

Explanatory Notes for Financial Detail

Membership/Total Treasury

- Membership figures were taken from annual reports from the Membership Chair when possible. In most cases, they were derived from the directories by counting the entries. The membership figure for FY 1996/1997 is an estimate based on dues reported by the Treasurer for that year.
- Total treasury does not include coupon monies. After June 1993, coupon funds were kept separate from the general treasury bank accounts.
- The totals from the income and expenses sections below will not equal the figures found in this section. This is due to the following factors:
 1. Major income sources are listed in this analysis as simple profit or loss;
 2. Other income sources not shown separately were interest, mailing labels, programs, and CE's;
 3. Expenses listed below do not include specific amounts for Joint Meetings, union list production, or funds going in/out for journal exchange.

Income Sources

- The dollar amounts for dues do not equal the total number of members multiplied by \$15. This is likely due to the timing of deposits over fiscal years and/or the total number of members printed in the directory versus the total number actually gained throughout the fiscal year (*please see above note on derivation of membership figures*).
- Revenues from the Joint Meetings and union lists are expressed in terms of profit or loss.
- Coupon surplus is a derived figure. If/When the coupon system is eliminated, libraries will be able to redeem their coupons from the funds in the coupon accounts. Surplus would be the money leftover and would be net income for the Chapter. To date, the Chapter has not touched the coupon surplus for any Chapter expenses.
- Income sources not included are: program attendance; CE attendance; interest earned; journal exchange.
- Coupon surplus reported for 1999/2000 is based on figures through February 2000.

Expense Categories

- Operating expenses were broadly defined as expenses necessary for the existence of the Chapter. Examples include taxes/insurances; audit costs; PO box rental; stationery; honors/awards; mailing costs for voting and other business. Costs of the newsletter, membership directory, and travel are reported in separate categories.
- Conversely, variable expenses were defined as non-operating expenses. These expenses tended to vary from year to year depending on the activity. Examples of such expenses include CE programs; meeting programs; web site development and enhancements; public relations; donations, and special Chapter activities like the 50th anniversary celebration. Joint Meeting expenses were not included.
- Variable expenses for 1997/1998 were uncharacteristically high due to the Chapter's 50th anniversary celebration; web site development; Chapter logo redesign; and public relations activities.
- Newsletter costs for 1998/1999 were uncharacteristically low because Samuel Merritt College Library kindly absorbed the costs of printing and mailing the newsletter.
- Travel reimbursements did not begin until January 31, 1995.
- Membership/directory expenses were reported as \$0 in the final financial report for 1995/1996.