

in030393

March 21, 2003

INCITS -- 2002 Audited Results (December 1, 2001 - November 30, 2002)

	2002 Approved Budget	2002 Projections July 19, 2002	2002 Projections October 28, 2002	2002 Audited Results	% Variance between 2002 Approved Budget and 2002 Audited Results	Notes - Variances + / - 10%
Beginning Reserves				\$308,626		
Dues & Fees	\$51,200	\$52,200	\$49,000	\$49,000	-4%	
Investments	\$15,330	\$10,000	\$11,000	\$13,572	-11%	
Others	\$8,000	\$25,193	\$15,000	\$10,890	36%	1
TC Service Fees	\$585,000	\$500,000	\$520,000	\$530,507	-9%	
Publication Sales	\$327,000	\$375,000	\$375,000	\$368,413	13%	2
Income	\$986,530	\$962,393	\$970,000	\$972,382	-1%	
IT - External Maintenance	\$20,000	\$25,000	\$30,420	\$31,275	56%	3
Marketing/External Contract Services	\$28,000	\$28,000	\$97,774	\$92,810	231%	4
Program Contract with ANSI	\$247,300	\$263,300	\$263,449	\$263,448	7%	
Meetings Support	\$6,000	\$15,672	\$17,517	\$16,378	173%	5
Membership & Subscriptions	\$30,000	\$33,720	\$33,720	\$33,785	13%	6
Printing	\$5,000	\$12,400	\$10,000	\$10,853	117%	7
External Services	\$336,300	\$378,092	\$452,880	\$448,550	33%	
Travel	\$15,000	\$12,000	\$15,000	\$14,331	-4%	
Postage & Delivery	\$500	\$800	\$700	\$661	32%	8
Reproduction	\$350	\$2,000	\$1,800	\$1,230	251%	9
Supplies	\$8,000	\$4,000	\$8,000	\$7,522	-6%	
Telecommunications	\$3,000	\$2,500	\$2,500	\$2,189	-27%	10
Operations	\$26,850	\$21,300	\$28,000	\$25,933	-3%	
Information Tech Services	\$36,063	\$33,903	\$33,275	\$27,574	-24%	11
Education	\$3,000	\$4,500	\$4,500	\$4,445	48%	12
Personnel/Indirect/G&A	\$564,007	\$549,735	\$549,392	\$540,501	-4%	
Expense	\$966,220	\$987,530	\$1,068,047	\$1,047,003	8%	
Investments - Unrealized				(\$118)		
Results of Operations	\$20,310	(\$25,137)	(\$98,047)	(\$74,739)		
Ending Reserves				\$233,887		

Equity Account (Reserves)

The equity account was established to serve as a financial fund into which excess revenues (derived primarily from Dues and Fees) over expenses could be deposited. Periodic review of the account is done through reports by the INCITS Secretariat to INCITS and ITI management.

The funds held in this account are to be used for such purposes as meeting expenses when such expenses exceed revenues in any given fiscal year(s), funding the INCITS Secretariat operation for a period of time in the event of INCITS' loss of sponsorship or items not anticipated within the current fiscal year budget. Use of the Equity Account funds shall require prior approval by INCITS and ITI management. No set figure is required to be maintained in the INCITS equity account, however, if the account exceeds six months of INCITS Secretariat operating expenses or the account is depleted to a balance below two month's operating expenses, the equity account should be re-examined by INCITS in light of the current Secretariat Service Fees.

In 2002, the INCITS equity account should have been at least \$174,500.50 and not more than \$523,501.50. [The INCITS equity account stands at \$233,887.00 at the end of 2002.]

Notes on Variances Greater/Less than 10%

- 1) Other - Income: Unbudgeted income from INCITS member assessments to fund the 2002 TC Officer Symposium.
- 2) Publication Sales - Income: Income higher than budgeted.
- 3) IT - External Maintenance - Expense: Unbudgeted off-site demo server - server has been disconnected.
- 4) Marketing/External Contract Services - Expense: \$8,000 was budgeted for 2002 Marketing - 2001 carryover approved to partially fund 2002 Marketing was \$10,000 less than anticipated and was not placed in an accrued account.
- 5) Meeting Support - Expense: 2002 TC Officer Symposium.
- 6) Membership and Subscriptions - Expense: Expense higher than budgeted.
- 7) Printing - Expense: Printing of new INCITS collateral.
- 8) Postage & Delivery - Expense: Expense higher than budgeted.
- 9) Reproduction - Expense: Expense higher than budgeted.
- 10) Telecommunications - Expense: Expense less than budgeted - there were not as many teleconferences as anticipated.
- 11) Info Tech Services - Expense: A support staff member was not hired during the 2002 fiscal year.
- 12) Education - Expense: Unbudgeted team building exercise.