



National Cambridge Collectors

Budget
for

Year ending

December 31, 2014



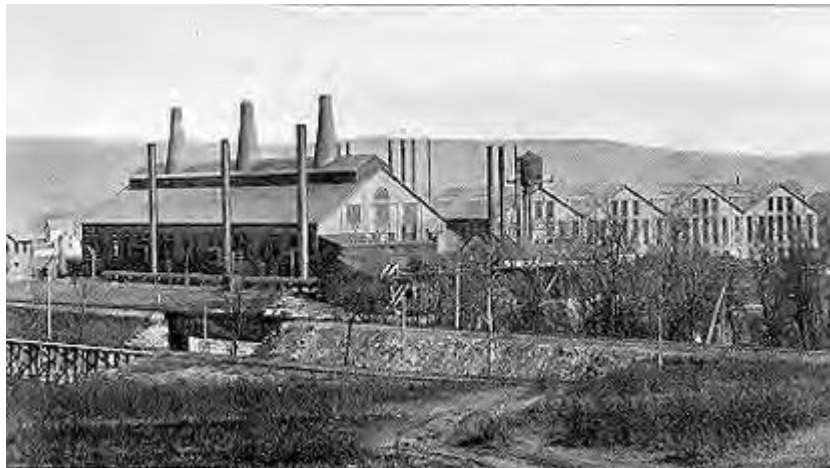
**Budget
2014
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Section 1

Summary





Summary 2014 Budget

Statement of Activity

	Budget			Prior year actual	
	2014	2013	More (Less)	12/31/13	More (Less)
Operating funds					
1. Member Services	(24,036)	(23,100)	(936)	(29,029)	4,993
2. Development	52,300	52,300	0	70,389	(18,089)
3. Events	19,963	18,950	1,013	14,691	5,272
4. Education	650	1,350	(700)	1,732	(1,082)
5. Museum					
Public operations	(4,447)	(5,392)	945	(3,804)	(642)
Merchandise sales	13,275	12,000	1,275	19,075	(5,800)
Building and Grounds	(21,040)	(26,100)	5,060	(36,284)	15,244
Insurance & contents	(5,637)	(5,637)	0	(8,739)	3,102
	(17,849)	(25,128)		(29,753)	
6. Administration	(9,391)	(8,188)	(1,203)	(7,599)	(1,792)
	21,638	16,184	5,454	20,431	1,207
Endowment fund	12,600	22,240	(9,640)	15,756	(3,156)
	34,238	38,424	(4,186)	36,187	(1,949)

Balance Sheet

Cash and investments	Current Yr.		
	1/1/14	Change	12/31/14
Checking	26,005.41	(3,362)	22,643
Schwab - Unrestricted	5,243.02	0	5,243
Paypal	250.00	0	250
	31,498.43		28,136
Imprest	250.00	0	250
Schwab - Endowment	300,741.58	37,600	338,342
	332,490.01	34,238	366,728

Fund Balance	Current Yr.		
	1/1/14	Change	12/31/14
Operating funds			
Unrestricted	29,047.08	(4,362)	24,685
Temporarily restricted	2,701.35	1,000	3,701
Less: Debt	0.00		0
	31,748.43	(3,362)	28,386
Endowment fund	300,741.58	37,600	338,342
	332,490.01	34,238	366,728



Budget Variances

2014 Budget

Operating funds

	Budget 2013	Cash More (less)	2012		12/31/13
			Budget	More (Less)	
More cash than prior year budget					
Maint.and Improvements	(12,300)	7,700	(20,000)	(8,097)	(28,097)
Other fundraising events	4,800	2,800	2,000	(2,060)	(60)
Annual Giving	50,000	1,500	48,500	3,099	51,599
Resale glass sales	11,275	1,275	10,000	4,606	14,606
	53,775	13,275	40,500	(2,452)	38,048

	Budget 2013	Cash More (less)	2012		12/31/13
			Budget	More (Less)	
Less cash than prior year budget					
Museum utilities	(11,423)	(2,601)	(8,822)	(2,071)	(10,893)
Glass Show	2,383	(1,817)	4,200	(538)	3,662
Crystal Ball operations	(18,750)	(1,500)	(17,250)	(1,581)	(18,831)
Special Gifts	2,000	(1,500)	3,500	(1,400)	2,100
	(25,790)	(7,418)	(18,372)	(5,589)	(23,961)

Net budget decrease detailed above	5,857
Unscheduled above	(403)
2014 change from 2013 budget	<u>5,454</u>



Section 2

Financial Statements



Statement of Activity 2014 Budget

1. Membership	Budget	More (less)	2013 Budget		
	2014		Budget	More (Less)	12/31/13
A. Crystal Ball operation	(18,750)	(1,500)	(17,250)	(1,581)	(18,830.57)
B. Convention	(936)	565	(1,500)	(3,330)	(4,829.54)
C. General marketing	(3,900)	0	(3,900)	(1,457)	(5,356.54)
D. Member services	(450)	0	(450)	438	(12.00)
	(24,036)	(936)	(23,100)	(5,929)	(29,028.65)
2. Development					
A. Annual Giving	50,000	1,500	48,500	2,342	50,842.00
B. Special gifts	2,000	(1,500)	3,500	12,710	16,209.53
C. Projects	300	0	300	(38)	262.50
D. Grants	0	0	0	3,075	3,075.00
	52,300	0	52,300	18,089	70,389.03
3. Events					
A. Benefit Auction	11,000	0	11,000	(1,692)	9,307.79
B. Glass Show	2,383	(1,817)	4,200	(538)	3,662.00
C. Glass Dash	1,780	30	1,750	31	1,781.00
D. Convention fundraiser	4,800	2,800	2,000	(2,060)	(60.00)
	19,963	1,013	18,950	(4,259)	14,690.79
4. Education					
A. Publications	1,300	(700)	2,000	(103)	1,897.14
B. Educational items	100	0	100	(148)	(47.79)
C. Research & programming	(750)	0	(750)	633	(117.24)
D. Activities	0	0	0	0	-
	650	(700)	1,350	382	1,732.11



Statement of Activity (continued)
2014 Budget

5. Museum	Budget	More (less)	2013 Budget		
	2014		Budget	More (Less)	12/31/13
A. Public operations					
1) Admissions	7,000	0	7,000	198	7,198.00
2) Staffing	(11,447)	945	(12,392)	1,389	(11,002.39)
	<u>(4,447)</u>	<u>945</u>	<u>(5,392)</u>	<u>1,587</u>	<u>(3,804.39)</u>
B. Gift shop					
1) Resale glass	11,275	1,275	10,000	4,606	14,605.70
2) Miscellaneous	2,000	0	2,000	2,469	4,468.89
	<u>13,275</u>	<u>1,275</u>	<u>12,000</u>	<u>7,075</u>	<u>19,074.59</u>
C. Building and grounds					
1) Museum facility					
a. Utilities	(11,423)	(2,601)	(8,822)	(2,071)	(10,892.68)
b. Maintenance & Improv.	(12,300)	7,700	(20,000)	(8,097)	(28,096.68)
	<u>(23,723)</u>	<u>5,099</u>	<u>(28,822)</u>		<u>(38,989.36)</u>
2) Storage building	(490)	(40)	(450)	(39)	(489.42)
	<u>(24,213)</u>	<u>5,059</u>	<u>(29,272)</u>	<u>(10,207)</u>	<u>(39,478.78)</u>
D. Contents	(1,000)	0	(1,000)	(3,914)	(4,914.15)
E. Parking lot rent	3,173	1	3,173	23	3,195.00
F. Insurance and taxes	(4,637)	0	(4,637)	812	(3,825.10)
	(17,849)	<u>7,279</u>	<u>(25,128)</u>	<u>(4,602)</u>	<u>(29,752.83)</u>
6. Administration					
A. Staffing	(4,732)	(789)	(3,943)	(606)	(4,548.69)
B. Office	(1,764)	26	(1,790)	(30)	(1,820.02)
C. Operations	(660)	(390)	(270)	(42)	(312.16)
D. Organization	(1,135)	0	(1,135)	0	(1,135.00)
E. Finance	(1,100)	(50)	(1,050)	1,267	216.73
	(9,391)	<u>(1,203)</u>	<u>(8,188)</u>	<u>589</u>	<u>(7,599.14)</u>
Change in cash					
Operating funds	21,638	<u>5,454</u>	<u>16,184</u>	<u>4,270</u>	<u>20,431.31</u>
Endowment fund	12,600	<u>(9,640)</u>	<u>22,240</u>	<u>(6,484)</u>	<u>15,756.03</u>
All funds	34,238	<u>(4,186)</u>	<u>38,424</u>	<u>(2,214)</u>	<u>36,187.34</u>



Endowment Fund 2014 Budget

Activity	Budget	Cash More (less)	2013 Budget		
	2014		Budget	More (Less)	12/31/13
Gifts					
Ellis estate	-		4,000		7,969.24
Other	2,500		18,140		2,211.60
	<u>2,500</u>	(19,640)	<u>22,140</u>	(11,959)	<u>10,180.84</u>
Raffle	10,000		-	5,550	5,550.00
Investment income	100	-	100	(75)	25.19
	12,600	(19,640)	22,240	(6,484)	15,756.03

Fund Balance	Budget	Cash More (less)	2013 Budget		
	2014		Budget	More (Less)	12/31/13
Beginning balance	300,742	48,756	251,986	0	251,985.55
Current year activity	12,600	(9,640)	22,240	(6,484)	15,756.03
Transfer from unrestricted	25,000	-	25,000	8,000	33,000.00
	<u>37,600</u>		<u>47,240</u>	<u>1,516</u>	<u>48,756.03</u>
Ending balance	338,342	39,116	299,226	1,516	300,741.58



Balance Sheet 2014 Budget

Cash and Investments	1/1/14	More (Less)	12/31/14
Checking			
PNC	25,176.38	(3,362)	21,814
Peoples Bank	329.03	0	329
PNC credit card	500.00	0	500
Schwab - Unrestricted	5,243.02	0	5,243
Paypal	250.00	0	250
	<u>31,498.43</u>	<u>(3,362)</u>	<u>28,136</u>
Imprest	250.00	0	250
Schwab - Endowment	300,741.58	37,600	338,342
Total Assets	<u><u>332,490.01</u></u>	<u>34,238</u>	<u><u>366,728</u></u>

Debt			
PNC Bank	-	0	0
3.750% (Prime+ .5%)			

Net Assets			
Unrestricted funds	29,047.08	(4,362)	24,685
Temporarily restricted funds	2,701.35	1,000	3,701
Less: Debt	-	0	0
	<u>31,748.43</u>	<u>(3,362)</u>	<u>28,386</u>
Endowment fund	300,741.58	37,600	338,342
Total Debt and Net Assets	<u><u>332,490.01</u></u>	<u>34,238</u>	<u><u>366,728</u></u>



Balance Sheet
Debt
2014 Budget

PNC Bank

1/1/14 **\$0.00** (Open line of credit)

	Debt Service		Costs	Draws
	Principal	Interest		
JAN				
FEB			100	
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
	0	0	100	0

12/31/14 **\$0** out of maximum \$75,000
 3.750%
 Prime+ .5%



Temporarily Restricted Funds 2014 Budget

		Temporarily Restricted Funds				
		Total	Museum	Education	Acquisitions	Other
1/1/14		2,701.35	2,225.00	0.00	0.00	476.35
Restricted income						
	Museum	0.00				
	Education	0.00				
	Acquisitions	0.00				
	New 2014	1,000.00				1,000.00
		1,000.00	0.00	0.00	0.00	1,000.00
Board Restricted		0.00				
	Board transfer	0.00				
		0.00	0.00	0.00	0.00	0.00
Released from Restriction						
	Museum	0.00				
	Education	0.00				
	Acquisitions	0.00				
	Other	0.00				
		0.00	0.00	0.00	0.00	0.00
	Current year change	1,000.00	0.00	0.00	0.00	1,000.00
	2014 Budget	3,701.35	2,225.00	0.00	0.00	1,476.35



Non-financial assets 2014 Budget

A. **Museum Facility**

Building

Building purchase
Building Improvements
Land
Land Improvements

Fixtures

Display Equipment
Display fixtures
Reception furniture
Theater furniture
Theater audio/video

B. **Service Building**

Building purchase
Building improvements
Land

C. **Collections**

Cambridge Glass Collection
 Owned
 On loan
Other Glass
Factory equipment
Factory paper records

D. **Education**

Library
Films and slides
Research and other educational material

E. **General**

Furniture and equipment
Office hardware and software
Kitchen equipment



Section 3

Operating Functions



1. Member Services 2014 Budget

	Budget	Cash	2013 Budget		
	2014	More (less)	Budget	More (Less)	12/31/13
A. Crystal Ball operations					
Publishing	(13,300)	(800)	(12,500)	(760)	(13,260.14)
Delivery	(6,050)	(450)	(5,600)	(446)	(6,046.43)
Advertising revenue	600	(250)	850	(374)	476.00
	(18,750)	(1,500)	(17,250)	(1,581)	(18,830.57)
B. Convention					
Convention revenue	10,830				10,665.00
Food	(8,053)				(9,079.51)
Facility rent	(2,000)				(5,310.00)
Favors	0				(390.58)
All other expense	(1,713)				(714.45)
	(936)	565	(1,500)	(3,330)	(4,829.54)
C. General marketing					
Publicity	(1,500)	0	(1,500)	(1,439)	(2,938.60)
Annual giving	(2,100)	0	(2,100)	107	(1,992.94)
Support of other organizations	(300)	0	(300)	(125)	(425.00)
	(3,900)	0	(3,900)	(1,457)	(5,356.54)
D. Member relations					
Printing	(50)	0	(50)	19	(30.75)
Postage	(150)	0	(150)	58	(92.00)
Relations	(250)	0	(250)	219	(30.75)
Century Club	0	0	0	0	0.00
Meetings					
Receipts	0	0	0	1,347	1,347.00
Expense	0	0	0	(1,206)	(1,205.50)
	(450)	0	(450)	438	(12.00)
Total	(24,036)	(936)	(23,100)	(5,929)	(29,028.65)



2. Development 2014 Budget

A. Annual Giving	Budget 2014		Cash More (less)	2013 Budget		
				Budget	More (Less)	12/31/13
Patron level	24.0%	12,000	0	12,000	(418)	11,582.00
Century						13,280.00
Mardi Gras						9,150.00
Japonica						6,330.00
President's Circle level						10,300.00
Benefactor level	75.0%	37,500	1,500	36,000	3,060	39,060.00
Special tributes	1.0%	500	0	500	(300)	200.00
	100.0%	50,000	1,500	48,500	2,342	50,842.00
B. Special Gifts						
Unrestricted		1,000	(1,500)	2,500	(2,290)	209.53
Temporarily restricted		1,000	0	1,000	15,000	16,000.00
		2,000	(1,500)	3,500	12,710	16,209.53
C. Projects						
Scotties		300	0	300	(38)	262.50
Production		0	0	0	0	0.00
		300	0	300	(38)	262.50
D. Grants						
		0	0	0	3,075	3,075.00
Total Development		52,300	0	52,300	18,089	70,389.03



3. Events 2014 Budget

	Budget	Cash More (less)	2013 Budget		
	2014		Budget	More (Less)	12/31/13
A. Benefit Auction					
Floor sales				58,000.00	
Mail bids				3,250.00	
NCC owned glass				0.00	
Gift glass				0.00	
				61,250.00	
Consignment payments				(48,488.00)	
Auctioneer fee				(2,599.40)	
Gross income from sales	11,855			10,162.60	
Admission fees	240			240.00	
Facility rental	(675)			(675.00)	
All other	(420)			(419.81)	
	11,000	0	11,000	(1,692)	9,307.79
B. Glass Show					
Exhibitor fees				4,450.00	
Admission fees				629.00	
Gross income	5,000			5,079.00	
Advertising expense	(1,200)			(1,417.00)	
Other	(1,417)			0.00	
	2,383	(1,817)	4,200	(538)	3,662.00
C. Glass Dash					
Exhibitor fees				1,260.00	
Admission fees				1,064.00	
Gross income	2,323			2,324.00	
Miscellaneous receipts				37.00	
All other expense	(68)			(105.00)	
Facility rental	(475)			(475.00)	
	1,780	30	1,750	31	1,781.00
D. Other fundraising events					
Convention event	5,000			0.00	
Rent	(200)			N/A	
November quarterly meeting	0			(60.00)	
	4,800	2,800	2,000	(2,060)	(60.00)
Total Events	19,963	1,013	18,950	(4,259)	14,690.79



4. Education

2014 Budget

A. Publications	Budget	Cash	2013 Budget		
	2014	More (less)	Budget	More (Less)	12/31/13
1) Sales					
a. Catalog reprints					
1903 - Bennett					5.00
Nearcut					157.00
1903					29.85
1927					774.00
Catalog #10					117.25
1930-34					25.00
1940					17.95
1949-53					
b. Color books					339.40
c. Etchings, cuttings, and decorates					
Rosepoint - books					191.54
Rosepoint - DVDs					117.79
Etchings book 1					122.05
Etchings book 2 (non-cataloged)					115.25
Etchings booklets					23.05
Rock Crystal Engravings & Listings					17.95
Cambridge Decorates					0.00
Charlton Decorates					29.95
d. Lines & types					
Caprice - books					408.00
Caprice - DVDs					115.70
Pharmaceuticals					19.90
Stemware					0.00
e. Other book sales					
Museum tour guide brochures					0.00
Florence					49.90
Price guides					14.95
Miscellaneous					130.95
Reflections					10.00
	3,000	0	3,000	(168)	2,832.43



4. Education (continued)
2014 Budget

Publications (continued)	Budget 2014	Cash More (less)	2013 Budget		12/31/13
			Budget	More (Less)	
A. 1) Sales (from previous page)	3,000	0	3,000	(168)	2,832.43
2) Cost of book sales					
a. Catalog reprints					(492.15)
b. Colorbooks					
c. Etchings, cuttings, and decor	(500)				(227.50)
d. Lines & types					
e. Other book sales					(183.64)
	(500)	0	(500)	(403)	(903.29)
3) Production costs	(1,200)	(700)	(500)	468	(32.00)
4) Royalties	0	0	0	0	0.00
Total Publications	1,300	(700)	2,000	(103)	1,897.14
B. Educational items					
Crystal Lady, binders, pamphlets, etc.					233.00
Inventory purchases					(280.79)
	100	0	100	(148)	(47.79)
C. Research & programming					
Research materials					(117.24)
Educational resources	(750)				0.00
	(750)	0	(750)	633	(117.24)
D. Activities					
Art Show	0	0			0.00
Programs	0	0			0.00
Workers reunion	0	0			0.00
	0	0	0	0	0.00
Total	650	(700)	1,350	382	1,732.11



5. Museum 2014 Budget

A. Public operations	Budget	Cash More (less)	2013 Budget		
	2014		Budget	More (Less)	12/31/13
1) Admissions	7,000	0	7,000	198	7,198.00
2) Staffing					
Wages	(10,210)	790	(11,000)	1,182	(9,817.52)
Payroll taxes:					
Social Security (6.2%)					
Medicare (1.45%)					
Workmen's comp. insurance (5%)					
Withholdings	1,869				1,799.28
Payments	(3,106)				(2,984.15)
	<u>(1,237)</u>	155	<u>(1,392)</u>	207	<u>(1,184.87)</u>
Staffing	(11,447)	945	(12,392)	1,389	(11,002.39)
	(4,447)	945	(5,392)	1,587	(3,804.39)
B. Gift shop					
1) Resale glass					
Cambridge glass	20,000				20,139.50
Mosser	200				176.00
Boyd					0.00
Global	500				512.00
Shaker tops	25				24.00
Other	450				432.87
Convention favors	100				195.00
	<u>21,275</u>		<u>10,000</u>	<u>11,479</u>	<u>21,479.37</u>
Inventory purchases					
Cambridge	(10,000)				(6,654.65)
Other					(219.02)
	<u>(10,000)</u>		<u>0</u>	<u>(6,874)</u>	<u>(6,873.67)</u>
	<u>11,275</u>	1,275	<u>10,000</u>	<u>4,606</u>	<u>14,605.70</u>
2) Miscellaneous					
Jewelry					4,540.00
Christmas					276.00
Miscellaneous					106.00
Printed materials					97.00
Pins and patches					30.00
Inventory purchases					(580.11)
	<u>2,000</u>	0	<u>2,000</u>	<u>2,469</u>	<u>4,468.89</u>
	13,275	1,275	12,000	7,075	19,074.59



5. Museum (continued)
2014 Budget

C. Building and grounds	Budget	Cash	2013 Budget		
	2014	More (less)	Budget	More (Less)	12/31/13
1) Museum facility					
a. Utilities					
Electric	(9,518)	(2,018)	(7,500)	(1,828)	(9,328.04)
Telephone	(700)	0	(700)	(27)	(727.42)
Water	(205)	(5)	(200)	(0)	(200.22)
Security	(1,000)	(578)	(422)	(215)	(637.00)
	<u>(11,423)</u>	<u>(2,601)</u>	<u>(8,822)</u>	<u>(2,071)</u>	<u>(10,892.68)</u>
b. Maint. and Improvements					
Electrical	(500)		(500)		
Windows	(500)		(1,000)		
Plumbing	(500)		0		
Carpet	(300)		(300)		
Sign	0		0		
Parking lot	0		(16,000)		
Snow removal	(500)		(500)		
General	(10,000)		(1,700)		
	<u>(12,300)</u>	<u>7,700</u>	<u>(20,000)</u>	<u>(8,097)</u>	<u>(28,096.68)</u>
2) Storage building					
Electric	(290)	(40)	(250)	(39)	(289.42)
Security	(200)	0	(200)	0	(200.00)
Maintenance	0	0	0	0	0.00
	<u>(490)</u>	<u>(40)</u>	<u>(450)</u>	<u>(39)</u>	<u>(489.42)</u>
	(24,213)	5,059	(29,272)	(10,207)	(39,478.78)
D. Museum contents					
1) Cambridge Glass Company					
Glass collection purchases					(150.00)
Factory business records					(61.20)
Materials and equipment					(4,540.00)
2) General					
Display materials					(75.01)
Furniture and equipment					(87.94)
	(1,000)	0	(1,000)	(3,914)	(4,914.15)
E. Parking lot rent	3,173	1	3,173	23	3,195.00
F. Insurance & taxes					
Property and liability insurance	(4,426)	0	(4,426)	816	(3,610.00)
Property tax	(211)	0	(211)	(4)	(215.10)
	(4,637)	0	(4,637)	812	(3,825.10)
Total	(17,849)	7,279	(25,128)	(4,625)	(29,752.83)



6. Administration 2014 Budget

	Budget	Cash	2013 Budget		
	2014	More (less)	Budget	More (Less)	12/31/13
A. Staffing					
Wages	(4,223)	(723)	(3,500)	(560)	(4,059.50)
Payroll taxes:					
Social Security (6.2%)					
Medicare (1.45%)					
Workmen's comp. insurance (5%)					
Withholdings	672				645.63
Payments	(1,181)				(1,134.82)
	<u>(509)</u>	<u>(66)</u>	<u>(443)</u>	<u>(46)</u>	<u>(489.19)</u>
	(4,732)	(789)	(3,943)	(606)	(4,548.69)
B. Office					
Supplies	(346)	(146)	(200)	(140)	(339.85)
Postage	(408)	142	(550)	207	(342.56)
Conference calling	(350)	0	(350)	17	(332.87)
Technology					
DSL	(330)	30	(360)	22	(337.81)
Software	(230)	0	(230)	(0)	(230.11)
Hardware	0	0	0	0	0.00
Repairs & supplies	(100)	0	(100)	(137)	(236.82)
	<u>(1,764)</u>	<u>26</u>	<u>(1,790)</u>	<u>(30)</u>	<u>(1,820.02)</u>
C. Operations					
Shipping for sales					
Collected	400	0	400	0	335.41
Paid	(400)	(390)	(10)	0	(142.15)
Sales tax					
Collected	2,000	2,000	0	0	2,065.01
Paid	(2,000)	(2,000)	0	0	(2,055.10)
Web based commerce					
Ebay	(400)	0	(400)	100	(294.14)
Website	(200)	0	(200)	450	(200.30)
Paypal	(60)	0	(60)	20	(20.89)
	<u>(660)</u>	<u>(390)</u>	<u>(270)</u>	<u>570</u>	<u>(312.16)</u>
D. Organization					
Insurance - D&O	(900)	0	(900)	0	(900.00)
Licenses and fees	(235)	0	(235)	0	(235.00)
Other	0	0	0	0	0.00
	<u>(1,135)</u>	<u>0</u>	<u>(1,135)</u>	<u>0</u>	<u>(1,135.00)</u>
E. Finance					
Investment income	0	0	0	832	832.12
Other income	0	0	0	363	362.79
Bank charges	(900)	(50)	(850)	(24)	(874.18)
Line of credit charges	(100)	0	(100)	0	(100.00)
Cash over/short	0	0	0	0	(4.00)
Unclassified	(100)	0	(100)	100	0.00
	<u>(1,100)</u>	<u>(50)</u>	<u>(1,050)</u>	<u>1,271</u>	<u>216.73</u>
Total	(9,391)	(1,203)	(8,188)	1,205	(7,599.14)