

2009-2010 WMCA BUDGET - REVENUES

5/07-4/08 BUDGET	5/07-4/08 ACTUAL	5/08-4/09 BUDGET	5/08-4/09 ACTUAL	5/09-4/10 BUDGET	DESCRIPTION	Comments	WMCA Officers & Committees Responsibilities
0.00	0.00	0.00	0.00	0.00	Beginning Balance		
					ACADEMY/EDUCATION SESSIONS		
8,125.00	10,375.00	8,750.00	10,675.00	7,500.00	Spring	60X\$125 Regist.	Education Committee
6,250.00	7,444.74	6,250.00	11,200.00	7,500.00	Fall	60X\$125 Regist.	Education Committee
14,375.00	17,819.74	15,000.00	21,875.00	15,000.00	TOTAL ACADEMY SESSIONS		
					2010 CONFERENCE	Mirabeau Park Hotel	Spokane Valley
1,400.00	7,670.00	7,000.00	4,412.00	5,000.00	Donations		Conf Planning Comm
4,800.00	7,500.00	6,000.00	7,000.00	6,000.00	Exhibitors	12 vendors @ \$500	Conf Planning Comm
150.00	1,024.07	200.00	1,829.66	200.00	Meals	Guest meals	Conf Planning Comm
37,500.00	37,954.00	37,500.00	41,750.00	39,000.00	Registrations	130 x \$300 Registration	Conf Planning Comm
	119.79		22.84		Other		
43,850.00	54,267.86	50,700.00	55,014.50	50,200.00	TOTAL CONFERENCE REVENUE		
21,000.00	24,215.00	22,125.00	24,450.00	22,500.00	MEMBERSHIP DUES	300 x \$75	Membership Comm
250.00	0.00	250.00		250.00	FUNDRAISING PROJECTS		Fundraising/Sp Proj Comm
	700.02	200.00	675.32	350.00	MONEY MARKET SAVINGS ACCOUNT		
	225.79				<i>Non-revenue</i>		
	5.14				<i>Refund Overpayment of Credit Card</i>		
	2,737.00				<i>Region IX Dinner</i>		
	361.02				<i>2007 Conference Income</i>		
					TRANSFERS		
		7,349.00		6,309.00	Transfer from Savings		
		7,349.00		6,309.00	TOTAL TRANSFERS		
79,475.00	99,970.55	95,624.00	102,014.82	94,609.00	TOTAL REVENUES		

2009-2010 WMCA BUDGET - EXPENDITURES

5/07-4/08 BUDGET	5/07-4/08 ACTUAL	5/08-4/09 BUDGET	5/08-2/09 ACTUAL	5/09-4/10 BUDGET	DESCRIPTION	Comments	WMCA Officers & Committees Responsibilities
					ACADEMY/EDUCATION SESSIONS		
6,250.00	4,731.85	8,000.00	7,652.47	8,000.00	Fall	Speaker fee & lodging, meals for attendees, Room rental fees	Education Committee
200.00	25.00	200.00	300.00	200.00	Refunds		Education Committee
6,625.00	0.00	6,800.00	5,000.00	6,800.00	Spring	Speaker fee & lodging, meals for attendees, Room rental fees	Education Committee
13,075.00	4,756.85	15,000.00	12,952.47	15,000.00	TOTAL ACADEMY SESSIONS		
					ANNUAL CONFERENCE		
5,000.00	0.00	5,000.00		5,000.00	Audio Visual		Education Committee
1,200.00	888.83	1,300.00	774.41	2,000.00	Decorations		Planning Committee
750.00	100.00	750.00		750.00	Drawings/door prizes		Planning Committee
2,950.00	0.00	3,715.00		3,715.00	Hospitality	WMCA Expense Policy (see travel expense sheet)	Planning Committee, President & President-Elect
18,000.00	0.00	26,000.00		26,000.00	Meals	Includes President's Reception & Executive Committee Dinner	Planning Committee
1,500.00	0.00	1,500.00		1,600.00	Printing/Postage	Conference Programs, Meal Tickets, Annual Business Mtg Packets, etc	Planning Committee
600.00	90.99	600.00		700.00	Recognition Awards	Certificates, plaques, Pres. Travel. Plaque, Outgoing Pres.gift, Clerk of Year Plaque	Committee Chairs, President, President-Elect, Past President
500.00	1,379.00	500.00	930.00	500.00	Refunds		Planning Committee
9,850.00	0.00	9,850.00	6,811.60	9,500.00	Speakers	(Negotiated speaker fees, lodging, meals, travel & gifts)	Education Committee
500.00	0.00	500.00		500.00	Special Entertainment		Planning Committee
3,000.00	893.11	2,500.00	574.92	2,000.00	Supplies	Name badges, signage, easel pads, etc.	Planning Committee
43,850.00	3,351.93	52,215.00	9,090.93	52,265.00	TOTAL ANNUAL CONFERENCE		
					BOARD EXPENSES		
1,600.00	267.71	1,600.00	669.78	1,500.00	Meetings	Idaho Conf. Room rental, food, etc.	Secretary
755.00	590.00	700.00	538.78	700.00	NCI Director Travel		NCI Director
825.00	0.00	1,050.00		1,050.00	WMCA Conference	Per NCI Agreement	NCI Director
					President Elect Travel		
2,265.00	1,102.80	2,210.00	2,103.22	2,210.00	IIMC Conference	Exec Comm Travel Policy	President Elect
400.00	0.00	525.00		525.00	WMCA Conference	Exec Comm Travel Policy	President Elect
			60.43	875.00	ICCTFOA Conference		
5/07-4/08 BUDGET	5/07-4/08 ACTUAL	5/08-4/09 BUDGET	5/08-2/09 YEAR TO DATE	5/09-4/10 BUDGET	DESCRIPTION	Comments	WMCA Officers & Committees Responsibilities
					President Travel		
1,815.00	940.70	1,185.00	1,252.08	1,185.00	Alaska Conference	Exec Comm Travel Policy	President
835.00	92.26	675.00	132.68	675.00	British Columbia Conference	Exec Comm Travel Policy	President
1,375.00	368.55	932.00	566.56	932.00	California Conference	Exec Comm Travel Policy	President
2,265.00	1,019.52	2,210.00	2,075.48	2,210.00	IIMC Conference	Exec Comm Travel Policy	President
710.00	266.14	1,007.00	1,337.13	1,007.00	Oregon Conference	Exec Comm Travel Policy	President
300.00	0.00	300.00		300.00	WMCA Conference	Exec Comm Travel Policy	President
13,145.00	4,647.63	12,394.00	8,736.14	13,169.00	TOTAL BOARD EXPENSES		
					COMMUNICATION EXPENSES		
250.00	0.00	250.00		250.00	Annual Report Printing		Communications Comm
200.00	0.00	200.00	218.42	200.00	Election Postage		Elections Committee
225.00	0.00	225.00	21.99	225.00	Election Printing		Elections Committee
700.00	456.29	700.00	679.69	700.00	Website M & O		Communications Comm
1,375.00	456.29	1,375.00	920.10	1,375.00	TOTAL COMMUNICATION EXPENSES		
455.00	0.00	450.00	450.00	450.00	CONTINGENCY		President
2,500.00	0.00	5,000.00	5,000.00	5,000.00	FUTURE CONFERENCE SITE DEPOSIT		President-Elect
					IIMC EXPENSES		
75.00	0.00	75.00		75.00	MCEF Donation	Auction Item	President
1,120.00	1,144.00	1,200.00	1,160.00	1,200.00	Region IX Assessment Pool	300 x \$4 (Region IX reps travel)	Treasurer
300.00	0.00	300.00		300.00	Region IX Hospitality Suite	???? Hosts - Atlanta	President
				100.00	Outgoing Region IX Director Gift		President
1,495.00	1,144.00	1,875.00	1,160.00	1,675.00	TOTAL IIMC EXPENSES		
					MISCELLANEOUS		
625.00	615.00	625.00	705.79	700.00	501c(3)		Treasurer
75.00	10.00	75.00	135.12	100.00	Bank Charges		Treasurer
250.00	100.00	250.00		250.00	Condolences		President
	1.00				Credit Card Fees		
180.00	176.00	190.00	185.00	300.00	Gambling/Alcohol License Renewal		Treasurer
	100.00				Gifts	Outgoing Region IX Director Gift	
1,300.00	1,235.00	1,400.00	1,241.00	1,400.00	Insurance/Directors & Officers		Treasurer
725.00	480.43	4,725.00	2,582.90	2,000.00	Office Supplies/Stationary		Secretary/Treasurer
	16.29		2,598.71		Other	Forward pmt for Master Academy, Electronic Records Forum, Nicol Donation	
425.00	197.89	425.00	229.68	425.00	Postage		Secretary
				500.00	Support for AWC Basic Training Clerk/Treasurers Training	Approved by EC in 2008	
2,955.00	2,316.61	7,065.00	7,678.20	5,675.00	TOTAL MISCELLANEOUS		
75,895.00	14,356.75	88,109.00	38,309.64	94,609.00	TOTAL EXPENDITURES		

2009 -2010 WMCA BUDGET - TRAVEL EXPENSES

NCI DIRECTOR TRAVEL				
	Dates	Item		Policy
WMCA Conf - Spokane Valley	3/17-20/10	Registration/early	\$ 300.00	
		Hotel \$100 x 4	\$ 400.00	
		Transportation/mileage	\$ 350.00	
		Subtotal	\$ 1,050.00	NCI Agreement & WMCA Expense Policy (Transp, lodging & regist.)
IIMC Conf - Chicago, IL	5/19-23/09	1/3 Shared Cost with AK & OR	\$ 700.00	
		Subtotal	\$ 700.00	NCI Agrmt (\$700/State for transp & lodging). Overages shared by States.
TOTAL NCI DIRECTOR TRAVEL			\$ 1,750.00	
PRESIDENT-ELECT TRAVEL				
	Dates	Item	Price	Policy
IIMC Conf - Chicago, IL	5/19-23/09	Registration/early	\$ 560.00	
		Airline	\$ 500.00	
		Lodging \$200 x 5	\$ 1,000.00	
		Ground Transp	\$ 50.00	
		Parking (Sea-Tac)	\$ -	
		Meals	\$ 100.00	
		Subtotal	\$ 2,210.00	WMCA Exec Comm Travel Policy
WMCA Conf - Spokane Valley	3/17-20/10	Lodging \$105 x 4	\$ 525.00	
		Subtotal	\$ 525.00	WMCA Exec Comm Travel Policy
IICTFOA Conf - TBD	TBD	Registration/early	\$ -	
		Airline	\$ 200.00	
		Lodging \$110 x 5	\$ 550.00	
		Ground Transp	\$ 50.00	
		Parking (Sea-Tac)	\$ -	
		Meals	\$ 75.00	
		Subtotal	\$ 875.00	WMCA Exec Comm Travel Policy
TOTAL PRESIDENT ELECT TRAVEL			\$ 2,735.00	
PRESIDENT TRAVEL				
	Dates	Item		Policy
AK Conf - TBD	TBD	Registration/early	\$ -	
		Airfare	\$ 500.00	
		Lodging \$120x3	\$ 360.00	
		Ground transp	\$ 75.00	
		Parking (Sea-Tac)	\$ 75.00	
		Meals	\$ 75.00	
		Hosp Gifts (inc/out Pres) \$25x2	\$ 50.00	
		Auction Item	\$ 50.00	
		Subtotal	\$ 1,185.00	WMCA Exec Comm Travel Policy
BC Conf - Nanaimo	6/09-11/09	Registration/early	\$ -	Paid for by LGMA
		Airfare	\$ 400.00	
		Lodging	\$ -	Paid for by LGMA
		Ground transp	\$ 75.00	
		Parking (Sea-Tac)	\$ 75.00	
		Meals	\$ 75.00	
		Hosp Gifts (inc/out Pres) \$25x2	\$ 50.00	
		Auction Item	\$ -	No Auction
		Subtotal	\$ 675.00	WMCA Exec Comm Travel Policy
CA Conf - Rohnert Park	4/22-24/09	Registration/early	\$ -	
	Academy April 21	Airfare	\$ 250.00	
		Lodging \$125 x 3	\$ 432.00	\$125 per night + 15.00-percent tax
		Ground Transp	\$ -	
		Parking (Sea-Tac)	\$ -	
		Meals	\$ 150.00	
		Hosp Gifts (inc/out Pres) \$25x2	\$ 50.00	
		Auction Item	\$ 50.00	
		Subtotal	\$ 932.00	WMCA Exec Comm Travel Policy
IIMC Conf - Chicago, IL	5/19-23/09	Registration/early	\$ 560.00	
		Airfare	\$ 315.00	
		Lodging \$200 x 5	\$ 1,110.00	\$159 per night + 15.40-percent tax
		Ground Transp	\$ 50.00	
		Parking (Sea-Tac)	\$ 75.00	
		Meals	\$ 100.00	
		Subtotal	\$ 2,210.00	WMCA Exec Comm Travel Policy
OR Conf - Eugene	9/17-19/09	Registration/early	\$ -	
	Academy Sept 16	Airfare	\$ 350.00	
		Lodging \$119 x 3	\$ 357.00	
		Ground Transp	\$ 50.00	
		Parking (Sea-Tac)	\$ 75.00	
		Meals	\$ 75.00	
		Hosp Gifts (inc/out Pres) \$25x2	\$ 50.00	
		Auction Item	\$ 50.00	
		Subtotal	\$ 1,007.00	WMCA Exec Comm Travel Policy
WMCA Conf - Spokane Valley	3/17-20/10	Registration/early	\$ 300.00	
	Academy March 16	Hotel - Complimentary (Contract)	\$ -	
		Subtotal	\$ 300.00	WMCA Exec Comm Travel Policy
TOTAL PRESIDENT TRAVEL			\$ 6,309.00	
HOSPITALITY EXPENSES				
	Dates	Item		Policy
IIMC President	3/17-20/10	Registration/early	\$ 300.00	
		Airline	\$ 500.00	
		Lodging \$105 x 3	\$ 315.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 1,140.00	WMCA Expense Policy
AK President	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
OR President	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
CA President	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
BC President	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
ID President	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
Region IX Rep (OR)	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
Region IX Rep (WA)	3/17-20/10	Registration/early	\$ 300.00	
		Welcoming gift	\$ 25.00	
		Subtotal	\$ 325.00	WMCA Expense Policy
2008 Clerk of the Year	3/17-20/10	Registration/early	\$ 300.00	
		Subtotal	\$ 300.00	WMCA Expense Policy
TOTAL HOSPITALITY EXPENSES FOR INCOMING GUESTS AT WMCA CONF			\$ 3,715.00	

2009-2010 WMCA BUDGET - SAVINGS

5/17-4/08 BUDGET	5/07-4/08 ACTUAL	5/08-4/09 BUDGET	5/08-4/09 ACTUAL	8/09-4/10 BUDGET	DESCRIPTION	Comments	WMCA Officers & Committees Responsibilities
		44,705.95	44,938.14	70,518.99	BALANCE FROM 08-09		
		10,000.00	10,000.00	10,000.00	SAFETY NET	\$10,000 in Savings at all times	WMCA Policy set 1/18/08
1,780.79	1,782.59	34,705.95	34,938.14	60,518.99	BEGINNING BALANCE		
					REVENUES		
35.00	480.77	400.00	675.32	500.00	Interest		
	42,684.35	0.00	35,000.00	0.00	Transfers from General Fund		
35.00	43,165.12	400.00	35,675.32	500.00	TOTAL SAVINGS REVENUES		
					EXPENDITURES		
		6,075.00	2,400.00	3,609.00	Transfers to General Fund		
0.00	0.00	6,075.00	0.00	3,609.00	TOTAL SAVINGS EXPENDITURES		
35.00	43,165.12	29,030.95	70,613.46	57,409.99	SAVINGS BALANCE		

2009-2010 WMCA BUDGET - SCHOLARSHIP FUND

5/07-4/08 BUDGET	5/07-4/08 ACTUAL	5/08-4/09 BUDGET	5/08-4/09 ACTUAL	5/09-4/10 BUDGET	DESCRIPTION	Comments	WMCA Officers & Committees Responsibilities
	10,532.08	14,917.24	16,730.44		Balance from 08-09 Budget		
		2,500.00	2,500.00	2,500.00	Safety Net	\$2500 in account at all times	WMCA policy Set 1/2007
	10,532.08	12,417.24	19,230.44	12,500.00	BEGINNING BALANCE		
					SCHOLARSHIP REVENUES		
2,500.00	6,704.00	2,500.00		2,500.00	Auction		
1,000.00	388.70	1,000.00	583.00	1,000.00	Product Sales		
5,000.00	4,714.00	4,000.00	1,250.00	4,000.00	Raffles		
10.00	151.01	100.00	77.07	100.00	Scholarship Acct Interest		
100.00	0.00	100.00	75.00		Scholarship Store		
			2,940.00		Refund from WSU/Refund of Scholarship		
8,610.00	11,957.71	7,700.00	4,925.07	7,600.00	TOTAL SCHOLARSHIP REVENUES		
					SCHOLARSHIP EXPENDITURES		
250.00	0.00			300.00	AWC - Basic Training for Clerks/Treasurers	Approved by EC in 2008	
				500.00	Fall Academy (4x\$125)	Approved by EC 6/26/09	
				500.00	Spring Academy (4x\$125)	Approved by EC 6/26/09	
1800.00	2,700.00	3000.00	3000.00	4000.00	Conference		
1800.00	0.00	2000.00		3000.00	Margery A. Price (4x\$500 for PD IV and 2x\$500 for IIMC Conf)	Increase Approved by EC 6/26/09	
2000.00	2,970.00	3000.00	10440.00	4000.00	NCI (PD I, II & III)		
1760.00	1,631.64	2500.00	126.41	2500.00	Raffle - Auction	large raffle item, printing costs, auctioneer	
1000.00	151.12	1000.00	1513.27	1000.00	Scholarship Items for Sale		
	119.79				Transfer from Savings		
8,610.00	7,572.55	11,500.00	15,079.68	15,800.00	TOTAL SCHOLARSHIP EXPENDITURES		
0.00	14,917.24	8,617.24	9,075.83	4,300.00	SCHOLARSHIP FUND BALANCE		