

August 20, 1961

League of Women Voters of the United States  
 21 North LaSalle Street  
 Chicago, Illinois 60601

Gentlemen:

Attached is my third and anticipated final report for the 50th Anniversary Campaign. Enclosed are three (3) duplicate deposit tickets and two deposits that are special to amount. These deposits were deposited with the amount we have received for the 12 months and with the reports previously forwarded to you.

Some of these individuals would like a photo card and preference to receive a gift. I will be glad to oblige.

Summary of the Special Anniversary Report to date:		
1/1/61 - prev. reports	\$663.50	
- this report	0.	\$663.50
2/1/61 - prev. reports	805.00	
- this report	137.00	942.00
		1605.50
prev. withdrawn to meet demand of check		500.00
		1105.50
July 27 withdrawal to meet demand of check		500.00
		605.50
6/30/61 - interest on amount		15.39
		<u>\$1620.89</u>

Summary of 50th Anniversary Gifts:		
1/1/61 - exp. income, etc.	\$663.50	
- pledge to fund	35.00	
Total to date		\$698.50
- to funds	463.00	
- to funds	60.00	
- once directly to Campaign Office	130.00	
Total to Funds		653.00
Total from Leg. Members		\$1351.50
2/1/61 - dep. loss, cont.:		
3/1/61	55.00	
5/1/61	750.00	
this report	137.00	
direct to Campaign Office	50.00	992.00
- to funds:		
3/1/61	30.00	
5/1/61	115.00	145.00
Total from Non-members		1137.00
TOTAL TO DATE TO THE 50th ANNIV. CAMPAIGN		<u>\$2488.50</u>

5/20/69

In addition to the \$10,000, our printer made us a gift of \$5.00 worth of printing. This is not included in the above total.

Summary of Costs:

1957 of 1958 Campaign	\$2017.91
Total Receipts and Disbursements to date	<u>2488.50</u>
Balance Forward	\$ 470.59

Please note that we have deposited \$1605.50 in the special account and have had to withdraw \$1000. of it to date (primarily for Illinois State Assn., because we had to spend \$2017.91 and have already spent \$1000., now we are going to have available in 1969 \$1017.91 less taxes on that \$620.89 left in the account. We must also pay our printer and/or our share of the state program this winter. We can not spend what is not available to us. We hope that OGE will write us soon with a schedule for our printing.

Very truly yours,

Director, Illinois State Assn.

Enc.

- cc: Mrs. Robert Schade, Secretary, Illinois State Assn.
- Mrs. Willie Grant, Controller, Illinois State Assn.
- Mrs. Arnold W. O'Leary, Illinois State Assn.

## LEAGUE OF WOMEN VOTERS OF DECATUR

## BUDGET COMMITTEE REPORT

February 20, 1969

	Adopted Budget 1968-69	Year To Date 1968-69	Proposed Budget 1969-70
<b>INCOME</b>			
Dues (145 members @ \$8.00)	\$1,200.00	\$1,144.00	\$1,160.00
Contributions - members	350.00	189.50	300.00
non-members	1,150.00	---	1,150.00
Other - (Sub. Service) Macon Co. Bklt. Sales)	240.00	330.21	
From Reserves		<u>1,150.00</u>	<u>152.00</u>
	<u>\$2,940.00</u>	<u>\$2,813.71</u>	<u>\$2,762.00</u>
<b>EXPENDITURES</b>			
<b>A. General Administration</b>			
1. President's Expense	25.00	25.00	25.00 ✓
2. Board Expense	100.00	35.98	50.00 ✓
3. Committees			
a. Resource	60.00	63.35	60.00 ✓
b. Public Relations	5.00	2.00	40.00 ✓
c. Membership	50.00	35.90	50.00 ✓
d. Yearbook	50.00	64.70	65.00
e. Finance Drive	100.00	46.25	50.00 ✓
4. Delegates			
a. Convention	400.00	307.72	350.00 ✓
b. Other Meetings (State & Regional)	200.00	160.25	180.00 ✓
<b>B. Operating Costs</b>			
1. Supplies	75.00	176.22	100.00 ✓
2. Postage	85.00	51.02	50.00 ✓
3. Telephone & Telegraph	5.00	3.75	5.00 ✓
4. Bank Charges	15.00	11.36	15.00
5. Audit	----	----	----
<b>C. Publications</b>			
1. State & National (Suitcase)	---	117.32	---
2. Local (Factsheets on program items - for membership only)	60.00	115.32	60.00 ✓
3. Bulletins (Postage included)	300.00	286.79	300.00 ✓
4. Other		19.62	
<b>D. Activities</b>			
1. Meetings (Babysitter, refreshments, room rental for Units)	35.00	18.01	50.00 ✓
2. Voters Service	200.00	270.90	175.00 ✓
3. Action in Community	200.00	24.77	175.00 ✓
4. Other	---	1.25	---
<b>E. State &amp; National Services</b>			
	975.00	975.00	962.00 ✓
<b>F. To Reserves</b>			
	<u>\$2,940.00</u>	<u>\$2,812.46</u>	<u>\$2,762.00</u>

Explanation of Proposed Budget - explanations accompany only the areas where the budgeted amount has been increased or decreased.

- A. 2. Board Expense - Using last years figures as a guide this amount should be adequate.
- 3. b. - Public Relations - Some mailings this year (factsheets, etc.) should have been charged to this area, so with costs in proper area in the future this amount will be needed.
- d. Yearbook - Rising costs.
- e. Finance Drive - Using past costs of putting on the drive this amount should be adequate.
- 4. Delegates - Past figures permit some trimming here, but not enough to discourage delegates.
- B. 1. Supplies - Purchase of our own duplicator and paper for it make this increase necessary.
- 2. Postage - This should be adequate. Any postage for specific mailings is charged to other areas.
- D. 1. Meetings - League now pays babysitter instead of mothers paying.
- 2. Voters Service - Using past years as a guide
- 3. Action in Comm. - It appears these figures should be adequate.
- E. Pledge - This is our pledge according to the formula except the 10%, which for us is \$96.20. This 10% is part of the formula and was agreed upon at the President's Council in December, 1968. The full amount including the 10% would be \$1,058.20. After fiscal obligations have been met, and if it is financially possible we will make an additional gift to the State League.

#### CHINA PUBLICATIONS

Mainland China and Her Asian Neighbors was sent on subscription service and more copies are available in the suitcase. Be sure to read it before the unit meetings.

Karla Weinman  
Publication Chairman

#### DECATUR TOWN MEETING

All citizens of Decatur are urged to attend the Annual Town Meeting to be held April 1, 1:30 p.m., at the Macon County Building. For more information about this important decision making meeting call Alice Dakin. 422-4601

WELCOME TO OUR NEWEST LEAGUE MEMBER ....

Mrs. Walter Blackledge (Jean), 468 S. Crea Street, Decatur, Il. 62522  
Phone: 429-6289

## BUDGET DESCRIPTION

- A. 1. President's Expense - To cover miscellaneous expenses. (Travel expenses are paid under Delegates, 4 a or B.)
2. Board Expense - Duplicate President's mailings (3 vice-pres.), National Board Reports, Local League Handbooks; any publications necessary in each portfolio.
3. Committees
- a. Resource - Publications needed by members of the resource committees. (Does not include factsheets or other publications that might be printed as a result of comm. research. These items are budgeted under Local Publications or Action in Community - whichever ever applies.)
  - b. Public Relations - To cover expense incurred promoting League that does not come under Membership, Finance, Voters Service or Action in Community.
  - c. Membership - Kits for new members, publications for new or prospective members, meetings, orientations, supplies; any expense incurred encouraging membership.
  - d. Yearbook - Publishing costs.
  - e. Finance - Cost of the drive; stationery, envelopes, postage, printing, solicitors kits, publications to contributors and any other costs related to the drive.
4. Delegates
- a. Convention - National, even years. State, odd years. For expenses of delegates. (See information from State & National on registration fees, travel equalization, and reimbursement policies.)
  - b. State & Regional Meetings - Travel expenses, meals, hotel and babysitting. (See Decatur League Travel Reimbursement Policy.)
- B. 1. Supplies - Stationery, envelopes, mimeo paper, carbon paper, stencils & masters; any office supplies for general use. (Bulletin not included.)
2. Postage - For general use. (Bulletin, Finance, Membership, Subscription Serv. not included.)
3. Telephone & Telegraph - Business calls.
4. Bank Charges - To bank for handling checking acct.
5. Audit - This has been a contributed service.
- C. 1. State & National - Publications purchased for and sold from the suitcase. Subscription Service amounts are entered here. But, the Publications Chr. keeps the detailed records.
2. Local - Factsheets printed.
3. Bulletin - Cost of printing and postage.
4. Other - To handle publishing and selling of booklets, e.g. "This is Macon County".
- D. Activities
- 1. Meetings - Room rentals, refreshments, etc.
  - 2. Voters Service - Publications and information given to voters; All costs related to Candidates Meetings. (Major election years usually require a large budgeted amount.)
  - 3. Action in Community - Expenses incurred promoting League stands on issues.
  - 4. Other
- E. State & National Services - Our pledged financial support.

LEAGUE OF WOMEN VOTERS OF ILLINOIS  
67 East Madison St., Chicago 60603

FILE: ADMINISTRATION-FINANCE - P  
January, 1969

Central 6-0315

DUE in State Office  
NO LATER THAN MARCH 15, 1969  
(One copy for your files)

LOCAL LEAGUE PLEDGE

Finance Formula Applied to the League of Women Voters of Decatur

The formula: (\$5.00 + 75¢ per point) multiply by 4-year average membership  
plus 10% = pledge

POINTS

Age of League  
(organized in 1964 or before = 1) (organized after 1964 = 0) .....1.....

Community Potential  
(based on median income and percentage of families  
with incomes over \$10,000 - 1960 Census)  
(Poor 0, Fair 1, Good 2, Very Good 3) .....0.....

Strength of League  
(the importance of the League: to members, to community)  
(Poor 0, Fair 1, Good 2, Very Good 3) + .....1.....

-----  
Total Points .....2.....

Membership	Multiply by 75¢	x	.....	.75
January 1, 1966 ...157...				
January 1, 1967 ...140...				\$ .....91.50.....
January 1, 1968 ...150...				
January 1, 1969 ...175... (get 1969 figure from your local League Treas.)	Add Base \$5.00 +			.....5.00.....
Total <u>594</u> <u>700</u>				\$ .....6.50.....

Divide by 4	<u>148</u> <u>962.0</u>	Multiply by 4-yr. av. membership x	.....962.00.....
(= 4-yr. av. membership)		Add 10% +	.....96.20.....

The formula-pledge = \$ 1058.20

The actual pledge, or promise to give support, will be made  
at the State Convention, April 22-24, 1969 in Peoria.

We expect to pledge \$ .....962.00.....
We would like to make an additional gift of \$ .....96.20.....

If there are reasons why your pledge cannot be up to the formula, please so inform us.

(Please return 1 copy of this report to the State Office  
NO LATER THAN MARCH 15, 1969.)

January 1969

A  
HANDY HANDFULL

TO: Budget Chairmen  
FROM: Mrs. James Coufal  
State Finance Chairman



OF DO'S & DON'TS FOR BUDGET CHAIRMEN



Do be sure that you and every member of your committee read "The Art of Spending Money" and "A Budget Committee Workbook".



Do write a detailed explanation of each item in your budget. Do present your budget to the members at the Annual Meeting in an interesting way. (Skit? Flip Chart? True-False Test? Pie Charts?)



Don't forget that THIS year, the amount of Income from Finance Drive is the amount you raised during your last drive, PLUS 25%. (Or best of last three drives.)



Do stick to the nationally recommended budget forms in the back of the Budget Workbook. (Three copies enclosed with this memo.)  
Do use the Publications Worksheets - to simplify your life.



Don't build up large unallocated reserves. League money is raised to be spent, not saved. Generally a sum equal to the cost of 2 or 3 months' operation is all that is needed in unallocated reserves. (See page 11, "The Art of Spending Money".)



Do remember: specific allocating of funds in your budget does not prevent your Board from transferring budgeted amounts from one section to another, should it wish to.



Don't put "Cash balance on hand" in the budget. (See page 11.)



Do put only net figures in the budget. (See paragraph 9, page 12.)




Do consider raising dues if they are below the recommended base figure of \$7.50. Compare with the dues of other woman's organizations in your community and you'll be surprised! League experience shows that raising dues is not a deterrent to getting and keeping members.



Do consider how large your budget should be. Generally, the total should be three times your pledge for state-national support.



Do remember, that with 25% more income (even more, if a dues raise is in order), this is a great opportunity for your League to grow!












Hope we were able to give you a hand! 

*P.S. See back*

Do be sure that your budget includes funds for the expenses of your local finance drive. Even though you will be part of the nation-wide 50th Anniversary Drive, and many materials will be supplied to you, there will still be local expenses for letters, mailings, etc. So do provide for these expenses in your 1969-70 Budget.

If you have any questions about your budget, please call Nell Coufal, (home phone: 312 748-6050).

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Hope we have tips to give you a hand!  
*[Handwritten signature]*