

WMCA BUDGET P&L Combined

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Budget May '15 - Apr '16
<u>Income</u>				
Advanced Academy				
Fall	6,400.00	6,250.00	9,775.00	6,000.00
Spring	8,850.00	8,650.00	9,300.00	6,375.00
<i>Total Advanced Academy</i>	15,250.00	14,900.00	19,075.00	12,375.00
Conference				
Donations	8,600.00	9,500.00	14,253.00	5,000.00
Exhibitors	7,500.00	5,500.00	8,200.00	7,500.00
Meals	3,721.00	3,891.45	3,467.00	2,500.00
Registrations	35,750.00	45,550.00	39,550.00	30,000.00
<i>Total Conference</i>	55,571.00	64,441.45	65,470.00	45,000.00
Dues	27,340.00	24,525.00	25,415.00	24,000.00
IIMC President's Reception		3,000.00	0.00	
Region IX Dinner		945.00	885.00	2,000.00
Money Market Savings Interest	108.29	85.96	61.91	0.00
Scholarship Income				
Auctions	5,798.00	4,918.00	5,535.00	4,000.00
Donations	37.00	1,010.00	691.00	800.00
Interest	4.70	4.71	3.29	3.00
Product Sales	1,595.00	1,430.00	1,641.00	2,000.00
Raffle	4,432.00	4,271.00	4,543.00	4,500.00
<i>Total Scholarship Income</i>	11,866.70	11,633.71	12,413.29	11,303.00
Total Income	110,135.99	119,531.12	123,320.20	94,678.00
<u>Expense</u>				
<u>Academy Sessions</u>				
Atheniain Dialogue	0.00	0.00	800.96	3,000.00
Fall	1,765.81	4,356.64	5,427.05	5,000.00
Spring	2,100.00	7,357.30	2,404.08	5,000.00
<i>Total Academy Sessions</i>	3,865.81	11,713.94	8,632.09	13,000.00
<u>Annual Conference</u>				

WMCA BUDGET P&L Combined

	Actual	Actual	Actual	Budget
	May '13 - Apr '14	May '14 - Apr '15	May '15 - Apr '16	May '15 - Apr '16
Audio Visual	4,344.22	6,939.12	5,713.27	5,000.00
Conference Photographer	484.65	500.00	550.00	500.00
Decorations	1,684.03	1,495.26	1,998.17	2,000.00
Drawings/Door Prizes	200.00	300.00	200.00	500.00
Hospitality Expenses (WMCA)	3,515.21	3,266.21	3,108.38	5,050.00
Meals	35,723.15	47,223.57	46,490.23	37,500.00
Printing/Postage	1,481.60	1,731.72	1,895.79	2,500.00
Recognition Awards	716.09	274.33	654.23	750.00
Refunds	0.00	0.00	0.00	200.00
Speakers	2,803.69	6,484.77	5,548.78	7,000.00
Special Entertainment	150.00	450.00	200.00	2,000.00
Supplies	816.21	674.08	1,878.09	1,500.00
Supplies - 1st Time Attendees	0.00	0.00	256.47	500.00
Total Annual Conference	51,918.85	69,339.06	68,493.41	65,000.00
<u>Board Expenses</u>				
Board Meetings	983.55	921.84	674.26	800.00
Education Coordinator		1,116.60	1,099.41	2,373.00
Executive Committee Travel				
AWC Conference	1,060.10	1,490.80	2,430.88	1,995.00
Other - Site Visits			194.52	
<i>Total Executive Committee Travel</i>	<u>1,060.10</u>	<u>1,490.80</u>	<u>2,625.40</u>	<u>1,995.00</u>
NCI Director Travel				
Northwest Clerks Institute	0.00	753.00	0.00	0.00
IIMC Conference	497.69	0.00	0.00	800.00
WMCA Conference	738.93	1,213.64	803.20	1,075.00
<i>Total NCI Director Travel</i>	<u>1,236.62</u>	<u>1,966.64</u>	<u>803.20</u>	<u>1,875.00</u>
Officer's Board Travel				
President				
Alaska Conference	1,358.13	1,068.17	1,081.62	1,325.00
BC Conference	798.79	982.85	0.00	0.00
CA Conference	1,125.45	1,060.14	689.53	1,525.00

WMCA BUDGET P&L Combined

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Budget May '15 - Apr '16
IIMC Conference	1,575.80	2,445.73	3,330.48	2,373.00
OR Conference	349.00	763.96	703.14	895.00
WMCA Conference	300.00	-2.24	300.00	300.00
<i>Total President</i>	5,507.17	6,318.61	6,104.77	6,418.00
President Elect				
IIMC Conference	2,601.84	2,809.70	1,179.12	2,373.00
WMCA Conference	19.96	352.75	451.52	450.00
<i>Total President Elect</i>	2,621.80	3,162.45	1,630.64	2,823.00
<i>Total Officer's Board Travel</i>	8,128.97	9,481.06	7,735.41	9,241.00
Total Board Expenses	11,409.24	14,976.94	12,937.68	16,284.00
<u>Communication Expenses</u>				
Voting Software	0.00	0.00	79.95	80.00
Survey	0.00	0.00	0.00	200.00
Website M&O	1,127.39	1,152.39	803.68	1,200.00
Total Communication Expenses	1,127.39	1,152.39	883.63	1,480.00
<u>Contingency</u>	0.00	0.00	0.00	500.00
<u>IIMC</u>				
2015 Region IC President Soiree			0.00	1,000.00
2015 Region Presidnet Soiree			0.00	1,250.00
IIMC Presdient's Reception (15)		4,000.00	1,820.00	2,000.00
MCEF Donation	0.00	75.00	0.00	75.00
Outgoing Reg IX Dir Gift	100.00	0.00	100.00	100.00
Reg IX Assessment	1,670.00	1,710.00	1,415.00	1,600.00
Total IIMC	1,770.00	5,785.00	3,335.00	6,025.00
<u>Miscellaneous Expenses</u>				
501C(3)	755.00	770.00	805.00	775.00
Bank Charges	1.14	0.00	25.00	40.00
Condolences	150.00	0.00	0.00	150.00
Credit Card Fees (PayPal)	786.77	797.00	1,103.35	700.00

WMCA BUDGET P&L Combined

	Actual	Actual	Actual	Budget
	May '13 - Apr '14	May '14 - Apr '15	May '15 - Apr '16	May '15 - Apr '16
Gambling/Alcohol License	210.00	196.00	196.00	300.00
Gifts	1,000.00	0.00	286.61	0.00
Insurance	1,366.00	1,366.00	1,303.00	1,400.00
Office Supplies	575.21	2,985.72	211.92	500.00
Other	60.00	273.70	386.03	0.00
Post Cards Vistaprint	0	0	308.39	750.00
Postage	323.53	419.81	419.53	300.00
Support for Conference Booth	0.00	0.00	0.00	500.00
Total Miscellaneous Expenses	5,227.65	6,808.23	5,044.83	5,415.00
Scholarship Expenses				
Conference Scholarships	2,400.00	2,400.00	5,290.16	3,000.00
Grand Raffle	2,491.73	2,491.73	2,491.73	0.00
Margery A. Price Scholarship	1,000.00	650.00	485.00	3,000.00
NCI Scholarships	14,950.00	12,575.00	11,250.00	16,000.00
Raffle - Auction	0.00	176.88	113.50	2,500.00
Scholarship Items for Sale	2,805.90	844.20	2,327.74	2,000.00
Total Scholarship Expenses	23,647.63	19,137.81	21,958.13	26,500.00
Total Expense	98,966.57	128,913.37	121,284.77	134,204.00
Net Profit (Loss)	11,169.42	(9,382.25)	2,035.43	(39,526.00)

WMCA BUDGET Revenue

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Budget May '15 - Apr '16	Budget May '16 - Apr '17	Comments
Income						
Advanced Academy						
Athenian Dialogue	0.00	0.00	0.00	0.00	3,500.00	35 @ \$100 Registration
Fall	6,400.00	6,250.00	9,775.00	6,000.00	6,875.00	55 @ \$125 Registration
Spring	8,850.00	8,650.00	9,300.00	6,375.00	6,875.00	55 @ \$125 Registration
<i>Total Advanced Academy</i>	<u>15,250.00</u>	<u>14,900.00</u>	<u>19,075.00</u>	<u>12,375.00</u>	<u>17,250.00</u>	
Conference						
Donations	8,600.00	9,500.00	14,253.00	5,000.00	5,000.00	
Exhibitors	7,500.00	5,500.00	8,200.00	7,500.00	6,000.00	12 Vendors @ \$500
Meals	3,721.00	3,891.45	3,467.00	2,500.00	2,500.00	Guest Meals
Registrations	35,750.00	45,550.00	39,550.00	30,000.00	34,500.00	115 @ \$300 Registration
<i>Total Conference</i>	<u>55,571.00</u>	<u>64,441.45</u>	<u>65,470.00</u>	<u>45,000.00</u>	<u>48,000.00</u>	
Dues	27,340.00	24,525.00	25,415.00	24,000.00	25,500.00	340 @ \$75
IIMC President's Reception	0.00	3,000.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	108.29	85.96	61.91	0.00	80.00	
Region IX Dinner	0.00	945.00	885.00	2,000.00	0.00	Next Hosting 2018
Scholarship Income						
Auctions	5,798.00	4,918.00	5,535.00	4,000.00	4,500.00	
Donations	37.00	1,010.00	691.00	800.00	0.00	
Interest	4.70	4.71	3.29	3.00	3.00	
Product Sales	1,595.00	1,430.00	1,641.00	2,000.00	2,500.00	
Raffle	4,432.00	4,271.00	4,543.00	4,500.00	4,500.00	
<i>Total Scholarship Income</i>	<u>11,866.70</u>	<u>11,633.71</u>	<u>12,413.29</u>	<u>11,303.00</u>	<u>11,503.00</u>	
Transfer from Savings	0.00	9,382.25	0.00	39,526.00	25,725.00	
Total Income	<u>\$ 110,135.99</u>	<u>\$ 128,913.37</u>	<u>\$ 123,320.20</u>	<u>\$ 134,204.00</u>	<u>\$ 128,058.00</u>	

WMCA BUDGET Expenditures

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Budget May '15 - Apr '16	Budget May '16 - Apr '17	Comments
Academy Sessions						
Athenian Dialogue	0.00	0.00	800.96	3,000.00	3,000.00	Speaker
Fall	1,765.81	4,356.64	5,427.05	5,000.00	5,000.00	Speaker, member meals, room rental
Spring	2,100.00	7,357.30	2,404.08	5,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	3,865.81	11,713.94	8,632.09	13,000.00	13,000.00	
Annual Conference						
Audio Visual	4,344.22	6,939.12	5,713.27	5,000.00	0.00	Included in contract for 2017 Conference
Conference Photographer	484.65	500.00	550.00	500.00	500.00	Pre-approve by EC
Decorations	1,684.03	1,495.26	1,998.17	2,000.00	2,000.00	
Drawings/Door Prizes	200.00	300.00	200.00	500.00	500.00	
Hospitality Expenses (WMCA)	3,515.21	3,266.21	3,108.38	5,050.00	4,425.00	WMCA Expense Policy
Meals	35,723.15	47,223.57	46,490.23	37,700.00	40,000.00	Includes President's Reception & Executive Committee Dinner
Printing/Postage	1,481.60	1,731.72	1,895.79	2,500.00	2,500.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets, etc.
Recognition Awards	716.09	274.33	654.23	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	2,803.69	6,484.77	5,548.78	7,000.00	12,000.00	Speaker Fees & Expenses
Special Entertainment	150.00	450.00	200.00	2,000.00	2,000.00	Honor Guard, Local or Theme
Supplies	816.21	674.08	1,878.09	1,500.00	2,000.00	\$500 is for Future Conference
Supplies - 1st Time Attendees	0.00	0.00	256.47	500.00	500.00	1st Time Attendee Kits
Total Annual Conference	51,918.85	69,339.06	68,493.41	65,000.00	67,175.00	
Board Expenses						
Board Meetings	983.55	921.84	674.26	800.00	900.00	Room Rental, Food
Education Coordinator	0.00	1,116.60	1,099.41	2,373.00	2,367.00	Exec Comm Travel Policy
Executive Committee Travel Savings						
AWC Conference	1,060.10	1,490.80	2,430.88	2,495.00	2,330.00	Man booth at AWC Conference (incl supplies)
Other	0.00	0.00	194.52	0.00	0.00	
Total Executive Committee Travel	1,060.10	1,490.80	2,625.40	2,495.00	2,330.00	
NCI Director Travel						
Northwest Clerks Institute	0.00	753.00	0.00	0.00	1,000.00	Per Director Agreement

WMCA BUDGET Expenditures

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Budget May '15 - Apr '16	Budget May '16 - Apr '17	Comments
IIMC Conference	497.69	0.00	0.00	800.00	800.00	<i>1/3 Cost Share</i>
WMCA Conference	738.93	1,213.64	803.20	1,075.00	575.00	
<i>Total NCI Director Travel</i>	<u>1,236.62</u>	<u>1,966.64</u>	<u>803.20</u>	<u>1,875.00</u>	<u>2,375.00</u>	
Officer's Board Travel						
President						
Alaska Conference	1,458.13	1,068.17	1,081.62	1,325.00	1,325.00	
BC Conference	898.79	982.85	0.00	0.00	0.00	<i>Delete 2014</i>
CA Conference	1,225.45	1,060.14	689.53	1,525.00	1,562.00	
IIMC Conference	1,675.80	2,445.73	3,330.48	2,373.00	2,367.00	
OR Conference	449.00	763.96	703.14	895.00	1,260.00	
WMCA Conference	800.00	-2.24	586.61	300.00	300.00	
<i>Total President</i>	<u>6,507.17</u>	<u>6,318.61</u>	<u>6,391.38</u>	<u>6,418.00</u>	<u>6,814.00</u>	
President Elect						
IIMC Conference	2,601.84	2,809.70	1,179.12	2,373.00	2,367.00	
WMCA Conference	19.96	352.75	451.52	450.00	400.00	
<i>Total President Elect</i>	<u>2,621.80</u>	<u>3,162.45</u>	<u>1,630.64</u>	<u>2,823.00</u>	<u>2,767.00</u>	
<i>Total Officer's Board Travel</i>	<u>9,128.97</u>	<u>9,481.06</u>	<u>8,022.02</u>	<u>9,241.00</u>	<u>9,581.00</u>	
Total Board Expenses	<u>12,409.24</u>	<u>14,976.94</u>	<u>13,224.29</u>	<u>16,784.00</u>	<u>17,553.00</u>	
Communication Expenses						
Voting Software	0.00	0.00	79.95	80.00	80.00	<i>\$80 per voting event</i>
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	1,127.39	1,152.39	803.68	1,200.00	800.00	<i>Price Reduction in 2015</i>
Total Communication Expenses	<u>1,127.39</u>	<u>1,152.39</u>	<u>883.63</u>	<u>1,480.00</u>	<u>1,080.00</u>	
Contingency	0.00	0.00	0.00	500.00	500.00	
IIMC						
2015 Region IX President Soiree	0.00	0.00	0.00	1,000.00	0.00	<i>One time event; WA 2015</i>
2015 Region IX President Soiree	0.00	0.00	0.00	1,250.00	0.00	<i>One time event; AK, CA & OR last fiscal year</i>
IIMC President's Reception (15)	0.00	4,000.00	1,820.00	2,000.00	0.00	<i>One time event</i>
MCEF Donation	0.00	75.00	0.00	75.00	75.00	<i>Auction Item</i>
Outgoing Reg IX Dir Gift	100.00	0.00	100.00	100.00	100.00	<i>Alice Atwood May 2016</i>
Reg IX Assessment	1,670.00	1,710.00	1,415.00	1,600.00	1,600.00	<i>Members x \$5</i>
Total IIMC	<u>1,770.00</u>	<u>5,785.00</u>	<u>3,335.00</u>	<u>6,025.00</u>	<u>1,775.00</u>	

WMCA BUDGET Expenditures

	Actual May '13 - Apr '14	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Budget May '15 - Apr '16	Budget May '16 - Apr '17	Comments
Miscellaneous Expenses						
501C(3)	755.00	770.00	805.00	775.00	775.00	Accountant
Bank Charges	1.14	0.00	25.00	40.00	0.00	
Condolences	150.00	0.00	0.00	150.00	150.00	
Credit Card Fees (PayPal)	786.77	797.00	1,103.35	700.00	800.00	
Gambling/Alcohol License	210.00	196.00	196.00	300.00	300.00	
Insurance	1,366.00	1,366.00	1,303.00	1,400.00	1,400.00	
Office Supplies	575.21	2,985.72	211.92	500.00	500.00	
Other	60.00	273.70	386.03	0.00	0.00	
Post Cards Vistaprint	0.00	0.00	308.39	750.00	750.00	Fall/Spring Academy, Conference
Postage	323.53	419.81	419.53	300.00	300.00	
Total Miscellaneous Expenses	4,227.65	6,808.23	4,758.22	4,915.00	4,975.00	
Scholarship Expenses						
Beads	0.00	0.00	293.00	0.00		
Code Publishing PD Scholarship	0.00	0.00	(\$600.00)	0.00		
Conference Scholarships	2,400.00	2,400.00	5,290.16	3,000.00	2,500.00	
Margery A. Price Scholarship	1,000.00	650.00	485.00	3,000.00	1,500.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	14,950.00	12,575.00	11,250.00	16,000.00	13,000.00	
Raffle - Auction	2,491.73	2,668.61	2,605.23	2,500.00	2,000.00	Large raffle item, printing costs, auctioneer
Scholarship Items for Sale	2,805.90	844.20	2,327.74	2,000.00	3,000.00	Store Inventory
Total Scholarship Expenses	23,647.63	19,137.81	21,651.13	26,500.00	22,000.00	
Total Expense	\$ 98,966.57	\$ 128,913.37	\$ 120,977.77	\$ 134,204.00	\$ 128,058.00	

*WMCA will need to solicit and appoint new person for Region IX Director in 2017 for May 2018 appoint, due to IIMC Jan 2018

WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '15 - Apr '16	May '16 - Apr '17	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Omaha NE	5/22-25/2016	Registration/Early	600.00	600.00	
		Airline	701.00	575.00	
		Lodging	740.00	860.00	
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	
		Meals	100.00	100.00	
		Total Education Coordinator Travel	2,373.00	2,367.00	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference - Everett	June 2016	Vendor Registration	1,230.00	1,230.00	<i>Includes booth and most meals for 2 days</i>
		Lodging	500.00	500.00	
		Mileage	165.00	300.00	
		Supplies	500.00	300.00	
		Total Executive Committee Travel	2,395.00	2,330.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - Omaha NE	5/22-25/2016	1/3 Shared Cost w/AK & OR	800.00	800.00	<i>Director Agreement</i>
WMCA Conference - Union WA	3/22-24/2017	Transportation/Mileage	325.00	575.00	<i>Airline & Mileage (from Manteca/Sacramento)</i>
		Total NCI Director Travel	1,125.00	1,375.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	Nov 2016	Airline or Mileage	500.00	500.00	0
		Lodging	460.00	460.00	<i>\$115 x 3 incl taxes</i>
		Ground Transportation	75.00	75.00	<i>To/Fr Airport</i>
		Parking	85.00	85.00	<i>Sea-Tac or Hotel</i>
		Meals	55.00	55.00	<i>1 breakfast, 2 dinner</i>
Savings					
		Hospitality Gifts	100.00	100.00	<i>\$50x2 for President/President Elect</i>
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,325.00	1,325.00	
CCAC Conference - Newport Beach CA	4/26-29/2016	Airline or Mileage	500.00	500.00	<i>CCAC Covers Registration - Academy Extra</i>
		Lodging	600.00	600.00	<i>\$150 x 4 incl taxes</i>
		Ground Transportation	125.00	125.00	<i>To/Fr Airport</i>
		Parking	75.00	112.00	<i>Sea-Tac or Hotel</i>
		Meals	75.00	75.00	
		Hospitality Gifts	100.00	100.00	<i>\$50x2 for President/President Elect</i>
		Auction Item	50.00	50.00	

WMCA BUDGET Travel

		Total CCAC Conference	1,525.00	1,562.00	
IIMC Conference - Montreal, Quebec	2017 Conference	Registration/Early	575.00	600.00	
IIMC Conference - Omaha NE	5/22-25/2016	Airline	746.00	575.00	
		Lodging	720.00	860.00	\$172 X 5 incl taxes
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	
		Meals	100.00	100.00	Note: MCEF Auction Item is separate expense
		Total IIMC Conference	2,373.00	2,367.00	
OAMR Conference - Ashland OR	9/20-23/2016	Airline or Mileage	200.00	550.00	OAMR Covers Registration - Academy Extra
		Lodging	400.00	400.00	\$128 x 3
		Ground Transportation	-	-	To/Fr Airport
		Parking	70.00	85.00	Sea-Tac
		Meals	75.00	75.00	2 breakfasts/2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total OAMR Conference	895.00	1,260.00	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Montreal, Quebec	2017 Conference	Registration/Early	575.00	600.00	
IIMC Conference - Omaha NE	5/22-25/2016	Airline	746.00	575.00	
		Lodging	720.00	860.00	\$172 X 5 incl taxes
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	Sea-Tac
		Meals	100.00	100.00	
		Total President-Elect Travel	2,373.00	2,367.00	

WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '15 - Apr '16	May '16 - Apr '17	
2016 Clerk of the Year	Registration/Early	300.00	300.00	
AAMC President	Registration/Early	300.00	425.00	<i>Include Academy</i>
	Welcoming Gift	50.00	50.00	
CCAC President	Registration/Early	300.00	425.00	<i>Include Academy</i>
Byron Pope	Welcoming Gift	50.00	50.00	
IIMC Director	Registration/Early	300.00	300.00	
	Welcoming Gift	50.00	50.00	
IIMC President	Registration/Early	575.00	300.00	
Vinny	Lodging	500.00	400.00	
	Transportation/Mileage	500.00	200.00	
	Welcoming Gift	50.00	50.00	
IIMC President-Elect	Registration/Early	300.00	300.00	<i>Include Academy</i>
	Welcoming Gift	50.00	50.00	
OAMR President	Registration/Early	300.00	425.00	<i>Include Academy</i>
	Welcoming Gift	50.00	50.00	
NCI Director	Registration/Early	300.00	300.00	
	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	300.00	
Oregon 2015-2018	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	300.00	
Alaska 2016-2019	Lodging	450.00	-	<i>Only When WA Region IX Director</i>
	Welcoming Gift	50.00	50.00	
	Total Hospitality	5,175.00	4,425.00	