1,310.40	\$ -
Meals (Use \$64/day)	\$ 8,264.25	\$ 3,335.00			\$ 1,593.75	\$ 1,147.50	\$ 252.50	\$ 252.50	\$ 1,344.00	\$ 867.00	\$ 816.00		\$ -	\$ 918.00	\$ -	\$ -	\$ 1,032.75	\$ 905.25	\$ -
Mileage	\$ 1,571.00	\$ 480.00			\$ 428.00	\$ 240.75	\$ 37.50	\$ 37.50	\$ -	\$ 160.00	\$ 187.25		\$ -	\$ 200.00	\$ -	\$ -	\$ 133.75	\$ 214.00	\$ -
Misc. Travel	\$ 2,775.00	\$ 1,050.00			\$ 600.00	\$ 375.00	\$ 75.00	\$ 75.00	\$ -	\$ 300.00	\$ 300.00		\$ -	\$ 100.00	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ -
Parking	\$ 1,730.00	\$ 800.00			\$ 315.00	\$ 220.00	\$ 37.50	\$ 37.50	\$ -	\$ 160.00	\$ 160.00		\$ -	\$ 100.00	\$ -	\$ -	\$ 205.00	\$ 180.00	\$ -
	\$ 47,279.00	\$ 19,089.00	\$ 25,365.00	\$ -	<-- \$11,266.	<-- \$5,294.	\$ 1,412.50	\$ 1,412.50	xxx \$2,709	<-- \$4,577	<-- \$4,228.	\$ -	\$ -	XXX \$4,018	\$ -	\$ -	XXX \$6,019	XXX \$5,510	\$ -
Conference (CSC)													Chair and VEL						
Airfare	\$ 15,500.00	\$ 3,800.00			\$ 600.00	\$ 600.00	\$ 1,750.00	\$ 1,750.00	\$ -	\$ 600.00	\$ 600.00		\$ 1,200.00	\$ 600.00	\$ 600.00	\$ 1,600.00	\$ 600.00	\$ 600.00	\$ 600.00
Lodging	\$ 12,931.00	\$ 5,824.00			\$ 291.00	\$ 364.00	\$ 1,625.00	\$ 1,625.00	\$ -	\$ 364.00	\$ 364.00		\$ 582.00	\$ 291.00	\$ 291.00	\$ 364.00	\$ 291.00	\$ 364.00	\$ 291.00
Meals (Use \$64/day)	\$ 11,680.00	\$ 4,368.00			\$ 304.00	\$ 352.00	\$ 1,712.00	\$ 1,712.00	\$ -	\$ 352.00	\$ 352.00		\$ 608.00	\$ 304.00	\$ 304.00	\$ 352.00	\$ 304.00	\$ 352.00	\$ 304.00
Mileage	\$ 1,131.00	\$ 240.00			\$ 54.00	\$ 54.00	\$ 121.50	\$ 121.50	\$ -	\$ 54.00	\$ 54.00		\$ 108.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00
Misc. Travel	\$ 1,775.00	\$ 525.00			\$ 75.00	\$ 75.00	\$ 175.00	\$ 175.00	\$ -	\$ 75.00	\$ 75.00		\$ 150.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Parking	\$ 1,730.00	\$ 720.00			\$ 50.00	\$ 60.00	\$ 180.00	\$ 180.00	\$ -	\$ 60.00	\$ 60.00		\$ 100.00	\$ 50.00	\$ 50.00	\$ 60.00	\$ 50.00	\$ 60.00	\$ 50.00
	\$ 44,747.00	\$ 15,477.00	\$ -	\$ -	\$ 1,374.00	\$ 1,505.00	\$ 5,563.50	\$ 5,563.50	\$ -	\$ 1,505.00	\$ 1,505.00	\$ -	\$ 2,748.00	\$ 1,374.00	\$ 1,374.00	\$ 2,505.00	\$ 1,374.00	\$ 1,505.00	\$ 1,374.00
Changes due to motions passed:	\$ -																		
TOTAL 2018	\$ 232,243.00	\$ 34,606.00	\$ 34,565.00	\$ 91,914.00	\$ 1,374.00	\$ 1,555.00	\$ 23,376.00	\$ 18,476.00	\$ -	\$ 2,244.00	\$ 5,085.00	\$ 3,100.00	\$ 2,948.00	\$ 1,374.00	\$ 3,922.00	\$ 3,251.00	\$ 1,574.00	\$ 1,505.00	\$ 1,374.00
Total 2017 Budget	\$ 212,735.21	\$ 23,724.75	\$ 30,454.00	\$ 84,645.43	\$ 6,211.96	\$ 4,970.96	\$ -	\$ 37,435.00	\$ 2,106.00	\$ 5,142.37	\$ 7,240.63	\$ 3,240.00	\$ 5,312.96	\$ 6,213.10	\$ 5,010.60	\$ 8,938.35	\$ 4,634.67	\$ 4,018.00	\$ 3,890.43
% Change	109%	146%		109%	22%	31%	Events, CSC, Convention Combined	106%		44%	70%	96%	55%	22%	78%	36%	34%	37%	35%
Increase over 2017	\$ 19,507.79	\$ 10,881.25		\$ 7,268.57	\$ (4,837.96)	\$ (3,415.96)	\$ 2,311.00	\$ 2,311.00	\$ (2,898.37)	\$ (2,155.63)	\$ (140.00)	\$ (2,364.96)	\$ (4,839.10)	\$ (1,088.60)	\$ (5,687.35)	\$ (3,060.67)	\$ (2,513.00)	\$ (2,516.43)	\$ (2,516.43)
Actual Expense 2016	\$ 154,173	\$ 15,387.95		\$ 74,093.89	\$ 990.44	\$ 761.41	\$ 13,391.67	\$ 28,658.45	\$ 0	\$ 1,226.68	\$ 3,710.65	\$ 1,965.5	\$ 5,129.5	\$ 1,145.61	\$ 2,458.48	\$ 0	\$ 1,076.91	\$ 2,447.38	\$ 1,728.09
Actual Expense 2015	\$ 217,189	\$ 26,950		\$ 95,034	\$ -	\$ 1,992	\$ 26,217	\$ 26,506	\$ 46	\$ 5,054	\$ 6,380	\$ 1,540	\$ 5,636	\$ 3,020	\$ 5,361	\$ 4,501	\$ 1,270	\$ 4,429	\$ 3,254
Actual Expense 2014	\$ 224,416	\$ 24,491		\$ 128,145	\$ 917	\$ -	\$ 22,909	\$ 15,500	\$ -	\$ 4,614	\$ 7,202	\$ -	\$ 3,408	\$ 2,102	\$ 3,543	\$ 2,909	\$ 689	\$ 2,864	\$ 5,122
Actual Expense 2013	\$ 143,746	\$ 27,212		\$ 67,439	\$ -	\$ -	\$ 2,152	\$ 11,034	\$ -	\$ 1,102	\$ 1,078	\$ -	\$ 3,506	\$ 1,185	\$ 4,406	\$ -	\$ 1,506	\$ 2,654	\$ -
Actual Expense 2012	\$ 123,791	\$ 19,349		\$ 57,376	\$ 1,635	\$ 1,125	\$ 15,837	\$ 17,377	\$ -	\$ 988	\$ 2,168	\$ -	\$ 3,503	\$ 417	\$ 821	\$ -	\$ 967	\$ 2,228	\$ -
Fellowship, Outside Services																			
Income																			
Total Budget Expenses \$ 232,243.00																			
Total Budget Income \$ 224,300																			
Net Cash Flow \$ (7,943.00)																			
General Expense, Outside Services																			
SOS (includes Bookkeeper & Webmaster) \$ 35,640.00																			
SOS Expenses \$ 2,467.00																			
Tax & Audit \$ 5,450.00																			
Website Developer \$ 10,000.00																			
Bond & Liability Ins \$ 2,879.00																			
Legal \$ 6,000.00																			
Software \$ 1,472.00																			
Web Domain & Hosting \$ 300.00																			
Total \$ 64,208.00																			
8/31/2017 Cash on hand 369,303																			
Projected change in cash on hand to Dec 31 \$ (45,263)																			
Prudent reserve as currently defined																			
1-1-18 - 12-31-18 Prudent Reserve \$250,000.00																			
Available cash \$ 74,040																			
End of budget year Available cash \$ 66,097																			