

CoDA Budget Summary, calendar year 2016

Expense Category	Totals	% of Total Budget	Comments
Outside services & other expenses	\$ 104,608	54%	
Committee F2F...	\$ 42,928	22%	
Conference (CSC)...	\$ 46,700	24%	
Total 2016	\$ 194,236	100%	
Total 2015 Budget	\$ 243,758		Intentional expenses above income to reduce prudent reserve
% change	80%		
Increase over 2015 Budget:	\$ (49,522)		
Actual expense 2014	\$ 224,415		Increased expenses for website, more committee face to faces, and the hiring of an association management company.
Actual expense 2013	\$ 143,746		
Actual expense 2012	\$ 123,791		
Budget 2016			
Projected expenses	\$ 194,236.00		Motion to approve the budget as presented - Passed
Projected income	\$ 194,600.00		
Balance	\$ 364.00		
Projected Income to support budget:	2016		
7th Tradition Donations	\$ 52,000		
Royalties	\$ 122,000		
Investments	\$ 600		
Events	\$ 20,000		
Other	\$ -		
Total Income	\$ 194,600		
Cash on hand 6/30/2015	\$ 323,000		
Projected change in cash on hand to Dec 31	\$ (65,000)		
2 yr prudent reserve	\$ 339,480		
Available cash	\$ (81,480)		
End of budget year Available cash	\$ (81,116)		

**CoDA Budget Summary by Class (committee/area)
Calendar year 2016**

Expense Category	Outside services & other expenses	Committee F2F...	Conference (CSC)...	Total 2016	% of Total
Board of Trustees	\$ 30	\$ 6,650	\$ 15,823	\$ 22,503	12%
Fellowship Services	\$ 21,070	\$ 600	\$ 534	\$ 22,204	11%
General Expense	\$ 52,990	\$ -	\$ 1,104	\$ 54,094	28%
CoDA Service Conference	\$ 9,733	\$ 1,710	\$ 3,675	\$ 15,118	8%
Convention	\$ 14,167	\$ 1,200	\$ 6,623	\$ 21,990	11%
Events Committee*	\$ -	\$ 1,610	\$ -	\$ 1,610	1%
Co-Nnections Committee	\$ 360	\$ 3,750	\$ 1,405	\$ 5,515	3%
Hospitals & Institutions Committee	\$ 3,740	\$ 2,024	\$ 1,405	\$ 7,169	4%
Finance Committee	\$ -	\$ 3,541	\$ 1,530	\$ 5,071	3%
Issues Mediation Committee	\$ 610	\$ 2,450	\$ 2,151	\$ 5,211	3%
Literature Committee	\$ -	\$ 4,270	\$ 1,440	\$ 5,710	3%
Outreach Committee	\$ 200	\$ 3,852	\$ 1,958	\$ 6,010	3%
Spanish Outreach	\$ 588	\$ 2,077	\$ 1,530	\$ 4,195	2%
Service Structure Committee	\$ -	\$ 3,005	\$ 1,530	\$ 4,535	2%
Translation Management Committee	\$ -	\$ 2,575	\$ 1,352	\$ 3,927	2%
Communication Committee	\$ 520	\$ 2,779	\$ 1,530	\$ 4,829	2%
World Connections Committee	\$ 600	\$ 835	\$ 3,110	\$ 4,545	2%
Totals	\$ 104,608	\$ 42,928	\$ 46,700	#####	100%
% of Total	54%	22%	24%	100%	

*Some of Events committee Expenses are included in the CoDA Service Conference and Convention lines

Face-to-face meetings (F2F):

Should be held where at least 1 person does not require air travel. Maximum of 2 nights and 3 days. Average per person is \$750 max.

For CoDA Service Conference (CSC):

Budget 1 person per committee; submit written justification for more. Maximum of 4 nights and 5 days. Average per person is \$1,530 without justification.

CoDA Budget Summary by account, calendar year 2016

Expense Category	Totals	Comments
Postage	\$ 2,890	1 Adjusted all committee except Co-NNectons and Events to 75%
Supplies	\$ 1,085	2 Made all housing, per diem the same for all chairs (exception foreign chairs)
Telephone	\$ 4,528	3 Moved Events committee to own column separate from CSC & Convention
Outside Services	\$ 85,340	
Copying	\$ 2,455	
Misc.	\$ 8,310	
	\$ 104,608	
Committee F2F...		
Airfare	\$ 21,188	Face-to-face meetings (F2F): Should be held where at least 1 person does not require air travel. Maximum of 2 nights and 3 days. Average per person is \$750 max.
Lodging	\$ 8,967	
Meals	\$ 7,124	
Mileage	\$ 2,749	
Misc.	\$ 2,040	
Parking	\$ 860	
	\$ 42,928	
Conference (CSC)...		
Airfare	\$ 14,850	For CoDA Service Conference (CSC): Budget 1 person per committee; submit written justification for more. Maximum of 4 nights and 5 days. Average per person is \$1,530 without justification.
Lodging	\$ 12,547	
Meals	\$ 14,646	
Mileage	\$ 1,501	
Misc.	\$ 1,316	
Parking	\$ 1,840	
	\$ 46,700	
Total 2016	\$ 194,236	
Total 2015 Budget	\$ 243,758	
% change	80%	
Increase over 2015:	\$ (49,522)	
Actual expense 2014	\$ 224,415	
Actual expense 2013	\$ 143,746	
Actual expense 2012	\$ 123,791	
Budget 2016		
Projected expenses	\$ 194,236.00	Motion to approve the budget as presented - Passed
Projected income	\$ 194,600.00	
Balance	\$ 364.00	
Projected Income to support budget:	2016	
7th Tradition Donations	\$ 52,000	
Royalties	\$ 122,000	
Investments	\$ 600	
Events	\$ 20,000	
Other	\$ -	
Total Income	\$ 194,600	
Cash on hand 6/30/2015	\$ 323,000	
Projected change in cash on hand to Dec 31	\$ (65,000)	
2 yr prudent reserve	\$ 339,480	
Available cash End of budget year	\$ (81,480)	
Available cash	\$ (81,116)	

CoDA Budget, calendar year 2016

Expense Category	Communication Committee	World Connections Committee	Totals	Comments
Postage	\$ 100	\$ -	\$ 2,890	1 Adjusted all committee except connections and events to 75%
Supplies	\$ 100	\$ -	\$ 1,085	2 Made all housing, per diem the same for all chairs (exception foreign chairs)
Telephone	\$ -	\$ 600	\$ 4,528	3 Moved Events committee to own column separate from CSC & Convention
Outside Services	\$ 300	\$ -	\$ 85,340	4
Copying	\$ 20	\$ -	\$ 2,455	5
Misc.	\$ -	\$ -	\$ 8,310	
misc. detail				
	\$ 520	\$ 600	\$ 104,608	
Committee F2F...				
Committee size	5	6		
Airfare	\$ 1,400	\$ 600	\$ 21,188	Face-to-face meetings (F2F): Should be held where at least 1 person does not require air travel. Maximum of 2 nights and 3 days. Average per person is \$750 max.
Lodging	\$ 435	\$ 146	\$ 8,967	
Meals	\$ 690	\$ 89	\$ 7,124	
Mileage	\$ 200	\$ -	\$ 2,749	
Misc.	\$ 54	\$ -	\$ 2,040	
Parking	\$ -	\$ -	\$ 860	
	\$ 2,779	\$ 835	\$ 42,928	
Conference (CSC)...		1 person		For CoDA Service Conference (CSC): Budget 1 person per committee; submit written justification for more. Maximum of 4 nights and 5 days. Average per person is \$1,530 without justification.
Airfare	\$ 600	\$ 2,000	\$ 14,850	
Lodging	\$ 364	\$ 438	\$ 12,547	
Meals	\$ 391	\$ 497	\$ 14,646	
Mileage	\$ 50	\$ 50	\$ 1,501	
Misc.	\$ 75	\$ 75	\$ 1,316	
Parking	\$ 50	\$ 50	\$ 1,840	
	\$ 1,530	\$ 3,110	\$ 46,700	
Total 2016	\$ 4,829	\$ 4,545	\$ 194,236	
Total 2015 Budget	\$ 6,439	\$ 6,060	\$ 243,758	
% change	75%	75%	80%	
Increase over 2015:	\$ (1,610)	\$ (1,515)	\$ (49,522)	
Actual expense 2014	\$ -	\$ 5,122	\$ 224,415.33	
Actual expense 2013	\$ 2,152		\$ 143,745.97	
Actual expense 2012	\$ 1,125		\$ 123,791.00	
			82% of budget	
	Total Budget Expenses	\$ 194,236.00		Motion to approve the budget as presented - Passed
	Total Budget Incorporated	\$ 194,600.00		
	Net Cash Flow	\$ 364.00		
	6/30/2015	Cash on hand	323,000.00	
	Projected change in cash on hand to Dec 31		-65,000.00	
		2 yr prudent reserve		
	1-1-13 - 12-31-14	Prudent Reserve	\$339,480.30	
		Available cash	\$ (81,480.30)	
	End of budget year	Available cash	\$ (81,116.30)	