

Appendix D. Editors Annual Budget Report/Proposal Form

Editors Annual Expense Report and Budget Proposal

Journal _____ **Editors(s)** _____ **Date Prepared** _____

The figures you provide on this form will serve as a basis for projections of expenditures for next year's publications budget. Please report 2014 office expenses for the full calendar year according to the categories listed below. (You will have to estimate expenses for the remainder of this year and add this figure to the amount spent to date.) Based on the 2014 budget and actual expenses, propose a budget for 2015.

For journals undergoing an editorial transition in 2015, the outgoing editor should only provide information for the outgoing office for 2015. (ASA will prepare a tentative budget for the incoming editorial office.) For journals undergoing an editorial transition in 2014, the incoming editor should consult with the outgoing editor to estimate total 2014 expenses. Provide a breakdown of each office's expenses on a separate sheet. Transition expenses should be noted.

All editorial office budgets must be approved by the Committee on the Executive Office and Budget and the ASA Council. Once budgets are approved (in February 2015) you will be sent a formal budget letter for your files. Budget proposals are due in the Executive Office no later than *November 21, 2014*.

Category	2014 Budget	2014 Estimated	2015 Proposed
<i>Clerical</i> <i>Salaries</i> Position 1: Managing Editor <i>Fringe Benefits</i> Position 1: Managing Editor			
<i>Postage</i>			
<i>Telephone</i>			
<i>Supplies</i> Supplies/stationery Photocopying/duplicating Equipment			
Other/Transition <i>Specify: Software Lease</i>			
TOTAL			