

■ ■ ■ ■ ■ ■ ■

Appraisal Subcommittee
*Federal Financial Institutions Examination
Council*

Briefing Agenda

Date: September 23, 2020
Time: 1:00 – 2:00 p.m.
Location: Go to the Link below to register for the Briefing
[Insert Link](#)

Briefing Topic(s)

FY21 TAF grant; draft Notice of Funding Availability (NOFA) Summary

Opening Remarks	Chairman Segerson
TAF Introductions	TAF Representatives
Overview of NOFA	J. Park/M. Abbott
TAF Comments and Questions	TAF Representatives
ASC Board Comments and Questions	ASC Board Members

NOTICE OF FUNDING AVAILABILITY (NOFA)

Funding Summary

Federal Agency Name: The Appraisal Subcommittee

Funding Opportunity Title: Board Support and Innovation Grant

Announcement Type: Federal Non-Competitive Grant

Eligible Entities: The Appraisal Foundation

Application Deadline: December 15, 2020

Award Period: October 1, 2020 – September 30, 2023 (3-Year Award)

Available Funds: \$3,000,000 over three years

Number of Awards: 1

Authorization: Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (Title XI), § 1109 (b)(4), 12 U.S.C. 3338.

BACKGROUND

Title XI's purpose is to "provide that Federal financial and public policy interests in real estate transactions will be protected by requiring that real estate appraisals utilized in connection with federally related transactions are performed in writing, in accordance with uniform standards, and by individuals whose competency has been demonstrated and whose professional conduct will be subject to effective supervision." In general, the ASC oversees the real estate appraisal regulatory framework as it relates to federally related transactions as defined in Title XI.

Title XI also requires the ASC to monitor and review the practices, procedures, activities and organizational structure of the Foundation and authorizes the ASC to grant funds as it deems appropriate to the Foundation to support grant-eligible activities of the Foundation's Appraiser Qualifications and Appraisal Standards Boards (AQB and ASB).

PURPOSE

The purpose of this NOFA is to make funds available to the Foundation to support both the operations of the AQB and ASB, including projects and activities that promote innovation and expand positive impact of the AQB, ASB and the Foundation's grant-eligible activities.

PROPOSED ACTIVITIES

The ASC invites a proposal from the Foundation for federal grant support of any of the following activities:

1. Support for AQB and ASB Activities. The Foundation can request funds to support the two Boards in FY21 and request up to 60% support for direct costs of the two boards as it relates to grant-eligible activities. The proposal should reflect COVID-19-related logistical considerations and plan for both in-person or virtual meetings or a combination of the two for the next fiscal year.

2. USPAP STANDARDS 1-6 Project. The Foundation can request funds to make STANDARDS 1-6 publicly available, at no cost, in a searchable, downloadable and Section 508 compliant format. The FASB's treatment of GAAP could serve as a model.
Suggested Timeframe: 18 months
3. USPAP Publishing and Revenue Model. The Foundation can request funds to commission an outside study that includes a review of the current publishing cycle for USPAP and its connection to the Foundation's revenue needs. The study could present alternative revenue models and provide estimates for technology and staffing costs to develop alternative, cost effective and sustainable models to at least partially support Foundation operations. If the Foundation concludes a change in publishing and revenue model is warranted, the study could be the basis for additional Foundation grant requests to the ASC.
Suggested Timeframe: 12 months
4. AQB/ASB/Board of Trustees (BOT) Operational Assessment. The Foundation can request funds to use outside experts to assess structure, operations and programmatic impact. The assessment could focus on issues that include staff support, diversity, independence, board member term lengths, and recruitment and selection strategies for board members and staff.
Suggested timeframe: 12 months
5. Practical Application in Real Estate Appraisals (PAREA) Project Review. The Foundation can request funds to use outside experts to review and make recommendations on alternative or expanded strategies for the implementation of PAREA or alternative paths. Recommendations could be the basis for additional Foundation grant requests to support implementation of PAREA.
Suggested time frame: 18 months
6. Research and Analytics. The Foundation can request funds to develop and conduct a comprehensive survey to provide better industry data to the appraisal profession and other stakeholders. The roadmap could be the basis for additional grant requests for personnel and contract research projects that advance the field.
Suggested Timeframe: 36 Months
7. Other Initiatives. The Foundation can propose additional areas for grant support. Examples could include studying:
 - appraiser shortages
 - diversity in the profession
 - veterans outreachSuggested Timeframe: TBD

PROPOSED Questions

The ASC invites a proposal from the Foundation for federal grant support of any of the following activities:

1. Support for AQB and ASB Activities.

With 2020 being almost entirely virtual, what are you planning for 2021 in terms of in person vs remote ASB/AQB meetings? Have the virtual meetings worked well? Do you have plans to switch to more virtual meetings on an ongoing basis? Would this change the time commitment of board members and if so would it expand the pool of qualified candidates that might apply to serve on a board?

2. USPAP STANDARDS 1-6 Project.

What are your plans and timeframe for making standards 1-6 easier to access, download and search for the general public? What are your thoughts about FASB's treatment of GAAP as a good model to emulate?

3. USPAP Publishing and Revenue Model.

What is your view of the current TAF revenue model that ties your income to changes in USPAP? What conversations have you had previously about changing this model? What are the challenges associated with making a change? How much income over expenses do you make from USPAP-related sales? (note that in 2020 TAF plans to add an additional 1M+ to long-term reserves).

4. AQB/ASB/Board of Trustees (BOT) Operational Assessment.

What is the current composition of the AQB/ASB in terms of gender and racial diversity? Do you have plans to make changes and if so when and how? How many Real property appraisers on the AQB/ASB? What, in your view is the optimum composition?

5. Practical Application in Real Estate Appraisals (PAREA) Project Review.

What is the current Status of the PAREA project? How many years has this been in development? The current qualification requirements are for 1000 hours of experience for the Licensed Residential and 1500 hours for Certified Residential. How did your board determine these are the correct number of hours? The most significant barrier to entering the appraisal profession is obtaining the necessary experience. Has there been any discussion about eliminating the experience

requirement or providing an alternate path to a credential without experience? Will PAREA eliminate this barrier? Some States are starting to think about developing their own training programs—could they access portions of PAREA? Do you envision a cost to appraisers associated with taking PAREA? How much will it cost to develop the actual modules? Is TAF willing to budget for the project from reserves? Would TAF be willing to partner with the ASC on this project (*e.g.*, grant funds, design, operations)?

6. Research and Analytics.

Who has the best understanding of the current number, age, gender and racial composition of appraisers? What do we know empirically about shortages or potential future shortages of appraisers based on demographic trends? Is this an area that the Foundation could play an expanded role?

7. Other Initiatives. The Foundation can propose additional areas for grant support. Examples could include, operational reviews, added staffing (*e.g.*, regulatory attorney, technical writer) and industry surveys.

What else is the Foundation working on that you would like to tell us about?

AGENDA

**The Appraisal Foundation Board of Trustees
Finance Committee
Video Call
Wednesday, September 9, 2020: 2pm-3pm EST**

Committee Members:

Lisa Hobart, Chair
Jeff Dickstein
Pete Fontana
Frank Gregoire
Ray Wagester
Jennifer Wagner

Staff:

David Bunton, President
Arika Cole, Board & Councils Program Manager
Kelly Davids, Senior VP
Lisa Desmarais, VP, Appraisal Issues
Edna Nkemngu, VP, Finance & Administration

1. Call to Order (Lisa)

2. Review of Committee Goals (Lisa)

- Ensure that the Foundation has adequate resources to maintain its independence.
- Closely monitor adherence to the Foundation's budget.
- Ensure that funds are deposited into the Foundation reserve account, if feasible.
- Monitor performance of TAF's investment advisory firm, Merrill Lynch.

3. Approval of Minutes from previous meetings of the Committee (Lisa)

- Finance Committee Meeting, April 15, 2020

4. Report on the Current Financial Condition of the Foundation (Edna)

- PPP Loan Status
- Review of July 2020 Financial Statements
- Recommendation to transfer funds from Short-Term to Long-Term Reserves
- Merrill Lynch Investment Advisors' update

5. Discussion on Draft 2021 Budget (Edna)

6. New Business (Lisa)

7. Old Business (Lisa)

8. Adjournment (Lisa)

Minutes

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

**The Appraisal Foundation
Finance Committee Meeting
Conference Call
Wednesday, April 15, 2020 – 1:00pm**

Committee Members:

- Lisa Hobart, Chair
- Jeff Dickstein (excused absence)
- Pete Fontana
- Frank Gregoire
- Ray Wagester
- Jennifer Wagner

Staff:

- David Bunton, President
- Kelly Davids, Senior VP
- Edna Nkemngu, VP, Finance & Administration
- Arika Cole, Board & Councils Program Manager
- Aida Dedajic, Director of Engagement

Observers:

- Mark Abbott, ASC
- Peter Dunn, Merrill Lynch
- Denise Graves, ASC
- Jim Park, ASC
- Bruce Wall, Merrill Lynch

1. Call to Order

Chair Hobart called the meeting to order at 1:00pm.

2. Review of Committee Goals

Hobart reviewed the following Committee Goals:

- Ensure that the Foundation has adequate resources to maintain its independence.
- Closely monitor adherence to the Foundation’s budget.
- Ensure that funds are deposited into the Foundation reserve account, if feasible.
- Monitor performance of TAF investment firm, Merrill Lynch, and review the investment policy.

3. Approval of Minutes

Motion by Fontana, seconded by Hobart: To approve the November 15, 2019 Finance Committee Meeting Minutes

43 Motion carried.

44 **4. New Business**

45 **Report by the Merrill Lynch Investment Advisors**

46 Dunne provided a brief background on Wall and himself. He discussed the current COVID-19 crisis and
47 possible effects on the economy.

48 Bruce indicated that it is prudent that the Foundation has funds in its short-term accounts to meet
49 liquidity needs should they arise during these uncertain times of the pandemic. If there is a need to
50 adjust the portfolio, Merrill Lynch is available to assist.

51 Dunne discussed the variations in the bear markets due to the novel Coronavirus. He stated that most
52 fixed income markets are functioning again as liquidity has been injected into the system at
53 unprecedented levels while credit spreads have narrowed in key areas. He reported that in terms of
54 percentages, both the short-term and long-term funds are down double digits, effectively wiping out
55 last year's gain.

56 However, it is the advisors' position that the Foundation should remain invested with the current
57 allocations which also align with the investment policy. Additionally, they recommend that the
58 Foundation pull from the Emerging Markets Manager and move to the S&P 500 index.

59 **Motion** by Hobart, seconded by Fontana: To pull back from the Emerging Markets and reinvest the
60 money in the S&P 500 Large-Cap Stocks.

61 Motion carried.

62 **5. Briefing on the results of the 2019 Audit**

63
64 Nkemngu reported that the Audit Committee met this morning. Effective with the 2019 financial
65 statements, there was a major change in accounting for revenue, following several new accounting
66 standards. During the meeting, the auditors reported that the Foundation had a clean audit.

67 **6. Report on the Current Financial Condition of the Foundation**

68 **Review of February 2020 Financial Statements**

69 Nkemngu reported that the Foundation is in a solid cash position and has excess funds that can be
70 moved from the short-term account to the operating account if necessary. The operating account is
71 currently on the higher side as a precaution against current uncertainties. The publications revenue is
72 tracking to budget. The Foundation has postponed or cancelled several meetings for this year because
73 of the pandemic. This will result in lower overall expenses since funds will not be used for travel
74 expenses. She stated that she does not expect that the Foundation will have to tap into the long-term
75 reserves to fund operations in the foreseeable future.

76
77 **Grants Award**

78 Bunton reported that 80% of the Foundation revenue is from publications revenue. There seem to be an
79 increase in online classes and the Foundation is doing well selling electronic publications. He stated that
80 all three Investigator Training Courses have been cancelled, but that the Foundation might schedule a
81 course in November.

82 Bunton reported that the ASC awarded a grant for the AQB and ASB which is still pending acceptance.
83 Staff has been corresponding with the ASC in the last two months regarding the copyright of USPAP. This
84 topic will be discussed at the BOT meeting.

85 Nkemngu stated that the Foundation will continue to monitor the economic situation and update the
86 Committee on any major changes.

87

88 **7. Old Business**

89

90 There was no old business.

91

92 **8. Adjournment**

93 **Motion** by Hobart, seconded by Fontana: To adjourn the meeting at 1:58pm

94 Motion carried.

DRAFT



The Appraisal
FOUNDATION

Authorized by Congress as the Source of Appraisal
Standards and Appraiser Qualifications

FINANCIAL STATEMENTS

July 31, 2020

Unaudited

THE APPRAISAL FOUNDATION**STATEMENT OF FINANCIAL POSITION**

July 31, 2020

UNAUDITED

	<u>2020</u>	<u>2019</u>
ASSETS		
CURRENT ASSETS:		
OPERATING RESERVES	1,648,419	530,575
SHORT-TERM RESERVES	1,944,177	636,405
ACCOUNTS RECEIVABLE	14,003	1,162
GRANTS RECEIVABLE	29,260	325,949
PREPAID EXPENSES	74,297	77,290
PUBLICATIONS INVENTORY	106,583	21,832
TOTAL CURRENT ASSETS	<u>3,816,739</u>	<u>1,593,213</u>
PROPERTY AND EQUIPMENT:		
FURNITURE & EQUIPMENT	322,020	322,020
LEASEHOLD IMPROVEMENTS	91,548	91,548
LESS ACCUMULATED DEPRECIATION	(324,993)	(299,602)
PROPERTY AND EQUIPMENT, NET	<u>88,575</u>	<u>113,966</u>
OTHER ASSETS:		
LONG-TERM RESERVES	5,896,760	5,770,773
DEPOSITS	55,120	20,235
TOTAL OTHER ASSETS	<u>5,951,880</u>	<u>5,791,008</u>
TOTAL ASSETS	<u><u>9,857,194</u></u>	<u><u>7,498,186</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE & ACCRUED EXPENSES	246,052	394,346
TOTAL CURRENT LIABILITIES	<u>246,052</u>	<u>394,346</u>
LONG-TERM LIABILITIES:		
DEFERRED RENT	228,740	238,071
PPP LOAN PAYABLE	270,706	0
DEFERRED LIABILITY	218,252	170,824
TOTAL LONG-TERM LIABILITIES	<u>717,698</u>	<u>408,895</u>
TOTAL LIABILITIES	<u><u>963,750</u></u>	<u><u>803,240</u></u>
NET ASSETS:		
WITHOUT DONOR RESTRICTIONS		
UNDESIGNATED	8,135,438	6,231,331
NET INCOME	758,006	463,616
TOTAL NET ASSETS	<u>8,893,444</u>	<u>6,694,946</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>9,857,194</u></u>	<u><u>7,498,186</u></u>

THE APPRAISAL FOUNDATION
STATEMENT OF ACTIVITIES
For the Period Ended July 31, 2020
UNAUDITED

	CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
REVENUE:					
GRANTS (INCLUDES EXAM GRANT)	34,063	785,716	4%	325,949	41%
SPONSORSHIP FEES	89,940	87,105	103%	87,105	100%
INDUSTRY ADVISORY COUNCIL FEES	90,000	90,000	100%	85,000	94%
USPAP SALES	2,148,712	3,208,450	67%	1,302,795	41%
MISCELLANEOUS PUBLICATIONS	24,846	6,789	366%	28,405	418%
POSTAGE REIMBURSEMENTS	81,616	84,000	97%	19,252	23%
USPAP COURSES	622,650	958,206	65%	321,709	34%
INSTRUCTOR CERTIFICATION PROGRAM	45,970	51,017	90%	0	0%
COURSE APPROVAL PROGRAM FEES	110,919	75,394	147%	66,981	89%
APPRAISAL ISSUES TASK FORCE	14,100	0	0%	29,250	0%
GAIN (LOSS) ON SECURITIES	(302,071)	0	0%	523,679	0%
INTEREST (NET OF ADVISOR FEES)	53,005	82,960	64%	66,235	80%
MISCELLANEOUS - BROCHURES	319	0	0%	140	0%
TOTAL REVENUE	3,014,067	5,429,637	56%	2,856,500	
EXPENSES:					
PROGRAM SERVICES					
APPRAISER QUALIFICATIONS BOARD	310,375	598,240	52%	254,327	43%
APPRAISAL STANDARDS BOARD	99,901	350,427	29%	203,087	58%
BOARD OF TRUSTEES	425,397	903,864	47%	592,570	66%
PUBLICATIONS & INSTRUCTOR EDUC	343,201	458,621	75%	182,327	40%
INVESTIGATOR TRAINING	28,211	288,348	10%	147,737	51%
SPECIAL PROJECTS	14,246	0	0%	24,045	0%
TOTAL PROGRAM SERVICES	1,221,332	2,599,500	47%	1,404,094	
GENERAL AND ADMINISTRATIVE	1,034,729	1,894,791	55%	988,791	52%
TOTAL EXPENSES	2,256,061	4,494,291	50%	2,392,885	
EXCESS OF REVENUE OVER EXPENSES	758,006	935,346		463,616	
NET ASSETS, BEGINNING OF YEAR	8,135,438			6,231,331	
NET ASSETS, END OF PERIOD	8,893,444	935,346		6,694,946	

THE APPRAISAL FOUNDATION
APPRAISER QUALIFICATIONS BOARD
CONSOLIDATED EXPENSE SUMMARY
For the Period Ended July 31, 2020

UNAUDITED

	CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
TOTAL EXPENSES:					
SALARIES	97,507	125,755	78%	74,863	60%
OFFICE SUPPLIES AND EXPENSES	620	250	248%	4,955	1982%
POSTAGE, DELIVERY & FULFILLMENT	0	1,000	0%	666	67%
PRINTING	0	10,000	0%	796	8%
CONSULTING	123,451	143,075	86%	103,635	72%
TRAVEL/MEETING EXPENSE	37,241	220,500	17%	68,818	31%
LEGAL	0	3,500	0%	0	0%
DUES, SUBSCRIPTIONS, REGISTRATIONS	445	500	89%	0	0%
SUBCONTRACTOR	50,269	92,160	55%	0	0%
CREDIT CARD DISCOUNT FEES	842	1,500	56%	593	40%
TOTAL EXPENSES	310,375	598,240	52%	254,327	43%

THE APPRAISAL FOUNDATION
APPRAISAL STANDARDS BOARD
CONSOLIDATED EXPENSE SUMMARY
For the Period Ended July 31, 2020

UNAUDITED

	CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
TOTAL EXPENSES:					
SALARIES	68,539	123,427	56%	82,127	67%
OFFICE SUPPLIES AND EXPENSES	30	500	6%	0	0%
POSTAGE, DELIVERY & FULFILLMENT	0	1,000	0%	1,266	127%
PRINTING	162	200	81%	125	63%
CONSULTING	29,393	97,800	30%	46,061	47%
TRAVEL/MEETING EXPENSE	1,777	124,500	1%	73,509	59%
LEGAL	0	2,500	0%	0	0%
DUES, SUBSCRIPTIONS, REGISTRATIONS	0	500	0%	0	0%
TOTAL EXPENSES	99,901	350,427	29%	203,087	58%

THE APPRAISAL FOUNDATION
BOARD OF TRUSTEES
CONSOLIDATED EXPENSE SUMMARY
For the Period Ended July 31, 2020

UNAUDITED

CURRENT	ANNUAL	ACTUAL	LAST YEAR	LAST YR
YTD	BUDGET	AS % OF	YTD	AS % OF
		BUDGET		

TOTAL EXPENSES:

SALARIES	305,802	434,054	70%	305,616	70%
OFFICE SUPPLIES AND EXPENSES	413	2,900	14%	260	9%
TELEPHONE	0	810	0%	0	0%
POSTAGE, DELIVERY & FULFILLMENT	787	3,100	25%	1,375	44%
PRINTING	4,419	10,000	44%	5,373	54%
CONSULTING	20,379	55,500	37%	97,118	175%
TRAVEL/MEETING EXPENSE	50,739	362,000	14%	160,750	44%
LEGAL	41,687	35,000	119%	21,840	62%
DUES, SUBSCRIPTIONS, REGISTRATIONS	1,170	500	234%	239	48%
TOTAL EXPENSES	425,397	903,864	47%	592,570	66%

THE APPRAISAL FOUNDATION
PUBLICATIONS AND MARKETING
REVENUE AND EXPENSE SUMMARY
For the Period Ended July 31, 2020

UNAUDITED

	CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
REVENUE:					
USPAP SALES AND LICENSE FEES	2,148,712	3,208,450	67%	1,302,795	41%
NATIONAL USPAP COURSE - 15 HR	116,368	131,159	89%	69,285	53%
NATIONAL USPAP COURSE - 7 HR	489,097	783,247	62%	227,230	29%
OTHER USPAP COURSES	17,186	43,800	39%	25,194	58%
WEBINARS	39	0	0%	195	0%
YELLOW BOOK	24,807	6,789	365%	28,210	416%
POSTAGE REIMBURSEMENTS	81,616	84,000	97%	19,252	23%
TOTAL REVENUE	2,877,823	4,257,445	68%	1,672,161	39%
EXPENSES:					
SALARIES	44,491	66,042	67%	58,650	89%
OFFICE SUPPLIES AND EXPENSES	0	100	0%	0	0%
POSTAGE, DELIVERY & FULFILLMENT	124,588	180,000	69%	52,112	29%
PRINTING	78,597	102,045	77%	18,723	18%
CONSULTING	20,779	10,000	208%	14,865	149%
TRAVEL/MEETING EXPENSE	0	0	0%	584	0%
DUES/REGISTRATION	195	250	78%	0	0%
CREDIT CARD DISCOUNT FEES	31,659	50,000	63%	17,065	34%
TOTAL EXPENSES	300,308	408,437	74%	161,999	40%
EXCESS OF REVENUE OVER EXPENSES	2,577,515	3,849,008	67%	1,510,162	39%

THE APPRAISAL FOUNDATION
INSTRUCTOR CERT COURSES
REVENUE AND EXPENSE SUMMARY
For the Period Ended July 31, 2020

UNAUDITED

	CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
REVENUE:					
PROGRAM REVENUE	45,970	51,017	90%	0	0%
TOTAL REVENUE	45,970	51,017	90%	0	0%
EXPENSES:					
SALARIES	21,599	16,434	131%	4,052	25%
OFFICE SUPPLIES AND EXPENSES	169	100	169%	0	0%
POSTAGE, DELIVERY & FULFILLMENT	801	1,400	57%	0	0%
PRINTING	2,121	3,000	71%	0	0%
CONSULTING	17,862	16,250	110%	16,276	100%
TRAVEL/MEETING EXPENSE	276	12,000	2%	0	0%
LEGAL	0	1,000	0%	0	0%
DUES, SUBSCRIPTIONS, REGISTRATIONS	65	0	0%	0	0%
TOTAL EXPENSES	42,893	50,184	85%	20,328	41%
EXCESS OF REVENUE OVER EXPENSES	3,077	833	369%	(20,328)	-2440%

THE APPRAISAL FOUNDATION
INVESTIGATOR TRAINING
DEPARTMENT DETAIL
For the Period Ended July 31, 2020

UNAUDITED

CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
----------------	------------------	-----------------------------	------------------	------------------------------

GOVERNMENT REIMBURSABLE EXPENSES:

SALARIES	5,045	21,257	24%	9,129	43%
OFFICE SUPPLIES AND EXPENSES	0	495	0%	0	0%
POSTAGE & DELIVERY	0	1,400	0%	2,215	158%
PRINTING	5,000	14,000	36%	5,480	39%
CONSULTING	1,300	21,000	6%	12,000	57%
TRAVEL & MEETING EXPENSE	16,866	230,196	7%	118,913	52%
TOTAL REIMBURSABLE EXPENSES	28,211	288,348	10%	147,737	51%

UNREIMBURSABLE EXPENSES:

TOTAL EXPENSES	28,211	288,348	10%	147,737	51%
-----------------------	---------------	----------------	------------	----------------	------------

THE APPRAISAL FOUNDATION
APPRAISAL ISSUES TASK FORCE
REVENUE AND EXPENSE SUMMARY
For the Period Ended July 31, 2020

UNAUDITED

	CURRENT YTD	ANNUAL BUDGET	ACTUAL AS % OF BUDGET	LAST YEAR YTD	LAST YR AS % OF BUDGET
REVENUE:					
PROGRAM REVENUE	14,100	0	0%	29,250	0%
TOTAL REVENUE	14,100	0	0	29,250	0
EXPENSES:					
TRAVEL/MEETING EXPENSE	14,246	0	0%	24,045	0%
TOTAL EXPENSES	14,246	0	0%	24,045	0%
EXCESS OF REVENUE OVER EXPENSES	(146)	0	0%	5,205	0%
EXCESS OF REVENUE OVER EXPENSES	(146)	0	0.00	5,205	0.00

THE APPRAISAL FOUNDATION
GENERAL AND ADMINISTRATIVE EXPENSES
For the Period Ended July 31, 2020

UNAUDITED

	CURRENT	ANNUAL	ACTUAL	LAST YR	
	YTD	BUDGET	AS % OF	LAST YEAR	AS % OF
			BUDGET	YTD	BUDGET
TOTAL EXPENSES:					
SALARIES	363,008	810,031	45%	376,149	46%
DEFERRED COMPENSATION	65,000	60,000	108%	60,000	100%
FRINGE BENEFITS	140,361	259,000	54%	146,053	56%
PAYROLL TAXES	71,089	105,000	68%	62,219	59%
RENT	116,964	237,600	49%	137,169	58%
OFFICE SUPPLIES & EXPENSES	9,293	25,000	37%	15,200	61%
TELEPHONE/COMPUTER SYSTEM	64,470	112,680	57%	63,730	57%
POSTAGE & DELIVERY	2,497	3,800	66%	1,923	51%
PRINTING	0	2,000	0%	0	0%
EQUIPMENT RENTAL	3,119	5,280	59%	3,680	70%
EQUIPMENT REPAIRS AND MAINTENANCE	1,981	3,000	66%	3,877	129%
CONSULTING	76,199	100,000	76%	39,704	40%
TRAVEL/MEETING EXPENSE	8,004	27,000	30%	10,621	39%
INSURANCE	20,464	40,000	51%	18,226	46%
LEGAL	600	1,000	60%	0	0%
DUES, SUBSCRIPTIONS, REGISTRATIONS	12,437	20,000	62%	9,327	47%
ACCOUNTING/AUDIT FEES	29,591	35,000	85%	26,062	74%
INTEREST EXPENSE	608	0	0%	0	0%
BAD DEBT EXPENSE	252	0	0%	40	0%
UNRELATED BUSINESS INCOME TAX	0	6,000	0%	0	0%
DEPRECIATION	14,811	17,400	85%	14,811	85%
CONTRIBUTIONS TO IVSC	35,000	25,000	140%	0	0%
MISCELLANEOUS	(1,019)	0	0%	0	0%
TOTAL EXPENSES	1,034,729	1,894,791	55%	988,791	52%

THE APPRAISAL FOUNDATION

TOTAL EXPENSES

For the Period Ending July 31, 2020

UNAUDITED

	CURRENT	ANNUAL	ACTUAL	LAST YEAR	LAST YR
	YTD	BUDGET	AS % OF	YTD	AS % OF
			BUDGET		BUDGET
TOTAL EXPENSES:					
SALARIES	905,992	1,597,000	57%	910,584	57%
DEFERRED COMPENSATION	65,000	60,000	108%	60,000	100%
FRINGE BENEFITS	140,361	259,000	54%	146,053	56%
PAYROLL TAXES	71,089	105,000	68%	62,219	59%
RENT	116,964	237,600	49%	137,169	58%
OFFICE SUPPLIES & EXPENSES	10,525	29,345	36%	20,416	70%
TELEPHONE/COMPUTER SYSTEM	64,470	113,490	57%	63,730	56%
POSTAGE & DELIVERY	128,673	191,700	67%	59,557	31%
PRINTING	90,299	141,245	64%	30,498	22%
EQUIPMENT RENTAL	3,119	5,280	59%	3,680	70%
EQUIPMENT REPAIR & MAINTENANCE	1,981	3,000	66%	3,877	129%
CONSULTING	289,362	443,625	65%	329,659	74%
TRAVEL/MEETING EXPENSE	129,150	976,196	13%	457,240	47%
INSURANCE	20,464	40,000	51%	18,226	46%
LEGAL	42,287	43,000	98%	21,840	51%
DUES, SUBSCRIPTIONS, REGISTRATIONS	14,312	21,750	66%	9,566	44%
ACCOUNTING/AUDIT FEES	29,591	35,000	85%	26,062	74%
INTEREST EXPENSE	608	0	0%	0	0%
SUBCONTRACTOR	50,269	92,160	55%	0	0%
CREDIT CARD DISCOUNT FEES	32,501	51,500	63%	17,659	34%
BAD DEBT EXPENSE	252	0	0%	40	0%
UNRELATED BUSINESS INCOME TAX	0	6,000	0%	0	0%
DEPRECIATION	14,811	17,400	85%	14,811	85%
CONTRIBUTIONS TO IVSC	35,000	25,000	140%	0	0%
MISCELLANEOUS	(1,019)	0	0%	0	0%
TOTAL EXPENSES	2,256,061	4,494,291	50%	2,392,885	53%

OVERVIEW OF FINANCIAL STATEMENTS
07/31/2020

CATEGORY	AMOUNT @ 07/31/2020			EXPLANATION/NOTES
<i>Page 1 – Statement of <u>Financial Position</u></i>	\$			
Operating Reserves	1,648,419			Represents cash held in checking accounts. Includes \$270k PPP Loan (repaid in August) . We will be transferring some funds to our reserves by the end of the year.
Short-Term Reserves	1,944,177			This is held in cash and cash equivalents at Merrill Lynch. We recommend transferring some funds to the long-term reserves.
Accounts Receivable	14,003			Includes publication sales to government agencies and sponsors which are generally the only sales that are billed after shipment. Typical level for this time of year.
Grants Receivable	29,260			Consists of expenses incurred for the Investigator Training Program (ITP): salaries, event cancellation expenses, providing USPAP to the states.
Prepaid Expenses	74,297			Prepaid postage, insurance, travel expenses, and rent.
Publication Inventory	106,583			Publications on hand to be sold over the remaining USPAP cycle. Valued at lower of cost or NRV, on a FIFO basis.
Property and Equipment, Net of Depreciation	88,575			Furniture is depreciated straight-line over 5 years, Software and Equipment over 3 years and Leasehold Improvements over the term of the lease.
Long-Term Reserves	5,896,760			Board-restricted line item not to be used for general operating expenses without Board approval.
Deposits	55,120			Lease deposits and hotel deposits for future meetings.
Total Liabilities	963,750			Short-term liabilities consist of current amounts due to vendors, accrued vacation and salary expenses. Long-term consists of accrued pensions and deferred rent. This year it also includes the Paycheck Protection Loan.
Total Net Assets	8,893,444			Comprised of YTD net income and Net Income from prior years.

OVERVIEW OF FINANCIAL STATEMENTS
07/31/2020

<i>Page 2 – Statement of Activities:</i> <u>Revenue</u>				
	AMOUNT @ 07/31/2020 \$	BUDGET AMOUNT	% of BUDGET	EXPLANATION/NOTES
Grants	34,063	785,716	4%	Operating with one grant this year: ITP. The Title XI grant award for the 2019-2020 Grant Year was not accepted. The revenue here covers the ITP expenses we have incurred to date. All ITP courses were canceled for 2020.
Sponsorship Fees	89,940	87,105	103%	All sponsor invoices have been paid.
IAC Fees	90,000	90,000	100%	The majority of IAC Dues have been received. We are allowing some time for the few organizations that have not paid yet.
Total Publications Revenue (see page 6)	2,877,823	4,257,445	68%	Tracking to budget and comparable to the same period in the 2-year USPAP cycle. We were at 70% of budget in July 2018.
Instructor Cert/Recertification Program (see page 7)	45,970	51,017	90%	The new registration cycle began in October last year and has closed. The recertification course was held virtually in July, and a retake class has been scheduled for October.
Course Approval Program Fees	110,919	75,394	147%	It is difficult to estimate how many courses will be submitted for review in any given year, but we budget based on prior year receipts. Through July, we show a margin of 22%.
Gain (Loss) on Valuation of Securities	(302,071)	0	0	This is the YTD loss on the valuation of securities held with Merrill Lynch. This is an unbudgeted item.
Interest Income	53,005	82,960	64%	Interest earned on our reserves, and net of Merrill Lynch advisory fees which are taken from the short-term investment account.

OVERVIEW OF FINANCIAL STATEMENTS
07/31/2020

<i>Page 2 – Statement of Activities: <u>Expenses</u></i>				
	AMOUNT @ 07/31/2020 \$	BUDGET AMOUNT	% of BUDGET	EXPLANATION/NOTES
Appraiser Qualifications Board	310,375	598,240	52%	No major budget issues or concerns. 2 of the 3 board meetings budgeted were moved to a virtual platform, for May and November. SME meetings and PSI's Occupational Analysis were moved to 2021.
Appraisal Standards Board	99,901	350,427	29%	No budget concerns. The board had no travel as all 2020 meetings were moved to a virtual platform.
Board of Trustees	425,397	903,864	47%	No budget concerns. Legal expense includes payments for the Intellectual Property legal services. Travel includes meetings held in the first quarter: Exec. Comm., IAC, TAFAC. The 2 full board meetings were moved to a virtual platform for 2020.
Publications & Instructor Education	343,201	458,621	75%	Expenses are consistent with the budget and the revenue generated.
Investigator Training	28,211	288,348	10%	All classes were canceled for 2020. This amount includes salaries, event cancelation expenses, and the cost to provide USPAP to the states.
General and Administrative Expenses	1,034,729	1,894,791	55%	G & A is tracking according to budget.

The Appraisal Foundation 2021 Budget Summary

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005		January 1, 2021 - December 31, 2021									
Budget Category	AQB	ASB	BOT	Publications	ICC/IRC	G&A	Total 2021 Budget	2019 Actual	2021 Vs. 2019 Variance	2017 Actual	2021 Vs. 2017 Variance
Revenue:											
Grant: Title XI							\$0	\$236,247	(\$236,247)	\$307,887	(\$307,887)
Grant: Investigator Training							\$0	\$252,858	(\$252,858)	\$263,966	(\$263,966)
Publication Sales				3,796,477			3,796,477	3,916,591	(120,114)	3,232,624	\$563,853
Instructor Program Fees					105,246		105,246	113,715	(8,469)	87,375	\$17,871
Course Approval Program Fees	100,000						100,000	100,044	(44)	102,963	(\$2,963)
Sponsorship Fees						89,940	89,940	87,105	2,835	95,463	(\$5,523)
Industry Advisory Council Dues			90,000				90,000	86,250	3,750	80,832	\$9,168
Interest Income						146,422	146,422	146,422	0	80,759	\$65,663
AITF & Miscellaneous								40,420	(40,420)	32,331	(\$32,331)
New Project Revenue								82,000	(82,000)		\$0
Gain/Loss on Securities*									0		\$0
Total Revenue	\$100,000	\$0	\$90,000	\$3,796,477	\$105,246	\$236,362	\$4,328,085	\$5,061,652	(\$733,566)	\$4,283,447	\$43,885
Expense:											
Personnel (Direct Labor)	\$120,654	\$118,604	\$436,575	\$106,060	\$9,795	\$810,608	\$1,602,298	\$1,627,072	(\$24,774)	\$1,511,177	\$91,121
Fringe Benefits	0	0	0	0	0	417,000	\$417,000	408,858	8,142	400,937	\$16,063
Rent	0	0	0	0	0	238,500	\$238,500	239,461	(961)	250,402	(\$11,902)
Office Supplies	5,000	500	2,550	0	0	20,000	\$28,050	27,061	989	26,708	\$1,342
Telephone and Computer	0	0	0	0	0	111,610	\$111,610	111,836	(226)	82,099	\$29,511
Postage and Delivery	500	1,000	1,550	190,000	0	2,500	\$195,550	205,259	(9,709)	229,132	(\$33,582)
Printing	8,000	300	9,400	101,931	0	500	\$120,131	128,745	(8,614)	184,586	(\$64,455)
Equipment Rental	0	0	0	0	0	4,980	\$4,980	5,369	(389)	16,161	(\$11,181)
Equipment Repair and Maintenance	0	0	0	0	0	3,300	\$3,300	5,119	(1,819)	3,265	\$35
Consultants	146,275	65,300	80,500	63,000	53,700	70,000	\$478,775	575,146	(96,371)	317,718	\$161,057
Travel/Meeting Costs	184,000	85,500	297,000	5,000	0	15,000	\$586,500	717,952	(131,452)	601,435	(\$14,935)
Insurance	0	0	0	0	0	40,000	\$40,000	36,579	3,421	36,830	\$3,170
Legal	2,500	2,500	40,000	0	500	1,000	\$46,500	42,927	3,573	34,833	\$11,667
Dues, Subscriptions, Registrations	445	945	0	250	0	15,000	\$16,640	19,195	(2,555)	16,599	\$41
Accounting/Audit Fees	0	0	0	0	0	35,000	\$35,000	33,508	1,492	30,242	\$4,758
Contractor	74,400	0	0	0	0	0	\$74,400	42,160	32,240	49,600	\$24,800
Credit Card Discount Fees	1,500	0	0	50,000	0	0	\$51,500	48,209	3,291	48,109	\$3,391
Bad Debt Expense								2,698	(2,698)	1,684	(\$1,684)
Unrelated Business Income Tax						0	\$0	(5,913)	5,913	0	\$0
Depreciation	0	0	0	0	0	17,400	\$17,400	25,391	(7,991)	79,560	(\$62,160)
Contributions to Other Organizations	0	0	0	0	0	25,000	\$25,000	25,000	0		\$25,000
Loss on Valuation of Securities											
Long-Term Reserves											
Total Expenses:	\$543,274	\$274,649	\$867,575	\$516,242	\$63,995	\$1,827,398	\$4,093,135	\$4,322,560	(\$228,497)	\$3,921,077	\$172,058
Excess of Revenue Over Expenses	(\$443,274)	(\$274,649)	(\$777,575)	\$3,280,236	\$41,251	(\$1,591,036)	\$234,950	\$739,092	(\$505,069)	\$362,370	(\$128,173)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021		
Category: Appraiser Qualifications Board - TITLE XI Projects			
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Director of Engagement			
VP, Appraisal Issues			
Engagement Coordinator (JoEllen)			
President			
Engagement Coordinator (Jalin)			
Senior Vice President			
Total Direct Labor Cost			\$102,322
2. AV Rental For Meetings			Estimated Cost
Hotel A/V	2	\$2,000	\$4,000
MEETING TOMORROW	2	\$16,000	\$32,000
AV Rental for Meetings (included in Travel total)			\$36,000
3. Travel/Meeting Costs			Estimated Cost
April Board Meeting - 8 Members + 3 Staff			\$20,000
November Board Meeting - 8 Members + 3 Staff			\$23,000
SME Exam Meetigns:			
Certified General Subject Matter Expert Meeting (10 SMEs, 1 PSI, 2 Staff)			\$14,000
Certified Residential Subject Matter Expert Meeting (10 SMEs, 1 PSI, 2 Staff)			\$14,000
Licensed Residential Subject Matter Expert Meeting (9 SMEs, 1 PSI, 2 Staff)			\$14,000
Occupational Analysis (20 attendees)			\$39,000
Chair Travel to two 3-Day BOT Meetings			\$2,000
Chair Travel to 2 IAC Meetings			\$3,000
Chair Travel to 2 TAFAC Meetings and 1 joint IAC/TAFAC meeting			\$4,500
Board Member travel for University Degree Program Reviews, two for 5 Trips			\$10,000
Board Member travel for three Exam Site Visits			\$4,500
Total Travel Cost			\$184,000
4. Consultants	Hours	Rate per Hour	Estimated Cost
Board Chair	200	\$100.00	\$20,000
Board Members - Criteria	700	\$75.00	\$52,500
Board Members - Degree Review Program	150	\$75.00	\$11,250
Board Members - Exam Meetings	150	\$75.00	\$11,250
Subject Matter Experts for Exam Development, Honorarium			\$10,000
Subject Matter Experts for Exam Development - 500 Questions @ \$5.00 each			\$2,500
Total Consultants Cost			\$107,500
5. Contracts (List individually)			Estimated Cost
PSI (Exam Psychometric Consultant) - Exam Development			\$32,240
PSI Job Analysis and Exam Specification Updates			\$42,160

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Appraiser Qualifications Board - TITLE XI Projects	
Total Contracts Cost	\$74,400
6. Other Direct Costs	Estimated Cost
Office Supplies	\$5,000
Postage and Delivery - Meetings, Speaking Events and SME Manuals	\$500
Printing - Misc. Meeting Materials, Criteria Booklet	\$8,000
Legal Review	\$2,500
Dues, Subscriptions and Registrations	\$445
Total Other Direct Costs	\$16,445
Total Estimated Costs	\$484,667

Summary of AQB - TITLE XI Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$102,322	\$108,049	(\$5,727)
Fringe Benefits			
Rent			
Office Supplies	\$5,000	\$4,277	\$723
Telephone and Computer			
Postage and Delivery	\$500	\$666	(\$166)
Printing	\$8,000	\$796	\$7,204
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$107,500	\$106,110	\$1,390
Travel/Meeting Costs	\$184,000	\$99,843	\$84,157
Insurance			
Legal	\$2,500	\$0	\$2,500
Dues, Subscriptions, Registrations	\$445	\$445	\$0
Accounting/Audit Fees			
Contractor	\$74,400	\$42,160	\$32,240
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$484,667	\$362,346	\$122,321

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Appraiser Qualifications Board - Course Approval Program - Dept. 104

	Estimated Hours	Rate per Hour	Estimated Cost
1. Personnel (Direct Labor)			
Engagement Coordinator (JoEllen)			
Total Direct Labor Cost			\$18,332
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
Total Travel Cost			\$0
4. Consultants	Hours	Rate per Hour	Estimated Cost
Board Chair	5	\$100.00	\$500
Board Members	20	\$75.00	\$1,500
Course Approval Consultants/Reviewers			\$25,000
CAP Process Automation - Bursting Silver	40	\$165.00	\$6,600
CAP Process Automation - HeWorks	40	\$115.00	\$4,600
Total Consultants Cost			\$38,200
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0
6. Other Direct Costs			Estimated Cost
Credit Card Discount Fees			\$1,500

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Appraiser Qualifications Board - Course Approval Program - Dept. 104	
Total Other Direct Costs	\$1,500
Total Estimated Costs	\$58,032

Summary of AQB - Course Approval Program Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$18,332	\$24,712	(\$6,381)
Fringe Benefits			
Rent			
Office Supplies			
Telephone and Computer			
Postage and Delivery			
Printing			
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$38,200	\$40,869	(\$2,669)
Travel/Meeting Costs	\$0	\$0	\$0
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees	\$1,500	\$1,445	\$55
Depreciation			
Contributions to Other Organizations			
Total:	\$58,032	\$67,026	(\$8,995)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Appraiser Qualifications Board - NON TITLE XI Projects - Dept. 105

	Estimated Hours	Rate per Hour	Estimated Cost
1. Personnel (Direct Labor)			
Engagement Team			
Total Direct Labor Cost			\$0
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
Total Travel Cost			\$0
4. Consultants	Hours	Rate per Hour	Estimated Cost
Board Chair	2	\$100.00	\$200
Board Members	5	\$75.00	\$375
Total Consultants Cost			\$575
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Appraiser Qualifications Board - NON TITLE XI Projects - Dept. 105

6. Other Direct Costs			Estimated Cost
Total Other Direct Costs			\$0
Total Estimated Costs			\$575

Summary of AQB - NON TITLE XI Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$0	\$22	(\$22)
Fringe Benefits			
Rent			
Office Supplies			
Telephone and Computer			
Postage and Delivery			
Printing	\$0		\$0
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$575		\$575
Travel/Meeting Costs			
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$575	\$22	\$553

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Appraisal Standards Board - TITLE XI Projects - Dept. 201

1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Director of Engagement			
VP, Appraisal Issues			
Engagement Coordinator (JoEllen)			
President			
Senior Vice President			
Engagement Coordinator (Jalin)			
Total Direct Labor Cost			\$118,180
2. AV Rental For Meetings			Estimated Cost
Hotel A/V	2	\$2,000	\$4,000
MEETING TOMORROW	2	\$16,000	\$32,000
AV Rental for Meetings (included in Travel total)			\$36,000
3. Travel/Meeting Costs			Estimated Cost
February Board Meeting - 7 Members + 3 Staff			\$21,000
October Board Meeting - 7 Members + 3 Staff			\$22,000
Chair Travel to two 3-Day BOT Meetings			\$2,000
Chair Travel to 1 IAC Meeting (2 included in ASB travel)			\$1,500
Chair Travel to 2 TAFAC Meetings and 1 joint IAC/TAFAC meeting			\$3,000
Total Travel Cost			\$85,500
4. Consultants	Hours	Rate per Hour	Estimated Cost
Board Chair	200	\$100.00	\$20,000
Board Members	600	\$75.00	\$45,000
Total Consultants Cost			\$65,000
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Appraisal Standards Board - TITLE XI Projects - Dept. 201	
6. Other Direct Costs	Estimated Cost
Legal	\$2,500
Shipping - Meetings, Speaking Events, etc.	\$1,000
Printing - Misc. Meeting Materials	\$300
Office Supplies	\$500
Dues, Subscriptions, Registrations	\$945
Total Other Direct Costs	\$5,245
Total Estimated Costs	\$273,925

Summary of ASB - TITLE XI Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$118,180	\$127,183	(\$9,003)
Fringe Benefits			
Rent			
Office Supplies	\$500	\$791	(\$291)
Telephone and Computer			
Postage and Delivery	\$1,000	\$1,280	(\$280)
Printing	\$300	\$376	(\$76)
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$65,000	\$64,381	\$619
Travel/Meeting Costs	\$85,500	\$108,573	(\$23,073)
Insurance			
Legal	\$2,500	\$1,425	\$1,075
Dues, Subscriptions, Registrations	\$945	\$445	\$500
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$273,925	\$304,454	(\$30,529)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021		
Category: Appraisal Standards Board - NON TITLE XI Projects - Dept. 206			
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
President			
Engagement Team			
VP, Appraisal Issues			
Total Direct Labor Cost			\$423
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
Total Travel Cost			\$0
4. Consultants	Hours	Rate per Hour	Estimated Cost
Board Members	4	\$75.00	\$300
Total Consultants Cost			\$300
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Appraisal Standards Board - NON TITLE XI Projects - Dept. 206	
6. Other Direct Costs	Estimated Cost
Total Other Direct Costs	\$0
Total Estimated Costs	\$723

Summary of ASB - TITLE XI Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$423	\$1,222	(\$799)
Fringe Benefits			
Rent			
Office Supplies			
Telephone and Computer			
Postage and Delivery			
Printing			
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$300	\$0	\$300
Travel/Meeting Costs			
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$723	\$1,222	(\$499)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Board of Trustees - Dept. 301

	Estimated Hours	Rate per Hour	Estimated Cost
1. Personnel (Direct Labor)			
Board/Councils Program Manager			
Senior Vice President			
President			
Director of Engagement			
Director of Communications			
Engagement Coordinator (Jalin)			
VP, Appraisal Issues			
Publications Manager			
Engagement Coordinator (JoEllen)			
Total Direct Labor Cost			\$285,691
2. AV Rental For Meetings			Estimated Cost
Spring Board Meeting			\$4,000
Fall Board Meeting			\$5,000
AV Rental for Meetings (included in Travel total)			\$9,000
3. Travel/Meeting Costs			Estimated Cost
January Executive Committee meeting (Virtual for 2021)			
Spring meeting 3 days x 23 members + 7 staff + 6 Interviewees			\$74,000
Fall meeting 3 days x 23 members + 7 Staff + 6 Interviewees			\$67,000
Board Reviews - 1 Trustee x 1 day x 10 meetings - Oversight and Nominating Committee member			\$7,000
Spring Reception			\$7,000
Fall Reception			\$7,000
IVSC Travel (2 staff summer, 2 staff + 1 BOT chair in the Fall)			\$7,000
International Property Measurement Standards (IPMS) and IVS (Elliott and Shea)			\$5,000
Total Travel Cost			\$183,000
4. Consultants	Hours	Rate per Hour	Estimated Cost
Vision 2030 Task Force with Facilitator (Virtual)			\$40,000
Total Consultants Cost			\$40,000
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Board of Trustees - Dept. 301	
6. Other Direct Costs	Estimated Cost
Office Supplies	\$2,000
Shipping - Meetings, Speaking Events	\$1,000
Printing - Misc. Meeting Materials	\$300
Legal	\$40,000
Total Other Direct Costs	\$43,300
Total Estimated Costs	\$551,991

Summary of BOT Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$285,691	\$343,892	(\$58,201)
Fringe Benefits			
Rent			
Office Supplies	\$2,000	\$2,161	(\$161)
Telephone and Computer			\$0
Postage and Delivery	\$1,000	\$1,111	(\$111)
Printing	\$300	\$255	\$45
Equipment Rental	\$0	\$0	\$0
Equipment Repair and Maintenance			
Consultants	\$40,000	\$40,075	(\$75)
Travel/Meeting Costs	\$183,000	\$193,669	(\$10,669)
Insurance			
Legal	\$40,000	\$33,502	\$6,498
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$551,991	\$614,664	(\$62,674)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Board of Trustees - Industry Advisory Council - Dept. 302

	Estimated Hours	Rate per Hour	Estimated Cost
1. Personnel (Direct Labor)			
Board/Councils Program Manager			
President			
Senior Vice President			
VP, Appraisal Issues			
Director of Engagement			
Engagement Coordinator (JoEllen)			
Total Direct Labor Cost			\$14,982
2. AV Rental For Meetings			Estimated Cost
Spring Meeting (with IAC/AARO)			\$2,000
June Meeting (With TAFAC)			\$2,000
Fall Meeting (With ASB/AARO)			\$2,000
AV Rental for Meetings (included in Travel total)			\$6,000
3. Travel/Meeting Costs			Estimated Cost
Spring Meeting 2 day x 40 members - working lunch, room and refreshments			\$5,000
June Meeting 2 day x 40 members - working lunch, room and refreshments			\$5,000
Fall Meeting 2 day x 40 members - working, lunch, room and refreshments			\$5,000
2 Yearly Dinners			\$10,000
Staff travel to Joint Meeting			\$1,000
Chair travel to two 2-day BOT Meetings			\$2,000
Chair travel to 3 IAC Meetings			\$3,000
Speaker Travel			\$1,500
Total Travel Cost			\$38,500
4. Consultants	Hours	Rate per Hour	Estimated Cost
Total Consultants Cost			\$0
5. Contracts (List individually)			Estimated Cost

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Board of Trustees - Industry Advisory Council - Dept. 302	
Total Contracts Cost	\$0
6. Other Direct Costs	Estimated Cost
Office Supplies	\$100
Shipping - Meetings, Speaking Events	\$400
Printing - Misc. Meeting Materials	
Total Other Direct Costs	\$500
Total Estimated Costs	\$53,982

Summary of BOT - Industry Advisory Council Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$14,982	\$20,621	(\$5,639)
Fringe Benefits			
Rent			
Office Supplies	\$100	\$84	\$16
Telephone and Computer			
Postage and Delivery	\$400	\$387	\$13
Printing			
Equipment Rental			
Equipment Repair and Maintenance			
Consultants			
Travel/Meeting Costs	\$38,500	\$34,526	\$3,974
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$53,982	\$55,619	(\$1,636)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: BOT - VALUATION GUIDANCE - 303

1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Engagement Coordinator (Jalin)			
President			
Senior Vice President			
Total Direct Labor Cost			\$36,895
2. AV Rental For Meetings			Estimated Cost
None			
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
BV/PP Meeting - 8 to 10 people, 2-day meeting	8	\$1,500.00	\$12,000
BV/PP Meeting - 8 to 10 people, 2-day meeting	8	\$1,500.00	\$12,000
BV/PP Meeting - 8 to 10 people, 2-day meeting	8	\$1,500.00	\$12,000
Total Travel Cost			\$36,000
4. Consultants	Hours	Rate per Hour	Estimated Cost
			\$0
Total Consultants Cost			\$0
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: BOT - VALUATION GUIDANCE - 303	
6. Other Direct Costs	Estimated Cost
Office Supplies	\$100
Printing - Misc. Meeting Materials	\$100
Legal	
Postage and Delivery	\$100
Total Other Direct Costs	\$300
Total Estimated Costs	\$73,195

Summary of VALUATION GUIDANCE	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$36,895	\$5,193	\$31,702
Fringe Benefits			
Rent			
Office Supplies	\$100		\$100
Telephone and Computer			
Postage and Delivery	\$100	\$347	(\$247)
Printing	\$100	\$765	(\$665)
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$0		\$0
Travel/Meeting Costs	\$36,000	\$1,523	\$34,477
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$73,195	\$7,829	\$65,367

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021		
Category: Board of Trustees - Appraisal Foundation Advisory Council (TAFAC) - Dept. 304			
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Board/Councils Program Manager			
Senior Vice President			
President			
VP, Appraisal Issues			
Director of Engagement			
Engagement Coordinator (JoEllen)			
Total Direct Labor Cost			\$12,025
2. AV Rental For Meetings			Estimated Cost
January Meeting			\$1,000
Summer Meeting (With IAC)			\$1,000
Fall Meeting			\$1,000
AV Rental for Meetings (included in Travel total)			\$3,000
3. Travel/Meeting Costs			Estimated Cost
January Meeting 1 day x 62 members - room and refreshments			\$3,000
Summer Meeting 1 day x 62 members - room and refreshments			\$6,000
Fall Meeting 1 day x 62 members - room and refreshments			\$3,000
Chair travel to three TAFAC Meetings			\$3,000
Chair travel to two BOT Meetings			\$2,000
Staff Travel to 3 TAFAC Meetings			\$3,000
Speaker Travel			\$1,500
Total Travel Cost			\$24,500
4. Consultants	Hours	Rate per Hour	Estimated Cost
Total Consultants Cost			\$0
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Board of Trustees - Appraisal Foundation Advisory Council (TAFAC) - Dept. 304	
6. Other Direct Costs	Estimated Cost
Office Supplies	\$300
Shipping - Meetings, Speaking Events	\$50
Printing - Misc. Meeting Materials	
Legal	
Total Other Direct Costs	\$350
Total Estimated Costs	\$36,875

Summary of BOT - TAFAC	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$12,025	\$15,029	(\$3,004)
Fringe Benefits			
Rent			
Office Supplies	\$300	\$333	(\$33)
Telephone and Computer			
Postage and Delivery	\$50	\$25	\$25
Printing			
Equipment Rental			
Equipment Repair and Maintenance			
Consultants			
Travel/Meeting Costs	\$24,500	\$23,769	\$731
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$36,875	\$39,156	(\$2,281)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Board of Trustees - Public Relations - Dept. 307

1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Director of Communications			
VP, Appraisal Issues			
President			
Senior Vice President			
Engagement Coordinator (Jalin)			
Total Direct Labor Cost			\$86,981
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
Speaking Engagements	15	\$1,000.00	\$15,000
Total Travel Cost			\$15,000
4. Consultants	Hours	Rate per Hour	Estimated Cost
Brochure Design (Hybrid Studios)			\$2,500
PR Newswire			\$5,000
PR Consultant	120	\$275.00	\$33,000
Total Consultants Cost			\$40,500
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Board of Trustees - Public Relations - Dept. 307

6. Other Direct Costs			Estimated Cost
Office Supplies			\$50
Telephone/Computer			\$800
Postage			
Printing - iContact Send Credits			\$9,000
Dues, Subscriptions, Registrations			
Total Other Direct Costs			\$9,850
Total Estimated Costs			\$152,331

Summary of BOT - Public Relations	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$86,981	\$106,579	(\$19,598)
Fringe Benefits			
Rent			
Office Supplies	\$50	\$49	\$1
Telephone and Computer			
Postage and Delivery			
Printing	\$9,000	\$8,323	\$677
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$40,500	\$115,320	(\$74,820)
Travel/Meeting Costs	\$15,000	\$5,950	\$9,050
Insurance			
Legal			
Dues, Subscriptions, Registrations	\$0	\$239	(\$239)
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$151,531	\$236,460	(\$84,929)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Marketing and Publications - Dept. 500, 501, 550

1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Publications Manager			
Director of Communications			
Director of Engagement			
Senior Vice President			
President			
VP, Appraisal Issues			
Engagement Coordinator (JoEllen)			
Engagement Coordinator (Jalin)			
Total Direct Labor Cost			\$62,174
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
Total Travel Cost			\$0
4. Consultants	Hours	Rate per Hour	Estimated Cost
Updating, Design and Proofreading USPAP			\$10,000
Yellow Book Course Updates (Course #3 only)			\$1,500
Yellow Book Course Development			
Total Consultants Cost			\$11,500
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: Marketing and Publications - Dept. 500, 501, 550

6. Other Direct Costs			Estimated Cost
Telephone/Computer (Webinars)			
Postage - Project Management Fees, Handling	12	\$8,500	\$102,000
Postage - Shipping	12	\$7,000	\$84,000
Printing - USPAP (2020-2021)	4687	\$4.60	\$21,560
Printing - USPAP (2022-2023)	12379	\$4.60	\$56,943
Printing - Yellow Book	85	\$4.42	\$376
Dues, Subscriptions, Registrations (Barcode)	10	\$25.00	\$250
Credit Card Discount Fees			\$50,000
Total Other Direct Costs			\$315,129
Total Estimated Costs			\$388,803

Summary of Marketing and Publications	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$62,174	\$68,312	(\$6,139)
Fringe Benefits			
Rent			
Office Supplies			
Telephone and Computer	\$0		\$0
Postage and Delivery	\$186,000	\$190,351	(\$4,351)
Printing	\$78,879	\$91,254	(\$12,375)
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$11,500	\$18,691	(\$7,191)
Travel/Meeting Costs	\$0	\$523	(\$523)
Insurance			
Legal	\$0		\$0
Dues, Subscriptions, Registrations	\$250		\$250
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees	\$50,000	\$46,764	\$3,236
Bad Debt Expense			
Contributions to Other Organizations			
Total:	\$388,803	\$415,895	(\$27,092)

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: National USPAP Courses - Dept. 502, 503 and 504

	Estimated Hours	Rate per Hour	Estimated Cost
1. Personnel (Direct Labor)			
Publications Manager			
Director of Communications			
Senior Vice President			
VP, Appraisal Issues			
President			
Total Direct Labor Cost			\$43,887
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
ASB members travel for Exam development			\$5,000
Total Travel Cost			\$5,000
4. Consultants	Hours	Rate per Hour	Estimated Cost
Rewrite of the 7 HR Real Property Course	140	\$125.00	\$17,500
Rewrite of the 7 HR Personal Property Course	40	\$125.00	\$5,000
Rewrite of the 7 HR Mass Appraisal Course	40	\$125.00	\$5,000
Rewrite of the 7 HR Non-Residential RP Course	40	\$125.00	\$5,000
Rewrite of the 7 HR USPAP Compliance Course	40	\$125.00	\$5,000
Updating, Design and Proofreading of 15 HR Real Property Course			\$3,000
Updating, Design and Proofreading of 15 HR Personal Property Course			\$2,000
Updating, Design and Proofreading of 15 HR Business Valuation Course			\$2,000
Updating, Design and Proofreading of Miscellaneous Courses			\$3,000
Updating, Design and Proofreading of Corrective Ed Courses (8 in 2021)			\$4,000
Total Consultants Cost			\$51,500
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: National USPAP Courses - Dept. 502, 503 and 504

6. Other Direct Costs			Estimated Cost
Office Expenses			
Postage and Delivery			\$4,000
Printing - 15-Hr Student Manuals (2020-2021)	500	\$5.71	\$2,855
Printing - 15-Hr Student Manuals (2022-2023)	500	\$5.71	\$2,855
Printing - 7-Hr Student Manuals (2020-2021)	1519	\$2.15	\$3,266
Printing - 7-Hr Student Manuals (2022-2023)	6547	\$2.15	\$14,076
Total Other Direct Costs			\$27,052
Total Estimated Costs			\$127,439

Summary of National USPAP Courses 7 and 15 HR	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$43,887	\$33,567	\$10,320
Fringe Benefits			
Rent			
Office Supplies			
Telephone and Computer			
Postage and Delivery	\$4,000	\$3,652	\$348
Printing	\$23,052	\$18,992	\$4,060
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$51,500	\$53,369	(\$1,869)
Travel/Meeting Costs	\$5,000	\$4,940	\$60
Insurance			
Legal			
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$127,439	\$114,519	\$12,919

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021		
Category: Instructor Certification Program - Department 505			
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost
Engagement Coordinator (JoEllen)			
Director of Engagement			
Senior Vice President			
Total Direct Labor Cost			\$9,795
2. AV Rental For Meetings			Estimated Cost
Total AV Rental for Meetings			\$0
3. Travel/Meeting Costs			Estimated Cost
1 Certification Class - 2 Instructors, 2.5 days			\$0
1 Exam Retake Class - 1 staff member			\$0
IRC			\$0
- All courses will be virtual -			
Total Travel Cost			\$0
4. Consultants	Quantity	Rate per Hour	Estimated Cost
Exam Proctors	15	\$200.00	\$3,000
Exam Proctors - Retake	10	\$200.00	\$2,000
2 Board Members for Disciplinary Panel			\$1,000
Edit, Design, Formatting of the courses (Hybrid-designer, Reisinger-format)			\$2,000
Psychometrician - 1 Certification Class (PND Consulting)	1	\$500	\$500
BrightKey - Program Management (Included in Dept. 500)			\$0
Rewriting ICC	240	\$125.00	\$30,000
Updating (revising) IRC			\$4,000
ICC/IRC Process Automation - Bursting Silver	40	\$165.00	\$6,600
ICC/IRC Process Automation - HeWorks	40	\$115.00	\$4,600
Total Consultants Cost			\$53,700
5. Contracts (List individually)			Estimated Cost
Total Contracts Cost			\$0

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
Category: Instructor Certification Program - Department 505	
6. Other Direct Costs	Estimated Cost
Office Expenses	
Postage - Certificate Preparation and Mailing (electronic)	
Postage - Training Materials (electronic)	
Printing - Training Materials (electronic)	
Legal - Disciplinary Panel	\$500
Total Other Direct Costs	\$500
Total Estimated Costs	\$63,995

Summary of Instructor Certification Program	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$9,795	\$11,084	(\$1,289)
Fringe Benefits			
Rent			
Office Supplies			
Telephone and Computer			
Postage and Delivery	\$0	\$888	(\$888)
Printing			
Equipment Rental			
Equipment Repair and Maintenance			
Consultants	\$53,700	\$18,615	\$35,085
Travel/Meeting Costs	\$0	\$450	(\$450)
Insurance			
Legal	\$500		\$500
Dues, Subscriptions, Registrations			
Accounting/Audit Fees			
Contractor			
Credit Card Discount Fees			
Depreciation			
Contributions to Other Organizations			
Total:	\$63,995	\$31,037	\$32,958

The Appraisal Foundation 2021 Budget

The Appraisal Foundation
1155 15th Street, N.W. Suite 1111
Washington, DC 20005

January 1, 2021 - December 31, 2021

Category: General and Administrative - Dept. 901

	Estimated Hours	Rate per Hour	Estimated Cost
1. Personnel (Direct Labor)			
VP, Finance & Administration			
Accounting Assistant			
Staff Accountant			
President			
Publications Manager			
Engagement Coordinator (Jalin)			
Engagement Coordinator (JoEllen)			
VP, Appraisal Issues			
Senior Vice President			
Director of Engagement			
Director of Communications			
Board/Councils Program Manager			
Staff Incentives			
Total Direct Labor Cost			\$810,608
2. Fringe Benefits			Estimated Cost
Vacation/Sick/Holiday Pay Benefits (included in salaries above)			\$0
Payroll Taxes			\$123,000
Retirement Benefits 8% on Qualifying Salaries			\$110,000
Medical Insurance \$72,000: Keyman, Life and LTD \$30,000			\$102,000
Transportation Benefits \$220/mth x 7 staff: Metro \$110/mth X 2 staff			\$22,000
457(f) Deferred Plan			\$60,000
Total Employee Fringe Benefits			\$417,000
3. Rent			Estimated Cost
Madison Office Building	12	\$19,700	\$236,400
Offsite Storage (Nations Archives, now Vital Records)	12	\$175	\$2,100
Total Rent			\$238,500
4. Office Supplies			\$20,000
5. Telephone and Computer			Estimated Cost
Comcast (Internet Connection - DC)	12	\$285	\$3,420
Zoom (Conference/Webinars)	12	\$1,150	\$13,800
Microsoft Office 365	12	\$275	\$3,300
Allied (Phone and Internet)	12	\$1,200	\$14,400
iMIS AMS - Hosting Fees	12	\$1,640	\$19,680
iMIS - ASI Software Update Plan (Support)	12	\$2,300	\$27,600
Answer Base (Q&A forum)	1	\$500	\$500
Sage Accounting System	12	\$600	\$7,200
Sharefile	12	\$190	\$2,280
Other Software (Adobe)	12	\$230	\$2,760
Dropbox Business Accounts	12	\$210	\$2,520
Domain Name Renewals	1	\$1,500	\$1,500
Smartsheets	1	\$1,750	\$1,750
SurveyMonkey	1	\$900	\$900
Innovative Technologies	1	\$10,000	\$10,000
Total Telephone/Computer			\$111,610
6. Postage and Delivery			Estimated Cost
Misc. Couriers, UPS and FEDEX	1	\$500	\$500
Office Postage	1	\$2,000	\$2,000
Total Postage and Delivery			\$2,500
7. Printing - Business cards and Stationery			\$500
8. Equipment Rental			Estimated Cost

The Appraisal Foundation 2021 Budget

The Appraisal Foundation 1155 15th Street, N.W. Suite 1111 Washington, DC 20005	January 1, 2021 - December 31, 2021
---	-------------------------------------

Category: General and Administrative - Dept. 901			
Meridian/Konica (Copier/Printer lessee maintenance)	12	\$275	\$3,300
Pitney Bowes (Postage Machine)	12	\$140	\$1,680
Total Equipment Rental			\$4,980
9. Equipment Repair and Maintenance			Estimated Cost
Kastle System (Security System)	12	\$200	\$2,400
American Business Machines (b/w printers)	12	\$75	\$900
Total Equipment Repair and Maintenance			\$3,300
10. Consultants			\$70,000
Tech support, staffing needs.			
11. Travel/Meeting Costs			\$15,000
Staff Travel to DC Office from Remote Locations			
12. Insurance			\$40,000
13. Legal			\$1,000
14. Dues, Subscriptions, Registrations (includes employee tuition)			\$15,000
15. Accounting/Audit Fees (Audit, Tax Return and Payroll Service)			\$35,000
16. Unrelated Business Income Tax			\$0
17. Amortization of F.A., Fixtures and Furniture			\$7,400
18. Amortization on Leasehold Improvements			\$10,000
19. Contributions to Other Organizations			\$25,000
Total Estimated Costs			\$1,827,398

Summary of General and Administrative Estimated Costs	Estimated Cost	2019 Actual	Variance
Personnel (Direct Labor)	\$810,608	\$732,950	\$77,658
Fringe Benefits	\$417,000	\$408,858	\$8,142
Rent	\$238,500	\$239,461	(\$961)
Office Supplies	\$20,000	\$18,769	\$1,231
Telephone and Computer	\$111,610	\$111,836	(\$226)
Postage and Delivery	\$2,500	\$3,378	(\$878)
Printing	\$500	\$0	\$500
Equipment Rental	\$4,980	\$5,369	(\$389)
Equipment Repair and Maintenance	\$3,300	\$5,119	(\$1,819)
Consultants	\$70,000	\$63,566	\$6,434
Travel/Meeting Costs	\$15,000	\$18,717	(\$3,717)
Insurance	\$40,000	\$36,579	\$3,421
Legal	\$1,000	\$8,000	(\$7,000)
Dues, Subscriptions, Registrations	\$15,000	\$18,066	(\$3,066)
Accounting/Audit Fees	\$35,000	\$33,508	\$1,492
Unrelated Business Income Tax	\$0	(\$5,913)	\$5,913
Depreciation	\$17,400	\$25,391	(\$7,991)
Contributions to Other Organizations	\$25,000	\$25,000	\$0
Total:	\$1,827,398	\$1,748,654	\$78,744

The Appraisal Foundation

Performance Review

August 31, 2020 Update

Peter F. Dunne

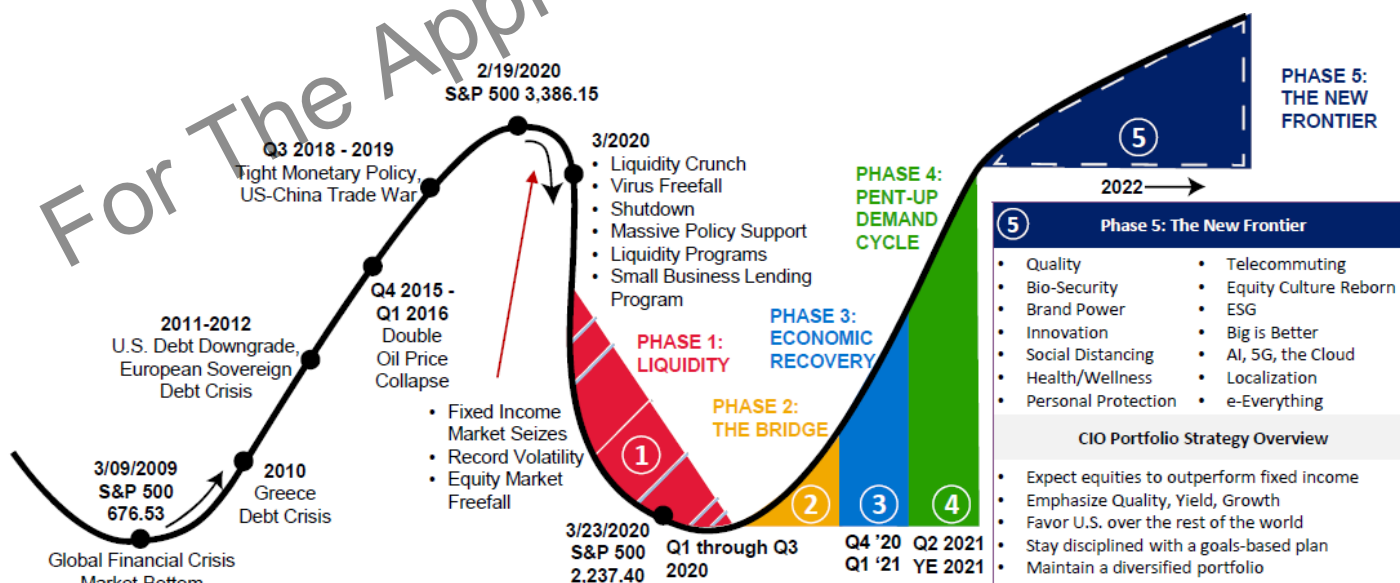
Managing Director
Wealth Management Advisor
Global Institutional Consulting
Bank of America Merrill Lynch
7501 Wisconsin Ave Suite 600W
Bethesda, MD 20814
Phone: 301-215-4447
Fax: 301-710-5075
NMLS ID# 1308073
peter.dunne@ml.com

Bruce R. Wall, CIMA®

Senior Vice President
Wealth Management Advisor
Global Institutional Consulting
Bank of America Merrill Lynch
7501 Wisconsin Ave Suite 600W
Bethesda, MD 20814
Phone: 301-215-4448
Fax: 301-710-5075
NMLS ID# 885850
bruce.wall@ml.com

The Five Phases of the Workout Process

1. The **Liquidity** phase began in March when the Federal Reserve (Fed) acted to create liquidity in the markets. These unprecedented actions allowed financial markets to increase liquidity and stabilize themselves.
2. The **Bridge** phase began when the government acted to reduce the loss of income. The CARES Act initiated PPP and expanded unemployment benefits, supporting small businesses and the unemployed or furloughed during the pandemic.
3. **Economic Recovery** is underway led by innovation and a tech revolution. Global equities have rallied and the S&P 500 reached an all-time high as investor optimism builds on **Economic Recovery**, coronavirus medical advances, and historic levels of global monetary and fiscal support. The drivers of higher asset prices are currently outweighing the areas under pressure as the economy shifts further into economic recovery and the “square root”-shaped equity market grinds higher. This momentum is more synchronized globally and beginning to break away from the terrible chasm created during the shutdowns in Q2. At this stage, we are shifting toward “escape velocity” where the economy is beginning to gather more solid momentum across housing, consumers, and the industrial complex. We expect this to continue well into next year.
4. A **Pent-Up Demand** cycle in consumer sectors effected by the pandemic, would build further momentum in 2021.
5. We expect the phases to culminate in a **New Frontier**, in 2022, a fundamentally altering of how businesses and people operate. A software revolution is extended and a capital expenditure cycle gains momentum with a focus on infrastructure.



What to Watch for as we Head into the Fourth Quarter

- The Fed's commitment to maintaining accommodation for an extended period lends confidence to the economic outlook, and equities remain reasonably valued relative to other asset classes from a cash-flow and yield perspective even as investor optimism builds on economic recovery, coronavirus medical advances, and historic levels of global monetary and fiscal policy.
- Looking forward, there remains uncertainty given the path of the virus, the upcoming U.S. presidential election, and U.S. - China tensions. There are several elements that we are watching:
 1. Regional **economic re-openings, coronavirus case trends, and the vaccination timeline**;
 2. Volatility around the presidential election and potential **policy and/regulatory changes**.
 3. Economic data around production, labor, consumer expectations, credit and liquidity conditions, and for elements of a **rising profit cycle** (earnings estimate upgrades);
 4. Further central bank support and fiscal **stimulus** packages;
 5. Reorganization of global supply chains and **U.S.-China relationship**.
- As we get to 2021, assuming high savings rates and solid balance sheets in the consumer sector, we will need to see signs that consumers are not just spending a lot more than during the height of the pandemic, but that spending on areas that were most harmed: travel, leisure and entertainment is recovering. If consumers do spend more there, that show of consumer confidence should help feed into business confidence and then into a resumption of job growth.
- We believe that ultimately, a combination of science (testing, research, and treatment) and technology (data analysis and tracking) gets us to the other side.

Performance Summary as of 8/31/2020

		YTD	1 YEAR	3 YEARS	5 YEARS	7 YEARS	SINCE INCEPTION
Portfolio Return		-0.44%	7.10%	5.16%	6.44%	5.92%	5.04%
CPI + 4%		3.60%	5.09%	5.84%	5.71%	5.49%	5.78%
Benchmarks	Target Allocation						
S&P 500	30%	9.74%	21.94%	14.52%	14.46%	13.80%	9.44%
Russell 2500	12%	-3.32%	6.79%	6.94%	8.54%	8.96%	8.11%
MSCI EAFE Index	16%	-4.61%	6.13%	2.34%	4.72%	4.46%	2.92%
MSCI Emerging Markets	6%	0.45%	14.49%	2.83%	8.66%	4.92%	4.99%
Wilshire Real Estate	6%	-13.98%	-12.53%	1.54%	5.24%	7.36%	4.64%
Barclays Govt/Corp	15%	8.30%	7.44%	5.72%	4.83%	4.40%	4.73%
Barclays Aggregate	15%	6.85%	6.47%	5.09%	4.33%	4.12%	4.44%

Portfolio returns from Merrill Lynch
Market Indices from Morningstar

Through September 2nd, the Long Term Fund is up +1.0% for the year, while the Short Term Reserves (including the Operating Account) are up +0.3%.

DISCLOSURES:

This report is designed to assist you in the evaluation of certain securities in your portfolio. Please contact your Financial Advisor if you have any questions regarding the information contained in this report. Underlying performance data used in generating this report has been obtained from a third party market data provider and, although believed to be reliable, has not been independently verified and its accuracy or completeness cannot be guaranteed. No representation is made with respect to the accuracy, completeness or timeliness of this document. Some securities in your portfolio may not be included in this report due to lack of data availability. Please note that when this report provides performance comparisons to a market index, the market index performance does not reflect transaction costs or the deduction of fees. It is not possible to invest directly in an index. An investment in the securities comprising an index would require that an investor incur transaction costs and/or fees, with a consequent reduction in returns. Allocation models and indexes shown should not be used to benchmark the performance of a specific security. Your Financial Advisor can provide further information regarding the particular allocation models and indexes shown, including how the composition of an index compares to the individual investments and/or composition of your account or portfolio.

This material is being provided to you upon your request and is for informational purposes only. The information contained herein has been obtained from sources or data that we believe to be reliable, but we do not offer any guarantees as to its accuracy or completeness. Market information is subject to change without notice and past performance is no guarantee of future results. Neither the information nor any opinion expressed constitutes a solicitation for the purchase or sale of any security or other instrument. Merrill Lynch considers your trade confirmations and account statements to be the official documentation of all of your transactions. This material is provided for discussion purposes only and does not constitute an offer to purchase any security or investment. An offer of interests in any particular investment can only be made pursuant to the prospectus or disclosure document for such investment, which contains important information concerning risk factors, performance and other material aspects of the investment and must be carefully read before any decision to invest is made.

The investments discussed have varying degrees of risk. Some of the risks involved with equities include the possibility that the value of the stocks may fluctuate in response to events specific to the companies or markets, as well as economic, political or social events in the U.S. or abroad. Bonds are subject to interest rate, inflation and credit risks. Investments in foreign securities involve special risks, including foreign currency risk and the possibility of substantial volatility due to adverse political, economic or other developments. These risks are magnified for investments made in emerging markets. Structured investments may not be suitable for all investors.

Asset allocation and diversification do not assure a profit or protect against a loss in declining markets.

Merrill Lynch offers a broad range of brokerage, investment advisory (including financial planning), banking, trust, mortgage and other financial services and products. The nature and degree of advice and assistance provided, the fees charged, and client rights and Merrill Lynch's obligations will differ among these services. Past performance does not guarantee future results.

Long-Term Target vs. Actual Allocation as of 8/31/2020

ASSET CLASS	TARGET ALLOCATION	MINIMUM	TACTICAL ALLOCATION	MAXIMUM	DIFFERENCE
TOTAL EQUITIES	70.0%		72.9%		2.9%
US Large Cap	30.0%	24.0%	37.3%	36.0%	7.3%
SMID Cap	12.0%	8.0%	12.1%	16.0%	0.1%
International Equity	16.0%	12.0%	14.6%	20.0%	-1.4%
Emerging Markets	6.0%	2.0%	4.3%	8.0%	-1.7%
REITs & Real Assets	6.0%	2.0%	4.6%	8.0%	-1.4%
TOTAL CASH & FIXED INCOME	30.0%		27.1%		-2.9%
Core Fixed Income	20.0%	15.0%	19.7%	40.0%	-0.3%
Non-Core Fixed Income	10.0%	0.0%	6.7%	15.0%	-3.3%
Cash & Equivalents	0.0%	0.0%	0.7%	10.0%	0.7%
TOTAL PORTFOLIO	100.0%		100.0%		0.0%

Long Term Fund Recommendations

- **Trim 3% from the S&P 500 Index**
 - Move 1.5% to Cap Group International.
 - Move 1.5% to Core Fixed Income, split between the Aggregate Bond ETF and Prudential Total Return.

For The Appraisal Foundation Only

Disclosure

- Merrill Lynch offers a broad range of brokerage, investment advisory (including financial planning), banking, trust, mortgage and other financial services and products. The nature and degree of advice and assistance provided, the fees charged, and client rights and Merrill Lynch's obligations will differ among these services.
- Any information presented about tax considerations affecting client financial transactions or arrangements is not intended as tax advice and should not be relied on to avoid any federal, state or local tax penalties. Neither Merrill Lynch nor its Financial Advisors provide tax, accounting or legal advice. Clients should review any planned financial transactions or arrangements that may have tax, accounting or legal implications with their personal professional advisors.
- **General Risk**
 - This material is being provided to you upon your request and is for informational purposes only. The information contained herein has been obtained from sources or data that we believe to be reliable, but we do not offer any guarantees as to its accuracy or completeness. Market information is subject to change without notice and past performance is no guarantee of future results. Neither the information nor any opinion expressed constitutes a solicitation for the purchase or sale of any security or other instrument. Merrill Lynch considers your trade confirmations and account statements to be the official documentation of all of your transactions.
 - This material is provided for discussion purposes only and does not constitute an offer to purchase any security or investment. An offer of interests in any particular investment can only be made pursuant to the prospectus or disclosure document for such investment, which contains important information concerning risk factors, performance and other material aspects of the investment and must be carefully read before any decision to invest is made.
 - The investments discussed have varying degrees of risk. Some of the risks involved with equities include the possibility that the value of the stocks may fluctuate in response to events specific to the companies or markets, as well as economic, political or social events in the U.S. or abroad. Bonds are subject to interest rate, inflation and credit risks. Investments in foreign securities involve special risks, including foreign currency risk and the possibility of substantial volatility due to adverse political, economic or other developments. These risks are magnified for investments made in emerging markets. Structured investments may not be suitable for all investors.
 - Asset allocation and diversification do not assure a profit or protect against a loss in declining markets.
 - Borrowing against securities may not be appropriate for everyone and should be carefully evaluated before being used. If securities decline in value, the account holder may be required to pay down the loan or deposit additional securities as collateral. If they cannot do so, all or a portion of their collateral may be liquidated and the proceeds used to pay down the loan balance. A forced liquidation could also have adverse tax consequences or trigger potential capital gains taxes.