



Proposed Budget for Fiscal Year 2021-22

This year's budget was built using a zero-based approach. Here are the details:

- Transactions for expenditures and expenses during fiscal year 2020-21 were exported to Excel.
- This yielded the Actual Expenses (Table A) to serve as the basis for a "zero-based budget."
- The Actual Expenses were copied into a new table and dates relabeled.
- Jan-Jun 2020 were moved to the right and relabeled as 2021.
- Bills were double-checked and adjusted to accommodate changes. Expenses not billed in the past year but due this year were added. Allowances were made for expected mailings and maintenance.
- Seed funding for the cookbook was added. That should be sufficient to self-publish 25 sets of two volumes. Income from the sale of those should cover the cost of printing more.
- This yielded the Proposed Budget Details (Table B) showing all proposed expenditures.
- The Budget Details table was copied into a new table
- Rows with sub-expense categories and expenditures were hidden. The table was reformatted for (e.g., only whole dollar amounts are shown). This is the Proposed Budget (Table C).

The result is a very austere budget consistent with our strategy of minimizing expenses. The bottom line is consistent with the presentation at the 2019 Annual Meeting.

Attachments: Tables A-C

Attachment—Table A

Actual Expenses for Fiscal Year 2020-21

	2020						2021						Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Fees		\$59.90		\$20.00				\$35.00					\$114.90
Express Tax Exempt Secretary Of State, Maine Treasurer, State Of Maine		\$59.90		\$20.00				\$35.00					
Information Services									\$920.00				\$920.00
PastPerfect Software									\$380.00				
Wild Apricot									\$540.00				
Insurance							\$225.00			\$1,400.00			\$1,625.00
JC Taylor Philadelphia Insurance Companies							\$225.00			\$1,400.00			
Maintenance			\$312.00						\$60.00			\$84.38	\$456.38
Cunningham Security Farnham			\$312.00						\$60.00			\$84.38	
Membership					\$98.00		\$35.00	\$60.00	\$175.00				\$368.00
AASLH					\$98.00		\$35.00						
Maine Archives & Museum							\$35.00						
Maine Association Of Non-Profits									\$175.00				
Maine Philanthropic Center								\$60.00					
Misc	\$2.32	\$7.74						\$4.35	\$6.07	\$7.14	\$6.08	\$3.49	\$37.19
Affinipay	\$2.32	\$7.74						\$4.35	\$6.07	\$7.14	\$6.08	\$3.49	
Office Expense	\$216.00			\$41.96			\$160.00	\$76.45			\$99.99	\$114.95	\$709.35
Farnham				\$41.96				\$76.45				\$25.29	
Norton (Symantec)												\$89.66	
Otter.ai											\$99.99		
Farneth													
TechSoup							\$160.00						
The UPS Store	\$216.00												
Utilities	\$197.54	\$204.58	\$208.04	\$211.25	\$202.58	\$217.93	\$230.36	\$284.50	\$297.76	\$210.65	\$173.28	\$273.68	\$2,712.15
Central Maine Power	\$25.79	\$32.83	\$36.22	\$39.33	\$30.66	\$45.97	\$57.35	\$54.49	\$49.80	\$37.37		\$80.32	
Portland Water District	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.79	\$10.04	\$10.04	\$10.04	\$10.04	\$10.04	\$30.12	
TechSoup								\$57.00					
Time Warner Cable	\$162.00	\$162.00	\$162.07	\$162.17	\$162.17	\$162.17	\$162.97	\$162.97	\$162.97	\$163.24	\$163.24	\$163.24	
Zoom Communications									\$74.95				
Total	\$415.86	\$272.22	\$520.04	\$273.21	\$300.58	\$217.93	\$650.36	\$460.30	\$1,458.83	\$1,617.79	\$279.35	\$476.50	\$6,942.97

Attachment—Table B

Detailed Budget for Fiscal Year 2021-22

	2020			2021			2021						Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Fees		\$60		\$20				\$35					\$115
Express Tax Exempt Secretary Of State, Maine Treasurer, State Of Maine		\$60		\$20				\$35					
Information Services									\$1,193				\$1,193
PastPerfect Software									\$380				
Wild Apricot									\$648				
GoDaddy									\$165				
Insurance							\$225			\$1,400			\$1,625
JC Taylor							\$225						
Philadelphia Insurance Companies										\$1,400			
Maintenance	\$100	\$500	\$362		\$50		\$0				\$50	\$50	\$1,112
Cunningham Security			\$312										
Septic		\$500											
Other	\$100		\$50		\$50		\$50				\$50	\$50	
Membership					\$98		\$35	\$60	\$175				\$368
AASLH					\$98								
Maine Archives & Museum							\$35						
Maine Association Of Non-Profits									\$175				
Maine Philanthropic Center								\$60					
Merchandise				\$400	\$300	\$300							\$1,000
Publication Seed Funding				\$400	\$300	\$300							
Misc	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$60
Affinipay	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	
Office Expense	\$220	\$75			\$75		\$160	\$75			\$175	\$90	\$870
Mailing		\$75			\$75			\$75			\$75		
Norton (Symantec)												\$90	
Otter.ai											\$100		
TechSoup							\$160						
The UPS Store	\$220												
Utilities	\$275	\$275	\$255	\$235	\$215	\$225	\$235	\$282	\$300	\$215	\$235	\$255	\$3,002
Central Maine Power	\$100	\$100	\$80	\$60	\$40	\$50	\$60	\$50	\$50	\$40	\$60	\$80	
Portland Water District	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	
TechSoup								\$57					
Time Warner Cable	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	
Zoom Communications									\$75				
Total	\$600	\$915	\$622	\$660	\$743	\$530	\$660	\$457	\$1,673	\$1,620	\$465	\$400	\$9,345

Attachment—Table C

Proposed Budget for Fiscal Year 2021-22

	2020						2021						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Fees		\$60		\$20				\$35					\$115
Information Services									\$1,193				\$1,193
Insurance							\$225			\$1,400			\$1,625
Maintenance	\$100	\$500	\$362		\$50		\$0				\$50	\$50	\$1,112
Membership					\$98		\$35	\$60	\$175				\$368
Merchandise				\$400	\$300	\$300							\$1,000
Misc	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$60
Office Expense	\$220	\$75			\$75		\$160	\$75			\$175	\$90	\$870
Utilities	\$275	\$275	\$255	\$235	\$215	\$225	\$235	\$282	\$300	\$215	\$235	\$255	\$3,002
Total	\$600	\$915	\$622	\$660	\$743	\$530	\$660	\$457	\$1,673	\$1,620	\$465	\$400	\$9,345