

PROPOSED LWV BUDGET WORKSHEET 2019-2020

EXPENSES	2019-20 Proposed Budget			2018-19 Adopted Budget			Actuals through 12/18 (both funds)	Percent of Total Budget	2017-2018 Actuals			Explanation of Proposed Line Items
	Regular Fund	Education Fund	Budget Total	Regular Fund	Education Fund	Budget Total			Regular Fund Actual	Education Fund Actual	Total Actual	
A. General Office Expenditures												
1 Rent & Utilities	\$6,497	\$5,316	\$11,813	\$6,325	\$5,175	\$11,500	\$5,414	47%	\$6,230	\$5,097	\$11,327	Office \$900.41/mo+storage unit \$84/mo-984.41/mo Includes utilities, heat, electricity & Internet
2 Office Expense/Supplies	\$495	\$405	\$900	\$825	\$675	\$1,500	\$173	12%	\$744	\$608	\$1,352	Based on current year's expenditures, for paper, envelopes
3 Communications (Phone)	\$176	\$144	\$320	\$220	\$180	\$400	\$167	42%	\$186	\$153	\$339	\$28/mo. DSL included in rent
4 Postage and PO Box	\$550	\$450	\$1,000	\$825	\$675	\$1,500	\$322	21%	\$726	\$594	\$1,320	Only 2 Voters will be mailed to all members, others mailed at a charge, first class rather than bulk mail. Includes all committee mail
5 Website Maintenance & Domain Name	\$110	\$90	\$200	\$220	\$180	\$400	\$0	0%	\$20	\$16	\$36	Annual domain registration and support for the website theme.
6 Salaries (Gross)	\$11,440	\$9,360	\$20,800	\$11,138	\$9,113	\$20,250	\$7,084	35%	\$10,162	\$8,314	\$18,476	50 weeks@20 hrs., at \$20/hr, with option for 5% COLA as of Oct. 2019
7 Payroll Burden	\$1,030	\$842	\$1,872	\$1,225	\$1,002	\$2,228	\$560	25%	\$853	\$698	\$1,551	About 9% of payroll
8 Bookkeeper Services	\$1,100	\$900	\$2,000	\$1,100	\$900	\$2,000	\$0	0%			\$0	New: Quickbook system plus possible support.
9 Discretionary Fund/ Other Expenditures	\$3,000	\$175	\$3,175	\$193	\$158	\$350	\$526	150%	\$1,223	\$1,001	\$2,224	Funds for unexpected incidentals or one-time projects, including office relocation.
10 Government Fees and Taxes	\$175	\$100	\$275	\$138	\$113	\$250	\$265	106%	\$174	\$100	\$274	Annual OR. State Corp.Fee, State Charitable Activities Fees, Etc.
11 Audit/Review of Books (1/2T)	\$250	\$250	\$500	\$250	\$250	\$500	\$0	0%	\$229	\$169	\$398	Financial Review
12 Insurance	\$495	\$405	\$900	\$495	\$405	\$900	\$0	0%	\$490	\$401	\$891	Liability and Workers Comp Insurance.
13 Bank/ Payment fees/ Credit Card Fees	\$220	\$100	\$320	\$220	\$180	\$400	\$220	55%	\$304	\$118	\$422	Service charges for credit card payments, may be passed through to charterer
14 Equipment Maintenance and Repair	\$110	\$100	\$210	\$110	\$90	\$200	\$0	0%			\$0	Computer support services
15 Equipment Purchase	\$275	\$100	\$375	\$275	\$225	\$500	\$125	25%	\$2,497	\$1,958	\$4,455	Ergonomic furniture as needed
SUBTOTAL General Office	\$25,923	\$18,737	\$44,660	\$23,558	\$19,320	\$42,878	\$14,856	34.6%	\$23,838	\$19,227	\$43,065	
	Regular Fund	Education Fund	Budget Total	Regular Fund	Education Fund	Budget Total	Actuals as of 12/18	Percent	Regular Fund	Education Fund	Total Actual	Explanation of Proposed Line Items
B. Administration												
1 President's Fund	\$165	\$135	\$300	\$165	\$135	\$300	\$0	0%			\$0	Board gifts, special gifts to members, parking fees, travel & meeting expenses
2 Board Expense	\$165	\$135	\$300	\$165	\$135	\$300	\$0	0%	\$192	\$75	\$267	Expenses such as printing and assembling new board notebooks, travel, parking fees
3 LWVOR Communications Fee	\$0	\$0	\$0		\$45	\$45	\$0	0%			\$0	Fee paid to the LWVOR for use of printed materials generated by LWVOR
4 Development Comm. Expenses												
a. Direct Mail/ solicitation expenses	\$650	\$650	\$1,300	\$650	\$650	\$1,300	\$0	0%	\$348	\$285	\$633	Cost of sending direct mail solicitation letters such as printing, postage
b. Merchandise Purchases, Special Event Costs	\$100		\$100	\$300		\$300	\$0	0%	\$36	\$30	\$66	Cost associated with merchandise purchases for sale and member appreciation event
SUBTOTAL Administration	\$1,080	\$920	\$2,000	\$1,280	\$965	\$2,245	\$0	0.0%	\$576	\$390	\$966	
C. Membership/ units												
1 PMP LWVUS	\$2,736	\$2,736	\$5,472	\$3,608	\$3,608	\$7,216	\$3,728	51.7%	\$3,352	\$3,352	\$6,704	223 members: PMP of \$32*154 members, \$0 for 18 lifetime, \$16*34 household members

2 PMP LWVOR		\$5,216	\$5,216		\$6,938	\$6,938	\$3,538	51.0%	\$1,000	\$5,390	\$6,390
3 Membership Committee	\$2,800		\$2,800	\$2,850		\$2,850	\$78	2.7%	\$678		\$678
4 Voter	\$700		\$700	\$770	\$630	\$1,400	\$666	47.6%	\$408		\$408
5 Member Education/ Units	\$400		\$400	\$200	\$200	\$400	\$0	0.0%	\$202		\$202
6 Local Convention, annual luncheon, etc.	\$4,000		\$4,000	\$3,000	\$1,000	\$4,000	\$0	0.0%	\$5,135		\$5,135
SUBTOTAL membership/units	\$10,636	\$7,952	\$18,588	\$10,428	\$12,376	\$22,804	\$8,010	35.1%	\$10,775	\$8,742	\$19,517
	Regular Fund	Education Fund	Budget Total	Regular Fund	Education Fund	Budget Total	Actuals as of 12/18	Percent	Regular Fund	Education Fund	Total Actual
D. Voters Service/Citizen Education											
1 Voters Guide Expenses and Promotions		\$13,000	\$13,000		\$12,000	\$12,000	\$9,054	75.5%		\$8,967	\$8,967
2 Voters Service		\$3,000	\$3,000		\$2,800	\$2,800	\$3,103	110.8%		\$2,984	\$2,984
3 Study/Publication		\$500	\$500		\$500	\$500	\$0	0.0%		\$33	\$33
4 Educational Events		\$500	\$500		\$500	\$500	\$0	0.0%			\$0
5 Outreach/Publicity	\$3,000	\$7,000	\$10,000	\$400	\$3,495	\$3,895	\$5,091	131%	\$35	\$1,315	\$1,350
6 Civic Ed. Meeting Expenses		\$2,000	\$2,000	\$50	\$2,950	\$3,000	\$593	19.8%		\$1,425	\$1,425
SUBTOTAL Voters Service/Citizen Education	\$3,000	\$26,000	\$29,000	\$450	\$22,245	\$22,695	\$17,841	78.6%	\$35	\$14,724	\$14,759
E. Delegate Travel and Expense											
1 National Convention	\$1,500		\$1,500	\$0		\$0	\$981		\$900		\$900
2 State Council/Convention	\$200		\$200	\$750	\$750	\$1,500	\$0				
3 Workshops (registration & expenses)		\$150	\$150	\$150		\$150	\$0			\$240	\$240
SUBTOTAL Delegate Travel and Exp.	\$1,700	\$150	\$1,850	\$900	\$750	\$1,650	\$981	59.5%	\$900	\$240	\$1,140
F. Position Support											
1 Action Committee	\$950		\$950	\$950		\$950	\$400	42.1%	\$0		\$0
2 Member Agreement Committee	\$50		\$50	\$50		\$50	\$0	0.0%			
SUBTOTAL Position Support	\$1,000		\$1,000	\$1,000		\$1,000	\$400	40.0%	\$0	\$0	\$0
TOTAL EXPENSES	\$43,339	\$53,759	\$97,098	\$37,616	\$55,656	\$93,272	\$42,088	45.1%	\$36,124	\$43,323	\$79,447

223 members: PMP of \$30.50*154 members \$0 for 18 lifetime, \$15.25*34 household
Membership Handbook and Directory, renewals, member recruitment costs, new member event
Cost to publish the Voter
Materials for units, meetings & interest groups
Media Lunch, Program Planning, Local Convention costs, mainly an in & out line. See #4 in the Revenue Budget
Explanation of Proposed Line Items
Costs to publish and promote the Voters' Guide Spring 2020
Costs of forums, registration: fees and materials, Speakers' Bureau and Directory of Elected Officials
Cost to publish studies, possibly City Government report.
Costs associated with special educational events and website posts.
Bookmarks, Radio PSA's, paid publicity for events, 100th Anniversary
Taping, speaker's gifts as needed.
To partially defray cost of delegates to attend LWVUS conventions (Washington DC in 2020)
To partially defray cost of delegates to attend LWVOR conventions and councils (Lincoln County in 2020)
To partially defray cost of LWVOR workshop attendance
To cover committee costs \$50 , ballot measure statements \$800, Welcome Home Coalition dues \$100