

LWV-VA Operating Fund

Budget 2017-2018

	2016-2017		2017-2018	Notes
	Budget	Actual 6-30-17 (estimate)	Budget	
1	REVENUES			
2	Affiliations			
3	MAL Units/Individuals Dues	1,787	775	1,293 *1
4	PMP LLs	14,424	15,704	17,200 *2
5	Shared Insurance	448	469	480
6	Bequests & Memorials	200	0	0
7	Donations			
8	Members	3,700	2,965	3,000
9	Nonmembers	25	236	200
10	Special Events	0	0	0
11	Wares Sales			200
12	Grants			
13	AVR Grant	0	6,175	0 *3
14	EMP grant	0	1,101	0 *4
15	Interest	10	7	10
16	Statewide Meetings			
17	LWV-VA Convention (odd yrs)	6,000	6,000	0
18	LWV-VA Council (even yrs)	0	0	3,200
19	Fall Workshop LWV-VA	1,740	2,382	2,300
20	WLRT Pre-session Lunch	2,550	2,562	2,500
21	LWV-VA Ed Fund Expense Reimb.	1,833	1,833	2,943 *5
22	Miscellaneous	100	350	100
23	In-Kind Income	2,000	1,090	1,000
24	Carryover nonrestricted funds from Check Acct	300	2,293	7,818 *6
25	Transfer from Savings	4,347	0	7,413
26	TOTAL REVENUES	39,464	43,942	49,657
27				
28	EXPENSES			
29	Board & Administration			
30	Administrative Committees	700	200	300 *7
31	LL Liaisons Travel & Support	1,000	360	1,000 *8
32	LL Advocay Rewards Program			100 *9
33	Membership & Organization	500	182	500
34	Meetings - BOD	7000	5,065	5,650 *10
35	President	200	456	500 *11
36	Public Relations/Media	200	0	200
37	Secretary & Treasurer	50	26	50 *12
38	LWV-VA Leadership Directory	525	150	300 *13
39				
40	Office Operations			
41	Equipment Purchase & Repair	200	595	500
42	Equip Supplies & Desktop Software	150	72	100
43	General Copying/Printing	400	205	725 *14
44	General Supplies & Postage	800	165	175
45	Insurance	1325	1,325	1,350 *15
46	Telephone&Internet tools/services	700	1,199	2,120 *16

	2016-2017		2017-2018	Notes	
	Budget	Actual 6-30-17 (estimate)	Budget		
47	Office Rent	4500	3,004	2,209	*17
48	State Corporation Fee/Solicitation Fee	80	55	55	
49	Admin Assistant	0	3,536	13,600	*18
50	Total Admin & Ops Expenses	18,330	16,594	29,434	
51					
52	Development				
53	Donations Solicitation	500	660	650	*19
54	Special Events	0	0	0	
55	Wares Purchases			300	
56	Other (inc travel & mileage)	200	0	0	
57					
58	Meetings (LWV)				
59	LWV-VA Convention (odd yrs)	7700	7,700	0	*20
60	LWV-VA Council (even yrs)	0	0	3,700	*20
61	LWV-VA Workshops	1400	2,024	2,000	
62	LWVUS Convention (even yrs)	0	0	3,000	*21
63	LWVUS Council (odd yrs)	2300	2,300	0	*21
64					
65	Position Support				
66	Advocacy & Action Coordination	50	20	25	
67	Coalition Dues/Support/Meetings	600	701	700	*22
68	Legislative Coordinator/Lobbyist	1500	1,610	1,600	*23
69	Positions in Brief & Other Publications	300	0	300	
70	WLRT/League Day	1700	1,500	5,550	*24
71	WLRT Pre-session Lunch	1600	1,455	1,500	
72					
73	VA MALs PMP TO LWVUS @ \$32	1184	1,876	848	*25
74	Voter Express & Other Publications	1850	0	0	*26
75	Miscellaneous	50	0	50	
76	Carryforward nonrestricted funds to Checking Acct	200	7,818	0	*27
77	TOTAL EXPENSES	39,464	44,258	49,657	
78					
79	Net Activity	0.00	-316	0	

80 **Notes: 2017-2018 Budget**

81 *1. Income MAL unit Dues: 15 full @ \$48, 2 half@ \$24, MAL individual dues: 10 full @50,

and 1 half @25, 1 life @\$0 \$ 1,293

82 *2. Income LL PMP for 1219 total; 996 primary@ \$16,

83 140 additional@ \$8, 65 life @ \$0, 18 student @\$8 \$ 17,200

84 *3. AVR - Automated Voter Registration grant

85 *4. EMP - Electronic Modernization Project grant

86 *5: Transfer from Ed Fund: Based on 10% of Expenses for Office Operations and Board & Admin

87 *6. At beginning of year, non-restricted funds in cking account were carried-forward as income for current year

88 *7. Financialo Review/Audit, Nominating, Budget

89 *8. Travel/support to local LWVs; reimbursed for fees when attending LL annual meeting

90 *9. Potential program to reward LL for ALERT calls made

91 *10. Reimbursement to Directors: Mileage, Hotel (shared room)l, Parking for BOD meetings

92 Reimburse registration fees for LWV-VA Council/Convention (no other expenses covered)

93 Council year \$13 Directors *\$50 \$ 5,650

	2016-2017		2017-2018	Notes
	Budget	Actual 6-30-17 (estimate)	Budget	
94	*11. Travel in capacity as President, Discretionary expenditures			
95	*12. Bank fees, discretionary expenditures			
96	*13. For Directory, printing costs & postage: mail to 1/LL and 1/Director (30 copies)			
97	*14. General Copying/Postage: \$225 General copying/postage			
98	Copy/mail Voter Express issues for events to members without email addresses (50):			
99	2 pp*50 people*5 events so allow \$150 postage, \$150 copying		\$ 725	
100	*15. D&O Liability; Liability/Property			
101	*16. Comcast phone & internet \$110/mo,\$30 Moniker Domain names, \$250 LEW Server/Website for VA & LLs			
102	MailChimp \$25/mo, SignUpGenius 9.99/mo, other \$100		\$ 2,120	
103	*17. Rent \$180 plus 3% increase in Oct.		\$ 2,209	
104	*18. contractor 8 hrs/ wk average for Admin work and 8 hrs/wk average Treas support			
105	For 50 wks @ \$17/hr		\$ 13,600	
106	*19. includes, letter print, mail, postage			
107	*20. VA Council/Convention; includes registration fees for Board members			
108	*21. US Council/Convention includes expenses for 2 Delegates (registration, travel, hotel, parking)			
109	*22. Includes VPCC * VCOG dues, special events & Meeting Travel			
110	*23. includes Lobbyist-in-a-box (\$600) and lobby badge (\$50)			
111	*24. 6-wks legislative session. Includes \$1500 for member's local accomodations			
112	and \$300 for Facebook boost (\$185 was used in 2017)		\$ 5,550	
113	Includes \$500/wk for am room rental (1.5 hrs) and \$125/wk for am coffee/pastries			
114	*25. Expense: 25 full MAL @\$32 and 3 half @\$16		\$ 848	
115	*26. Voter Express is not mailed to members without email addresses except as noted under General Copying/Posting			
116	*27. At end of year, non-restricted funds remaining in cking account will be carried forward to next year as Income			

LWV-VA Operating Fund Available Funds Report

March - May 2017

	2015-2016		2016-2017	Yr to Date		April	May	Yr to Date	
	Budget	Actuals	Budget	2/28/17	Mar 2017	2017	2017	5/31/17	Notes
1									
2									
3	REVENUES								
4	Affiliations								
5	MAL Units/Individuals Dues	1,800	1304	1,787	175	175	50	400	*1
6	PMP LLs	13,376	13376	14,424	15,012		692	15,704	
7	Shared Insurance	371	448	448	335	134		469	
8	Bequests & Memorials	0	200	200	0			0	
9	Donations & Development				0			0	
10	Members	6,000	3,471	3,700	2,815	100	225	3,140	
11	Nonmembers	250	0	25	236			236	
12	Special Events	10,000	0	0	0			0	
13	Grants								
14	AVR Grant			0	14,582	-9,162		5,420.41	*17
15	EMP grant			0	1,101			1,101	*19
16	Interest	0	11	10	7	0.86	1	10	
17	Statewide Meetings				0			0	
18	Convention LWV-VA	0	0	6,000	0		7,178	7,178	odd years
19	Council LWV-VA	2,000	3,195	0	0			0	even years
20	Fall Workshop LWV-VA	2,000	1,731	1,740	2,382			2,382	*3
21	WRT Pre-session Lunch	3,340	2,568	2,550	2,562			2,562	*4
22	LWV-VA Ed Fund Expense Reimbt	1,662	1,662	1,833	0	1,833		1,833	*5
23	Miscellaneous	100	441	100	350			350	
24	In-Kind Income	0	4,274	2,000	1,090			1,090	
25	Carryover nonrestricted funds from Check Acct			300	2,293			2,293	*15
26	Transfer from Savings	3555	3,550	4,347	0			0	
27	TOTAL REVENUES	44,454	36,231	39,464	42,940	1	-6,919	8,146	44,168
28									
29	EXPENSES								
30	Board & Administration								
31	Administrative Committees	400	526	700	0.00			0	Fin. Review, Nominating, Budget
32	LL Liaisons/Outreach	1,000	458	1,000	160.00			160	Travel/support to local LWVs
33	Membership & Organization	600	156	500	81.60			82	
34	Meetings - BOD	6,000	4,642	7000	3,064.91	1166.9		4,232	Hotel & Mileage
35	President	250	790	200	356.00			356	Discretionary expenditures
36	Public Rel & Representation	500	7	200	0.00			0	Media, Incl Pres. Travel
37	Secretary & Treasurer	100	35	50	10.92			11	Checks, Copying, Postage
38	Tools & Membership Directory	500	408	525	0.00			0	
39									
40	Office Operations								
41	Equip Purch, Use & Repair	0	790	200	595.12	72		667	
42	Equip Supplies & Software	100	55	150	0.00			0	Printer ink, software
43	General Copying/Printing	50	427	400	154.99			155	
44	General Supplies & Postage	200	628	800	114.62	10	48	173	
45	Insurance	1,325	1,414	1325	0.00	681		681	D&O, Liability
46	Information/Internet Services	700	230	700	761.89	119.23	87	199	*6
47	Office Rent, Telephone	4,620	4,245	4500	2,263.52	180	180	2,804	
48	Permit Bulk Mail	220	0	0	0.00			0	
49	State Corporation Fee/Solicitation	55	78	80	55.00			55	
50	Admin Assistant			0	1,054.00	1845		2,899	
51	Total Admin & Ops Expenses	16,620	14,889	18,330	8,672.57	2,907	1,483	379	13,441
52									
53	Development								
54	Donations Solicitation	500	698	500	159.78	583.1		743	*7
55	Special Events	7,500	0	0	0			0	
56	Other (inc travel & mileage)	200	812	200	0			0	
57									
58	Grant Expenditures								
59	AVR Grant			0	13,131.19	4203.19	-17334	0.00	*18
60	VA MALs PMP TO LWVUS @ \$32	1,184	1152	1184	1184			1,184	*8
61									
62	Meetings (LWV)								

	2015-2016		2016-2017	Yr to Date		Yr to Date		Notes		
	Budget	Actuals	Budget	2/28/17	Mar 2017	April 2017	May 2017		5/31/17	
63	LWV-VA Convention	0	0	7700	1000		2000	407	3,407	*10 odd years
64	LWV-VA Council	2,000	3,708	0	0				0	*9, 10 even years
65	LWV-VA Workshops	2,000	1,306	1400	2024.2				2,024	
66	LWVUS Convention	3,900	1,650	0	0				0	even years
67	LWVUS Council	0	0	2300	0			1590	1,590	odd years
68										
69	Position Support									
70	Action Coordination & Expenses	200	111	25	0				0	
71	Advocacy Activities	250	20	25	20				20	
72	Coalition Support and Meetings	500	1141	600	626.39	10	100		736	*11
73	League Day at Gen'l Assembly	350	0	200	0				0	
74	Legislative Coordinator/Lobbyist	2,000	1351	1500	1160.12	292	63		1,514	*12
75	Support Publications	300	248	300	0				0	*20
76	Women's Roundtable Meetings	2,500	557	1500	1500				1,500	*13
77	WRT Pre-session Lunch	2,500	1592	1600	1454.6				1,455	
78										
79	Voter & Other Publications									
80	Printing/Mailing/Postage	1,800	1,132	1800	0				0	*14
81	Other	50	0	50	0				0	
82										
83	Miscellaneous	100	0	50	0				0	
84	Carryforward nonrestricted funds to Checking Acct			200	0				0	*16
85	TOTAL EXPENSES	44,454	30,367	39,464	30,933	7,995	-13,689	2,376	27,615	
86										
87	Net Activity	0	5,863.52	0.00	12,007.04	-7,994	6,770	5,770	16,553	
88	Note: 2016-2017 Budget	Total Net Funds>>>>>>>			4,546.14					

*1: MAL unit Dues: 31 full @ \$48, 1 half @ \$24, MAL individual dues: 5 full @ \$50, and 1 half @ \$25, 1 life @ \$0

*2: PMP for 1020 persons: 830 primary @ \$16, 138 additional @ \$8, 47 life @ \$0, 5 student @ \$8
830 roster less 3 (CVA has 3 less than shown on roster due to their err in having correct data)

*3: 58*Fall Workshop: @\$30

4: 85 WRT Pre-session Lunch @ \$30

*5: Transfer from Ed Fund: Based on 10% of Expenses for Office Operations and Board & Admin

*6: Constant Contact service, Domain names, LEW Server/Website for VA & LLs

*7: includes, letter print, mail, postage

*8: 36 full MAL @\$32 and 2 half @\$16

*9: Council includes expenses for 2 Delegates

*10: BOD not reimbursed for LWV-VA Council/Convention

*11: Includes VPCC * VCOG dues, special events & Meeting Travel

*12: includes Lobbyist-in-a-box (\$600) and lobby badge (\$50)

combined previous accts: Legislative Coordinator/Lobbyist and Lobby Expenses

*13: Includes funds to assist with local accommodations.

*14: 6 issues of The Voter (200 printed copies per issue)

*15: At beginning of year, non-restricted funds in cking account were carried-forward as income for current year

*16: At end of year, non-restricted funds remaining in cking account will be carried forward to next year as Income

*17 added Dec 2016: Automatic Voter Registration grant from NVMEF

*18 expenditures specific to grant; other expenses are charged to other Accounts

*19 EMP - Electronic Modernization Project grant

*20 - Positions in Brief