

League of Women Voters of Illinois  
67 East Madison Street, Chicago 3

Central 6-0315

*Low Budget*

January 2, 1963

To: Local League Presidents and  
Local Budget Chairmen  
From: Mrs. Ferdinand Kramer, Finance  
Chairman, State Board

### STEPS IN LOCAL LEAGUE BUDGET-MAKING

#### 1. By-Laws

Check your local league by-laws so your budget will be presented to your membership by the required date.

#### 2. Preliminary Board Recommendations

A. Analyze the particular difficulties encountered by your board. Will your league benefit by more funds for board travel and expenses? Are board members supplied with National Subscription Service and State publications? Is lack of baby-sitting money one of your problems? Would allowance for rent of a meeting place or funds for speakers make your general meetings more interesting?

B. Each board member should make recommendations for activities in her portfolio with an estimate of dollars needed. The board will review all proposals and make its recommendations to the budget committee. A board should not say "We cannot budget for next year because the new board may decide on a different program." Though the new board will adopt its own program it will need funds in the budget to carry it out. It is this board's responsibility to do whatever it can to see that the new board is not hampered because of an inadequate budget.

#### 3. The New Budget Work Sheets

The State Treasurer has prepared budget work sheets which should greatly assist the budget committee, and also the treasurer, since the treasurer's report sheets and the budget form are expressed in the same terms. By all means, take advantage of this valuable new tool.

#### 4. Set Your Sights High - to the Budget Committee

Do not start your budget making by looking at last year's figures. The program planned by the board and recommended to you must be carried out. You decide how to allocate sufficient funds. The finance goal will be the amount needed to carry out the program.

#### 5. Explanation of your budget

After you have made your budget as explicit as you can on the budget form you will wish to add further enlightenment of what your league specifically intends to do in order that your members and non-member contributors may have a good idea of how their money will be used. For example, if your reserve fund is for the publication of your new Know Your Town, say so. If it is to be saved for a rainy day - they have a right to know that too. Tell what the Action in Community Account will be used for, meetings, speakers, give away how many publications, etc.

6. Spending within your Budget

Specific allocating of funds in your budget does not prevent your Board from transferring budgeted amounts from one section of the budget to another, should it wish to.

7. What to do with money raised if your finance drive is over your goal?

Your board has the authority to use it during the current year and need not wait for your annual meeting. Your board may spend it, put it in your reserve fund or make a special gift to State. It is always desirable to consult your membership if the amount is large.

8. Help Yourselves with National's "How to Spend Money for the L.W.V."

Every board member and every budget committee member should study this. We gave a copy to each president and delegate at the December 4th Council meeting and we still have 38 copies on hand which we will give to you so long as the supply lasts. (First come, first served.)

9. Budget Chairman

The State Board has found it satisfactory to have a state board member serve as chairman of the State Budget Committee. Unless your local budget chairman has recently been a member of the board or is presently a member she will find it difficult to interpret the needs and suggestions of the board.

10. Presentation of the Budget

It is important that it be presented to the members in as exciting and vivid a way as you can think of. What a wonderful way to explain league program to prospective and new members and tell of exciting plans ahead!

There are two copies of the following enclosures - please give the extra copy of each to your budget chairmen, except for the worksheets.

- Local League Budget Form
- Local League Budget Form Instructions
- Local League Budget Worksheets (One copy for Budget Chairman, one for Treasurer)

*I did not receive this one.*

LOCAL LEAGUE BUDGET FORM  
(INSTRUCTIONS)

One of our principal problems is that each League has its own method of classifying accounts. Some of you use what we refer to as a performance budget (membership, public relations, finance, etc.) and others list only the type of expense paid (rent, postage, supplies, etc.). Our budget should be thought of in terms of the overall purpose of the League. For this reason, we feel that we should translate the specifics of postage, supplies, baby sitters and such into an outline of our activities for the coming year, in so far as it is possible. The treasurer's report, when presented in the same terms as the budget becomes a progress report, not just a balancing statement.

We have tried to include on this worksheet those items that are common to most of you. Some of the larger leagues may want to have more detailed accounts than those given here, and some of the smaller ones may not want to use all of the ones shown.

GENERAL INSTRUCTIONS

For each of the classifications in the left hand column, look across the headings and try to determine the amounts of each that will be required for the coming year. We may not have included all of the specific expenses that you may want to consider, so a double column "Other" is provided.

Insert the estimated figure in each column. (We suggest pencil because you may be making many changes - this is a worksheet.) When all have been entered, add across each horizontal line. This is your budget. When your worksheet is completed, please see that a copy goes to your Treasurer for her guidance in keeping the records.

SOME ITEMS TO CONSIDER

- President's expense - travel, telephone, postage, supplies, meals, publications.
- Secretary's expense - same as above. No doubt most of her supplies, unless especially purchased will come under the "supplies" account below.
- Treasurer's expense - be sure that she has a copy of "A Guide for the Local League Treasurer" and "How to Spend Money for the LWV."
- Other Board Expense - travel, telephone, etc. not charged to individual committees. Also sitters for board meetings, rent or hostess expense and publications not charged to other accounts.
- Committee expense - Sitters, supplies, telephone, travel to state and regional meetings. Resource materials. (I would charge the yearbook to the membership committee.)
- General Supplies - those supplies not specifically charged to other accounts. Letter-heads, envelopes, general mimeograph supplies, etc.
- Postage - Do not include bulletin or finance campaign postage here.
- Equipment - If a fund is built up for equipment, it should be handled in the same manner as the reserve for publications. See "How to Spend Money for the LWV" Page 5, Item 8.
- Publications - This should be the net cost to the League of publications not sold. See "How to Spend Money for the LWV" Page 4, Items 7 & 9.

TREASURER'S ANNUAL REPORT

Including all receipts and expenditures belonging in the 1963-1964 budget.

Excluding any items belonging in the 1964-1965 budget.

CASH ON HAND as of April 1, 1963.....\$834.67

RECEIPTS

Dues.....	\$710.00
Contributions	
Member.....	210.00
Non-member.....	<u>1068.00</u>
	\$1988.00

EXPENDITURES

General Administration.....	\$461.33
Operating Costs.....	133.84
Publications.....	425.90
Activities.....	125.39
State & National Services (Pledge).....	<u>700.00</u>
	\$1846.46

CASH ON HAND as of March 31, 1964.....\$976.21

RESERVES

April 1, 1963.....	\$1041.68
Dividends for the year..	<u>47.42</u>
March 31, 1964.....	\$1089.10

CUMULATIVE REPORT

Janet Mann

TREASURY

SUMMARY SHEET

March 31, 1964

ACCOUNT	Actual monies spent	Amount budgeted
President's Expense	\$50.00	50.00
Board Expense	30.44	10.00
<i>Gen Admin</i> Committee Expense - Program	77.06	83.00
-other	36.44 (36.44)	35.00
Yearbook	35.13	25.00
Delegate Expense	232.26	332.00
<i>Operating Cost</i> Telephone & Telegraph	3.94	10.00
Supplies & Postage (except bulletin post.)	155.69 - 29.85	115.00
Audit	---	---
Bank Charges	4.06	5.00
<i>Publications</i> State & Nat'l Publications	1.59	75.00
Local Bulletin (including postage)	190.61	175.00
Know Your Town (School Booklet)	233.70	60.00
<i>Activities</i> Membership Meetings	37.50	50.00
Voters Service	38.00	100.00
Action in the Community	23.50	75.00
-other Luncheon	26.39	---
<i>Pledge</i> State & Nat'l Services	700.00	700.00
Total	\$1876.31	Budget Total \$1900.00
	- 29.85	
	\$ 1846.46	

MONTHLY SUMMARY SHEET

( 1 ) ( 2 ) ( 3 ) ( 4 ) ( 5 ) ( 6 )

EYE-EASE 45-606  
20/20 BUFF 45-706

	Month of August, 1963	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
1	Dues-Current year	5000		5000	61000	70000
2	-Future year					
3	Contributions-Member	7500		7500	14500	20000
4	-Non-member	40300		40300	40300	100000
5	Other sources-Luncheon					
6	-Interest					
7						
8						
9	From Reserves					
10						
11	<u>Total Receipts</u>			<u>\$52800</u>	<u>1158 00</u>	<u>1900 00</u>
12						
13						
14	Presidents Expense					5000
15	Board Expense				- 1043	1000
16	Committee Expense-Program		25	25	- 1267	83 00
17	-other Finance		500	-500	-1935	35 00
18	Delegates Expense				-212 26	33200
19	Telephone & Telegraph					1000
20	Supplies & Postage (Treas.)		2000	-20 00	-7652	11500
21	Audit					---
22	Bank Charges		35	- 35	- 233	5 00
23	State & Nat'l Publications		955	-955	-1887	7500
24	Local Bulletin (postage included)				-5838	175 00
25	Know Your Town (school booklet)				- 24380	60 00
26	Membership Meetings		500	500	- 500	5000
27	Voters Service					10000
28	Action in the Community				1100	7500
29	Yearbook					2500
30	Other- Subscription Serv.	450	360	90	725 50	---
31						
32	State & Nat'l Service				-350 00	70000
33	To Reserves					
34						
35	<u>Total Disbursements</u>			<u>\$34 25</u>	<u>995 11</u>	<u>190000</u>
36						
37						
38						
39						
40						

MONTHLY SUMMARY SHEET

①                      ②                      ③                      ④                      ⑤                      ⑥

Month of September, 1963

Cash                      Cash                      Year  
Receipts   Disburse.   Net                      to  
Date                      Budget

1	Dues-Current year	3000		3000	640 00	700 00	1
2	-Future year						2
3	Contributions-Member	1500		1500	160 00	200 00	3
4	-Non-member	5800		5800	461 00	1000 00	4
5	Other sources-Luncheon	9250	13165	-3915	-3915		5
6	-Interest						6
7							7
8							8
9	From Reserves						9
10							10
11	<u>Total Receipts</u>			\$6385	1221 85	1900 00	11
12							12
13							13
14	Presidents Expense					50 00	14
15	Board Expense				-10 43	10 00	15
16	Committee Expense-Program				-12 67	83 00	16
17	-other				-19 35	35 00	17
18	Delegates Expense				-212 26	332 00	18
19	Telephone & Telegraph					1000	19
20	Supplies & Postage (envelopes)		1382	1382	-90 34	115 00	20
21	Audit					---	21
22	Bank Charges				-2 33	5 00	22
23	State & Nat'l Publications				-18 87	75 00	23
24	Local Bulletin (postage included)		16 77	16 77	-75 15	175 00	24
25	Know Your Town (school booklet)	70		+70	-243 10	60 00	25
26	Membership Meetings				-5 00	50 00	26
27	Voters Service					100 00	27
28	Action in the Community				-11 00	75 00	28
29	Yearbook					25 00	29
30	Other- Subscription Serv.				+25 50		30
31							31
32	State & Nat'l Service				-350 00	700 00	32
33	To Reserves						33
34							34
35	<u>Total Disbursements</u>			\$2989	1025 00	1900 00	35
36							36
37							37
38							38
39							39
40							40

EYE-LEASE 45-606  
20120 BUFF 45-706



MONTHLY SUMMARY SHEET

Month of October, 1963

Cash Cash  
Receipts Disburse. Net Year  
to Date Budget

1	Dues-Current year	45 00		45 00	685 00	70000	1
2	-Future Year						2
3	Contributions-Member	25 00		25 00	185 00	20000	3
4	-Non-member	447 00		447 00	908 00	100000	4
5	Other sources-Luncheon	1276		1276	-2639		5
6	-Interest						6
7							7
8							8
9	From Reserves						9
10							10
11	<u>Total Receipts</u>			<u>529 76</u>	<u>175 161</u>	<u>190000</u>	11
12							12
13							13
14	Presidents Expense					5000	14
15	Board Expense				1043	1000	15
16	Committee Expense-Program U.N.		36	36	1303	8300	16
17	-other Finance		421	421	2356	3500	17
18	Delegates Expense				21226	33200	18
19	Telephone & Telegraph					1000	19
20	Supplies & Postage				9034	11500	20
21	Audit					---	21
22	Bank Charges		122	122	355	500	22
23	State & Nat'l Publications	1060	119	1941	946	7500	23
24	Local Bulletin (postage included)		1280	1280	8795	17500	24
25	Know Your Town (school booklet)	640		640	23670	6000	25
26	Membership Meetings		1000	1000	1500	5000	26
27	Voters Service					10000	27
28	Action in the Community				1100	7500	28
29	Yearbook					2500	29
30	Other Sub. Serv.				42550		30
31							31
32	State & Nat'l Service		17500	17500	52500	70000	32
33	To Reserves						33
34							34
35	<u>Total Disbursements</u>			<u>18778</u>	<u>121278</u>	<u>190000</u>	35
36							36
37							37
38							38
39							39
40							40

EYE EASE 45-606  
20/20 BUFF 45-706

AMERICAN  
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MONTHLY SUMMARY SHEET

1

2

3

4

5

6

Month of January, 1964

Cash  
Receipts

Cash  
Disburse.

Net

Year  
to  
Date

Budget

1	Dues - Current year				71.00	700.00	1
2	- Future year	10.00		10.00	10.00		2
3	Contributions - Member				210.00	200.00	3
4	- Non-member				1068.00	1200.00	4
5	Other sources - Luncheon				-26.39		5
6							6
7							7
8							8
9	From Reserves						9
10							10
11	<u>Total Receipts</u>			1000	1971.61	1900.00	11
12							12
13							13
14	Presidents Expense					50.00	14
15	Board Expense				18.00	10.00	15
16	Committee Expense - Program		10.96	10.96	30.17	83.00	16
17	- other <i>Membership</i>		2.00	2.00	34.85	35.00	17
18	Delegates Expense				212.26	332.00	18
19	Telephone & Telegraph					10.00	19
20	Supplies & Postage				125.84	115.00	20
21	Audit					—	21
22	Bank Charges					5.00	22
23	State & Nat'l Publications	7.50	3.85	7.165	5.56	75.00	23
24	Local Bulletin (postage included)				152.81	175.00	24
25	Know Your Town (School Booklet)				233.80	60.00	25
26	Membership Meetings		5.00	5.00	32.50	50.00	26
27	Voters Service				11.00	100.00	27
28	Action in the Community		2.00	2.00	2.00	75.00	28
29	Yearbook				35.13	25.00	29
30	Other				+23.64		30
31							31
32	State & Nat'l Services				700.00	700.00	32
33	To Reserves						33
34							34
35	<u>Total Disbursements</u>			1881	1574.34	1900.00	35
36							36
37							37
38							38
39							39
40							40

EYE-EASE 45-606  
20/20 BUFF 45-706



MONTHLY SUMMARY SHEET

Month of February, 1964

Cash Cash  
Receipts Disburse. Net Year to Date Budget

1	Dues - Current year				71000	700 00	1
2	- Future year	1500		1500	2500		2
3	Contributions - Member				21000	200 00	3
4	- Non-member				1068 00	1000 00	4
5	Other sources - Luncheon						5
6	Subscript. Serv.				2364		6
7							7
8							8
9	From Reserves						9
10							10
11	<u>Total Receipts</u>			1500	703664	1900 00	11
12							12
13							13
14	Presidents Expense		5000	5000	5000	50 00	14
15	Board Expense Sec'y		494	494	2274	10 00	15
16	Committee Expense - Program		825	825	3842	83 00	16
17	-other Units		96	96	3581	35 00	17
18	Delegates Expense				21226	332 00	18
19	Telephone & Telegraph					20 00	19
20	Supplies & Postage				12584	115 00	20
21	Audit						21
22	Bank Charges				406	5 00	22
23	State & Nat'l Publications				556	75 00	23
24	Local Bulletin (postage included)		2075	2075	17356	175 00	24
25	Know Your Town (School Booklet)				23380	60 00	25
26	Membership Meetings				3250	50 00	26
27	Voters Service		200	200	1300	100 00	27
28	Action in the Community		2150	2150	2350	75 00	28
29	Yearbook				3513	25 00	29
30	Other - Subscript. Serv.						30
31	Luncheon				2639		31
32	State & Nat'l Services				70000	700 00	32
33	To Reserves						33
34							34
35	<u>Total Disbursements</u>			10840	173377	1900 00	35
36							36
37							37
38							38
39							39
40							40

57E-EASE 45-606  
2020 BUHF 45-706



MONTHLY SUMMARY SHEET

	1	2	3	4	5	6
	Month of <u>March, 1964</u>	Cash Receipts	Cash Disburse.	Net	Year to Date	Budget
1	Dues - Current year				710 00	700 00
2	- Future year	1500		1500	4000	
3	Contributions - Member				21000	200 00
4	- Non-member				106800	1000 00
5	Other sources -					
6	Subscription Serv.		1914	-1914	450	
7						
8						
9	From Reserves					
10						
11	<u>Total Receipts</u>				<u>203250</u>	<u>1900 00</u>
12						
13						
14	Presidents Expense				5000	50 00
15	Board Expense		750	750	3044	10 00
16	Committee Expense - Program		3864	3864	7706	83 00
17	-other		63	63	3644	35 00
18	Delegates Expense		2000	2000	23226	332 00
19	Telephone & Telegraph		394	394	394	10 00
20	Supplies & Postage		(1964-63) 2985	2985	15569	115 00
21	Audit					---
22	Bank Charges				406	5 00
23	State & Nat'l Publications	795	398	+397	159	75 00
24	Local Bulletin (Postage included)		1705	1705	19061	175 00
25	Know Your Town (School Booklet)	10		+10	23370	60 00
26	Membership Meetings		500	500	3750	50 00
27	Voters Service		2500	2500	3800	100 00
28	Action in the Community				2350	75 00
29	Yearbook				3513	25 00
30	Other - Luncheon				2639	
31						
32	State & Nat'l Services				70000	700 00
33	To Reserves					
34						
35	<u>Total Disbursements</u>				<u>187631</u>	<u>1900 00</u>
36						
37						
38						
39						
40						

EYE-LEASE 45-406  
20720 BUFF 45-700



Decatur, Illinois  
April 6, 1963

CERTIFICATE

This is to certify that I have examined the books of account of The League of Women Voters for the fiscal period ending March 31, 1963. Expenditures recorded in ledger have been confirmed by examination of the cancelled checks covering such expenditures. Receipts as recorded in the Receipt Book have been confirmed by comparing the amounts deposited in the bank as shown on bank statements with the total of such receipts.

The following is a reconciliation of check book and bank statement balances for the year ending March 31, 1963.

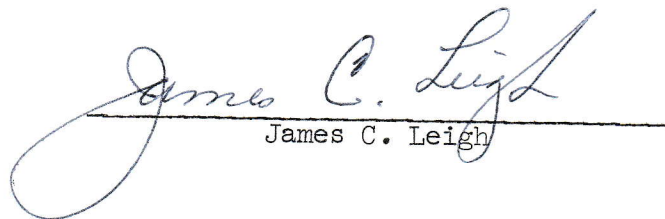
Cash in Bank as of 3-31-62	\$ 597.00
Add receipts during period	2,163.85
Total to account for	<u>\$2,760.85</u>
Less expenditures during period	1,926.18
Cash in Bank as of March 31, 1963	<u>\$ 834.67</u>

Special Account at Mutual Home and Savings Association

In March 1962 the League deposited \$1,000.00 with Mutual Home and Savings Association. The Association states that the League's account has been credited with \$41.68 for the period. The League's pass book should show that the total in the League's account is \$1041.68 as of March 31, 1963.

From the above it appears that the total League resources on March 31, 1963 are:

Cash in Bank	\$ 834.67
Mutual Home and Savings Association	<u>1,041.68</u>
TOTAL	<u>\$1,876.35</u>

  
James C. Leigh

# BALANCE SHEET

①                      ②                      ③                      ④                      ⑤                      ⑥

	1963	GENERAL ACCOUNTS			RESERVES			
		Receipts	Disburse	Balance	Receipts	Disburse	Balance	
1	March 31	---	---	834 67	---	---	1041 68	1
2	April 30	22535	60918	45084	---	---	1041 68	2
3	May 31	39810	24459	60435	---	---	1041 68	3
4	July 31	16385	26439	50381	2345	---	1065 13	4
5	August 31	52800	3425	99756	---	---	1065 13	5
6	September 30	6385	2989	103152	—	—	1065 13	6
7	October 31							7
8	November 30							8
9	December 31							9
10	January 31							10
11	February							11
12	March 31							12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
31								31
32								32
33								33
34								34
35								35
36								36
37								37
38								38
39								39
40								40

EYE-EASE 45-606  
20/20 BUFF 45-706  
MILWAUKEE UNIVERSITY OF PHOTOGRAPHY

# LEAGUE OF WOMEN VOTERS

Decatur, Illinois

## TREASURER'S REPORT TO BOARD - JUNE 5, 1963

by Dee Carr

CASH ON HAND AS OF APRIL 25, 1963.....\$450.84

Receipts

Dues - renewal	\$270.00
Dues - new members	5.00
Member Contributions	35.00
Subscription Service	13.50
Publications	5.20
School Booklet	69.40
	\$398.10

TOTAL RECEIPTS

398.10

\$848.94

Expenditures

Supplies	4.14
Postage	5.90
Del. to Convention	103.96
Committee Expense	5.82
Publications	13.46
Bulletin	17.81
School Booklet	93.50
	\$244.59

TOTAL EXPENDITURES

244.59

CASH ON HAND AS OF JUNE 4, 1963

604.35

Savings Account\*

1041.68

\$1646.03

\*June interest on savings account not included as I have not gotten that figure as yet. Will be approximately \$22.00.

LEAGUE OF WOMEN VOTERS

Decatur, Illinois

TREASURER'S REPORT TO BOARD - JULY 31, 1963

by Dee Carr

CASH ON HAND AS OF JUNE 5, 1963.....\$604.35

Receipts

Dues - renewal           \$120.00  
Dues - new members      10.00  
Publications             3.95  
Sub. Service             6.00  
School Book Sales        23.90  
                              \$163.85

TOTAL RECEIPTS

163.85  
\$768.20

Expenditures

Bulletin (2) & Postage   \$ 26.17  
Pledge                    175.00  
Committee                 5.60  
Postage                   3.02  
Publications             4.65  
Sub. Service             14.40  
Finance Drive            14.35  
Board Expense            10.43  
Bank Chgs.                1.98  
Supplies                   8.79

\$264.39

TOTAL EXPENDITURES

\$264.39

CASH ON HAND AS OF JULY 31, 1963   \$503.81

SAVINGS ACCOUNT           1065.13

\$1568.94

*Turned over to Janet Mann*