

Description of Income Accounts

Administrative Support: Funds received from 10% of Branch workshop registrations to offset administrative costs.

Advertising Revenue: Income received from advertising opportunities from the Directory and any other source.

Certification: Income received from application for certification and certification renewals.

Consignment Ticket Sales: Income received from sales of amusement park tickets and other consignment tickets for special events.

Contributions: Funds received from contributions to the Association; such as United Way and individual donations.

Exhibit Registrations: Revenue received from exhibitor registration at the MRPA annual Conference.

Membership Dues & Renewals: Dues earned from MRPA members – new and renewed memberships.

Merchandise Sales: Revenues received from the sale of items such as t-shirts, sweatshirts, mugs, etc.

Miscellaneous Ways and Means: Revenues received from ways and means activities which are not otherwise categorized.

Publication Sales: Revenues received from the sale of Association publications, such as Directory, cookbooks, Family Fun Books, etc.

Raffle Tickets: Funds received from the sale of various raffles.

Registrations: Revenue received from Registrations for conferences, workshops and special events.

Revenue Share of Proceeds: Revenues received from share of registrations, sales, etc. with other agencies, vendors, etc.

Sale of Mailing Labels: Revenues received from the sale of MRPA labels either to members or non-members.

Sponsorships: Funds received from vendors and/or individuals to offset expenses at special events, workshops, the annual conference, golf tournaments, etc.

Uncategorized Income: For other revenues which cannot otherwise be categorized in an established revenue account.

Description of Expense Accounts

Advertising: Paid media advertisements.

Awards: The cost of trophies, awards and prizes, given to members and other individuals by MRPA. This account also includes cash awards.

Bank Fees: Fees incurred by the Association due to returned checks and fees associated with the use of credit card billing.

Cost of Goods Sold: Payment for sale of amusement park tickets and any other consignment tickets.

Contracted Services: Payment for specific services; i.e., graphic artist, dj, exhibit company needed for the conduction of Association events and programs.

Data Processing: Expenses related to hardware purchase, maintenance and repair not covered by maintenance agreement, software and supplies of computer equipment retired for the conduct of Association programs.

Fringe Benefits: Expenses related to staff benefits including dental insurance, health insurance, life insurance, disability insurance and payroll taxes (employer's share) and SEP contribution for employees.

Gifts: Expenses related to the acknowledgment of special occasions for individuals or MRPA members, i.e., retirement, etc.

Grants: Monies distributed to individuals and/or organizations as share of sales, and includes scholarships, branch scholarship contributions, junior golf grants and MRPA Bucks.

Insurance: Payment of insurance policy premiums for required coverage including liability, workmen's compensation, equipment, office contents and bonding costs.

Membership Dues: Membership dues in other professional organizations and operations related to Association affairs.

Merchandise for Resale: Payment for purchase of items for resale; i.e., t-shirts, sweatshirts, mugs, etc.

Miscellaneous Expenses: Operating expenses which cannot otherwise be categorized in an established expense account.

Payroll Expenses: Accumulative account for preparing tax forms.

Photocopying: Expenses related to supplies, repair and maintenance of copy equipment.

Printing & Typesetting: Layout, printing and other expenses related to the cost of preparing Association publications, brochures, fliers, letterhead, envelopes and newsletter.

Prizes: Expenses related to awards for winners in such events as fishing tournaments, raffles, golf tournaments, duck races, etc.

Professional Fees: Services rendered by outside firms or individuals such as audit and accounting, legal fees, payroll service, etc.

Promotions: Items purchases for give-away to promote the Association and/or its activities.

Refreshments & Meals: Expenses incurred during Association functions including membership meetings, workshops, special events, annual conference and related activities.

Refund: Refunds for various purposes, i.e., refund for registration fees for specific reasons.

Rent: Rental of buildings and equipment for use for the conduct of Association activities and programs. This includes the monthly rent at the association headquarters.

Salaries: Payment for employee services to the Association. Includes contributions to State of Maryland, applicable Federal taxes and Social Security.

Speaker Expenses: All fees paid to speakers including meals, travel and honoraria.

Subcontract labor: Amounts paid to individuals qualifying as independent contractors.

Subscriptions: For publications related to Association activities and management; may include legislative publications; may also include subscriptions for computer antivirus protection.

Supplies: All supplies related to and required for the conduct of Association programs and items not otherwise categorized.

Telephone: All operation charges for telephone service including long distance fees, local fees, and cellular phone charges and online service.

Travel: Approved expenses incurred while conducting Association business or participation in Association related activities. Includes meals, lodging, tips, automobile expenses, airfare and related expenses incidental to the program.

Workshop & Conference Registrations: Registrations for workshops and conferences attended on behalf of the Association.