

BLUE KNIGHTS INTERNATIONAL

2021 International Budget

Proposed

<u>Item/Description</u>	<u>Proposed</u>	<u>2020 Approved</u>	<u>As of Oct 30th</u>	<u>Proposed</u>	<u>2021 Approved</u>	<u>Notes</u>
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Items in blue are not negotiable these are the minimum figures already.

**MONTHLY INCOME**

Catalog Sales Permit	\$ 500.00	\$ 500.00	\$ 875.00	\$ 500.00		
Membership Dues	\$ 406,850.00	\$ 413,225.00	\$ 397,329.97	\$ 396,550.00		#1*
Sales - General	\$ 25,000.00	\$ 25,000.00	\$ 17,566.50	\$ 17,000.00		
Sales - Misc	\$ 5,000.00	\$ 5,000.00	\$ 849.61	\$ 2,500.00		
Sales - Other Misc	\$ 1,000.00	\$ 1,000.00	\$ 38.00	\$ 500.00		
<b>MONTHLY INCOME TOTAL</b>	<b>\$ 438,350.00</b>	<b>\$ 444,725.00</b>	<b>\$ 416,659.08</b>	<b>\$ 417,050.00</b>		

**ADDITIONAL EXPENSES**

COST OF GOODS SOLD	\$ 18,000.00	\$ 18,000.00	\$ 12,115.09	\$ 16,000.00		
COST OF GOODS - INVENTORY	\$ -	\$ -				
FREE GOODS WITH MEMBERSHIP	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00		
REFUNDS - DUES, MISC & SALES	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
<b>ADDITIONAL EXPENSE TOTAL</b>	<b>\$ 26,500.00</b>	<b>\$ 26,500.00</b>	<b>\$ 12,115.09</b>	<b>\$ 24,500.00</b>		

**GROSS INCOME** \$ 411,850.00 \$ 418,225.00 \$ 404,543.99 \$ 392,550.00

**MONTHLY EXPENSE**

**AIR AND VEHICLE TRAVEL TOTAL** \$ 18,000.00 \$ 18,000.00 \$ 8,935.54 \$ 15,000.00 #2

**BALLOTS**

COUNTING	\$ 4,000.00	\$ 4,000.00	\$ 3,276.49	\$ 8,500.00		#3
POSTAGE	\$ -	\$ -	\$ -			
PRINTING	\$ -	\$ -	\$ -			
<b>BALLOTS TOTAL</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 3,276.49</b>	<b>\$ 8,500.00</b>		

**BK SCHOLARSHIP FUND**

\$ 5,000.00 \$ 5,000.00 \$ 4,000.00 \$ 5,000.00 #4

**BOG ANNUAL BUDGET**

\$ 8,417.00 \$ 8,544.50 \$ 8,544.50 \$ 6,940.00 \*\*\*\*\*

**CHARITABLE DONATIONS**

\$ 750.00 \$ 750.00 \$ 750.00 \$ 750.00 #5

**CONVENTION EXPENSES**

CONVENTION ADVANCEMENT	\$ -	\$ -				
CONVENTION HOTEL RESERVATIONS	\$ 24,000.00	\$ 24,000.00	\$ 9,860.20	\$ 22,000.00		
CONVENTION LOAN						
CONVENTION REGISTRATION WITH HOST	\$ 4,500.00	\$ 4,500.00	\$ 825.00	\$ 7,500.00		
<b>CONVENTION EXPENSES TOTAL</b>	<b>\$ 28,500.00</b>	<b>\$ 28,500.00</b>	<b>\$ 10,685.20</b>	<b>\$ 29,500.00</b>		

**DEPRECIATION EXPENSE**

\$ - \$ - \$ - \$ -

**DOCUMENT STORAGE**

\$ 750.00 \$ 750.00 \$ 223.56 \$ 750.00

**EMPLOYEE COSTS**

EMPLOYEE HEALTH INSURANCE	\$ 9,600.00	\$ 9,600.00	\$ 5,517.98	\$ 9,600.00		
EMPLOYEE WAGES - (ADMINISTRATIVE)(Jana)	\$ 53,188.00	\$ 53,188.00	\$ 38,954.16	\$ 53,188.00		#6*
EMPLOYEE WAGES - (CLERICAL)(Darlene)	\$ 35,489.00	\$ 35,489.00	\$ 13,677.20	\$ 35,489.00		#6*
EMPLOYEE WAGES - (TEMP HELP)	\$ 5,000.00	\$ 4,000.00	\$ 216.00	\$ 4,000.00		
CONTRACTED TEMP HELP						
EMPLOYEE WORK COMP INSURANCE	\$ 3,500.00	\$ 3,500.00	\$ 1,632.95	\$ 3,500.00		
PAYROLL TAXES	\$ 6,000.00	\$ 6,000.00	\$ 4,840.46	\$ 6,000.00		
<b>EMPLOYEE COSTS TOTAL</b>	<b>\$ 112,777.00</b>	<b>\$ 111,777.00</b>	<b>\$ 64,838.75</b>	<b>\$ 111,777.00</b>		

**EQUIPMENT AND MAINTAINANCE**

COMPUTER SUPPLIES AND SERVICE	\$ 4,500.00	\$ 4,500.00	\$ 3,716.77	\$ 4,000.00		
COPIER SUPPLIES AND SERVICE	\$ 2,500.00	\$ 2,500.00	\$ 211.22	\$ 2,000.00		
EQUIPMENT-OFFICE	\$ 4,000.00	\$ 5,000.00	\$ 4,028.93	\$ 4,000.00		#7
MAINTENANCE AGREEMENTS	\$ -	\$ -				
<b>EQUIPMENT AND MAINTAINANCE TOTAL</b>	<b>\$ 11,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 7,956.92</b>	<b>\$ 10,000.00</b>		

**FEES**

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FEES ACCOUNTING	\$ 6,500.00	\$ 6,500.00	\$ 3,405.00	\$ 6,500.00		#8
FEES BANK	\$ 1,700.00	\$ 1,700.00	\$ 1,249.67	\$ 1,500.00		
FEES CREDIT CARD PROCESSING	\$ 8,000.00	\$ 8,000.00	\$ 9,935.80	\$ 10,000.00		
FEES DOCUMENT	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00		
FEES FINANCE CHARGE	\$ 400.00	\$ 400.00		\$ 400.00		
FEES LEGAL	\$ 18,000.00	\$ 18,000.00	\$ 1,320.50	\$ 5,000.00		#9
FEES LICENSE	\$ -	\$ -				
FEES TRADEMARK	\$ 2,000.00	\$ 5,000.00	\$ 61.77	\$ 4,000.00		
<b>FEES TOTAL</b>	<b>\$ 36,635.00</b>	<b>\$ 39,635.00</b>	<b>\$ 16,007.74</b>	<b>\$ 27,435.00</b>		
<b><u>HQ BUILDING EXPENSES</u></b>						
HQ-ALARM SYSTEM	\$ 350.00	\$ 350.00	\$ 348.00	\$ 350.00		
HQ-ELECTRICITY	\$ 2,500.00	\$ 2,500.00	\$ 2,477.67	\$ 2,500.00		
HQ-HEATING	\$ 3,000.00	\$ 3,000.00	\$ 775.73	\$ 2,500.00		
HQ-OFFICE RENT	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		
HQ-REPAIRS AND MAINTENANCE	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		
HQ-WATER/SEWER	\$ 500.00	\$ 500.00	\$ 550.77	\$ 500.00		
HQ-TRASH REMOVAL	\$ -	\$ -	\$ 147.20	\$ 250.00		
<b>HQ BUILDING EXPENSES TOTAL</b>	<b>\$ 6,700.00</b>	<b>\$ 6,700.00</b>	<b>\$ 4,399.37</b>	<b>\$ 6,450.00</b>		
<b><u>INSURANCE</u></b>						
INSURANCE BOARD OF DIRECTORS	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00		
INSURANCE BUILDING CONTENTS	\$ 2,000.00	\$ 2,000.00	\$ 2,062.00	\$ 2,500.00		
<b>INSURANCE TOTAL</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 2,062.00</b>	<b>\$ 6,000.00</b>		
<b><u>INTL BOARD MISCELLANEOUS</u></b>						
ENTERTAINMENT (PRESIDENT)	\$ 1,900.00	\$ 1,900.00	\$ 634.00	\$ 1,900.00		
INTL BOARD-OFFICE SUPPLIES	\$ 500.00	\$ 500.00	\$ -	\$ 250.00		
INTL BOARD -POSTAGE	\$ 150.00	\$ 150.00	\$ -	\$ 150.00		
INTL BOARD-VEST, PINS ETC	\$ 500.00	\$ 500.00	\$ 402.00	\$ 250.00		
<b>INTL BOARD MISCELLANEOUS TOTAL</b>	<b>\$ 3,050.00</b>	<b>\$ 3,050.00</b>	<b>\$ 1,036.00</b>	<b>\$ 2,550.00</b>		
<b><u>MAGAZINE</u></b>						
<b>MAGAZINE TOTAL</b>	<b>\$ 80,000.00</b>	<b>\$ 83,455.00</b>	<b>\$ 61,161.75</b>	<b>\$ 83,455.00</b>		
<b><u>MISCELLANEOUS</u></b>						
UNCATEGORIZED EXPENSE	\$ -	\$ -	\$ -			
MISCELLANEOUS EXPENSE	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
MISCELLANEOUS REIMBURSEMENT	\$ 500.00	\$ 500.00	\$ 478.18	\$ 500.00		
DUES & SUBSCRIPTIONS (Non-Prof Assoc)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		
ELECTION COMMITTEE	\$ -	\$ 1,200.00	\$ 850.80	\$ 1,200.00		
2019 INT'L AUDIT	\$ 6,500.00	\$ 6,500.00	\$ 6,375.00	\$ 3,500.00		
<b>MISCELLANEOUS TOTAL</b>	<b>\$ 7,600.00</b>	<b>\$ 8,800.00</b>	<b>\$ 7,803.98</b>	<b>\$ 5,800.00</b>		
<b><u>OFFICE SUPPLIES</u></b>						
SUPPLIES-GENERAL OFFICE	\$ 2,800.00	\$ 2,800.00	\$ 945.53	\$ 2,000.00		
SUPPLIES-MAILING	\$ 1,600.00	\$ 1,600.00	\$ 614.15	\$ 1,000.00		
<b>OFFICE SUPPLIES TOTAL</b>	<b>\$ 4,400.00</b>	<b>\$ 4,400.00</b>	<b>\$ 1,559.68</b>	<b>\$ 3,000.00</b>		
<b><u>OTHER TRAVEL EXPENSES</u></b>						
LODGING	\$ 3,000.00	\$ 3,000.00	\$ 1,507.91	\$ 3,000.00		
MEALS	\$ 2,000.00	\$ 2,000.00	\$ 721.69	\$ 2,000.00		
REGISTRATIONS	\$ 2,250.00	\$ 2,250.00	\$ 340.00	\$ 2,250.00		
SEC, TREAS AND VP SPLIT EXPENSE NEW	\$ 6,000.00	\$ 6,000.00	\$ 915.00	\$ 8,000.00		
<b>OTHER TRAVEL EXPENSES TOTAL</b>	<b>\$ 13,250.00</b>	<b>\$ 13,250.00</b>	<b>\$ 3,484.60</b>	<b>\$ 15,250.00</b>		#10
<b><u>PETTY CASH</u></b>						
<b>PETTY CASH</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ -</b>	<b>\$ 250.00</b>		
<b><u>PLAQUES AND AWARDS TOTAL</u></b>						
<b>PLAQUES AND AWARDS TOTAL</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 86.62</b>	<b>\$ 1,000.00</b>		
<b><u>POSTAGE</u></b>						
POSTAGE METER	\$ 15,000.00	\$ 15,000.00	\$ 13,400.08	\$ 14,000.00		

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SHIPPING UPS	\$ 1,500.00	\$ 3,000.00		\$ 1,500.00		
<b>POSTAGE TOTAL</b>	<b>\$ 16,500.00</b>	<b>\$ 18,000.00</b>	<b>\$ 13,400.08</b>	<b>\$ 15,500.00</b>		
<b>PRINTING</b>						
GENERAL OFFICE	\$ 1,800.00	\$ 1,800.00	\$ 369.25	\$ 1,500.00		
MEMBERSHIP CARDS	\$ 8,000.00	\$ 8,000.00	\$ 1,013.01	\$ 5,000.00		
<b>PRINTING TOTAL</b>	<b>\$ 9,800.00</b>	<b>\$ 9,800.00</b>	<b>\$ 1,382.26</b>	<b>\$ 6,500.00</b>		
<b>RECRUITMENT AND RETENTION</b>						
QUARTERLY CONFERENCE PAYMENTS	\$ 16,834.00	\$ 17,089.00	\$ -	\$ 17,859.00		
RECRUITMENT AND RETENTION PAYMENTS	\$ 5,500.00	\$ 5,500.00	\$ 559.22	\$ 5,500.00		#11
RECRUITMENT AND RETENTION SUPPLIES (brochures, poster, handbooks, )	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
VIDEO	\$ -	\$ -	\$ -	\$ -		
ADVERTISING	\$ -	\$ -	\$ -	\$ -		
FOP CONV	\$ -	\$ -	\$ -	\$ -		
POLICE WEEK	\$ -	\$ -	\$ -	\$ -		
MISC EXPENSES	\$ -	\$ -	\$ -	\$ -		
<b>R &amp; R TOTAL</b>	<b>\$ 22,834.00</b>	<b>\$ 23,089.00</b>	<b>\$ 559.22</b>	<b>\$ 23,859.00</b>		
<b>SAFETY PROGRAM</b>						
DONATIONS BROUGHT FORWARD		\$ -	\$ -			
PRINTED MATERIALS	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
MSF RANGE EQUIPMENT	\$ -	\$ -	\$ -	\$ -		
AUDIO/VISUAL EQUIPMENT RENTAL	\$ -	\$ -	\$ -	\$ -		
CONFERENCE CALLING	\$ -	\$ -	\$ -	\$ -		
<b>SAFETY PROGRAM TOTAL</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ 500.00</b>		
<b>SCANNING OF DOCUMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TELEPHONE</b>						
PHONE CONFERENCE	\$ 2,500.00	\$ 2,500.00	\$ 1,620.67	\$ 1,200.00		
PHONE GENERAL	\$ 5,000.00	\$ 5,000.00	\$ 4,912.39	\$ 5,000.00		
PHONE MISC	\$ -	\$ -	\$ -	\$ -		
<b>TELEPHONE TOTAL</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 6,533.06</b>	<b>\$ 6,200.00</b>		
<b>WEB SITE</b>						
WEBSITE-DOMAIN REGISTRATION	\$ -	\$ -	\$ -	\$ -		
WEBSITE-SERVER FEE	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00		#12*
WEBSITE-SOFTWARE/HARDWARE	\$ -	\$ -	\$ -	\$ -		
WEBSITE TRAINING SEMINAR	\$ -	\$ -	\$ -	\$ -		
<b>WEBSITE TOTAL</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>		
<b>TOTAL EXPENSES</b>	<b>\$ 407,713.00</b>	<b>\$ 417,250.50</b>	<b>\$ 228,687.32</b>	<b>\$ 393,966.00</b>		
<b>NET OPERATION INCOME</b>	<b>\$ 4,137.00</b>	<b>\$ 974.50</b>	<b>\$ 175,856.67</b>	<b>\$ (1,416.00)</b>		
<b>OTHER INCOME</b>						
CHECKING INTEREST EARNED	\$ 700.00	\$ 700.00	\$ -	\$ 500.00		
INSURANCE REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -		
MONEY MARKET INTEREST	\$ 1,500.00	\$ 1,500.00	\$ 457.68	\$ 1,000.00		
SAVINGS INCOME	\$ 1,500.00	\$ 1,500.00	\$ 1,210.56	\$ 1,000.00		
KEY BANK	\$ -	\$ -	\$ -	\$ -		
CD #5	\$ -	\$ -	\$ -	\$ -		
TIME DEPOSIT INTEREST	\$ -	\$ -	\$ -	\$ -		

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<b>TOTAL OTHER INCOME</b>	\$ 3,700.00	\$ 3,700.00	\$ 1,668.24	\$ 2,500.00		
<b>OTHER EXPENSE</b>						
OTHER LEAGL EXPENSE (Bessie Costs)	\$ -	\$ -	\$ 4,029.50	\$ 1,000.00		#13
RECONCILIATION DISCREPANCIES	\$ -	\$ -	\$ (1.00)			
<b>TOTAL OTHER EXPENSE</b>	\$ -	\$ -	\$ 4,028.50	\$ 1,000.00		
<b>NET OTHER INCOME</b>	\$ 3,700.00	\$ 3,700.00	\$ (2,360.26)	\$ 1,500.00		
<b>NET INCOME</b>	\$ 7,837.00	\$ 4,674.50	\$ 173,496.41	\$ 84.00		

NOTES:

- 1 Based on current membership (16,422) minus the Charter, Silver, Bronse, Life (560)
- 2 This includes money for Founding Fathers - Up to \$1,000 max reimbursement
- 3 This is the BOD election and is a contract amount
- 4 Five scholarships - Fully Funded
- 5 Donation by the BOD Only
- 6 These are actual employee cost with a cost of living, pay raise & Xmas Bonus
- 7 May need to replace the membership card printer
- 8 Actual Cost for accounting
- 9 Lowered the figure because we no longer need to account for Bessie
- 10 Fully Funded for 2020 - Account for New V.P. Position
- 11 Funded at \$500 per Conference
- 12 This is the cost per year for the new hosting company
- 13 Just in case something were to arrise with Bessie

**\*\*\*\* BOG Budget - They submitted an approved budget requesting this amount**