

Proposed Budget for FY2020-2021

Adrienne Aiona, Budget Chair

Job Description: The Budget Committee is appointed by the Board and meets typically between January and March to formulate a proposed budget for the next fiscal year.

Budget Committee: Adrienne Aiona, Chair; Eileen Chase; Anne Davidson; Peter Englander; Margaret Noel.

Notes and References to the Proposed FY 2020-2021 Budget

The Budget Committee presents to the League of Women Voters of Portland the Proposed Budgets for Fiscal Year 2020-21. Members may discuss, debate, and amend the budget for the Regular Fund at the annual meeting. The Education Fund budget is provided for review and comment only because it is related to the Regular Fund budget. The Education Fund budget will be adopted by the trustees at their next meeting.

The worksheets include information on three separate budgets for comparison purposes:

- The 2020-21 Proposed Budget for the Regular and Education Funds.
- The 2019-20 budgets as adopted, plus actual expenses and revenues through December 2019.
- Actual expenses and revenues for the 2018-19 budget cycle.

The overall budget is about \$11,000 higher than the previous year primarily due to increases in general office expenditures and voter services activities. The budget increase for office expenditure covers increases in rent, salary, and to support an office move. Additional planned voter service work for the 2020 General Election will be supported by grant funding.

In 2016, the League voted to increase dues yearly by \$1, plus any increase in per-member payments (PMP) approved by the LWVUS or the LWVOR (none identified at this point). This is the fifth and final year for which this \$1/year increase applies. Proposed dues will be \$80 (or \$120 for household memberships). We currently send \$32 to LWVUS and \$30.50 to LWVOR for each member, to support League activities at the national and state level. Only \$17.50 of the annual dues remains to support Portland activities.

The following provides explanations for specific lines in the budget.

Revenue

- *Line 1. Member Dues.* Membership dues are based on projected membership levels for the year. The budget estimates 10 new members for a total of 267. As noted above, basic dues will be \$80 (or \$120 for household memberships).
- *Line 2. Development.* Revenue goals for member and non-member contributions, as well as donations from corporations and foundations.
- *Line 4. Events.* Pass-through payments from local convention or other events, such as the media lunch, needed to cover any related expenses.

Reserves and Other Funds:

- *Line 1. Endowment Fund Distribution.* The Endowment Fund trustees have committed to providing \$9,200 to the Regular Fund in 2020-21.
- *Line 2. Funds Carried Forward.* Cash projected to remain from the previous year, this includes \$20,000 we may receive from the Sailing Foundation in the spring for the November election.
- *Line 3. Sara Frewing Distribution.* Contributions from the Sara Frewing Fund in support of voter education.
- *Line 4. Education Fund Reserves/Repay Regular Fund Loan.* Projected income from Education Fund Reserves (including the Ethel Noble and Darleane Lemley Funds) to repay operating expenses incurred by the Regular Fund on behalf of Education Fund activities.

Expenses

A. General Office Expenses

- *Lines 1 through 14.* Expenses to cover the cost of maintaining an office and part-time staff, plus administrative services. Monthly or annual technology services charges including website support, communications, and software subscriptions were combined into *Line 3*; several of these items were previously broken out separately. This budget year, there is money included for an office move (*Line 8*) and a financial review of the books (*Line 10*).

B. Administration

- *Line 1. President's Fund.* Expenses such as gifts to the board or other members, parking fees, travel, or meeting expenses.
- *Line 2. Board Expense.* Expenses such as printing and assembling materials for new board members, parking fees, or travel.
- *Line 3. Development Committee Expenses.* Costs for fund-raising activities, such as, direct mail solicitations, merchandise, or special events.

C. Membership/Units

- *Line 1. PMP LWVUS.* The cost of quarterly PMP (per member payments) to LWVUS to support national League activities. The PMP estimates are based on actual membership data as of January 31, 2019 (PMP of \$32 for 204 members, plus \$16 for 31 household members). Portland also has 19 lifetime members and three student members for whom no PMP is required.
- *Line 2. PMP LWVOR.* The cost of quarterly PMP to LWVOR to support state League activities. The PMP estimates are based on actual membership data as of January 31, 2019 (PMP of \$30.50 for 204 members plus \$15.50 for 31 household members). Portland also has 19 lifetime members and three students for whom no PMP is required.
- *Line 3. Membership Committee.* Costs related to the membership handbook and directory, renewals, member recruitment, and new member events.
- *Line 4. Voter.* Costs to publish the eVoter newsletter.

- *Line 5. Member Education/Units.* Materials for unit meetings or to support interest groups.
- *Line 6. Events.* Local Convention, annual luncheon, etc. Pass-through costs from local convention or other events, such as the media lunch, needed to cover any related expenses (see Line 4 in Revenue).

D. Voter Service/Citizen Education

- *Line 1. Voters' Guide Expenses and Promotions.* Publishing and promoting the Voters' Guide for the November 2020 General Election and Spring 2021 Primary Election. Includes producing the Video Voters' Guide.
- *Line 2. Voter Service.* Forums, voter registration fees and materials, Speakers' Bureau, and Directory of Elected Officials.
- *Line 3. Study/Publication.* Publication of League studies, funds to publish additional copies of the City Government Study for distribution.
- *Line 4. Educational Events.* Special educational events and website posts.
- *Line 5. Outreach/Publicity.* Voter service and civic education outreach and publicity including bookmarks, radio PSAs, and paid publicity.
- *Line 6. Civic Education Meeting Expenses.* Program recording/taping for public broadcasting and speakers' gifts.

E. Delegate Travel and Expenses

- *Line 1. National Convention.* Partial defrayment of costs of delegates to attend LWVUS convention.
- *Line 2. State Council/Convention.* Partial defrayment of costs of delegates to attend LWVOR councils and conventions.
- *Line 3. Workshops (registration & expense).* Partial defrayment of costs to attend LWVOR workshops.

F. Position Support

- *Line 1. Action Committee.* Committee costs \$50, ballot measure statements \$800, Welcome Home Coalition dues \$100.