



Executive Committee Meeting Agenda

April 5, 2024
Google Meet
9:00 - 9:30 am

1. Opening Remarks - Maureen Paz de Araujo, President
2. Financial Update - Josh Olhava, Treasurer
3. PIC Status and Update - Abbey Aguirre and Maureen Paz de Araujo
4. Other Business
5. Adjourn

Next Meeting: May 10, 2024

Future Agenda Items:

Action Items:



APA Colorado Executive Committee Meeting Agenda Item

Executive Committee Meeting Date: April 5, 2024

Subject: Financial Update

Board Member/Sponsor: Josh Olhava, Treasurer

[Development Plan/Action Program Reference:](#) (list or N/A)

Budget/Financial Implications: Yes No

Budget Line Item: _____

Amount Budgeted: _____

Amount Requested: _____

ACTION ITEM:

INFORMATIONAL ITEM:

Recommendation: Approve financials as of 3/31/2024

The budget vs actual report is attached. We are seeing sponsorships slowly come in, along with member dues that are in line with historical amounts and budgeted amounts. Expenses are also inline with the budget.

Colorado Chapter American Planning Association

Budget vs. Actuals: 2024 APA Colorado Budget - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Administrative Income				
Interest	4.54	20.00	-15.46	22.70 %
Law Book Sales		0.00	0.00	
Marketing Swag		150.00	-150.00	
Membership Dues				
APA Membership	27,030.38	68,000.00	-40,969.62	39.75 %
Chapter Only Membership		2,500.00	-2,500.00	
Total Membership Dues	27,030.38	70,500.00	-43,469.62	38.34 %
Sponsorship	2,320.87	50,000.00	-47,679.13	4.64 %
Total Administrative Income	29,355.79	120,670.00	-91,314.21	24.33 %
Advertising Income				
Job Postings Consultant Directory		1,500.00	-1,500.00	
Total Advertising Income		1,500.00	-1,500.00	
Education Income				
Scholarship		1,500.00	-1,500.00	
Total Education Income		1,500.00	-1,500.00	
Events Income				
Chapter Events Income				
NPC Reception		2,500.00	-2,500.00	
Planners Day at the Capitol	475.16		475.16	
Statewide Chapter Events		2,000.00	-2,000.00	
Total Chapter Events Income	475.16	4,500.00	-4,024.84	10.56 %
Colorado Planning Conference Registration		175,000.00	-175,000.00	
Transportation Symposium	4,305.52		4,305.52	
TS Registration Income	0.00	0.00	0.00	
TS Sponsorship Income	0.00	0.00	0.00	
Total Transportation Symposium	4,305.52	0.00	4,305.52	
Total Events Income	4,780.68	179,500.00	-174,719.32	2.66 %
Total Income	\$34,136.47	\$303,170.00	\$ -269,033.53	11.26 %
GROSS PROFIT	\$34,136.47	\$303,170.00	\$ -269,033.53	11.26 %
Expenses				
Administration Expenses				
Bank Service Charges		500.00	-500.00	
Board Expenses		1,750.00	-1,750.00	
Insurance		1,800.00	-1,800.00	
Membership Dues		395.00	-395.00	
Office Supplies	23.94	450.00	-426.06	5.32 %
Phone	90.92	540.00	-449.08	16.84 %
Postage & PO Box	48.00	250.00	-202.00	19.20 %
Printing/Marketing Materials		800.00	-800.00	
Registration Fees	2,355.00	3,050.00	-695.00	77.21 %

Colorado Chapter American Planning Association

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January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Software	1,879.44	3,796.00	-1,916.56	49.51 %
Tax Accounting		3,000.00	-3,000.00	
Travel	1,702.90	10,500.00	-8,797.10	16.22 %
Total Administration Expenses	6,100.20	26,831.00	-20,730.80	22.74 %
Education Expenses				
Provider Fees		1,405.00	-1,405.00	
Scholarship		3,000.00	-3,000.00	
Staff Development		125.00	-125.00	
Total Education Expenses		4,530.00	-4,530.00	
Event Expenses				
Area Representative Expenses				
Central Mountain Expenses		300.00	-300.00	
Denver Metro Expenses		300.00	-300.00	
North Central Expenses		300.00	-300.00	
Northwest Expenses		300.00	-300.00	
South Central Expenses		300.00	-300.00	
Southwest Expenses		300.00	-300.00	
Total Area Representative Expenses		1,800.00	-1,800.00	
Chapter Event Expenses				
NPC Reception		3,500.00	-3,500.00	
Statewide Chapter Event Expenses		1,000.00	-1,000.00	
Total Chapter Event Expenses		4,500.00	-4,500.00	
Colorado Planning Conference				
AV WiFi App	9,179.00	40,000.00	-30,821.00	22.95 %
Food and Beverage	7,847.41	85,000.00	-77,152.59	9.23 %
Future Conference Expenses		1,500.00	-1,500.00	
Marketing & Printing		1,000.00	-1,000.00	
Mobile Tours	200.00	1,000.00	-800.00	20.00 %
Receptions		25,000.00	-25,000.00	
Speakers Keynote		5,000.00	-5,000.00	
Supplies		700.00	-700.00	
Total Colorado Planning Conference	17,226.41	159,200.00	-141,973.59	10.82 %
Committee Event Expenses				
APAS Expenses		250.00	-250.00	
Awards Expenses	13.65	250.00	-236.35	5.46 %
EDI Expenses		250.00	-250.00	
EPP Expenses		250.00	-250.00	
FAICP Advisory Expenses		250.00	-250.00	
Great Places Expenses		250.00	-250.00	
Healthy Communities Expenses		250.00	-250.00	
Legislative Expenses		250.00	-250.00	
Membership Expenses		250.00	-250.00	

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January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
OCC Expenses		250.00	-250.00	
PDC Expenses		250.00	-250.00	
Sustainability Expenses		250.00	-250.00	
Youth in Planning Expenses		250.00	-250.00	
Total Committee Event Expenses	13.65	3,250.00	-3,236.35	0.42 %
Transportation Symposium Expenses	-333.20		-333.20	
Total Event Expenses	16,906.86	168,750.00	-151,843.14	10.02 %
Legislative Expenses				
Lobbying	28,317.44	7,200.00	21,117.44	393.30 %
Planners Day at the Capitol	1,190.50	500.00	690.50	238.10 %
Research Expenses		21,500.00	-21,500.00	
Total Legislative Expenses	29,507.94	29,200.00	307.94	101.05 %
Member Services				
Alliance Groups		2,500.00	-2,500.00	
Awards		1,000.00	-1,000.00	
Total Member Services		3,500.00	-3,500.00	
Payroll Expenses	12,709.48		12,709.48	
Admin Salary	4,221.26	48,000.00	-43,778.74	8.79 %
Payroll Taxes		4,500.00	-4,500.00	
Retirement		2,000.00	-2,000.00	
Workers Comp		250.00	-250.00	
Total Payroll Expenses	16,930.74	54,750.00	-37,819.26	30.92 %
Total Expenses	\$69,445.74	\$287,561.00	\$ -218,115.26	24.15 %
NET OPERATING INCOME	\$ -35,309.27	\$15,609.00	\$ -50,918.27	-226.21 %
NET INCOME	\$ -35,309.27	\$15,609.00	\$ -50,918.27	-226.21 %