

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

PROPOSED BUDGET FOR THE PERIOD MAY 1, 1955 THROUGH APRIL 30, 1956

IN ACCORDANCE WITH ARTICLE III, SECTION II OF THE BY-LAWS, WHICH REQUIRE THE EXECUTIVE COMMITTEE TO PREPARE AN ANNUAL BUDGET WITHIN THIRTY DAYS AFTER THE NEWLY ELECTED OFFICERS ASSUME THEIR DUTIES, AND AFTER ADOPTION THEREOF, TO PUBLISH SAME TO THE MEMBERSHIP, SUBMITTED HERewith IS THE BUDGET FOR THE PERIOD MAY 1, 1955 THROUGH APRIL 30, 1956. THE BY-LAWS FURTHER PROVIDE THAT UNLESS SUBSTANTIAL DIS-AGREEMENT IS VOICED BY THE MEMBERSHIP WITHIN TEN DAYS AFTER SUBMISSION THERETO, SAME BECOMES FINAL.

THE BUDGET AS PRESENTED HEREINAFTER WAS APPROVED, IN EFFECT, BY THE EXECUTIVE COMMITTEE AS THE RESULT OF ACTION BY THE ENTIRE BOARD OF DIRECTORS AT ITS FIRST 1955 YEAR MEETING ON APRIL 20 AT TUCSON AUTHORIZING THE EXECUTIVE SECRETARY TO PROCEED WITH THE BUDGET ON THE BASIS OF AN ANTICIPATED \$12,000 EXPENDITURE DURING THE TWELVE-MONTH PERIOD TO BE COVERED BY SAME.

ESTIMATED RECEIPTS

1955 MEMBERSHIP DUES BELIEVED COLLECTIBLE	\$ 750.00
1956 MEMBERSHIP DUES, MINIMUM EVALUATION	8,500.00
1955 BUSINESS MEETING	2,750.00 *
MISCELLANEOUS, CONTRIBUTIONS	250.00
1956 BUSINESS MEETING	1.00 @
	<u>\$12,251.00</u>

*THIS FIGURE IS CARRIED OVER FROM THE 1954 ESTIMATE; IT WILL BE SUBSTANTIALLY MORE.

@INASMUCH AS THE RECEIPTS OF THE BUSINESS MEETING A YEAR HENCE WILL NOT BE AVAILABLE FOR USE WITHIN THE OPERATING YEAR, AND THEREFORE DO NOT PROPERLY BELONG IN THIS BUDGET SAVE FOR MENTION, A TOKEN FIGURE OF \$1.00 HAS BEEN ESTABLISHED.

ESTIMATED EXPENDITURES

	<u>1954*</u>	<u>1954@</u>	<u>1955</u>
	(BUDGET)	(ACTUAL)	(BUDGET)
PRINTING & OFFICE SUPPLIES	\$ 1,100.00	2,873.73	3,000.00
OFFICE EQUIPMENT	225.00	197.32	300.00
OFFICE SALARIES -			
SECRETARY'S OFFICE	2,750.00	2,250.00	4,600.00
OTHER OFFICERS	250.00	-0-	400.00
TRAVEL EXPENSE	2,530.00	802.15	1,700.00
POSTAGE	550.00	620.58	720.00
TELEPHONE & TELEGRAPH	720.00	758.90	900.00
ANNUAL BUSINESS MEETING	500.00	19.57	100.00
COOPERATIVE ORGANIZATION EFFORTS	250.00	163.17	50.00
MEMBERSHIP CAMPAIGN	50.00	-0-	100.00
PUBLICATIONS	520.00	25.16	50.00
AWARDS, FLOWERS, TROPHIES	110.00	37.50	50.00
MISCELLANEOUS	-0-	26.00	30.00
	<u>\$ 9,555.00</u>	<u>7,774.08</u>	<u>12,000.00</u>

*11 MONTHS, 6/1/54 TO 4/30/55
@10 MONTHS, 6/1/54 TO 3/31/55

EXPLANATION

FIRST, IT MUST BE UNDERSTOOD THAT THE BUDGET IS APPROVED IN THE TOTAL AMOUNT, AND THE "ESTIMATED EXPENDITURES" ARE EXACTLY THAT. THE BREAKDOWN OF ITEMS MAKING UP THE WHOLE ILLUSTRATES THE EXPECTED TREND, BUT FLEXIBILITY WITHIN THE AGGREGATE SUM IS NECESSARY.

INASMUCH AS MOST OF THE ITEMS ARE SELF-EXPLANATORY WITHIN THEMSELVES, SUCH AS TRAVEL EXPENSE, POSTAGE, AND TELEPHONE AND TELEGRAPH, AND REFLECT COST IN DIRECT RATIO TO ACTIVITY AND THE NUMBER OF MEMBERS, NO SPECIAL WORD IS OFFERED.

THE COST OF PRINTING AND OFFICE SUPPLIES WAS APPRECIABLY GREATER DURING 1954 THAN ANTICIPATED. THE HIGHER FIGURE FOR 1955 SIMPLY REFLECTS PROPER ALLOCATION OF COSTS AND, WE BELIEVE, LEANS TOWARD ANNUAL STABILIZATION OF THEM WITHIN THE PRESENT RANGE OF ASSOCIATION ACTIVITY. HERETOFORE, FOR EXAMPLE, THE MATTER OF PAYING FOR THE PRINTING OF THE PROCEEDINGS OF THE ANNUAL MEETINGS HAD BEEN HANDLED ON AN INDIVIDUAL BASIS EACH YEAR. NOW IT IS A RESPONSIBILITY OF THE EXECUTIVE SECRETARY'S OFFICE TO GET IT OUT WHETHER OR NOT A CHARGE THEREFOR HAS BEEN MADE.

WITH RESPECT TO OFFICE SALARIES, THE BOARD OF DIRECTORS VOTED TO GIVE THE SECRETARY TO THE EXECUTIVE SECRETARY AN INCREASE OF \$50.00 PER MONTH EFFECTIVE MAY 1, 1955, TO \$300.00 PER MONTH BASED ON A FORTY-HOUR WEEK, 22-DAY AVERAGE WORK-MONTH, AND TO PERMIT THE EXECUTIVE SECRETARY TO HIRE ANOTHER OFFICE ASSISTANT AS REQUIRED FOR A SUM NOT TO EXCEED \$1,000.00 IN WAGES PAID THERETO. ALTHOUGH OTHER OFFICERS HAD NOT REPORTED HIRING SECRETARIAL WORKERS THROUGH 3/31/55, IT WAS FELT THAT IN CONNECTION WITH THE INCREASING BURDENS BEING PLACED THEREON, BUDGETARY PROVISION SHOULD BE MADE FOR SAME.

HERETOFORE, IT HAS BEEN THE PRACTICE OF THE TREASURER TO ADVANCE FUNDS TO THE CITY HOLDING THE ANNUAL BUSINESS MEETING FOR PRELIMINARY EXPENSE. IN PREVIOUS YEARS, THIS WAS FREQUENTLY A MAJOR ITEM. EXPERIENCE WITH THE TUCSON MEETING DEMONSTRATES, HOWEVER, THAT UNDER ORDINARY CIRCUMSTANCES, THE HOST CITY SHOULD HAVE NO NEED FOR DRAWING AGAINST THE ASSOCIATION EXCEPT IN A NOMINAL WAY, AND THE BUDGET SO REFLECTS THIS EXPERIENCE.

THE 1954 BUDGET CARRIED AN ITEM OF \$520.00 FOR PUBLICATIONS IN ANTICIPATION OF CONTINUED RELATIONSHIP WITH A PUBLISHER WHICH CHANGED ITS POLICY SHORTLY AFTER THE BUDGET WAS ADOPTED. IT WAS THE RECOMMENDATION OF THE BOARD OF DIRECTORS THAT THE OFFICE OF THE EXECUTIVE SECRETARY BEGIN TO ACCUMULATE A REFERENCE LIBRARY, AND IN SO DOING, THE PRESENT ESTIMATE OF BUT \$50.00 FOR 1955 MAY BE EXCEEDED. ANY OVERRUN IN THIS CATEGORY, AS IN THE REMAINING ITEMS, WILL, HOWEVER, BE OFFSET BY UNDERRUNS ELSEWHERE.