

IV. Budgets, Office Expense Reimbursement, and Reports

A. ASA'S PUBLICATIONS PROGRAM BUDGET

ASA's publications program encompasses a large portion of ASA's financial commitment and, in fact, publication sales contribute substantially to ASA revenues. For example, in 2014 activity relating to publications accounted for nearly 43 percent of total income, but only 14 percent of ASA's total expenses.

In the fall of each year, the Committee on the Executive Office and Budget prepares the publications budget based on previous years' figures and recommendations from the Committee on Publications and the Executive Office. Final approval of this overall budget is granted by Council each January or February.

B. EDITORIAL OFFICE BUDGETS

Editors of ASA journals are responsible each fall (usually in October) for submitting to the Executive Office reasonable anticipated editorial office expenses as part of their annual budget. These expenses include clerical help (salaries, including fringe benefits), equipment rental/purchases, stationery and supplies, postage, telephone, and photocopying. (See [Appendix D](#) for a sample budget proposal form. Form for use by ASA editors is [available for download](#).)

Annual editorial office budgets, which should represent reasonable and realistic projections of office expenditures and their justification, must be approved by the Executive Office and then the Council. Editorial office budgets are not expected to change dramatically from editor to editor, although fluctuations may occur for different institutional circumstances. Pending this approval (which typically occurs by early February), editorial offices are authorized to continue expenditures at the prior year's level. Budgets approved by Council with revisions recommended during the review process will be returned to editors for their files.

During an editorial transition, the outgoing editor must budget for the new editorial office. This is often difficult, as budgeting must be completed in October, before the editor-elect is selected. The best practice is to project costs for the new office based on current operating expenses plus costs for setting up the new office (e.g., equipment, office supplies). It is wise to include travel expenses for the editor-elect or incoming managing editor to make one visit to the outgoing editor's office should such a visit be deemed beneficial.

C. METHODS OF PAYMENT AND REIMBURSEMENT OF OFFICE EXPENSES

ASA does not provide the entire editorial office annual budget amount in a lump sum for use at the editor's discretion. Editors, or their institutions or departments, must submit monthly expense statements to the Executive Office for reimbursement. Editors are expected to stay within the budgets approved by Council and to report all expenditures to the Executive Office. Monthly statements should be accompanied by adequate documentation of expenses.

1. *Institution Accounts*

Whenever possible, editors are encouraged to make arrangements for their institutions to handle the receipt and distribution of office expense funds. This is often done through a grant to the institution from ASA. ASA provides an advance on expenses (not to exceed two months' average expenses) to the institution, and the institution in turn provides the editor with needed services. The institution should provide the editor with a monthly accounting of expenses, which the editor must verify, approve, and then forward to the ASA office for reimbursement to the institutional account. By reimbursing the institutional account monthly, the initial advanced balance is maintained throughout the editor's term. When the term ends and the account is closed, the editor is responsible for instructing the institution to return the unused portion of the balance to the ASA Executive Office.

2. *Non-Institution Accounts*

For editors not located at institutions or who hold positions at institutions unwilling or unable to process editorial office expenses, publication checking accounts may be opened at a location convenient to the editorial office and in the name of the publication. Two signatures are required (usually the editor's and the managing editor's); editors should use ASA's tax exempt number (13-562-6343) when opening the account. Monthly expense statements must be submitted to the Executive Office for reimbursement to the publication checking account. Bank statements should be forwarded quarterly to ASA. Upon closing the account, all remaining funds should be forwarded in a check payable to the ASA.

D. REIMBURSEMENT FORM

Please use ASA's reimbursement form (or a reasonable facsimile) when requesting reimbursement. See [Appendix E](#). Form for use by ASA editors is [available for download](#).

E. ANNUAL REPORTS

It is ASA policy that all editors submit Annual Reports to post on the ASA website. Editors' annual reports provide information on manuscripts received, pages published, and editorial decisions made during the reported year. Reports must cover the previous calendar year (January 1 through December 31) and are due in the Executive Office by March 15 each year. These reports are typically published on the ASA website in March. (See [Appendix F](#) for an example of the annual summary report table as posted online. Form for use by ASA editors in preparing their report is [available for download](#).)