

Report and Recommendations to the LWV-VA Board

Date: March 29, 2018

From: Budget Committee – Elaine Head, Chair, Rosalie Simari, and Grace White

Subject: Proposed Operating Budget for Fiscal Year 2018-2019
Proposed Ed Fund Budget for Fiscal Year 2018-2019

The Budget Committee met by Conference Call to develop proposed budgets for both the Operating Fund and the Education Fund. In addition to the committee, Pat Hurst, outgoing Treasurer and Linda Garvelink, incoming Treasurer participated in the discussions. Input was requested from the Board of Directors and committee chairs with only 3 persons responding.

Proposed Operating Fund Budget for fiscal year 2018-2019:

The Proposed Operating Fund Budget shows a balanced budget of \$57,341 in revenue and \$57,341 in expenses.

The Increase in Operating Revenue from the previous fiscal year primarily comes from:

- Additions in MAL Units/ Individual Dues
- Growth in membership of local leagues
- LWV-VA Convention revenue in May/June of 2019
- Reimbursement from the Ed Fund for administrative expenses

A Decrease in Operating Revenue is reflected in:

- Moving WLRT Pre-session to the Ed Fund as an educational activity
- Moving WLRT/League Day to the Ed Fund as an educational activity
- Decreasing the Transfer from Savings (whether from the checking account or savings account). The committee incorporated "Carryover funds from Checking Acct" with Transfer of Savings. The committee feels that any monies remaining in the checking account are basically savings and only one line item is needed.

The primary Increase in Operating Expenses is reflected in the following line items:

- Local League Liaisons Travel & Support
- Local League Advocacy Reward Program
- Secretary & Treasurer
- General Supplies and Postage
- LWV-VA Convention expenses in May/June of 2019
- LWV-VA Workshops
- LWVUS Council
- Coalition Dues/Support/Meetings
- Positions in Brief & Other Publications
- MALs PMP to LWVUS
- Virginia Voter

A Decrease in Operating Expenses is reflected in the following line items:

- President
- Equipment Purchase & Repair
- General Copying/Printing
- Telephone & Internet Tools & Services
- Administrative Assistant -6 hours/weeks for 50 weeks at \$20 per hour
- LWV-VA Council
- WLRT Pre-session – Moving to Ed Fund Account
- WLRT/League Day – Moving to Ed Fund Account

Proposed Education Fund Budget for fiscal year 2018-2019:

The proposed Education Fund Budget shows a balanced budget of \$16,302 in revenue and \$16,302 in expenses.

The Increase in Education Fund Revenue from the previous fiscal year primarily comes from:

- Donations from members and non-members,
- Use of restricted funds from Virginia G. Young bequest for Legislative Directory
- Movement of WLRT Pre-session to the Education Fund
- Movement of WLRT/League Day to the Education Fund

A Decrease in Education Fund Revenue is reflected in the following line items:

- In-Kind Income
- Transfer from Savings

The primary Increase in Education Fund Expenses is reflected in the following line items:

- WLRT/League Day
- WLRT Pre-session
- Election Guides/Vote411
- Legislative Directory
- Voter Service Coordination

The primary Decrease in Education Fund Expenses is reflected in the following line items:

- Reimburse Admin Expense to LWV-VA
- Informational Voters Service Handout/Online
- Candidate Debates
- Voter Protection Coordination

General Comments & Recommendations

Fundraising is virtually non-existent. Primary funding is from MAL Dues, PMP from Local Leagues and Transfer from Savings. If the Transfer of savings continues at the proposed amount, LWV-VA will have no savings left in the Operating fund in 4 years other

than a CD worth about \$10,000. It is recommended that a campaign for donations be initiated or major reductions in expenses be made in future budgets.

There are many individuals who will support an organization whose mission they believe in. Non-profit organizations rely on donations from individuals and corporations. The key is the "Ask". More people respond to giving or serving if they are asked. Monetary donations begin with the Board of Directors, whether it be \$5 or \$500. Participation of the Board should be 100%.

Donations cannot support everything the Board does. Other methods of fundraising should be planned, whether it be special events or projects, grants, specially named dues categories above and beyond the normal rate, participating in the national program, "Giving Tuesday", November 27th, 2018, passing a "Voting Box" at league banquets, (This provides instant returns with no expense), Legacy giving, and more. BUT, you need a reason to ask and donors need a reason to give, i.e. – the launch of a new project or focus.

The LWV-VA Convention shows a deficit of \$8000. Revenue is \$12,000. Expenses are estimated to be \$20,000. How can this not be such a drain on finances?

Committees or Task Forces are needed to make league work inclusive, not exclusive (when the work is done by a few). Everyone wants to feel they are included and are making a contribution. State-wide committees could meet at Workshops and discuss their tasks whether it serves a state function or a local function. Volunteers need to know they don't have to do a "job" by themselves.

A Future Planning Session is essential and should occur prior to working on the budgets. The Board should present the Budget Committee with ideas of what they want to accomplish in any given year and ask the Budget Committee to find ways to make it happen. This will provide commitment and buy-in from the Board from the beginning.

Further notes:

In the proposed budget for the Operating Fund 5.6% revenue is designated to come from donations. In the proposed budget for the Education Fund 60% revenue is designated to come from donations. It is the committee's rationale and hope that moving the WLRT Pre-session and the WLRT League Day will provide an identification of notable services being provided, and thus promote giving a tax deductible contribution to the Education Fund.

Local leagues are assessed \$16.00 per member at the full membership rate. This breaks down to an income source per member of \$16.00 per year, \$1.33 per month, \$.31 per week, and \$.04 a day. This might be pointed out when asking for member contributions.

Thank you for the opportunity and honor to serve.

The Budget Committee – Elaine Head, Rosalie Simari, and Grace White