

## **UMAC Budget Narrative**

Overall The United Methodist Association of Communicators cash position is solid. Still recovering from over extending the budget in 2008, the Executive Board has been very conscious to keep costs down. As the income and expense sheets show, the board has made use of free conference calls, in house printing, and smart postage management to keep activity costs between meetings to a minimum.

Continuing last year's trend every effort has also been made to keep meeting costs low, while still maintaining a desirable event. Projected catering costs and AV costs, in particular, were higher than budgeted; however, cost savings in other areas and additional revenue streams (i.e. joint meeting with UMITA) kept the overall budget in line.

The cost saving efforts have resulted in revenues surpassing costs and projections for the second year in a row. While this is good news, it is important to remember that UMAC is still paying down a loan received from United Methodist Communications and that the vast majority of income is spent solely on the Annual UMAC meeting, which has a limited audience. It would benefit the Executive Board and the new Treasurer to do a cost benefit analysis on fully retiring the loan and funneling money into areas like website development in the coming year.

The Executive Board position of Treasurer has been in a state of flux over the last year. In January, the board asked Stephen J. Hustedt, Director of Communications in The Desert Southwest Conference, to shift away from serving as the Communications Advocacy Chair for a time and serve as interim Treasurer. Steve will be transitioning back into the Communications Advocacy role following this meeting, but while he was serving as interim Treasurer he worked with the Budget Committee to look at how security and efficiency improvements could be made to the finance and budget systems UMAC currently has in place.

### **Recommendations**

- 1.) It is recommended that a position of registrar be created to take care of depositing all UMAC funds. The Treasurer would remain responsible for all payouts. This recommendation is based on standard accounting protocols that one person should not be responsible for pay-ins and payouts (it could lead to errors or dishonesty).
- 2.) There should be 1 master list kept of all member, registrations, sponsors, and other income sources. This list should be available at any time to the entire executive board and could likely be managed through the UMAC website.
- 3.) At least one member of the budget committee should be responsible for a quarterly audit. This can be done through a quality online banking system.
- 4.) Regular budget reports should be made available on the UMAC website and balance sheets should be available to UMAC members upon request.

These recommendations will help to assure proper care for UMAC funds, and that the important work of UMAC will be able to be continued into the future.

### **Budget notes**

- 1.) Discrepancy in est. and paid dollars toward retirement of UMCom loan results from prior concessions in meeting expenses for UMCom members
- 2.) Allowing for online payment significantly increased submissions of award entries and other revenue sources. It was well worth the minor cost.
- 3.) Additional revenue sources such as expanding the awards competition and introducing multiple levels of membership would allow for earlier loan retirement and allow for more resources to be put into areas like web development.