



## 2021 Budget Request

The following 2021 Budget was submitted to the Presidium for approval.

Budget Request	
Concept	Amount
CIGR Journal and Proceedings Hosting	\$ 1,700.00
CIGR Web Site Redesign and Hosting	\$ 3,500.00
Communications	\$ 2,200.00
Awards	\$ 4,100.00
Dues Collection Expenses	\$ 300.00
Tax Preparation	\$ 500.00
Accounting Software	\$ 420.00
Replacement of equipment	\$ 500.00
Office Supplies	\$ 500.00
Legal	\$ 1,000.00
Travel	\$ 7,000.00
Incidentals	\$ 1,500.00
	\$ 21,320.00

### Budget Narrative

**Journal and Proceedings Hosting:** This is payment to the The Knowledge Project for hosting OJS, the Journal management system used for the CIGR Journal. Amount is based on previous year expense.

**CIGR Web Site Redesign and Hosting.** The current web site is dated and required substantial updating and redesign to a modern data driven interface. This site continues to be hosted with the current provider. Cost is estimated.

**Communications.** Starting 2018, the SG Office has been using MailChimp, a mass email service provider to send out mass mailings to a verified list of more than 18,000 agricultural engineers and related professionals.

**Awards.** These are given when there is a Conference or international meeting. This year the awards required that plaques be sent to different parts of the world. In addition to the Armand Blanc Prize.

**Dues collection expenses.** Some member organizations are requiring that a paper invoice and receipt be submitted to them.

**Tax Preparation.** This is the expected fee for a professional accountant to file the 2021 tax return for CIGR. As a tax-free organization CIGR will not pay taxes but is still required to file.

**Accounting Software.** Accounting for CIGR income and expenses was done using a spreadsheet to track expenses. This is not acceptable as its prone to errors that are difficult to find as well as to reconcile the account. This investment will allow to use the cloud service QuickBooks to maintain CIGR accounting as well as invoicing and dues payment records.

**Office Equipment.** Currently office equipment being used by the SG is personal and dated. It is likely that this equipment will need replacement soon.

**Office Supplies.** General office supplies (paper, ink, stamps and other consumables).

**Legal.** The Secretary General hired the Firm LegalZoom for advice on incorporating CIGR as a tax-free corporation as well as providing tax advice and reminders. CIGR was officially incorporated during the second half of 2018. Once the procedures and filing requirements are clear, this service will no longer be needed.

**Travel.** This is travel by the Secretary General to fulfill required functions. This travel includes the Governance meetings. It is clear, however, that given the current pandemic travel will be constrained and this money not needed. Furthermore, VC may be the preferred method of holding these meetings in the future.

**Incidentals.** Self-explanatory.