

## TUG Business

### Facts and Figures

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TUG Treasurer

The following pages are presented as a summary of information for our membership. Since my appointment as Treasurer of TUG, I have been gathering material from various sources to make up a *book* with membership data, financial data and Minutes. I thought it would be useful for our members to see comparative lists of both financial material and membership figures. The material is taken from official reports to the Board of Directors, as well as membership lists, and much of it was provided by Christina Thiele and Barbara Beeton, both long-standing members of TUG and of its Board. These figures represent consistent and significant categories rather than a verbatim copy of the financial reports, and I do ask the reader to peruse the material with the understanding that these figures are presented as *is*, and are useful for demonstrating "trends" *only*.

### Membership Figures

The following figures are taken from many sources, and represent information provided to the Board at different times of the year. I have endeavored to identify the month the figures are presented, but in some cases I do not know. Some breakdowns are not available, and the institutional membership count is not obvious from the records provided.

Year	Indiv	Inst	Attend Ann. Mtg.
1980			
Dec	130		50
1981			
Dec	565		92
1982			
Dec	731		136
1983			
Sep	694	44	
Dec	835		135
1984			
Apr	705	52	
Sep	953	69	153
Dec	1,033	76	

Year	Indiv	Inst	Attend Ann. Mtg.
1985			
—	1,344	96	
Oct	1,404	95	139
1986			
May	1,728	103	
—	2,012	113	145
Sep	2,125	113	
1987			
Jul	2,418	136	167
Oct	2,758	129	
1988			
Jun	2,886	147	
Oct	3,319		
1989			
Mar	3,033	137	
Jun	3,268	151	
Oct	3,730	152	
1990			
Mar	3,999	141	— (Cork)
Oct	3,789	145	167 (Texas)
1991			
—	3,298	111	240/1st day then ~200
1992			
—	2,815	115	145
Oct	3,172		
1993			
Jul	2,651		168
1994			
Jul	2,117		
1995			
Jul	1,751		83
1996			
Mar	~1,200		
May	1,336		
—	1,404		77 (Dubna)
Oct	1,531		

### Financial Records

All financial reports (except for the 1991 report, which was prepared by the Treasurer, Allen Dyer) were prepared by the TUG accountants Michael D. Aaronson of Providence, RI, or Michael S. Nichols of Santa Barbara, CA, and limited to representing the financial statements information that was provided by the TUG management. These statements were unaudited and unreviewed and, accordingly, no opinion or assurance was expressed by the accounting firm regarding the information provided.

The following financial material does *not* reflect every item listed in each financial report, simply because the reports are not parallel in content; hence, there are no "totals".

Table 1: Ten-year Income/Expense Summary

ITEM	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986
<b>REVENUE INCOME</b>										
Dues	\$ 95,462	\$ 123,234	\$ 159,084	\$ 205,195	\$ 190,410	\$ 170,968	\$ 167,001	\$ 127,013	\$ 161,596	\$ 94,420
Mtg/Courses	39,738	64,219	58,044	134,791	117,702	206,438	222,148	162,674	207,395	204,831
Sales	37,761	74,785	44,628	114,693	132,563	190,353	220,738	205,129	169,366	167,690
Contrib	32,371	17,735	8,080	15,530	10,694	9,157	8,222	9,233	12,423	8,807
Advertising	-0-	2,942	655	38,077	34,690	32,980	36,935	21,985	16,345	7,999
Royalties	2,219	3,658	5,300	←	See the line listed as Contrib - Knuth royalties were included there					→
Interest	2654	2,498	2,421	3,733	6,915	13,175	21,578	16,162	11,699	5,298
<b>EXPENSES</b>										
Salaries	\$ 73,844	\$ 87,515	\$ 72,875	\$ 127,550	\$ 122,485	\$ 154,878	\$ 141,217	\$ 129,638	\$ 147,054	\$ 134,881
Taxes/Benefits	6,068	12,494	22,563	38,381	24,256	38,437	37,164	39,442	(incl. in salaries)	
Publications	33,125	23,042	34,888	45,127	79,044	94,225	114,849	60,238	125,538	150,732
Mtg/Courses	29,909	59,302	37,509	88,649	60,214	147,694	118,458	88,955	137,850	89,953
Cost Goods Sold	14,293	30,373	19,442	56,311	66,362	101,858	133,630	125,130	not itemized	
Rent	11,815	14,581	15,076	17,000	12,000	10,900	10,809	9,025	"	
Communic/Utils	4,017	4,608	5,451	6,530	5,804	6,885	4,685	4,429	These expenses	
Bank Charges	2,077	3,106	5,615	6,492	1,414	172	3,172	2,703	were lumped under	
Postage/Mailing	2,027	7,297	13,992	20,351	14,008	13,014	17,954	16,764	"Administrative	
Print/Copy	823	3,444	8,333	9,459	310	1,629	12,803	11,453	Costs" and	
Legal/ Accting	3,123	4,148	10,402	6,494	10,018	3,883	3,144	12,276	were included under	
Insurance	4,541	2,651	2,334	1,004	1,462	3,616	4,020	2,369	"Salaries",	
Consultants	1,854	2,721	8,890	139	8,208	8,482	5,686	-0-	above	
Equip Maint	1,164	910	2,280	2,175	3,634	3,997	1,500	-0-	"	
Prop Tax	811	575	453	-0-	-0-	-0-	-0-	-0-	"	
Bad Debts	5,053	5,983	18,501	-0-	-0-	1,797	1,263	2,456	"	
Committee Exp	-0-	-0-	-0-	9,764	6,671	8,266	10,266	11,307	"	
<b>CASH FLOW</b>										
Cash										
Beginning of Year <sup>1</sup>	\$ 142,594	\$ 113,588	\$ 167,573	\$ 181,972	\$ -?	\$ -?	\$ 247,072	\$ 254,279	\$ 143,503	\$ 44,584
Cash										
End of Year	149,291	121,428	111,326	167,573	181,982	-?	243,541	147,072	311,835	143,503
Excess/(Deficiency)										
Revenue Over	9,413	7,840	(15,951)	3,404	3,448	(92,860)	(3,531)	(7,207)	168,322	98,919
Expenses										

<sup>1</sup> Any discrepancies in end-of-year and subsequent beginning-of-year figures may indicate the time the figures were prepared and prior to any end-of-year deposits.



## Explanatory notes accompanying financial statements by accountants

The following represent the list of categories taken from the 1992 financial statement, and are indicative of explanations of the different categories covered in the tables above.

### 1. Description of organization and summary of significant accounting policies

#### a) Description of organization:

The T<sub>E</sub>X Users Group (TUG) is a Rhode Island nonprofit corporation exempt from federal and state income taxes as a trade association under Section 501(c)(6) of the Internal Revenue Code. The T<sub>E</sub>X Users Group provides information and technical assistance to the users of T<sub>E</sub>X, a sophisticated typesetting computer application through the publication of a journal, sale of software and reference material, and the administration of conferences, meetings and T<sub>E</sub>X courses.

In December 1992, TUG transferred its operations to Santa Barbara, California. It closed the Providence, Rhode Island office as of December 31, 1992.

#### b) Summary of significant accounting policies:

- Accounting method: TUG used the cash basis of accounting through December 31, 1987 and effective January 1, 1988, the organization switched to the accrual basis of accounting and prepares its financial statements in accordance with the principles of fund accounting.
- Property and equipment: Property and equipment is recorded at cost. Depreciation is provided for via the straight-line method.
- Cash equivalents: For the purposes of presentation of cash on the statements of cash flows, cash is considered to be currency on hand, cash in banks and certificates of deposit.

### 2. Net accounts receivable

TUG uses the specific identification method in identifying potential bad debts.

The balance in trade accounts may include an accrual for advertising income relating to the last issues of *TUGboat* for the previous year which are printed in the current year.

### 3. Inventory

Inventory consists of books, past issues of *TUGboat*, software and other materials both purchased and created in-house. Inventory is valued at the lower of average cost or market value based on the FIFO method of valuation.

### 4. Property and equipment

Changes in property and equipment (office furniture and equipment, as well as computer software and equipment) accounts are explained with breakdown of additions and deletions, less accumulated depreciation.

### 5. Other payables

Other payables are explained for the current year (if any).

### 6. Deferred income

Deferred income consists of cash collected in the current year applicable to membership dues, advertising commitments or course registrations for the subsequent year.

### 7. Commitments

- a) Operating leases (space rental, storage rental).
- b) Grants payable: i.e., commitments for funding the T<sub>E</sub>XHAX program from 1993–1996 (paid for in 1993).

### 8. Pension plan

TUG has a non-contributory profit-sharing plan initiated effective January 1, 1988. Participants are 100% vested in TUG contributions as contribution levels are determined each year. Pension expense is listed by year.

### 9. Contributions

Balance in contributions for the year, including amounts of royalty fees assigned to TUG by authors. Some of this money is “restricted funds” (see below) and does not represent acro-TUG money.

### 10. Restricted funds

Restricted funds were set up by TUG retroactive to 1991 to allow members or others to contribute to the cost of running specific programs. Restricted funds were set up to support the development of a new version of L<sup>A</sup>T<sub>E</sub>X (L<sup>A</sup>T<sub>E</sub>X3) and the development of T<sub>E</sub>XHAX. TUG’s membership forms (in the past) have allowed members to designate contributions to these two restricted funds.