

**Association of Teacher Educators**  
**Budget Narrative: 2024-25 Proposed Budget**

**Compensation**

Salary	\$160,000	Salary and quarterly taxes for three employees; >2.0 FTE. Reflects equity and merit adjustments.
Retirement Contribution	\$8,000	Retirement Contribution for the Executive Director
Personnel Contracts	\$25,000	Personnel contracts / consultation with priority business functions.
Compensation Sub-Total	\$193,000	

**Operations**

ATE Awards	\$2,500	KDP and Taylor & Frances Outstanding Journal Article Award
Award Plaques	\$1,500	Plaques and awards for Annual Meeting
Copying	\$2,500	Programs and services copying. Reflects increase for revised Teacher Educator Standards release.
Credit Card Fees	\$35,000	Fees to merchant provider for processing credit card payments (increased membership and in-person conference registration)
Bank Service Fees	\$500	Fees for select online payments.
Abstract Management / APP	\$8,000	Annual expense for event proposal submissions and app. Product switch for app reduced the overall cost by approximately \$4K.
Insurance	\$4,500	ATE maintains 3 insurance policies: liability coverage for the Board and Executive Director, Workers Comp, and Commercial/Office.
IT (Hardware and Software)	\$2,000	Zoom, Zoho / email provider, QuickBooks Nonprofit Pro Cloud Version (annual), 365/software suite renewal for Robin (annual), Hootsuite, Domain Name
Office Supplies	\$1,500	General office supplies
Postage / Shipping / P.O. Box	\$1,200	P.O. Box (\$410/year), postage, and shipping expenses. Reflects additional cost for select mailing of new standards document.
Professional Fees	\$8,000	Attorney fees, annual audit, & other (CPA).
Rent / Storage	\$5,500	Office Rent (\$225/month), Storage Unit (\$266/month)
Telephone	\$600	Main telephone line for ATE

Travel / Entertainment	\$11,000	Travel to AM, SC, Washington metro area, and State Unit visits. Includes travel for staff and ATE President. Estimated costs for travel to AM24 in New Orleans and SC24 in St. Louis.
Board Expenses	\$2,000	Meeting related expenses
President Expenses	\$3,000	Discretionary expenses related to AM, SC, Board & ATE organization
Executive Director Expenses	\$3,000	Discretionary expenses related to ATE organization needs
Contracts / Consultation	\$25,000	Contracts / consultation related to strategic plan, programs, and organization operations. Funding for website & database updates; Projected deposits for future AM/SC contracts; Communications intern, fellowship stipend, and sponsored research/grants and revenue enhancement.
VA State Fee / Non-profit	\$50.00	Annual fee to the state of Virginia for registered nonprofit status
Web Hosting	\$4,000	Member Clicks membership database and website hosting. Reduced cost due to product upgrade last year.
Operations Sub-Total	\$121,350	

## Programs

Conference - AM25 New Orleans	\$191,375	Projected cost of in-person annual meeting expenses. Location New Orleans. Estimate based on prior AM costs and analysis of needs.
Conference – SC25 St. Louis	\$143,075	Projected cost for in-person Summer Conference expenses. Location St. Louis. Estimate based on prior SC costs and analysis of needs.
ATE Programs / Strategic Plan	\$5,000	Support for programs and initiatives related to strategic plan.
Publications (Journals)	\$17,000	Quarterly payments to publisher for two journals; Action in Teacher Education & The New Educator (\$4K per quarter + \$ for print copies)
Programs Sub-Total	\$356,450	

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## Budget Summary by Category

<i>Compensation Sub-Total</i>	<i>\$193,000</i>
<i>Operations Sub-Total</i>	<i>\$121,350</i>
<i>Programs Sub-Total</i>	<i>\$356,550</i>
<b>Grand Total</b>	<b>\$670,800</b>