

## **Proposed Budget for FY2021-2022**

*Adrienne Aiona*

**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. The Committee presents the proposed budget to the Board to recommend to the membership for approval at the Local Convention.

**Budget Committee:** Adrienne Aiona, Chair. Appointed members: Anne Davidson, and Margaret Noel. Invited participants: Mary Hepokoski, Debbie Kaye, Jen Jacobs, Linda Mantel, and Marion McNamara.

### **Notes and References to the Proposed FY 2021-2022 Budget**

The Budget Committee presents to the League of Women Voters of Portland the Proposed Budgets for Fiscal Year 2021-22. 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 3 separate budgets for comparison purposes:

- The 2021-22 Proposed Budget for the Regular and Education Funds.
- The actual expenses and revenues 2020-21 through December 2020.
- Actual expenses and revenues for the 2019-20 budget cycle.

The overall budget is about \$20,000 higher than the previous year primarily due to increases in voter services activities, website and publicity investments, and a training on diversity, equity and inclusion. Voter service work will primarily be supported by grant funding.

Proposed dues remain at \$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 line items in the budget:

#### **REVENUE:**

1. Member Dues Based on: 218 regular, 67 household, 20 lifetime, 17 limited income, 5 students, and 10 new members.
2. Development:
  - a. Cash Contributions from Members: Direct mail to members, local convention fundraising and other.
  - b. Cash Contributions from Non-members: Direct mail to non-members and other.

- c. Corporate Contributions: Business requests for all Voters Service activities including guides, debates, internet, and publicity.
  - d. Foundations/Grants: Contributions from family or corporate foundations. \$20,000 Saling, Rose E. Tucker, and Wyss anticipated.
  - e. Other Fundraisers: Income from other fundraising activities.
3. Interest: Checking & savings
  4. Events: Local Convention, annual luncheon, etc. Pass through income from Local Convention and other event charges (lunches), see line C. 6. in Expenditures.

### **Reserves and Other Funds**

1. Endowment Fund Distribution Income from Endowment Fund Reserves.
2. Funds Carried Forward \$20,000 Saling, received in spring '21 to carry forward for November '21 election. \$8,779 cash reserves.
3. Sara Frewing Distribution \$ from Sara Frewing to support VS activities.
4. Noble/Lemley Distribution
5. Education Fund Reserves/Repay Regular Fund Loan: Income from Education Fund Reserves to repay debt to Regular Fund.

### **Funds Retained for FY 22-23**

1. Funds Retained for next FY \$20,000 Saling, received in spring '22 to carry forward for November '22 election

### **EXPENDITURES:**

#### **A. General Office Expenditures**

1. Rent & Utilities: \$1000/month for office located in the City Club offices.
2. Office Expense/Supplies: Based on prior year's expenditures for paper, envelopes...
3. Software licenses, Communications, & Website: Covers phone, software subscriptions, website domain name.
4. Postage and PO Box: Includes all committee mail.
5. Salaries (Gross): 50 weeks @ 20 hrs., paid \$20/hr.
6. Payroll Burden: About 9% of salary.
7. Bookkeeper Services Payroll: \$36.24/mo + incidentals = \$450.
8. Discretionary Fund/ Other Expenditures: Funds for unexpected incidentals or one-time projects.
9. Government Fees and Taxes: Annual OR State Corp. Fee, State Charitable Activities Fees, etc...
10. Audit/Review of Books (½T): Financial review not proposed this FY.
11. Insurance Liability and Workers Comp Insurance.
12. Bank/ Payment fees/ Credit Card Fees: Service charges for credit card payments.
13. Equipment and computer support, maintenance and repair: Computer support services, other equipment maintenance and repair. \$2000 for website improvements for voters service, membership and action.
14. Equipment Purchase: For furniture and larger equipment.

#### **B. Administration**

1. President's Fund: Board gifts, special gifts to members, parking fees, travel and meeting expenses.
2. Board Expense: Expenses such as printing and assembling new board notebooks, travel, and parking fees.
3. Development Committee Expenses
  - a. Direct Mail/ solicitation expenses: Cost of printing direct mail solicitation letters.
  - b. Administration: Member appreciation event, training, organization memberships (NAO), and merchandise purchase.

### **C. Membership/ units**

1. Per Member Payment to LWVUS for 327 members: PMP for 235 members at \$32, 20 lifetime at \$0, 67 household members at \$16, and 5 student members at \$0.
2. Per Member Payment to LWVOR for 327 members: PMP for 235 members at \$30.50, 20 lifetime at \$0, 67 household members at \$15.25, and 5 student members at \$0.
3. Membership Committee: Membership Handbook and Directory, publicity, renewals, recruitment costs and new member event.
4. Voter: Cost to publish the Voter to mail to select members.
5. Member Education/ Units: Materials for units, meetings & interest groups.
6. Events: Local Convention, annual luncheon, etc. Media Lunch, Program Planning, Local Convention costs, mainly a pass-through line. See line #4 in the Revenue Budget.

### **D. Voters Service/Citizen Education**

1. Voters' Guide Expenses and Promotions: Spring: 10,000 VG, 2500 Spanish, 60 video VG. Publicity: Google, newspapers and radio. Some contingency to support a fall special election.
2. Voters' Service: Costs of forums, registration: fees and materials, Speakers' Bureau. Forums (3-5 w/ASL or Spanish translation). Member expenses.
3. Study/Publication: Funds for printing studies, no new anticipated this FY.
4. Educational Events: Costs associated with special educational events and website posts.
5. Outreach/Publicity: Bookmarks, radio PSA's, and paid publicity for events.
6. Civic Education Meeting Expenses: Record Civic Ed meetings.

### **E. Travel and Training Expenses**

1. National Convention: Money to reimburse delegate expenses for two members at 50% support, additional funds may be approved based on available funds.
2. State Council/Convention: Money to reimburse delegate expenses.
3. Workshops (registration & expenses): Training expenses: \$150 for LWVOR workshops (Education), \$2500 for diversity, equity and inclusion training (50/50 Ed./Reg.).

### **F. Position Support**

1. Action Committee: Two ballot measure statements, Welcome Home Coalition dues, publicity, and committee expenses.

### **G. Funds Retained for FY 22-23**

1. Grant Funds: Grant funds received in budget FY reserved for elections in the next FY. \$20,000 in Saling grant.