

National Resume Writers Association Profit & Loss Budget Overview January 1 through March 18, 2013

	Jan 1 - Mar 18, 13
Ordinary Income/Expense	
Income	
CERTIFICATION INCOME	
Certification Testing NCRW	
Testing NCRW-Member \$140	90.32
Total Certification Testing NCRW	90.32
Online Training Programs	
Online Training-Member \$30/\$130	1,806.45
Online Training-Retakes \$15 ea	30.00
Total Online Training Programs	1,836.45
Sample Submissions	
Sample Submissions-Members \$50	90.32
Total Sample Submissions	90.32
Total CERTIFICATION INCOME	2,017.09
CONFERENCE INCOME	
2013 Registrations	
Conference Speaker 50% Off \$199	641.94
Early Bird Registration \$399	2,316.77
Early Bird 3-Pay Reg \$134x3	635.42
Early Bird 6-Pay Reg \$67.50x6	640.16
Early Bird 9-Pay Reg \$45.33x9	644.90
Regular Registration \$469	1,522.58
RR/CC Reg Previous Attend \$299	197.58
Total 2013 Registrations	6,599.35
Pre-Conference Workshops	
2013 Marie Precon Workshop \$89	287.10
2013 Kim Precon Workshop \$119	383.87
Total Pre-Conference Workshops	670.97
Tours, Activities, Food Only	
2013 Chicago Boat Trip \$35	361.29
Wednesday Reception Guest \$20	51.61
Total Tours, Activities, Food Only	412.90
Total CONFERENCE INCOME	7,683.22
EDUCATION PROGRAMS INCOME	
Teleseminar Registrations	
Teleseminar-Member \$19.99	1,061.34
Teleseminar-Non-member \$29.99	154.79
Teleseminar-RR \$10	25.81
Total Teleseminar Registrations	1,241.94
Webinar Registrations	
Webinar-Member \$45	38.71
Webinar-RR \$22.50	9.68
Total Webinar Registrations	48.39
Total EDUCATION PROGRAMS INCOME	1,290.33
INTEREST INCOME	
Savings/Checking Interest	18.06
Total INTEREST INCOME	18.06
MEMBERSHIP INCOME	
Associate	
Associate Member-New \$95	95.00
Total Associate	95.00

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New Members-General	
New Member-2 Pay \$77.50x2	423.23
New Member-3 Pay \$52.50x3	1,682.58
New Member-Regular \$150	2,797.42
Total New Members-General	4,903.23
Renewals-General	
Regular Renewals \$150	6,157.42
Renewals 2-Pay \$77.50 x 2	1,223.23
Renewals 3-Pay \$52.50 x 3	103.23
Certification Comm Renewal \$75	96.77
Regional Rep Renewal \$75	96.77
Volunteer Renewal \$75	96.77
Total Renewals-General	7,774.19
Special Membership Promotions	1,083.87
Total MEMBERSHIP INCOME	13,856.29
REFERRAL INCOME	
Amazon	20.62
Total REFERRAL INCOME	20.62
Total Income	24,885.61
Expense	
BANKING EXPENSES	
Authorize.net Gateway	28.75
Merchant Account Fees	712.00
PayPal Transaction Fees	25.81
Total BANKING EXPENSES	766.56
BOARD EXPENSES	
Board Retreat	516.13
Gifts/Giveaways	51.61
Vivian Belen Award	51.61
Total BOARD EXPENSES	619.35
CERTIFICATION CHAIR EXPENSES	
Gregg Ref Manual for Graders	139.35
Postage & Shipping	36.13
Promotion of NCRW	129.03
Total CERTIFICATION CHAIR EXPENSES	304.51
CONFERENCE EXPENSES	
Pre-Con Workshop Expenses	
Food for Full-Day Workshops	80.65
Pre-Con Workshop Presenters	
Kim Presenter Fees	151.61
Marie Presenter Fees	103.23
Total Pre-Con Workshop Presenters	254.84
Total Pre-Con Workshop Expenses	335.49
Recurring Conference Expenses	
Advertising & PR	541.94
Audio-Visual Equipment	322.58
Giveaways/Awards	77.42
Insurance Liability/Cancellatio	278.71
Materials/Supplies/Printing	430.97
Postage & Shipping	25.81
Tours, Activities, Events	412.90
Travel (Hotel/Air/Ground/Tips)	536.77
Total Recurring Conference Expenses	2,627.10
Total CONFERENCE EXPENSES	2,962.59

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EDUCATION CHAIR EXPENSES	
Teleseminar Commissions	322.58
Total EDUCATION CHAIR EXPENSES	322.58
GENERAL ORGANIZATIONAL EXPENSES	
Administrative Manager	
Stephanie Shaw, Essential Purs.	
Stephanie Banking	16.77
Stephanie Certification	
CEU Administration	43.23
NCRW Testing	10.32
Online Training Program	103.23
Sample Submission	43.23
Study Guide	10.32
Total Stephanie Certification	210.33
Stephanie Conference	1,251.61
Stephanie Emails	696.77
Stephanie Ethics	25.81
Stephanie General Admin	1,238.71
Stephanie Marketing/PR	283.87
Stephanie Membership	903.23
Stephanie Merchant Account	82.58
Stephanie Newsletter	387.10
Stephanie Regional Reps	180.65
Stephanie Teleseminars/Webinars	508.39
Stephanie Website	219.35
Total Stephanie Shaw, Essential Purs.	6,005.17
Total Administrative Manager	6,005.17
D&O Insurance	211.61
Data Backup	25.81
Dropbox	25.81
Fax Line	10.32
Mail Box Rental	216.00
Office Equipment/Software	129.03
Postage & Shipping	129.03
Professional Fees	
Legal Fees	108.39
Liz's Bookkeeping Services	645.16
Total Professional Fees	753.55
Supplies	77.42
Telephone (Cell)	30.97
Telephone 800#	38.71
Total GENERAL ORGANIZATIONAL EXPENSES	7,653.43
MARKETING CHAIR EXPENSES	
Advertising	129.03
Constant Contact	200.00
Marketing	516.13
Public Relations / PR Web	51.61
Send Out Cards	51.61
Survey Monkey x \$20	51.61
Trade Show Marketing	129.03
Total MARKETING CHAIR EXPENSES	1,129.02
MEMBERSHIP CHAIR EXPENSES	
Conference Reception	108.39
Supplies / Equipment	103.23
Total MEMBERSHIP CHAIR EXPENSES	211.62
WEBSITE EXPENSES	
Domain Name Registration	56.77

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Web Development/Maintenance		
Shopping Cart	25.81	
Website Conference	103.23	
Website Membership	51.61	
Website Teleseminars/Webinars	25.81	
Web Development/Maintenance - Other	51.61	
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Total Web Development/Maintenance		258.07
Web Hosting	72.26	
Website SSL Certificate	10.32	
Wild Apricot Software	129.03	
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Total WEBSITE EXPENSES		526.45
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Total Expense		14,496.11
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Net Ordinary Income		10,389.50
Other Income/Expense		
Other Income		
LOST INCOME OFFSET		
CC 50% Off Member \$75 Offset	43.55	
CC \$299 Conf Rate Offset	58.06	
Conf Speaker 50% \$199.50 Offset	645.16	
Board Free Teles \$19.99 Offset	180.65	
RR 50% Off Member \$75 Offset	75.00	
RR \$299 Conf Rate Offset	58.06	
Volunteer Membership \$75	225.81	
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Total LOST INCOME OFFSET		1,286.29
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Total Other Income		1,286.29
Other Expense		
LOST INCOME OPPORTUNITIES		
CC \$299 Conference Rate	58.06	
Conf Speaker Regis 50% \$199.50	645.16	
Board Free Teleseminar \$19.99	180.65	
RR 50% Off Membership \$75	75.00	
RR \$299 Conference Rate	58.06	
Volunteer Membership \$75	225.81	
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Total LOST INCOME OPPORTUNITIES		1,242.74
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Total Other Expense		1,242.74
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Net Other Income		43.55
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Net Income		10,433.05
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