



To: ASPT Council  
From: Linda Brown, ASPT Business Office Manager  
Re: 2007-2008 Annual Report, Vancouver  
Date: 12 July 2008

## **FINANCES**

The income/expenses for 2007, the 2008 business office budget, and projected budget for 2009 are listed on page two of this report.

The current monthly salary for the Business Office Manager is \$927/month based on an average of 86.7 hours per month (\$10.69 per hour, 1040 hours per year). The business manager's total hours vary from month to month, averaging 104 hours/month in 2007. Beginning with the February 2008 timesheet, any hours over the 86.7 are being paid at the hourly rate.

## **REGULAR DUTIES**

The daily ASPT Business Office tasks may include: responding to any correspondence from a member, subscriber, subscription agency, Officer, or Council member; responding to *Systematic Botany* claims; processing approved claims and back issue sales for batching to Neil Harriman; processing database changes for members and institutions; preparing/mailling annual invoices to members and institutional subscribers; processing new members and new institutional subscriptions; processing charge card purchases and checks for SBM sales; recording outgoing surface mail items in correspondence log; processing History Book and label sales orders; sending periodic electronic directory updates to the Webmaster; backing up Filemaker data, MS Office data, the QuickBooks file, and email files on an external hard drive; and periodic updates to a zip disk/CD.

The Business Manager is responsible for: reviewing the monthly Visa procurement charge card statement; reconciling the monthly checking account statement in QuickBooks; reviewing the UW Operations Budget account balance and the monthly postal account statement from UW; mailing items to the current treasurer (investment brochures, checks to sign for payments, etc.); helping the treasurer with quarterly print run estimates for The Sheridan Press; providing our Sheridan Press account manager with periodic information; preparing/sending journal subscription mailing lists to The Sheridan Press; preparing/mailling page charge invoices for *Systematic Botany*; activating/updating online subscriptions through the Ingenta site for members and institutions; sending the online subscriber file periodically to our Ingenta rep; arranging and processing the purchase of CD's under the direction of the treasurer (none currently); recording the monthly interest for CD's and interest bearing accounts in QuickBooks (none currently); providing the Publicity Chair and local meeting rep with pre-meeting assistance; updating ASPT's information in free, online directories; and sending periodic mass emails to members upon request from Council members.

For 2008, I have been working closely with the people at The Sheridan Press to help make the transition to the new printer as smooth as possible.

## **BUSINESS OFFICE POLICY NOTES FOR 2007-2008**

1) With the continued increases in foreign postage (surface mail delivery is no longer available), the only Business Office budget expense category that has decreased recently is the "membership dues" category. In September I will contact our members again by email to encourage them to renew early. The early renewals reduce the amount of materials needed for the mailing, the time spent stuffing the invoice envelopes and the cost of postage for the membership dues mailing. The current cost to mail a no. 10 envelope to a foreign destination is currently \$.94 per piece (387 of our members fall into this category).

To help reduce the costs for the late renewal forms that are mailed each spring, I have also been sending several email reminders in January, February, and March to those who still need to renew. This has reduced the number of hard copy, final notices that are mailed after March 31.

2) Beginning with issue 33(1), The Sheridan Press has been sending the overcopies to the Business Office; these are the issues needed for new members and replacements for claims. Neil Harriman, who has volunteered his services for this task for many years, has agreed to the change now that he has retired. Neil is currently preparing some almost-complete sets of the journal to send to Vicki Funk for distribution. Once this task is completed, Neil will send up to 10 copies of each issue for volumes 30, 31, and 32 to the Business Office in Laramie. The rest of the back issues that have been stored in Neil's basement will be recycled. (The decision to create the three-year moving wall for the back issues was made in Austin.)

	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>Business Office Inc/Exp</b>	<b>Business Office Budget</b>	<b>Proposed Budget</b>
<b>Label Sale-Total B Off Inc</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>
<b>Clerical Services</b>	<b>\$16,730.90</b>	<b>\$19,093.00</b>	<b>\$23,725.00</b>
<b>Computer Exp</b>	<b>\$275.53</b>	<b>\$350.00</b>	<b>\$400.00</b>
<b>Membership Dues</b>			
<i>Post</i>	\$260.82	\$750.00	\$350.00
<i>Prod</i>	\$271.90	\$350.00	\$325.00
<b>Total Mem Dues</b>	<b>\$532.72</b>	<b>\$1,100.00</b>	<b>\$675.00</b>
<b>Fed Ex</b>	<b>\$42.45</b>	<b>\$0.00</b>	<b>\$100.00</b>
<b>Hard Copy Directory</b>			
<i>Post</i>	\$1,533.40	\$100.00	\$1,860.00
<i>Prod</i>	\$1,643.66	\$0.00	\$1,800.00
<b>Total HC Directory</b>	<b>\$3,177.06</b>	<b>\$100.00</b>	<b>\$3,660.00</b>
<b>History Book Postage</b>	<b>\$49.69</b>	<b>\$90.00</b>	<b>\$100.00</b>
<b>Institutional Subscriptions</b>			
<i>Post</i>	\$160.71	\$282.00	\$200.00
<i>Prod</i>	\$69.80	\$25.00	\$84.00
<b>Sub Agencies</b>	<b>\$74.70</b>	<b>\$25.00</b>	<b>\$90.00</b>
<b>Total Inst Subs</b>	<b>\$305.21</b>	<b>\$332.00</b>	<b>\$374.00</b>
<b>Label Sale Exp</b>			
<i>post</i>	\$20.05	\$30.00	\$25.00
<i>prod</i>	\$106.26	\$75.00	\$130.00
<b>Total Label Sale Exp</b>	<b>\$126.31</b>	<b>\$105.00</b>	<b>\$155.00</b>
<b>Hard Copy Newsletter</b>			
<i>Post</i>	\$888.21	\$950.00	\$1,100.00
<i>Prod</i>	\$573.90	\$750.00	\$700.00
<b>Total Newsletter</b>	<b>\$1,462.11</b>	<b>\$1,700.00</b>	<b>\$1,800.00</b>
<b>Office Supplies (incl env)</b>	<b>\$274.91</b>	<b>\$175.00</b>	<b>\$325.00</b>
<b>Bus Office Postal Charges</b>	<b>\$308.10</b>	<b>\$350.00</b>	<b>\$350.00</b>
<b>SysBot Postal Charges</b>	<b>\$51.08</b>	<b>\$175.00</b>	<b>\$1,250.00</b>
<b>Secretary Mailings</b>			
<i>Post</i>	\$3,496.40	\$4,500.00	\$4,200.00
<i>Prod</i>	\$3,543.11	\$2,800.00	\$4,000.00
<b>Total Sec Mailings</b>	<b>\$7,039.51</b>	<b>\$7,300.00</b>	<b>\$8,200.00</b>
<b>Total Business Office Exp</b>	<b>-\$30,375.58</b>	<b>-\$30,870.00</b>	<b>-\$41,114.00</b>
<b>Total Net Income</b>	<b>-\$29,775.58</b>	<b>-\$30,270.00</b>	<b>-\$40,514.00</b>