

WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Budget May '17 - Apr '18
Income				
Advanced Academy				
Athenian Dialogue	0.00	0.00	2,375.00	5,250.00
Fall	6,250.00	9,775.00	9,250.00	7,500.00
Spring	8,650.00	9,300.00	6,075.00	6,250.00
<i>Total Advanced Academy</i>	<u>14,900.00</u>	<u>19,075.00</u>	<u>17,700.00</u>	<u>19,000.00</u>
Conference				
Donations	9,500.00	14,253.00	11,869.50	7,500.00
Exhibitors (15)	5,500.00	8,200.00	4,950.00	7,500.00
Meals	3,891.45	3,467.00	3,925.90	3,500.00
Registrations	45,550.00	39,550.00	47,100.00	44,000.00
<i>Total Conference</i>	<u>64,441.45</u>	<u>65,470.00</u>	<u>67,845.40</u>	<u>62,500.00</u>
Dues	24,525.00	25,415.00	26,710.00	24,000.00
IIMC President's Reception	3,000.00	0.00	0.00	0.00
Region IX Dinner	945.00	885.00	0.00	0.00
NCI Director Lodging	0.00	0.00	1,600.00	1,600.00
Money Market Savings Interest	85.96	61.91	42.32	36.00
Scholarship Income				
Auctions	4,918.00	5,535.00	5,010.00	4,500.00
Donations	1,010.00	691.00	247.00	0.00
Interest	4.71	3.29	2.63	5.00
Product Sales	1,430.00	1,641.00	1,034.00	2,000.00
Raffle	4,271.00	4,543.00	4,585.00	4,500.00
<i>Total Scholarship Income</i>	<u>11,633.71</u>	<u>12,413.29</u>	<u>10,878.63</u>	<u>11,005.00</u>
Total Income	<u>119,531.12</u>	<u>123,320.20</u>	<u>124,776.35</u>	<u>118,141.00</u>
Expense				
Academy Sessions				
Athenian Dialogue	0.00	800.96	2,320.02	2,000.00
Fall	4,356.64	5,427.05	4,760.20	5,250.00
Spring	7,357.30	2,404.08	4,813.22	5,000.00
<i>Total Academy Sessions</i>	<u>11,713.94</u>	<u>8,632.09</u>	<u>11,893.44</u>	<u>12,250.00</u>
Annual Conference				

WMCA BUDGET P&L Combined

	Actual	Actual	Actual	Budget
	May '14 - Apr '15	May '15 - Apr '16	May '16 - Apr '17	May '17 - Apr '18
Audio Visual	6,939.12	5,713.27	0.00	6,000.00
Conference Photographer	500.00	550.00	750.00	600.00
Decorations	1,495.26	1,998.17	1,421.29	2,000.00
Drawings/Door Prizes	300.00	200.00	200.00	500.00
Hospitality Expenses (WMCA)	3,266.21	3,108.38	3,075.91	5,050.00
Meals	47,223.57	46,490.23	50,632.01	45,000.00
Printing/Postage	1,731.72	1,895.79	1,705.96	2,500.00
Recognition Awards	274.33	654.23	471.30	750.00
Speakers	6,484.77	5,548.78	8,776.63	12,000.00
Special Entertainment	450.00	200.00	525.00	2,000.00
Supplies	674.08	1,878.09	984.59	2,000.00
Supplies - 1st Time Attendees	0.00	256.47	199.31	500.00
Total Annual Conference	69,339.06	68,493.41	68,742.00	78,900.00
Board Expenses				
Board Meetings	921.84	674.26	1,059.37	900.00
Education Coordinator	1,116.60	1,099.41	2,315.77	2,685.05
Executive Committee Travel				
AWC Conference	1,490.80	2,430.88	2,034.74	2,800.00
Other - Site Visits		194.52	354.64	
Total Executive Committee Travel	1,490.80	2,625.40	2,389.38	2,800.00
NCI Director Travel				
Northwest Clerks Institute	753.00	0.00	2,286.00	3,400.00
IIMC Conference	0.00	0.00	545.07	800.00
WMCA Conference	1,213.64	803.20	875.45	575.00
Total NCI Director Travel	1,966.64	803.20	3,706.52	4,775.00
Officer's Board Travel				
President				
Alaska Conference	1,068.17	1,081.62	1,049.46	1,325.00
BC Conference	982.85	0.00	0.00	0.00 <i>Delete 2014</i>
CA Conference	1,060.14	689.53	1,270.34	1,409.00
IIMC Conference	2,445.73	3,330.48	2,627.43	2,920.00
OR Conference	763.96	703.14	1,417.79	1,082.51
WMCA Conference	(2.24)	300.00	794.92	400.00 <i>Registration Only</i>

WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Budget May '17 - Apr '18	
<i>Total President</i>	6,318.61	6,104.77	7,159.94	7,136.51	
President Elect					
IIMC Conference	2,809.70	1,179.12	2,109.79	2,797.04	
WMCA Conference	352.75	451.52	280.08	500.00	<i>Room Only</i>
<i>Total President Elect</i>	3,162.45	1,630.64	2,389.87	3,297.04	
<i>Total Officer's Board Travel</i>	11,447.70	8,538.61	13,256.33	10,433.55	
Total Board Expenses	14,976.94	12,937.68	19,020.85	21,593.60	
Communication Expenses					
Voting Software	0.00	79.95	159.90	80.00	
Survey	0.00	0.00	0.00	200.00	
Website M&O	1,152.39	803.68	803.68	800.00	
Total Communication Expenses	1,152.39	883.63	963.58	1,080.00	
Contingency	0.00	0.00	0.00	500.00	
IIMC					
IIMC President's Reception (15)	4,000.00	1,820.00	0.00	0.00	<i>One Time Event</i>
MCEF Donation	75.00	0.00	81.52	75.00	<i>Auction Item</i>
Outgoing Reg IX Dir Gift	0.00	100.00	258.73	0.00	<i>Tracy Davis May 2018/Sheri Pierce 2019</i>
Reg IX Assessment	1,710.00	1,415.00	1,630.00	1,500.00	<i>Members x \$5</i>
Total IIMC	5,785.00	3,335.00	1,970.25	1,575.00	
Miscellaneous Expenses					
501C(3)	770.00	805.00	838.46	800.00	
Bank Charges	0.00	25.00	4.00	0.00	
Condolences	0.00	0.00	0.00	150.00	
Credit Card Fees (PayPal)	797.00	1,103.35	1,106.02	1,000.00	
Gambling/Alcohol License	196.00	196.00	196.00	300.00	
Gifts	0.00	286.61	250.00	0.00	<i>One Time Event</i>
Insurance	1,366.00	1,303.00	1,303.00	1,400.00	
Office Supplies	2,985.72	211.92	551.15	500.00	
Other	273.70	386.03	845.00	825.00	<i>Small City Membership Scholarship/Other</i>
Post Cards Vistaprint	0	308.39	439.74	750.00	
Postage	419.81	419.53	275.58	420.00	
Support for Conference Booth	0.00	0.00	0.00	0.00	
Total Miscellaneous Expenses	6,808.23	5,044.83	5,808.95	6,145.00	

WMCA BUDGET P&L Combined

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Budget May '17 - Apr '18
Scholarship Expenses				
Conference Scholarships	2,400.00	5,290.16	6,722.42	5,500.00
Margery A. Price Scholarship	650.00	485.00	1,175.00	1,500.00
NCI Scholarships	12,575.00	11,250.00	14,300.00	15,000.00
Raffle - Auction	176.88	113.50	2,464.29	2,700.00
Store Items	844.20	2,327.74	918.45	2,000.00
<i>Total Scholarship Expenses</i>	16,646.08	19,466.40	25,580.16	26,700.00
Total Expense	126,421.64	118,793.04	133,979.23	148,743.60
Net Profit (Loss)	(6,890.52)	4,527.16	(9,202.88)	(30,602.60)

WMCA BUDGET Revenue

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Apr -17	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Income						
Advanced Academy						
Athenian Dialogue	0.00	0.00	2,375.00	3,500.00	4,375.00	35 @ \$125 Registration
Fall	6,250.00	9,775.00	9,250.00	6,875.00	7,500.00	50 @ \$150 Registration
Spring	8,650.00	9,300.00	6,075.00	6,875.00	6,250.00	50 @ \$125 Registration
<i>Total Advanced Academy</i>	<u>14,900.00</u>	<u>19,075.00</u>	<u>17,700.00</u>	<u>17,250.00</u>	<u>18,125.00</u>	
Conference						
Donations	9,500.00	14,253.00	11,869.50	5,000.00	7,500.00	
Exhibitors	5,500.00	8,200.00	4,950.00	6,000.00	7,500.00	15 Vendors @ \$500
Meals	3,891.45	3,467.00	3,925.90	2,500.00	3,500.00	Guest Meals
Registrations	45,550.00	39,550.00	47,100.00	34,500.00	44,000.00	110 @ \$400 Registration
<i>Total Conference</i>	<u>64,441.45</u>	<u>65,470.00</u>	<u>67,845.40</u>	<u>48,000.00</u>	<u>62,500.00</u>	
Dues	24,525.00	25,415.00	26,710.00	25,500.00	24,000.00	320 @ \$75
IIMC President's Reception	3,000.00	0.00	0.00	0.00	0.00	One time revenue
Money Market Savings Interest	85.96	61.91	42.32	80.00	911.00	
NCI Director Lodging	0.00	0.00	1,600.00	0.00	1,600.00	2/3 from OR/AK + any overages
Region IX Dinner	945.00	885.00	0.00	0.00	0.00	Next Hosting 2018
Scholarship Income						
Auctions	4,918.00	5,535.00	5,010.00	4,500.00	4,500.00	
Donations	1,010.00	691.00	247.00	0.00	0.00	
Interest	4.71	3.29	2.63	3.00	5.00	
Product Sales	1,430.00	1,641.00	1,034.00	2,500.00	2,000.00	
Raffle	4,271.00	4,543.00	4,585.00	4,500.00	4,500.00	
<i>Total Scholarship Income</i>	<u>11,633.71</u>	<u>12,413.29</u>	<u>10,878.63</u>	<u>11,503.00</u>	<u>11,005.00</u>	
Transfer from Savings	0.00	0.00	0.00	28,225.00	30,602.60	
Total Income	<u>\$ 119,531.12</u>	<u>\$ 123,320.20</u>	<u>\$ 124,776.35</u>	<u>\$ 130,558.00</u>	<u>\$ 148,743.60</u>	

WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Academy Sessions						
Athenian Dialogue	0.00	800.96	2,320.02	3,000.00	2,000.00	Speaker, lodging, airfare
Fall	4,356.64	5,427.05	4,760.20	5,000.00	5,250.00	Speaker, member meals, room rental, 1st time attendees
Spring	7,357.30	2,404.08	4,813.22	5,000.00	5,000.00	Speaker, member meals, room rental
Total Academy Sessions	11,713.94	8,632.09	11,893.44	13,000.00	12,250.00	
Annual Conference						
Audio Visual	6,939.12	5,713.27	0.00	0.00	6,000.00	Included in contract for 2017 Conference
Conference Photographer	500.00	550.00	750.00	500.00	600.00	Pre-approve by EC
Decorations	1,495.26	1,998.17	1,421.29	2,000.00	2,000.00	
Drawings/Door Prizes	300.00	200.00	200.00	500.00	500.00	
Hospitality Expenses (WMCA)	3,266.21	3,108.38	3,075.91	4,425.00	5,050.00	WMCA Expense Policy
Meals	47,223.57	46,490.23	50,632.01	40,000.00	45,000.00	Includes President's Reception & Executive Committee Dinner
Printing/Postage	1,731.72	1,895.79	1,705.96	2,500.00	2,500.00	Conference Programs, Meal Tickets, Annual Business Meeting Packets, etc.
Recognition Awards	274.33	654.23	471.30	750.00	750.00	Certificates, plaques, President's Travel Plaque, Outgoing President Gift, Clerk of the Year Plaque
Speakers	6,484.77	5,548.78	8,776.63	12,000.00	12,000.00	Speaker Fees & Expenses
Special Entertainment	450.00	200.00	525.00	2,000.00	2,000.00	Honor Guard, Local or Theme
Supplies	674.08	1,878.09	1,183.90	2,000.00	2,500.00	\$500 is for Future Conference, 1st time attendees kits (\$500)
Total Annual Conference	69,339.06	68,236.94	68,742.00	66,675.00	78,900.00	
Board Expenses						
Board Meetings	921.84	674.26	1,059.37	900.00	900.00	Room Rental, Food
Education Coordinator	1,116.60	1,099.41	2,315.77	2,367.00	2,685.05	Exec Comm Travel Policy
Executive Committee Travel						
AWC Conference	1,490.80	2,430.88	2,034.74	2,330.00	2,800.00	Man booth at AWC Conference (incl supplies)
Other	0.00	0.00	354.64	0.00	0.00	
Total Executive Committee Travel	1,490.80	2,430.88	2,389.38	2,330.00	2,800.00	
NCI Director Travel						
Northwest Clerks Institute	753.00	0.00	2,286.00	1,000.00	3,400.00	Per Director Agreement - 1/3 Lodging + any overages
IIMC Conference	0.00	0.00	545.07	800.00	800.00	1/3 Cost Share
WMCA Conference	1,213.64	803.20	875.45	575.00	575.00	
Total NCI Director Travel	1,966.64	803.20	3,706.52	2,375.00	4,775.00	

WMCA BUDGET Expenditures

	Actual May '14 - Apr '15	Actual May '15 - Apr '16	Actual May '16 - Apr '17	Budget May '16 - Apr '17	Budget May '17 - Apr '18	Comments
Officer's Board Travel						
President						
Alaska Conference	1,168.17	1,081.62	1,049.46	1,325.00	1,325.00	
BC Conference	1,082.85	0.00	0.00	0.00	0.00	Delete 2014
CA Conference	1,160.14	689.53	1,270.34	1,562.00	1,409.00	
IIMC Conference	2,545.73	3,330.48	2,627.43	2,367.00	2,920.00	
OR Conference	863.96	703.14	1,417.79	1,260.00	1,082.51	
WMCA Conference	497.76	586.61	794.92	300.00	400.00	Registration Only
Total President	7,318.61	6,391.38	7,159.94	6,814.00	7,136.51	
President Elect						
IIMC Conference	2,809.70	1,179.12	2,109.79	2,367.00	2,797.04	
WMCA Conference	352.75	451.52	280.08	400.00	500.00	Room Only
Total President Elect	3,162.45	1,630.64	2,389.87	2,767.00	3,297.04	
Total Officer's Board Travel	10,481.06	8,022.02	9,549.81	9,581.00	10,433.55	
Total Board Expenses	15,976.94	13,029.77	19,020.85	17,553.00	21,593.60	
Communication Expenses						
Voting Software	0.00	79.95	159.90	80.00	80.00	\$80 per voting event
Survey	0.00	0.00	0.00	200.00	200.00	
Website M&O	1,152.39	803.68	803.68	800.00	800.00	Price Reduction in 2015
Total Communication Expenses	1,152.39	883.63	963.58	1,080.00	1,080.00	
Contingency	0.00	0.00	0.00	500.00	500.00	
IIMC						
IIMC President's Reception (15)	4,000.00	1,820.00	0.00	0.00	0.00	One time event
MCEF Donation	75.00	0.00	81.52	75.00	75.00	Auction Item
Outgoing Reg IX Dir Gift	0.00	100.00	258.73	100.00	0.00	Tracy Davis May 2018/Sherry 2019
Reg IX Assessment	1,710.00	1,415.00	1,630.00	1,600.00	1,500.00	Members x \$5
Total IIMC	5,785.00	3,335.00	1,970.25	1,775.00	1,575.00	
Miscellaneous Expenses						
501(c)3	770.00	805.00	838.46	775.00	800.00	Accountant
Bank Charges	0.00	25.00	4.00	0.00	0.00	
Condolences	0.00	0.00	0.00	150.00	150.00	
Credit Card Fees (PayPal)	797.00	1,103.35	1,106.02	800.00	1,000.00	
Gambling/Alcohol License	196.00	196.00	196.00	300.00	300.00	
Gifts	0.00	0.00	250.00	0.00	0.00	
Insurance	1,366.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	2,985.72	211.92	551.15	500.00	500.00	

WMCA BUDGET Expenditures

	Actual	Actual	Actual	Budget	Budget	
	May '14 - Apr '15	May '15 - Apr '16	May '16 - Apr '17	May '16 - Apr '17	May '17 - Apr '18	Comments
Other	273.70	386.03	845.00	0.00	825.00	
Post Cards Vistaprint	0.00	308.39	439.74	750.00	750.00	Fall/Spring Academy, Conference/COTY
Postage	419.81	419.53	275.58	300.00	420.00	
Total Miscellaneous Expenses	6,808.23	4,758.22	5,808.95	4,975.00	6,145.00	
Scholarship Expenses						
Store Items	0.00	0.00	918.45	3,000.00	2,000.00	
Conference Scholarships	2,400.00	5,290.16	6,722.42	5,000.00	5,500.00	
Margery A. Price Scholarship	650.00	485.00	1,175.00	1,500.00	1,500.00	Fall/Spring/IIMC/PDIV
NCI Scholarships	12,575.00	11,250.00	14,300.00	13,000.00	15,000.00	
Raffle - Auction	176.88	113.50	2,464.29	2,000.00	2,700.00	Large raffle item, printing costs, auctioneer
Scholarship Items for Sale	844.20	2,327.74	0.00	0.00	0.00	Became part of "Store Items"
Total Scholarship Expenses	16,646.08	19,466.40	25,580.16	24,500.00	26,700.00	
Total Expense	\$ 127,421.64	\$ 118,342.05	\$ 133,979.23	\$ 130,058.00	\$ 148,743.60	

*WMCA will need to solicit and appoint new person for Region IX Director in 2018 for May 2019 appoint, due to IIMC Jan 2019

WMCA BUDGET Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '16 - Apr '17	May '17 - Apr '18	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	Registration/Early	600.00	600.00	2018 Conference is paid out of 2017 Budget
Norfolk, VA - 2018		Airline	575.00	800.00	
Birmingham, AL - 2019		Lodging	860.00	1,065.05	\$213.01 X 5 incl taxes (Canadian Funds)
St Luis, MO - 2020		Ground Transportation	100.00	120.00	
Grand Rapids, MI - 2021		Parking	132.00	-	
		Meals	100.00	100.00	
		Total Education Coordinator Travel	2,367.00	2,685.05	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference - Vancouver, WA	2017	Vendor Registration/Membership	1,230.00	1,300.00	Includes booth and most meals for 2 days
Yakima, WA - 2018		Lodging	500.00	500.00	
Spokane, WA - 2019		Mileage	300.00	300.00	
Kennewick, WA - 2020		Supplies	300.00	700.00	Gavels/Table Cover/Table Displays
		Total Executive Committee Travel	2,330.00	2,800.00	
NCI DIRECTOR TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	1/3 Shared Cost w/AK & OR	800.00	800.00	Director Agreement
WMCA Conference - Union WA	3/22-03/24/2017	Transportation/Mileage	575.00	575.00	Airline & Mileage (from Manteca/Sacramento)
		Total NCI Director Travel	1,375.00	1,375.00	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	11/12-11/14/17 (?)	Airline or Mileage	500.00	500.00	
Hotel Captain Cook		Lodging	460.00	460.00	\$115 x 3 incl taxes
		Ground Transportation	75.00	75.00	To/Fr Airport
		Parking	85.00	85.00	Sea-Tac or Hotel
		Meals	55.00	55.00	1 breakfast, 2 dinner
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total AAMC Conference	1,325.00	1,325.00	
CCAC Conference - Cathedral City CA	04/11-04/14/17	Airline or Mileage	500.00	227.00	CCAC Covers Registration - Academy Extra
		Lodging	600.00	720.00	\$180 x 4 incl taxes
		Ground Transportation	125.00	125.00	To/Fr Airport
		Parking	112.00	112.00	Sea-Tac or Hotel
		Meals	75.00	75.00	
		Hospitality Gifts	100.00	100.00	\$50x2 for President/President Elect
		Auction Item	50.00	50.00	
		Total CCAC Conference	1,562.00	1,409.00	

WMCA BUDGET Travel

IIMC Conference - Montreal, Quebec	5/21-5/24/17	Registration/Early	600.00	600.00	2018 Conference is paid out of 2017 Budget
		Airline	575.00	922.36	
		Lodging	860.00	1,065.04	\$213.01 X 5 incl taxes (Canadian Funds)
		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	2,367.00	2,919.40	
OAMR Conference - Newport OR	09/20-09/22/2017	Airline or Mileage (Mileage)	550.00	240.00	OAMR Covers Registration - Academy Extra
		Lodging	400.00	617.51	\$158.39 x 3
		Ground Transportation	-	-	To/Fr Airport
		Parking	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	1,260.00	1,082.51	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Montreal, Quebec	05/21-05/24/17	Registration/Early	600.00	600.00	2018 Conference is paid out of 2017 Budget
		Airline	575.00	800.00	
		Lodging	860.00	1,065.04	\$213.01 X 5 incl taxes (Canadian Funds)
		Ground Transportation	100.00	100.00	
		Parking	132.00	132.00	Sea-Tac
		Meals	100.00	100.00	
		Total President-Elect Travel	2,367.00	2,797.04	

WMCA BUDGET Conference Hospitality

Position	Description	Budget	Proposed	Policy
		May '16 - Apr '17	May '17 - Apr '18	
2016 Clerk of the Year	Registration/Early	300.00	400.00	
AAMC President	Registration/Early	425.00	400.00	
Nova Javier	Welcoming Gift	50.00	50.00	
CCAC President	Registration/Early	425.00	400.00	
Jose Jasso	Welcoming Gift	50.00	50.00	
IIMC Director	Registration/Early	300.00	400.00	
	Welcoming Gift	50.00	50.00	
IIMC President	Registration/Early	300.00	400.00	
Vincent Buttiglieri	Lodging	400.00	400.00	
	Transportation/Mileage	200.00	200.00	
	Welcoming Gift	50.00	50.00	
IIMC President-Elect	Registration/Early	300.00	400.00	
Mary Kayser	Welcoming Gift	50.00	50.00	
OAMR President	Registration/Early	425.00	400.00	
Dale Shafter	Welcoming Gift	50.00	50.00	
NCI Director	Registration/Early	300.00	400.00	
Joan Tilton	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	400.00	
OR Travis Davis	Welcoming Gift	50.00	50.00	
Region IX Director	Registration/Early	300.00	400.00	
AK Sheri Pierce	Lodging	-	-	
	Welcoming Gift	50.00	50.00	
	Total Hospitality	4,425.00	5,050.00	