**DRAFT**

**Understanding SEWI-ATD Finances – Part 2: Expenses**

At SEWI-ATD, we budget and spend carefully. This is the second of a three part series on SEWI-ATD Finances and covers our Chapter expenses.

Before we dive in, we can’t talk about expenses without first expressing gratitude for all of our volunteers. SEWI-ATD volunteers contribute their time, skills, and expertise, which help to off-set many expenses it takes to keep our Chapter thriving. Find out more about volunteering at: <https://sewi-atd.org/Volunteer>

Our 2019 expense budget of $48,600 was similar to the prior year’s budget.

**What are our expenses?**

* Administration – 51%
* Membership – 15%
* Office of the President – 11%
* Special Events – 8%
* Operations – 8%
* Technology – 4%
* Programming – 3%

**Why such a big chunk in Administration?**

Running a smooth operation is important. Since 2017, we’ve partnered with Morgan Data Solutions (MDS), LLC. MDS is a management company that supports many associations like ours, including SHRM. We are grateful to have MDS as our partner to provide our Chapter the following services:

* Member Support
* Member Database and Annual Renewals
* Financial & Accounting Services
* General Services & Support

MDS expenses are typical for organizations like us, so it's impressive how much we do for our members given those limits. Membership expenses includes payment back to National ATD for any power memberships we collect, Power membership includes both local and national memberships, which is why we have to pay a portion back to National.

You may be curious on what expenses are associated with our Operations & Office of the President. For this year, those expenses include marketing dollars, and the fee we pay to ATD to have our Board Members belong to the National Association and to have 3 Board Members attend an annual conference specifically for Chapter Board members.

**How does SEWI-ATD monitor expenses?**  
Prior to every Board meeting, as your VP, Finance, I work with MDS to track and prepare monthly financial statements and graphs. We dedicate a portion of every Board meeting to go over these reports.

In between meetings, MDS and I review and approve any invoice/payment reimbursement.

**How do our income & expenses work together to inform our annual budget?**Stay tuned for Part 3, where we will share the SEWI-ATD annual budget.