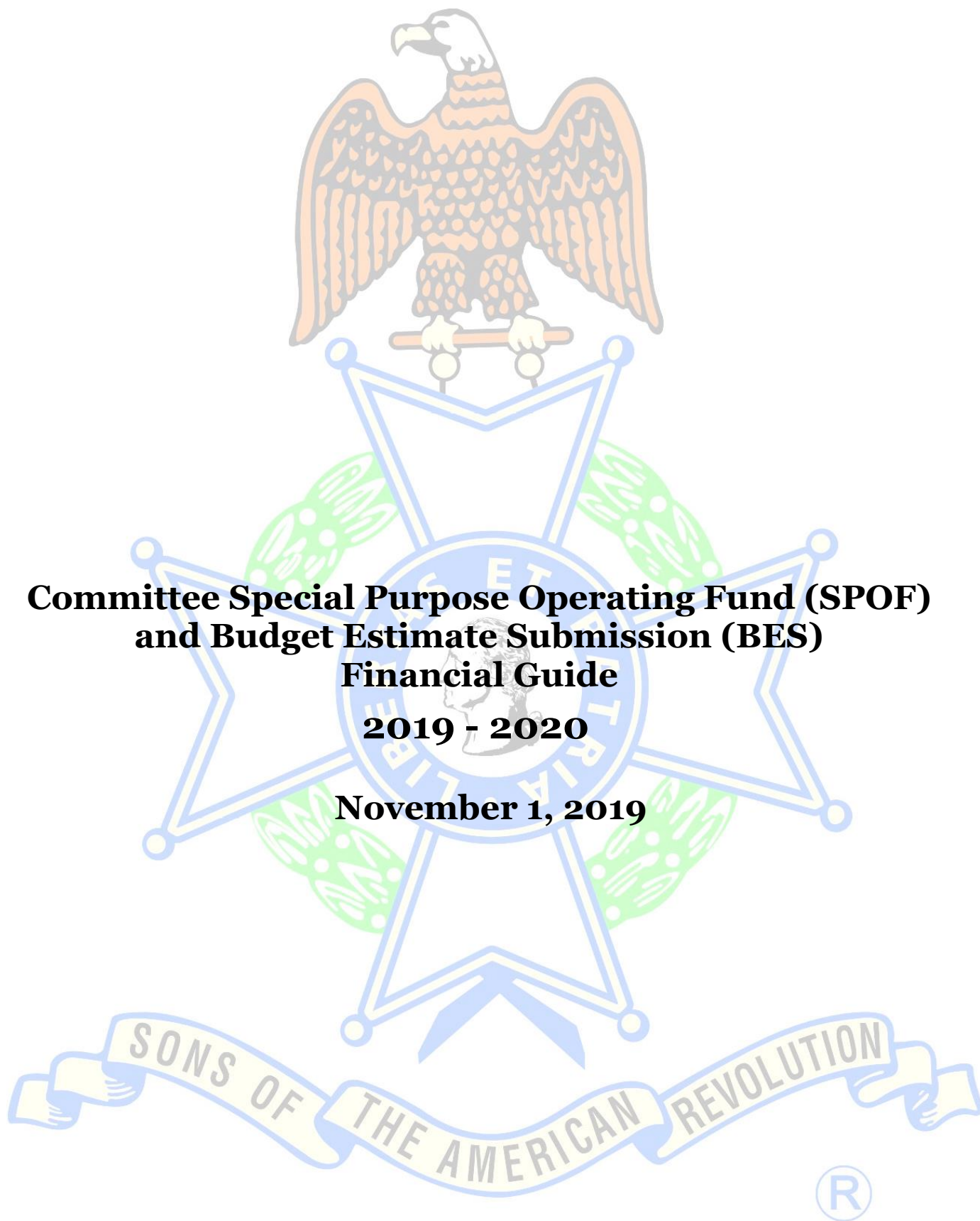


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**Committee Special Purpose Operating Fund (SPOF)
and Budget Estimate Submission (BES)**

Financial Guide

2019 - 2020

November 1, 2019

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This document is based upon the list of 2019-2020 National Society Committees. Each committee listing contains a brief description of the purpose of the committee; the descriptions have been edited in several cases to focus on purpose and mission and should be reviewed for accuracy. Comments and suggestions regarding this Guide should be submitted to the Treasurer General or the NSSAR Director of Finance.

Special Purpose Operating Funds (SPOFs) were created to segregate monies received for restricted purposes other than the purposes of the Alexander Hamilton Fund or the General Operating Fund of the Society. Withdrawal of part or all of the principal in a SPOF is by request of the appropriate committee having authority over the Fund (or the Treasurer General for SPOFs not under the authority of an appropriate committee), with the concurrence of the President General. Withdrawal must be consistent with the terms of any trust or bequest pursuant to which the SPOF was created.

The NSSAR has adopted additional controls that require the submission and approval of a Budget Estimate Submission (BES) by those appropriate committees, with requests outside of an approved BES separately submitted to the PG or his designee. Using a standard form, the BES includes a description (Program Elements) of how the funds will be spent and how much money is requested. If more money is needed after a BES or request is approved, the committee or Treasurer General may request additional approval in writing from the President General. The President General at his discretion may delegate this authority to another General Officer.

Where "BES Required Annually" is "Yes" in the listings below, committees noted as such should submit their annual budget for the following year; e.g., 2020 as of the current date of this guide. Those committees are indicated in red on the Assignments and Structure listing. Where "BES Required Annually" is "No," or "None" is noted for the Fund, those Committees do not have a related SPOF that supports them. Not all Committees are listed; if a Committee has funds under the General Operating Budget, they do not need to submit a BES but do need to submit a request to the President General through the Treasurer General for expenditure of funds.

Committees associated with the NSSAR Restricted Fund ("American History Teacher Award" and "Council of Youth Programs"), or those SPOFs that are monitored by the Treasurer General, are not required to submit a BES. However, changes to the NSSAR Restricted Fund programs are submitted to the Executive Committee and Trustees for approval.

BES guidance, form and sample are found after the listing of Committees and SPOFs. The BES process was developed by the Strategic Planning Committee.

Committee Chairs needing information for recognition of donors to their programs should contact the Development Director of the SAR Foundation. The Director can provide information in accordance with the Donor Confidentiality Policy (DCP) adopted by the Foundation. Committee Chairs and other requesters are sent the DCP and need to affirm in writing each time they request a report that they will not use any disclosed information other than for the purposes of recognition.

National Society of the Sons of the American Revolution

General Officer Liaison Assignments and Committee Structure 2019-2020

President General

Congress Planning Committee
Congress Review Committee
Council of Presidents General
Council of Vice Presidents General
Council of State Presidents
Ethics Committee
Information Technology Committee
Insurance & Risk Management Committee
Master of Ceremonies Committee
Medals and Awards Committee
Minuteman Awards Committee
Nominating Committee
Protocol Committee
SAR Ed. Ctr. & Museum Comm. (Ad Hoc)
SAR Implementation Committee
Strategic Planning Committee

Secretary General

250th Anniversary of the American Rev.
Council of Youth Programs
- American History Teacher Award Comm.
- Americanism Committee
- C.A.R. Liaison Committee
- Eagle Scout Committee
- Knight Essay Committee
- ROTC/JROTC & Service
Academies Liaison Committee
- Rumbaugh Orations Committee
Branding and Engagement Committee
Color Guard Committee
DAR Liaison Committee
Education Committee
Flag Committee
Magazine Committee
Newsletters & Publications
Officer Training Committee
Patriotic Outreach Committee
Public Relations
Public Service & Heroism Committee
Social Media Committee
Youth Exchange Program Committee

Treasurer General

Audit Committee
Budget Committee
Donation Compliance Committee
Finance Committee
Fundraising Committee

Geo. Washington Endowment Funds Board
GWEF Fund Raising Committee
GWEF Distribution Committee
Investment Committee
Merchandise Committee
Premium Medals Committee

Chancellor General

Bylaws, Rules & Resolutions Committee
Handbook Committee
Human Resource Committee
Legal Advisory Committee

Genealogist General

Genealogy Committee
GRS Committee
Patriot Records Committee
Records Digitization Comm.
(Ad Hoc)

Registrar General

Ladies Auxiliary Liaison Committee
Membership Committee
Operation Ancestor Search Committee
Records Digitization Committee (Ad Hoc)
Veterans Committee
Veterans Recognition Committee
Younger Members Committee

Historian General

Historic Sites & Celebrations Committee
History Committee
King's College London Partnership Committee
Museum Board
Reenactor & Living History Liaison
SAR Annual Conference on the American
Revolution Committee

Librarian General

Hqs Bldg.Mgmt. Committee
Hospitality & Music Committee
Library and Archives Committee

Surgeon General

Medical Committee

Chaplain General

Chaplains Committee



American History Teacher Award Committee

The American History Teacher Award Committee is responsible for the administration of the Dr. Tom & Betty Lawrence American History Teacher Awards. Awards are given at Elementary, Middle School, and High School levels.

Type Fund	NSSAR Restricted Fund; donor restricted
Fund Number	419
Fund Name	Lawrence Amer History Teacher
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	No
Budget Remarks	Program and expenditures presented to Executive Committee and Trustees
Awards	American History Teacher at Elementary, Middle, and High School levels.

Americanism Committee

The Americanism Committee is responsible for organizing and directing the National Society's efforts to promote the principles of freedom and liberty for all Americans. The Committee disseminates NSSAR resolutions and information relating to the Declaration of Independence, Constitution and the Bill of Rights. It creates, compiles and evaluates the Americanism Contest Score Sheet and selects states and chapters to be awarded the Alene Wilson Groves, Liberty Bell, PG Activities, and PG's Cup awards presented during the awards ceremony at the Annual National Congress. Two funds are involved due to separate, initial donations to establish the Adams Brochure Award, a contest similar in nature to the Poster Contest.

The following funds are not to be mixed for award purposes.

Type Fund	Special Purpose
Fund Number	400
Fund Name	Americanism
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission Required	Due to TG 30 days prior to Spring Leadership
Awards	1. Americanism Poster Contest (3 places)
	2. Liberty Bell Americanism & Streamer Award
	3. Allene Wilson Groves Award & Streamer
	4. PG's State Society & Chapter Activities Competition Award
	5. President General's Cup

Type Fund	Special Purpose
Fund Number	428
Fund Name	Adams Brochure Award
General Officer Liaison	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Awards	Sgt. Moses Adams Memorial Middle School Brochure Contest; three places
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C.A.R. Liaison Committee

The C.A.R. Liaison Committee maintains relations with N.S.C.A.R and its officers. The Committee strives to ensure that all organizational levels of SAR support N.S.C.A.R programs and promotes SAR membership by current and former C.A.R. members. It also encourages SAR attendance at N.S.C.A.R. functions.

Type Fund	Special Purpose
Fund Number	401
Fund Name	C.A.R.
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership
Budget Remarks	Funds for "Support of C.A.R. Operations" in General Operating Budget for 2020.

Color Guard Committee

The Color Guard Committee is responsible for all coordinating and providing guidance to district, state and chapter Color Guard units. The committee may be subdivided into geographic groups on the recommendation of the chairman. The members of this committee elect the committee's leadership pursuant to the procedures set forth in the NSSAR Color Guard Handbook.

Type Fund	Special Purpose
Fund Number	402
Fund Name	Color Guard
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Council of Youth Programs

Coordinate activities and matters of mutual concern to the Youth Awards Committees, develop and delineate plans for funds received by the Council, and administer the Scholarship Program for Youth Award recipients.

Type Fund	NSSAR Restricted Fund; donor restricted
Fund Number	None
Fund Name	Tomme/Leed & Council of Youth Awards
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	No
Budget Remarks	Program and expenditures presented to Executive Committee and Trustees
Awards	Monies divided among Youth Programs

Eagle Scout Committee (Arthur King)

The Eagle Scout Committee administers the Arthur M. & Berdena King Eagle Scout Award and the Eagle Scout Awards Program. The Committee maintains continuing liaison with the leadership of Boy Scouts of America organization. The Eagle Scout Committee also processes nominations for the Robert E. Burt Boy Scout Volunteer Award.

Type Fund	Special Purpose
SPOF Number	403
Fund Name	Eagle Scout
General Officer Liaison	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership
Awards	1. Robert E. Burt Boy Scout Volunteer Award 2. Arthur M. & Berdena King Eagle Scout Award

Flag Committee

The Flag Committee develops programs to encourage patriotic respect for the flag of the United States, including Flag Day Programs for the week ending June 14th each year. The Committee identifies resources on the history of the U.S. Flag for use by State Societies and Chapters. It also judges the competition for the Furlong Award and the U.S. Flag Retirement Award(s) for presentation at the Annual Congress.

Type Fund	Special Purpose
SPOF Number	417
Fund Name	Flag Retirement Awards
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership
Awards	1. U.S. Flag Retirement Award

George Washington Endowment Funds Board

The GWEF Board oversees the George Washington Endowment Fund, the Howard Horne Award Fund and the Buck Meek Award Fund. The George Washington Endowment Fund provides financial support for unfunded and underfunded National Committee activities and projects. The composition of the Board is determined by the rules of the Endowment Fund.

Type Fund	Endowment
Fund Number	425
Fund Name	Buck Meek Award
General Officer Liaison/Ex-Officio	Treasurer General
BES Required Annually	No

Type Fund	Endowment
Fund Number	426
Fund Name	Howard Horne Award
General Officer Liaison/Ex-Officio	Treasurer General

BES Required Annually	No
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GWEF Distribution Committee

The GWEF Distribution Committee receives requests for GWEF funds from Committees and recommends the allocation of funds available subject to the approval of the President General.

Type Fund	Endowment
Fund Number	415
Fund Name	George Washington
General Officer Liaison/Ex-Officio	Treasurer General
BES Required Annually	No; GWEF Master Distribution List is submitted.

History Committee

The History Committee directs historical programs of the National Society. The Committee maintains a bureau of competent historical writers and speakers. The Committee also reviews historical articles published in The SAR Magazine for historical accuracy.

Type Fund	Special Purpose
Fund Number	422
Fund Name	McCarty Award
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	No

King's College London Partnership Committee

This Committee is charged with fulfilling the SAR's obligations as set forth in the agreement between the SAR and King's College London (KCL) in support of the Georgian Papers Program. The SAR-KCL Partnership Committee issues an annual Invitation for Resumes, and from among those resumes submitted, selects three to five. From these, KCL makes the final selection of the SAR Visiting Professor. SAR Visiting Professors have direct, regular access to the Royal Archives at Windsor Castle and individual workspace at King's College London.

Type Fund	Special Purpose
Fund Number	432
Fund Name	King's College
General Officer Liaison/Ex-Officio	Historian General
BES Required Annually	No
Budget Remarks	Funds for "King's College Contingency" in General Operating Budget for 2020. SPOF acts as checking/payment mechanism.

Knight Essay Contest Committee

The Knight Essay Contest Committee administers the George S. & Stella M. Knight Essay Contest.

Type Fund	Special Purpose
Fund Number	404

Fund Name	Knight Essay Award
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership
Awards	1. George S. & Stella M. Knight Essay Award

Library and Archives Committee

The Library and Archives Committee serves as an advisory body to the Librarian General. The Committee develops long-range plans for the library, recommends procedures and policies governing the library, recommends an operating budget for the library to the Budget Committee, and coordinates the development and approval of the current year's operational activities, including the acquisition of books, materials, and physical assets. The Committee also coordinates the collection and preservation of original material related to the history of the National Society or its members in a permanent archive. The NSSAR Library Director and NSSAR Archivist are ex officio members of this committee.

Type Fund	Special Purpose
Fund Number	410
Fund Name	Library
General Officer Liaison/Ex-Officio	Librarian General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Type Fund	Special Purpose
Fund Number	430
Fund Name	Millet Library
General Officer Liaison/Ex-Officio	Librarian General
BES Required Annually	No

Magazine Committee

The Magazine Committee advises the SAR Magazine Editor on magazine content, recommends editorial material, and assists editor in locating writers for feature articles. The Committee also makes recommendations on advertising and distribution policies of the SAR Magazine. The following funds are not to be mixed for award purposes.

Type Fund	Special Purpose
Fund Number	421
Fund Name	SAR Magazine
General Officer Liaison/Ex-Officio	Secretary General
Budget Required	No

Type Fund	Special Purpose
Fund Number	424
Fund Name	Bond Photography Award
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	No

Membership Committee

The Membership Committee develops programs and strategies to promote new membership in the National Society. The Committee also examines ways to improve the recruitment and application process. It also works with other Committees to identify and recruit notable members. The following funds are not to be mixed for award purposes.

Type Fund	Special Purpose
Fund Number	416
Fund Name	Membership Development
General Officer Liaison/Ex-Officio	Registrar General
BES Required Annually	Yes; after proposed Award approval
Budget Submission	Due to TG 30 days prior to Spring Leadership

Type Fund	Special Purpose
Fund Number	427
Fund Name	Annual Report Award
BES Required Annually	No
General Officer Liaison/Ex-Officio	Registrar General
Awards	Registrar General's Award for Retention

Museum Board

As defined by Bylaw No. 19, Section 1 (h), the purpose of the Museum Board shall be to collect, preserve, conserve, manage, interpret and exhibit articles of the historical period of the American Revolution (1763-1801). In accomplishing this purpose, the National Society's Headquarters shall function as the primary resource to both the Society's membership and the general public for education on the American Revolution primarily through storied standing and temporary exhibitions. The President General may appoint four members to the Board to serve for a term of three years.

Type Fund	Special Purpose
Fund Number	412
Fund Name	Museum Board
General Officers Liaison/Ex-Officio	Historian General & Librarian General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Newsletters and Publications Committee

The Newsletters and Publications Committee creates, maintains and communicates to State Societies and Chapters programs for upgrading and improving newsletters and periodic publications. It periodically holds workshops at National Society meetings. The Committee judges the Bessent Awards, the Flathers Award, the Smallwood Award, and the Niebell Award.

Type Fund	Special Purpose
Fund Number	405
Fund Name	Newsletter Award
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes

Budget Submission	Due to TG 30 days prior to Spring Leadership
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Operation Ancestor Search Committee

The NSSAR Operation Ancestor Search Committee is responsible for organizing and running genealogy assistance and training programs at military hospitals across the country. The Operation Ancestor Search program provides our nation's wounded armed service members with the knowledge and tools to conduct genealogy research into their family history.

Type Fund	Special Purpose
Fund Number	431
Fund Name	Operation Ancestor Search
General Officer Liaison/Ex-Officio	Registrar General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Patriot Records Committee

The Patriot Records Committee is charged with developing a strategy for gathering, assembling, producing and distributing updated versions of the SAR Patriot Index, the SAR Revolutionary War Graves Register and the expansion of the Patriot Biographies program.

Type Fund	Special Purpose
Fund Number	418
Fund Name	Patriot Records
General Officer Liaison/Ex-Officio	Genealogist General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

ROTC/JROTC & Service Academies Liasion Committee

The ROTC/JROTC Committee has oversight of the Chapter and State Society level ROTC/JROTC programs. The Committee conducts the National Society's ROTC/JROTC program and selects the winner of the National Society's award to the most outstanding JROTC Cadet and the first and second runner-up. The committee also serves as liaison with the United States Service Academies. The following funds are not to be mixed for award purposes.

Type Fund	Special Purpose
Fund Number	408
Fund Name	JROTC Award
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Type Fund	Special Purpose
Fund Number	409
Fund Name	Service Academy Awards
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

Rumbaugh Orations Contest Committee

The Rumbaugh Orations Contest Committee administers the Joseph S. Rumbaugh Historical Oration Contest.

Type Fund	Special Purpose
Fund Number	406
Fund Name	Rumbaugh Orations Award
General Officer Liaison/Ex-Officio	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership

250th Anniversary of the American Revolution Committee

Its purpose is to promote the 250th Anniversary of the American Revolution by working with other SAR committees, chapters and societies to coordinate the celebration of the 250th Anniversary, covering the period of the Stamp Act to the Treaty of Paris.

Type Fund	Special Purpose
Fund Number	434
Fund Name	250 th Anniversary
General Officer Liaison	Secretary General
BES Required Annually	Yes
Budget Submission	Due to TG 30 days prior to Spring Leadership
Budget Remarks	Funds for “250 th Anniversary Committee Marketing” in General Operating Budget for 2020.

SPOFs/Others Monitored by the Treasurer General

Type Fund	Special Purpose
Fund Number	429
Fund Name	Roger Ruth Endowment
BES Required Annually	No

Type Fund	Special Purpose
Fund Number	411
Fund Name	Life Member
BES Required Annually	No

Type Fund	Special Purpose
Fund Number	407
Fund Name	Kendall
BES Required Annually	No

Type Fund	Other
Fund Number	None
Fund Name	GRS Project – Records Digitization
BES Required Annually	No

Type Fund	Other
Fund Number	None
Fund Name	Genealogy Endowments
BES Required Annually	No

BUDGET ESTIMATE SUBMISSION (BES)

GUIDANCE

- 1. BES 2020 Narrative**
- 2. BES 2020 Timeline and Milestones**
- 3. BES 2020 Worksheet**
- 4. BES Worksheet Example**

Budget Estimate Submission Timeline and Milestones Fiscal Year 2020 (January – December 2020)

Narrative

The narrative contained within this document is provided to assist the SAR Committee Chairs or their budget manager with understanding of the activities contained within each of the milestones. Each Committee Chairman needs to do their own “Backwards Planning” to complete the milestones on time. We will begin each year as of 1 January of the new year since it is the beginning of the Budget Cycle for the National Society.

1/1/2020 – Each Committee will start execution of their Budget Estimate Submissions (BES) at the beginning of the new year. The National Headquarters Director of Finance working with the Investment Committee will provide estimates of funding for each Committee based on the Investment Committees report. This number will be annotated on the Worksheet produced by the Committee. With the funding estimate known and the requirements established the Committee SAR Committee Chair or budget manager can visually see where the “cut line” will be and what requirements will be unfunded. Begin working the actions to meet the milestones for the **2020 Spring Leadership Meeting**.

2020 Spring Leadership Meeting - The Committees continue actions to execute funds for the 2020 BES. The Committee Chair or budget manager may be asked to brief the Trustees, or answer further requests by the Treasurer General and President General on their budget requests for 2020. If a budget item is disapproved the Committee will be afforded the right to submit a reclama as to why this item should not be disapproved. (A reclama is a way for the Committee to submit additional data; information and support for an item they feel must be funded yet is not at the top of their requirements priority list.) If during the course of the year there is a need to re-program funds to support a program a request should be submitted. The Committee needs to begin working the requirements for the 2021 BES. Additionally, there is a requirement to take the 2021 estimate and extrapolate requirements out 5 additional years. Begin working the actions to meet the milestones for the **2020 Congress**.

2020 Congress - The Committees will continue to execute 2020 funds and coordinate on the 2021 BES. Drafts of the 2021 BES, whenever available, may be submitted to the Treasurer General for initial coordination. Begin working the actions to meet the milestones for the **2020 Fall Leadership Meeting**.

2020 Fall Leadership Meeting - The Committees will continue to execute funds for their 2020 program(s). If during the course of the year there is a need to re-program funds to support a program the request should be submitted by or at this meeting. The 2021 BES is to be submitted by the Committees to the Director of Finance and the Treasurer General at this meeting or when completed during the Fall. Begin working the actions to meet the milestones for the **2021 Spring Leadership Meeting**.

12/31/2020 – At this time the Budget cycle for 2020 is completed and the cycle begins all over again on 1 January 2021 with the same actions as listed above for the 2021 Fiscal Year BES.

BES 2020 Timeline and Milestones

Page 15	Budget Estimate Submission (BES) Timeline Milestones and Activities			
2020 – January	2020 – Spring Leadership	2020 – Congress	2020 – Fall Leadership	
Begin execution of 2020 BES	Execute 2020 BES	Execute 2020 BES	Execute 2020 BES	
<p>Hqs releases funds from SPOFs on case by case basis as noted and approved for 2020.</p> <p>Director of Finance provides (1) Operating Fund Balance as of 1/1/2020, (2) Investment Fund value as of 1/1/2020, (3) Amount estimated (4%) for appropriation for 2020, (4) 85% of the Funds available to obligate.</p> <p>Submit 2020 BES exceptions or separate requests.</p>	<p>Begin drafting of 2021 BES + 5 years.</p> <p>Submit 2020 BES exceptions or separate requests.</p>	Submit 2020 BES exceptions or separate requests.	Submit 2020 BES exceptions or separate requests.	
	Reclama to PG through TG, or to the PG, if 2020 BES or Program Elements are disapproved.	Committee coordination of 2021 BES + 5 years continues.	Committee coordinates /approves 2021 BES + 5 years at Leadership and in Fall.	

BES 2020 Worksheet

Page 1	BES Submission Worksheet					
Program Name/SPOF #:		Budget Manager:		Staff/Committee:		
Requirements:	2020	2021	2022	2023	2024	2025
Program Element 1	\$	\$	\$	\$	\$	\$
Program Element 2	\$	\$	\$	\$	\$	\$
Program Element 3	\$	\$	\$	\$	\$	\$
Program Element 4	\$	\$	\$	\$	\$	\$
Program Element 5	\$	\$	\$	\$	\$	\$
TOTAL \$\$	\$\$	\$\$	\$\$	\$\$	\$\$	\$\$
* Operating Fund Balance 01/01/2019						
* Investment Fund Balance 01/01/2019						
Amt estimated for Appropriation in 2020						
85% of Funds Available to Obligate						
Requirements (Describe)						
Program Element 1						
Program Element 2						
Program Element 3						
Program Element 4						
Program Element 5						

BES Worksheet Example

Program Name:	Library and Archives Operations, SPOF #410	Budget Manager:	Compatriot R.G. Smith	Staff/Committee:	Library & Archives Committee	
Requirements:	2018	2019	2020	2021	2022	2023
Program Element 1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Program Element 2	\$00.00	\$1,500.00	\$3,000.00	\$00.00	\$00.00	\$750.00
Program Element 3	\$00.00	\$2,000.00	\$2,000.00	\$00.00	\$2,000.00	\$00.00
Program Element 4	\$00.00	\$8,250.00	\$00.00	\$00.00	\$00.00	\$00.00
Program Element 5	\$00.00	\$500.00	\$500.00	\$500.00	\$500.00	\$00.00
Program Element 6	\$00.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Program Element 7	\$250.00	\$600.00	\$250.00	\$600.00	\$250.00	\$600.00
Program Element 8	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
Program Element 9	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Program Element 10	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Program Element 11	\$550.00	\$550.00	\$350.00	\$350.00	\$250.00	\$250.00
Program Element 12	\$750.00	\$00.00	\$1,000.00	\$00.00	\$750.00	\$00.00
Program Element 13	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
TOTAL \$\$	\$5050.00	\$17,400.00	\$11,600.00	\$5,450.00.00	\$7,750.00	\$6,100.00
Operating Fund Balance 01/01/2017	\$31,114.27	N/A	N/A	N/A	N/A	N/A
Investment Fund Balance 01/01/2017	\$215,329.20	N/A	N/A	N/A	N/A	N/A
Amt Available for Appropriation 2018	\$8,107.00	N/A	N/A	N/A	N/A	N/A
85% of Funds Available to Obligate	\$6,890.95	N/A	N/A	N/A	N/A	N/A
Requirements (Describe) Program Element (PE's) 1 thru 9 support Library Operations; PE's 10 thru 13 Support Special Programs & Archival activities; PE's 12 & 13 Staff Development and Committee reimbursed expenses.						
Program Element 1	<p>Program Objective: Purchase of genealogical and historical books determined to be necessary for the collection.</p> <p>Activities: Purchase of books for the collection. Purchases made throughout the year of discretion of the Librarian. (Donated funds used to purchase requests as specified by donors; i.e. donor monetary gifts made for specific purposes are considered "designated" and outside the Library Fund SPOF. Amounts so designated in Library Fund SPOF.)</p>					
Program Element 2	<p>Program Objective: Replacement of desktop Computers.</p> <p>Activities: Purchase of new desktop computers and monitors for patron (4) and main (reference) and lobby desks. (Planning figure of \$750.00 each)</p>					
Program Element 3	<p>Program Objective: Acquire new laptop computers for patron tables.</p> <p>Activities: Purchase new laptop computers for patron tables (4). (Planning figure of \$1,000.00 each).</p>					
Program Element 4	<p>Program Objective: Acquire laptop computers for Mezzanine level patron tables.</p> <p>Activities: Purchase of new laptop computers for patron tables (2). Planning figure of \$1,000.00 each).</p>					
Ordinary Book Purchases						
Replacement of Aging Desktop Computers						
Acquisition of Replacement Laptop Computers						
Acquisition of New Laptop Computers for Mezzanine Floor						

Program Name:	Library and Archives Operations, SPOF #410	Budget Manager:	Compatriot R.G. Smith	Staff/Committee:	Library & Archives Committee
Program Element 5 Replacement of Microform Equipment	<p>Program Objectives: Replace oldest microform reader/scanner and associated computer. Purchase associated printer and “all-in-one” computer.</p> <p>Activities: Replacement of oldest, aged microform reader/scanner with that similar to 2016 purchase of ScanPro 1100, and purchase of new, associated, printer and “all-in-one” computer.</p>				
Program Element 6 “Cloud” Capability for Electronic Resources	<p>Program Objective: Use of “cloud” capability to store and maintain e-books/materials.</p> <p>Activities: Obtain commercial “cloud” capability on subscription basis to store and maintain electronic resources.</p>				
Program Element 7 Furnishings	<p>Program Objective: Addition or replacement of furnishings</p> <p>Activities: Purchase of new furniture and file cabinets as required, two-step stools for stack access, etc. and replacement of Librarian office and lobby furniture. (May be offset by donation from Ladies Auxiliary).</p>				
Program Element 8 Advertisement and Publicity of Library Programs	<p>Program Objective: Advertisement and publicity for the Library and featured programs.</p> <p>Activities: Magazine, newspaper and Facebook ads; production of flyers and promotional CD; front window displays, Special Collection display cases, and other exhibits. Reimbursed when expended and claimed if person expenditure.</p>				
Program Element 9 Cash award to State Society winners of Franklin flyer award	<p>Program Objective: Annual cash award of \$100.00 each to four State Societies.</p> <p>Activities: Awards presented to State societies, according to size category, with the largest recruitment of Friends of the Library as a percentage of FOL members as compared to the State Society’s total membership as of 31 December of each year. Tabulations made by the Librarian and forwarded to the Librarian General. Four first place awards made to State Societies based on membership size of 10 to 199, 200 to 499, 500 to 999 and 1,000 or more.</p>				
Program Element 10 Preservation of Library Archival Materials	<p>Program Objective: Preservation of archival items belonging to the Library</p> <p>Activities: Purchase of necessary materials and restoration and preservation of items in the Library.</p>				
Program Element 11 Archival Collection of SAR Medals	<p>Program Objective: Collection and preservation of congressional, membership, service, military service and state society medals and membership certificates of noted individuals.</p> <p>Activities: Obtain Society related medals and certificates of significance via donation or purchase of single item or collection(s) equal to or less than budgeted amounts.</p>				
Program Element 12 Promote Staff Development	<p>Program Objective: Promote staff professional development for librarians and archivist</p> <p>Activities: Payment for attendance of professional training and meetings.</p>				
Program Element 13 Reimbursement of Committee Expenses	<p>Program Objective: Reimbursement of expenses related to Committee.</p> <p>Activities: Reimbursement of printing, mailing, etc., expenses. Reimbursed when expended and claimed, if personal expenditure.</p>				