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**WSHNA MEMORANDUM**

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**TO:** WSHNA BOARD OF DIRECTORS  
**FROM:** MATT ONDERBEKE, WSHNA SECRETARY TREASURER  
**SUBJECT:** BUDGET STATEMENT/2009  
**DATE:** MARCH 3, 2010  
**CC:** OLIVEIRA, CPA

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This is a synopsis of our Statement of Revenues ending 12/31/09. If anyone would like to see the detailed statements, please let me know and I will fax or e-mail them to you.

**Quick Summary**

WSHNA's total income, minus returned registration fees, was \$28,316.96. All our expenses, including the conference costs, business expenses, education, donations, travel, etc., totaled \$37,012.06, leaving us with a net operating loss of \$8,695.10.

We brought forward \$28,897.26 in assets from 2008. With the 2009 losses, our "Total Equity" at the end of 2009 is \$20,202.16.

**2009 Conference**

After taking our returned registration fees, the conference brought in \$22,892.00. Costs for the conference amounted to approximately \$23,273.00, resulting in a loss of approximately \$381.00

There was also an expense of \$2,595.00 for contributions, but I'm not sure if we should include that as a conference expense or not.

Part of the loss was also due to returned registration fees costing \$750.00, and some bank fees for NSF checks.

**General Expenditures**

WSHNA expended \$3,633.55 in travel expenses, \$1237.32 in Education and Training Seminars, \$775.62 in Meals and Entertainment and a little over \$500.00 in office/business type expenses.

Bruce Wind's communication budget came in way under what was allotted to him by the board, leaving him with sufficient funds take his operation through 2010 without any further expenditures.

**Summary/Suggestions**

In short, we are still solidly solvent, but it won't take many years of \$8,700 losses to bring us to somewhere we don't want to be. We also must keep in mind that there is always a potential that a conference may go bad. Although that does not appear to be a problem in the next two years, looking into the future, we need pass along a safe cushion to our replacements.

Personally, I believe we will see nice profits from our next two conferences, but the membership is entrusting us with their money, and I believe to be good stewards, we need to have the money in hand before we make ambitious plans.

That being said, I also think that we are on solid enough ground to continue with most our programs and expenditures, which benefit the members, charity and citizens which benefit from our training and skills.

Some changes and budgeting have already occurred to mitigate some issues. For example, we no longer allow conference refunds after a certain period, and Bruce Wind has been particularly frugal. We are using our accounting firm to handle more money matters to avoid expenses involved with accounting errors, and to more accurately track conference expenses. I would also suggest that WSHNA pay for only one representative, (the president or her designee), to attend the NCNA conference for 2010.

I believe these small changes will save us approximately \$4,500 in 2010, and with a good conference this year we should be breaking even or able to increase our accounts.

Respectfully,

Matthew Onderbeke

WSHNA, Secretary/Treasurer

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