

## 2011 Book and Paper Group Budget

		acct. #	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year Total	
			Jan. - Mar.	Apr. - Jun.	Jul. - Sep.	Oct. - Dec.		
			<b>REVENUES (estimated)</b>					
Donations			-	-	-	-	-	
SG Membership Income		55091	\$18,500.00	\$1,000.00	\$500.00	\$0.00	\$20,000.00	
SG annual meeting income		55491	\$0.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00	
SG publication income		54491	\$100.00	\$100.00	\$100.00	\$100.00	\$400.00	
Special Events			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sponsorship			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Misc.		54991	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL INCOME</b>			<b>\$18,600.00</b>	<b>\$6,350.00</b>	<b>\$600.00</b>	<b>\$100.00</b>	<b>\$25,650.00</b>	
			<b>EXPENSES(estimated)</b>					
<b>Audio Visual</b>		<b>87491</b>	<b>\$0.00</b>	<b>\$8,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,500.00</b>	
<b>Consultants (speakers)</b>		<b>75491</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Design Expenses</b>			<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	
<b>Food and beverage</b>		<b>88091</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	
	<i>Reception</i>		<i>\$0.00</i>	<i>\$7,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		
	<i>Business Meeting</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		
	<i>Conference (breaks)</i>		<i>\$0.00</i>	<i>\$5,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		
<b>Internet and computer</b>		<b>85691</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Mailing Services (BPG Annual)</b>		<b>81591</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,675.00</b>	<b>\$3,675.00</b>	
<b>Member travel</b>		<b>87191</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$4,500.00</b>	
	<i>Publication Committee</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,000.00</i>		
	<i>Executive Committee</i>		<i>\$0.00</i>	<i>\$2,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		
	<i>Internal Advisory Group</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$500.00</i>		
<b>Membership &amp; dues</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Miscellaneous</b>		<b>89991</b>	<b>\$600.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	
	<i>Discretionary Fund</i>		<i>\$250.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		
	<i>Education Committee</i>		<i>\$250.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>		

	ACDG		\$0.00	\$100.00	\$0.00	\$0.00	
	LCCDG		\$0.00	\$100.00	\$0.00	\$0.00	
	Nominating Committee		\$100.00	\$0.00	\$0.00	\$0.00	
	Misc.		\$0.00	\$0.00	\$0.00	\$0.00	
<b>PD Endowment Donation</b>		<b>85891</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>Photocopying</b>		<b>81691</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$50.00</b>
<b>Postage and Shipping</b>		<b>81491</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$50.00</b>
<b>Printing (BPG Annual &amp; PCC)</b>		<b>81791</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$5,500.00</b>
	BPG Annual		\$0.00	\$0.00	\$0.00	\$5,500.00	
	Paper Conservation Catalog		\$0.00	\$0.00	\$0.00	\$0.00	
	Misc.		\$0.00	\$0.00	\$0.00	\$0.00	
<b>Room Rental/equipment rentals</b>			<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
	Reception		\$0.00	\$1,000.00	\$0.00	\$0.00	
	Conference		\$0.00	\$0.00	\$0.00	\$0.00	
<b>Speaker Trav. (Disc.Fund)</b>		<b>87291</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Storage</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Stout Donation</b>		<b>85891</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>Supplies</b>		<b>81191</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Telephone (conf calls, fax)</b>		<b>81391</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$100.00</b>
<b>Transportation</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>			<b>\$675.00</b>	<b>\$25,725.00</b>	<b>\$75.00</b>	<b>\$11,700.00</b>	<b>\$40,175.00</b>
	<b>CREDIT/DEFICIT</b>						<b>\$14,525.00</b>

Estimated reserves from close of 2010 (\$13,000 restricted for Paper Conservation Catalogue funding only):

**\$31,555.00**

Estimated reserves at close of 2011 (including PCC restricted funds):

**\$17,030.00**

Estimated unrestricted reserves at close of 2011:

**\$6,030.00**

Annual Meeting location: **Pittsburgh, PA**

Estimated membership: **800**