



Citizen Science Association (CSA) Financial Update December 2017

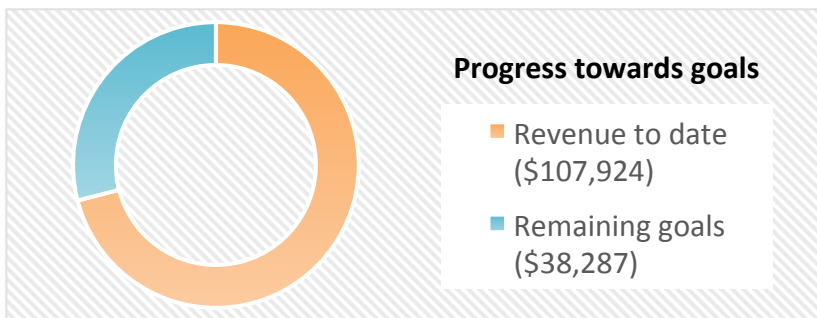
Introduction to the Financial Structure of CSA

CSA's Fiscal Year (FY) runs from July 1st – June 30th, meaning that we are approximately halfway through FY'18. This brief covers the first half of FY'18, from July 1st, 2017 to December 8, 2017.

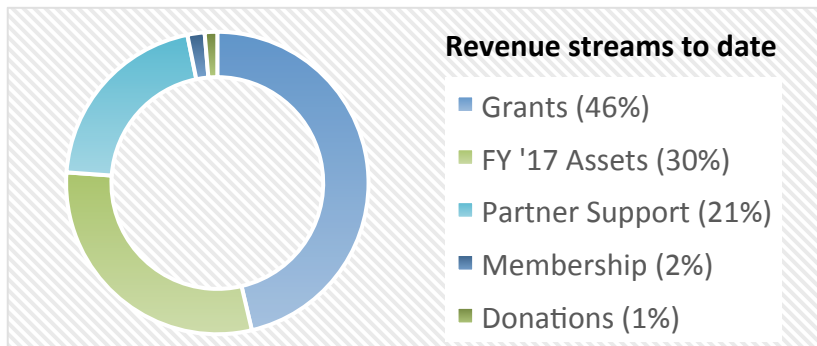
CSA is incorporated as an independent non-profit **501(c)3** with an elected Board of Directors and interim Executive Director. We also maintain ties with Schoodic Institute as our fiscal sponsor. Through this relationship Schoodic helps us apply for funding such as federal grants, and offers us valuable in-kind support. We manage two bank accounts: our primary bank account, located at Schoodic Institute, and a smaller, independent bank account managed from within CSA. Partner institutions such as the Cornell Lab of Ornithology provide additional institutional or financial support.

FY'18 Budget overview

The total budget for CSA is **\$146,211**. We have secured \$107,924 in revenue to meet 74% of our FY '18 expenses, and are fundraising to meet the additional \$38,287 (26%). CSA is supported by **income** from grants, existing assets from FY'17, support from partner institutions, membership dues, and individual donations. Key **expenses** for FY'18 include core operating costs, consulting and funding to support strategic planning, and remaining conference expenses. The journal *Citizen Science: Theory and Practice* generates income from publication fees that is roughly equivalent to costs in terms of scholarships and payments to our publisher, Ubiquity Press.



Our fundraising efforts are led by our interim Executive Director (fundraising takes approximately 20% of her time) working with the Chair of the Board. A Fundraising Committee also offers their support.



Many of our members joined CSA in Spring 2017, so their contributions will be coming up for renewal in Spring 2018. We budget for 15% of our revenue to come from memberships. In addition, we are planning our first ever end-of-year giving campaign.



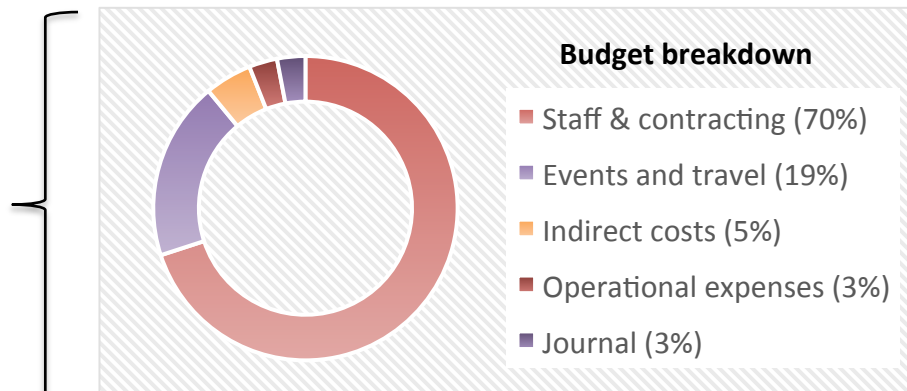
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Anticipated FY '18 Budget	Amount
Personnel	
Staff Salary (100% FTE) and Benefits	\$81,840
Contracting	\$25,000
Core Operating Expenses	
Organizational	\$640
Website and Software	\$3,675
Communications	\$385
Travel and Events	
Travel	\$6,185
Expenses from CSA 2017	\$17,209
Journal	
Publication Fees to Ubiquity Press	\$3,850
Scholarships	\$635
Indirect Costs	
To Schoodic Institute	\$6,792
Total Anticipated Expenses	\$146,211

Each year the Treasurer and Executive Director work together to draft a budget for CSA. The budgeting process is supported by our Finance Committee, which includes an external representative from Schoodic Institute. Budgets are submitted to the full CSA Board for approval 60 days prior to the start of the fiscal year, and must be finalized 30 days prior to the start of the fiscal year.

CSA's budget evolves throughout the year as income and expenses change. The Executive Director and Treasurer may jointly approve budget variances of up to 10% of the total. More significant changes require full approval of the CSA Board.

As a young association CSA has one employee, currently funded by CSA at 80%. We use contracting or rely on in-kind support for website maintenance, graphic design, communications, and bookkeeping. Our biennial conference brings significant revenue and expenses.



The Treasurer of CSA gives a verbal report out on our finances at each biennial conference. At the same time, we have been working towards more transparency about CSA's finances, and are pleased to offer this summary in response to a recent request. Please let us know what you think of this brief by emailing CSA's current Treasurer Anne Bowser, treasurer@citizenscience.org.