

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

Central 6-0315

November, 1965

TO: League Budget Chairmen

FROM: Stephanie Kramer,  
State Finance Chairman

League of Women Voters of Decatur  
Reimbursement Policy -- January, 1965

*(We have a  
letter on it!)*

In recognition of the advantages of having as many League members as possible attend state-sponsored meetings, it is the feeling of this board that as much financial help and other encouragement as possible should be offered. The following guidelines are recommended for state-sponsored meetings other than conventions and legislative schools.

1. Representatives should be named by the board prior to the date of the meeting. In case no regular board meeting is scheduled, the president and the treasurer may name the representatives and allow the expenses, using this policy as a guide. Itemized accounts should be submitted before reimbursement.

In general, committee chairmen on the topics to be discussed are eligible for reimbursement. However, committee members as well as committee chairmen should be reimbursed for regional meetings, and the board has the discretion of allowing reimbursement for committee members attending other meetings, subject to budget considerations.

2. The local League will reimburse for the following expenses for all meetings covered by this policy:
  - a. Transportation.
    1. Drivers of cars shall receive five cents per mile and all parking fees shall be paid.
    2. If public transportation is used, reimbursement for expenses shall be no more than the cost of driving (including taxi, bus fares, etc.).
  - b. Any registration fees, luncheon expense, and up to \$2 for dinner en route (if necessary).
  - c. Baby-sitting allowance of not more than \$2.50 per person.
3. If an overnight stay is necessary, reimbursement shall also be made for all meals, tips and hotel room in addition to the expenses listed above.
4. Attention is called to the fact that the state League pays all but \$3.50 of railroad coach fare or five cents per mile travel allowance to official delegates to most meetings. This amount is paid directly to the delegate but must be turned over to the local treasurer.
5. <sup>\$30</sup> \$25 shall be the maximum allowed for any one representative, regardless of whether the state League reimburses for travel expense.
6. The figures on the most economical way for the greatest number of members to attend meetings in Chicago may be obtained from the Treasurer.
7. A committee chairman may wish to share her expense money with other committee members who attend, but she is not expected nor required to.

LOCAL LEAGUE BUDGET FORM

INCOME

Dues ( _____ members @ \$ _____ each)		\$ _____
Contributions: Member	\$ _____	
Non-member	_____	
From other sources: _____		_____
From Reserve Funds _____		_____
Total income		\$ _____

EXPENDITURES

General Administration

President's expense		\$ _____
Secretary's expense		_____
Treasurer's expense		_____
Other board expense		_____
Committees: National program		_____
State Program		_____
Local Program		_____
Nominating		_____
Membership		_____
Finance		_____
Public Relations		_____
Delegates: Conventions		_____
Other		_____

General Operating Costs

Rent		_____
Insurance		_____
Salaries		_____
Equipment		_____
Supplies		_____
Postage		_____
Telephone and Telegraph		_____
Audit		_____
Bank charges		_____

Publications

State and National (cost less sales)		_____
Local Bulletin		_____
Know Your Town		_____
Other		_____

Activities

Membership meetings		_____
Voters Service		_____
Action in the community		_____
County Council		_____
Affiliations		_____
Other		_____

State and National Services

To Reserve Funds		_____
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Total Expenditures		\$ _____
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LEAGUE OF WOMEN VOTERS OF ILLINOIS  
67 East Madison St., Chicago 60603

Central 6-0315

November 17, 1965

TO: League Presidents and  
League Budget Chairmen

FROM: Mrs. Ferdinand Kramer  
Finance Chairman, State Board

PRESIDENTS: IF THERE ARE TWO COPIES  
ENCLOSED, PLEASE GIVE THE EXTRA ONE  
TO YOUR BUDGET CHAIRMAN.

Re: Local League Budget-Making  
and Pledges for State and  
National Services

New Tools from National The Art of Spending Money and The Art of Spending Money Workbook, two new booklets on Local League Budget Making, have been sent you. Local League Presidents are urged to read over these materials before passing them on to the budget chairmen.

Of course the president has as much responsibility in achieving a good budget as she has with other parts of League work and undoubtedly will make early plans with the budget chairman for board discussion of the basic questions:

1. How satisfying is it to be a member of your League?
2. How important is the League to your community?

(If these words are familiar to you it is because they are words developed by the League of Women Voters of Illinois and now adopted by the National League--shall we each take a bow?)

3. What exciting plans for the future does your League have? Perhaps the word exciting is the key to a better budget--a budget that your members will adopt with enthusiasm and will be willing to implement in expenditure of time and effort both in working on program and raising the required funds.

-----  
New budget sheets are available only in the workbook  
-----  
They are no longer available as a separate sheet as presently listed in the national publications catalog.

-----  
Explain to your members  
-----  
It is desirable to include members in budget discussions when possible--but important to give them a clear and accurate and somewhat detailed description of what each item on your proposed budget means. Leagues are urged to print along with each item, either on the same page next to each item, or on a supplementary sheet, exactly what each amount will pay for. For example: In the Workbook, page 18 under "A - General Administration 1. Board Tools and Expenses:"

The description might say "Each board member will be provided a copy of the 'Handbook for Local Leagues,' copies of the 'National Board Reports,' and every three board members will share a 'National Subscription Service.' Baby sitting money for two members to attend one board meeting a month."

Under Item C.--Delegates, Travel, and Affiliations

3. Workshops and regional meetings. The description might say "It is estimated that board members will attend one statewide meeting at the state office in Chicago once during the year, travel expenses figured on the basis of coach fare or 5¢ a mile up to \$3.50 (State League will reimburse us over the amount of \$3.50), meals enroute \$\_\_\_\_, baby sitter if needed at home \$\_\_\_\_. (Policy on reimbursement of board member travel expenditures adopted (give date) by the Board.) And that \_\_\_\_\_ board members will attend a regional meeting. Baby sitting and gasoline allowance of \_\_\_\_\_¢ a mile is allowed." Or--you may wish to say: "Reimbursement of travel expenditure of board members will cover only 1/2 of their estimated costs."

However your budget is figured, each board member and each member needs to know how each item was estimated if she can sensibly discuss the budget and if she is expected to be willing to adopt the larger budget a growing League must have.

-----  
First year using new national budget form  
-----

The first year will be the hardest, because some of the items from last year's budget will not correspond exactly with the new list. For some of you whose previous budget was expressed only in very general terms it will seem difficult. Just be clear in your own minds what you are doing and do your best to make it clear to your members.

-----  
Need we fill in for every item?  
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It is suggested that you list every item and leave blank or say "none" --so that when this item is needed you will have space for it. This will also remind members of possibilities of useful League spending.

-----  
Flexibility within the budget  
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Don't be afraid. The budget is not a straight jacket. It is or should be an aid to straight thinking. During the year if your treasurer sees that you are not spending what was allowed for one item and you seem to be overspending in another it is all right to shift the amounts around within the total budget. For example, if you budget \$50 for printing voters service materials and then find that your Chamber of Commerce is willing to donate the printing costs, you may use the \$50 for other League purposes as your board decides.

-----  
State provides budget work sheets  
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State had budget worksheets made for you before we saw the new National materials. You will have to change some of the items to correspond with the new forms. You are being sent two of these and you may have more if you ask for them.

-----  
Decatur Re-  
imbursement  
policy  
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Your budget committee may wish to propose a similar policy sheet to your board. It should eliminate many hours of board discussion during the year and also be a useful tool for the nominating committee.

-----  
Balance  
the budget  
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All League budgets are adopted as balanced budgets. That is: estimated expenditures will be the same amount as estimated income.

-----  
Income  
-----

Therefore the budget committee not only recommends how the money shall be spent and how much--but also where the money is coming from.

-----  
Dues  
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The budget committee should make recommendations about the dues to the board. This year National recommends \$7.50 dues. All costs have gone up; five-dollar dues are simply out of touch with today's costs.

*Dues*

-----  
Finance  
drive  
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If your new proposed budget makes it possible for your League to have exciting and interesting plans for next year's activities--and provides for the full pledge according to the finance formula--then your finance drive goal will undoubtedly be higher than this year's goal.

If your League did not pledge its fair share last year according to our Illinois Finance Formula and/or it did not make the finance goal in last year's drive, the budget committee and the board should make a careful review of how your finance drive is conducted.

-----  
No good reason  
for not suc-  
ceeding in  
drive  
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We know of no League in Illinois, new or old, large or small, "strong" or "weak" (in its own estimation) that has failed in making its finance goal if it has followed the League way described so carefully and so well in "The Art of Raising Money" (National publication). The State Board will be glad to help you analyze your problems if you have any.

-----  
And no reason  
for not meet-  
ing the full  
pledge  
-----

Since the Illinois Finance Formula is adjusted to: age of League, financial potential of each League community, and to the strength of each League in its own estimation, there seems to be every reason why every League should pledge the full amount of the formula--if indeed the formula has any validity at all. The finance formula reads:

$$(\$4.25 + 60¢ \text{ per point}) \times 4 \text{ yr. average membership} = \text{pledge.}$$

-----  
Bulletin arti-  
cles to help  
your members  
understand the  
pledge and the  
formula  
-----

A number of Leagues last year printed excellent descriptions in their bulletins of the Finance Formula and of how their Leagues figured the Finance Formula. Undoubtedly members are more willing to participate in your finance drive when they fully understand all League financial responsibilities.

. . . . .

Enclosed: 2 budget worksheets      Decatur reimbursement policy  
Finance Formula sheet, Jan. 1965

November, 1965

Budget

The Illinois Finance Formula

Because of the great inequities in local League pledges a committee was appointed in June, 1962, to find a better way for local Leagues to know what their fair share for support of the Illinois and National Leagues would be.

Local Leagues are entirely responsible for raising all funds required by local, state and national for the League. For a growing vital League, it is essential that each local League assume its full responsibility.

The League Handbook says: (p. 46) "The local League shall assume financial responsibility towards the support of the League as a whole commensurate with its strength and the potentialities of the community." The Finance Formula was developed to fulfill this requirement.

The Illinois Finance Formula is figured in three parts: (1) a base figure; (2) a point factor depending on: (a) age of League, (b) community potential and (c) strength of League; and (3) League membership figure.

The present formula reads:

$$(\$4.25 + 60\phi \text{ per point}) \times 4\text{-year average membership.}$$

Base Figure--

\$4.25

Point Factor--

Each League has a possible 0-7 points, determined in the following way. A League that has been in existence for five years has one point for the age factor, thus giving the new League a five-year grace period before it is expected to share equally in the finance responsibility.

For community potential, a schedule was made showing percentage of families with an income over \$10,000 a year and showing the median income. (These figures were taken from the 1960 U.S. Census.) From 0-3 points is awarded according to this chart.

For strength of League we agreed that Leagues evaluate themselves and consider "how satisfying an experience is it to be a member of your League" and "how much does it matter that there is a League in your community?" Each League makes the decision in awarding from 0 to 3 points for local League strength.

Membership Figure--

This is the four-year average membership count as of January 1.

Figuring the Formula--

The total number of points is multiplied by 60¢ and is added to the base (\$4.25). This amount is then multiplied by the four-year average membership figure.

The total possible amount of local League pledges--if every League pledges its fair share according to this formula would be about the sum shown as "Local League Support" on the proposed state budget.

Any amount pledged less than the formula figure will, in effect, invalidate the whole concept of the finance formula--since the formula itself includes the major variations between Leagues.

Leagues have now had four years since the adoption of the Finance Formula to catch up with the realities of League finance.

The State Board hopes and expects that this year every League will pledge according to the formula.

The State Board urges every League to have full discussion with its members of the reasons local Leagues make pledges, what state and national services consist of, how the formula shows what a fair pledge is, and how each League board evaluates its own League strength.

Local League Pledge Formula Sheets with your age, community potential, and four year average membership figures will be sent as soon as your January 1, 1966, membership figures have been received by the State Office. The State Office needs to know the amount of your proposed pledge no later than March 1.

Last year the following Leagues pledged the full formula amount or more:

Aurora	Freeport	Moline
Barrington	Galesburg	Morrison
Belleville	Glen Ellyn	Oak Lawn
Carbondale	Glencoe	Oak Park-River Forest
<u>Champaign County</u>	Glenview	Palatine
Charleston	Hazel Crest	Palos-Orland
Collinsville	Highland Park	Park Forest
Crystal Lake	Hinsdale	Quincy
<u>Decatur</u>	Homewood	Riverdale-Dolton
Deerfield	Joliet	Rockford
DeKalb	Kewanee	St. Charles
Des Plaines	LaGrange-LaGrange Park	<u>Springfield</u>
Downers Grove	Lake Bluff	Villa Park
Edwardsville	Lake Forest	Waukegan
Elgin	<u>Lincoln</u>	Wheaton
Elmhurst	Lombard	Winnetka
Flossmoor-Olympia Fields	Maywood	Woodstock-McHenry

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Charleston	Hazel Crest	Palos-Orland
Collinsville	Highland Park	Park Forest
Crystal Lake	Hinsdale	Quincy
<u>Decatur</u>	Homewood	Riverdale-Dolton
Deerfield	Joliet	Rockford
DeKalb	Kewanee	St. Charles
Des Plaines	LaGrange-LaGrange Park	<u>Springfield</u>
Downers Grove	Lake Bluff	Villa Park
Edwardsville	Lake Forest	Waukegan
Elgin	<u>Lincoln</u>	Wheaton
Elmhurst	Lombard	Winnetka
Flossmoor-Olympia Fields	Maywood	Woodstock-McHenry



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

January, 1965

Central 6-0315

LOCAL LEAGUE PLEDGE FORMULA  
 applied to League of Women Voters of \_\_\_\_\_

The formula: (\$4.25 + 60¢ per point) times 4 year average membership = Pledge

	<u>Points</u>
Age of League (organized in 1959 or before = 1) (organized after 1959 = 0)	.....
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)	.....
Strength of League (the importance of the League: to members, to community) (Poor 0, Fair 1, Good 2, Very Good 3)	.....
	-----
Total Points	.....
(Multiply by 60¢)	x.....60¢
	-----
(Add base \$4.25)	+.....\$4.25
	-----
	.....
(Multiply by 4 year average membership)	x.....
	-----
<u>The Pledge</u>	\$.....

The actual pledge or promise to give support, will be made at the  
 State Convention in Springfield, April 28, 1965.

August 1965

INDUSTRIAL FIRMS IN ILLINOIS  
(Listed among 500 largest industrials in U. S.  
Fortune Magazine, 1960-61 )

Note: Headquarters in Chicago unless other city is given.

ABBOTT LABORATORIES (North Chicago)  
Pres. H. D. Arneson  
Ass't Sec'y. Lawrence R. Lee

GENERAL AMERICAN TRANSPORTATION  
Exec. V.P. Robert G. Biesel

ACME STEEL  
John H. Harper (Chief Staff Engr.)  
C. C. Crittenden

HART SCHAFFNER & MARX

INLAND STEEL  
Pres. John F. Smith, Jr.  
Chairman, Jos. L. Block  
V.P. Hjalmar W. Johnson  
Ass't. Sec'y. John C. Carter  
Contrib. Mgr. James W. Stevens

ADMIRAL

ALLIED MILLS

AMERICAN BAKERIES

INTERNATIONAL HARVESTER  
V.P. Jack L. Camp  
Labor Rel. Mgr. W. J. Reilly  
Sup't. of Contrib. Ear M. Annen

AMERICAN STEEL FOUNDRIES  
Treas. B. M. Korn  
Dir. Pub. Rel. Warren A. Logelin

INTERNATIONAL MINERALS & CHEMICAL (Skokie)  
Casimir Z. Greenley  
V.P. Nelson C. White

ARMOUR  
Ind'l. Rel. Dept. Joseph J. Roger

BEATRICE FOODS

INTERNATIONAL PACKERS  
V.P. F. J. Fabish

BELL & HOWELL

JOSLYN MFG. & SUPPLY

BORG-WARNER  
Pres. Robert S. Ingersoll  
V.P. R. W. Murphy

KELLWOOD

BRUNSWICK

KEYSTONE STEEL & WIRE (Peoria)

CALUMET & HECLA  
V.P. A. E. Petermann

LIBBY, McNEILL & LIBBY  
V.P. C. W. Duncan  
Sec'y. John B. Iglehart  
Att'y. Stanley G. Springer

CECO STEEL PRODUCTS

LINK-BELT  
Donald E. Thal

CONTAINER CORP. OF AMERICA  
Sr. V.P. C. M. Blumenschein  
Ind'l. Rel. Mgr. C. A. Scharninghausen

MARQUETTE CEMENT MFG.

DONNELLEY (R.R.) & SONS  
V.P. Arthur C. Prine

MAYER (OSCAR)  
Chairman, Oscar G. Mayer  
V.P. Harold M. Mayer  
Personnel Mgr. Nathan D. Ottens

EKCO PRODUCTS  
V.P. Malcolm N. Smith

MIEHLE-GOSS-DEXTER

GARNER-DENVER (Quincy)  
Dist. Mgr. L. P. Hansen

MORRELL (JOHN)

NATIONAL CAN

NORTHWESTERN STEEL & WIRE (Sterling)

OUTBOARD MARINE (Waukegan)

PACKAGING CORP. OF AMERICA (Evanston)

PURE OIL (Palatine)

Treas. Raynor Sturgis  
Marine Mgr. T. B. Mann

QUAKER OATS

V.P. A. S. Hart

SQUARE D (Park Ridge)

STALEY (A.E.) MFG. CO. (Decatur)

STANDARD KOLLSMAN INDUSTRIES (Melrose Park)

STANDARD OIL (ind.)

Exec. V.P. Robert C. Guinness

STEWART-WARNER

V.P. Ind. Rel. Wm. W. Miller

SUNBEAM

V.P. W. E. Cornelius  
Labor Rel. Dept. Orrin L. Thorson

SUNDSTRAND (Rockford)

SWIFT

Pres. Porter Jarvis  
Att'y. J. Wesley Blades  
Labor Rel. Richard F. Tagg

UNION TANK CAR

V.P. Robert W. Johnson

U. S. GYPSUM

Ass't. Sec'y. N. A. Lang

WILSON

WRIGLEY (WM.) JR.

ZENITH RADIO

copy

Budget Ch. See copy

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

League of Women Voters of Illinois

Your Pledge for 1965-66

DEADLINE MARCH 1, 1965 in the STATE OFFICE

We will pledge for 1965-66 \$ 850.00 for State and National Services.

We judge our League strength at 1 1/2 points; total evaluation 2 1/2 points.

Our pledge is figured exactly according to the formula.

Yes \_\_\_\_\_ No ✓ (please comment)

*More than formula! Formula works out to \$828. Should the additional \$22.00 be considered a "gift"?*

We will add an additional gift to help balance the state budget \$ \_\_\_\_\_.

Date Feb 20, 1965

Signed Elise W. Hurst (Mrs. H. L.)

League Position President

MONTHLY SUMMARY SHEET

MONTH OF \_\_\_\_\_

	CASH RECEIPTS	CASH DISBURSE	TOTAL	YR. EXP. TO DATE	BUDGET
RECEIPTS:					
DUES					
CONTRIBUTIONS					
OTHER					
FROM RESERVES					
EXPENDITURES:					
GENERAL ADMINISTRATIVE					
PRESIDENTS EXP.					
BOARD EXP.					
COMMITTEES					
RESOURCE					
PUBLIC RELATIONS					
MEMBERSHIP					
YEARBOOK					
FINANCE					
DELEGATES EXP.					
CONV.					
MEETING EXP.					
OPERATING COSTS					
SUPPLIES					
POSTAGE					
TELEPHONE & TEL.					
BANK CHARGE					
PUBLICATION					
STATE & NATIONAL					
LOCAL					
BULLETINS. (POSTAGE INCL.)					
OTHER					
ACTIVITIES					
MEETING					
VOTERS SERVICE					
ACTION IN COMMUNITY					
OTHER _____					
STATE & NATIONAL SERVICES					
TO RESERVES					
TOTALS					

CASH ON HAND \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL RECEIPTS . . . . . \$ \_\_\_\_\_

TOTAL EXPENDITURES . . . . . \$ \_\_\_\_\_

CASH ON HAND \_\_\_\_\_ \$ \_\_\_\_\_

*Financial Pledge*

FOR LOCAL LEAGUE FILE

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

January, 1965

Central 6-0315

LOCAL LEAGUE PLEDGE FORMULA  
applied to League of Women Voters of \_\_\_\_\_

The formula: (\$4.25 + 60¢ per point) times 4 year average membership = Pledge

	<u>Points</u>
Age of League (organized in 1959 or before = 1) (organized after 1959 = 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)	.....1.5....
	<hr/>
Total Points	.....3.5....
(Multiply by 60¢)	x.....60¢ .....1.50
	<hr/>
(Add base \$4.25)	+.....\$4.25
	<hr/>
	.....5.75
	<hr/>
(Multiply by 4 year average membership)	x.....1.46 151
	<hr/>
<u>The Pledge</u>	\$.....8.28....

The actual pledge or promise to give support, will be made at the State Convention in Springfield, April 28, 1965.

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

League of Women Voters of \_\_\_\_\_

LOCAL LEAGUE BUDGET FORM

INCOME

Dues ( _____ members @ \$ _____ each)		\$ _____
Contributions: Member	\$ _____	
Non-member	_____	_____
From other sources: _____		_____
From Reserve Funds _____		_____
Total income		\$ _____

EXPENDITURES

General Administration

President's expense		\$ _____
Secretary's expense		_____
Treasurer's expense		_____
Other board expense		_____
Committees: National program		_____
State Program		_____
Local Program		_____
Nominating		_____
Membership		_____
Finance		_____
Public Relations		_____
Delegates: Conventions		_____
Other		_____

General Operating Costs

Rent		_____
Insurance		_____
Salaries		_____
Equipment		_____
Supplies		_____
Postage		_____
Telephone and Telegraph		_____
Audit		_____
Bank charges		_____

Publications

State and National (cost less sales)		_____
Local Bulletin		_____
Know Your Town		_____
Other		_____

Activities

Membership meetings		_____
Voters Service		_____
Action in the community		_____
County Council		_____
Affiliations		_____
Other		_____

State and National Services

To Reserve Funds		_____
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Total Expenditures		\$ _____
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*Will Com. Travel Equal.*

League of Women Voters  
of the United States

# Memorandum

1200 17th Street, N. W. - Washington, D. C. 20036

This is going on  
Duplicate Presidents Mailing

October 1965

TO: Local and State League Presidents  
FROM: Mrs. Robert J. Stuart  
RE: Travel Equalization Plan, 1966 Convention

The Travel Equalization Plan for the 1966 national Convention to be held in Denver, Colorado, May 2 - 6, has been figured on the same basis as that used for the 1964 Convention. The Plan is to equalize as nearly as possible the fares paid by delegates and observers (representatives of provisional Leagues) attending the Convention. It is our hope that transportation by air, coach where possible, will cost no delegate or observer more than \$160, plus tax. In order to equalize the fares, the Leagues have been divided into thirteen zones, as follows:

- ZONE 1: Colorado, Kansas, Nebraska, New Mexico, Utah, and Wyoming.  
The range of air coach fares, excluding tax, is \$22 - \$63. Each delegate and observer will pay \$35 into the Fund and will receive no reimbursement.
- ZONE 2: Arizona, Arkansas, California, Idaho, Illinois, Iowa, Minnesota, Missouri, Montana, Nevada, North Dakota, Oklahoma, Oregon, South Dakota, Texas, and Wisconsin.  
The range of air coach fares, excluding tax, is \$67 - \$126. Each delegate and observer will pay \$30 into the Fund and will receive no reimbursement.
- ZONE 3: Indiana, Kentucky, Michigan, Ohio, and Washington.  
The range of air coach fares, excluding tax, is \$136 - \$140. Each delegate and observer will pay \$20 into the Fund and will receive no reimbursement.
- ZONE 4: Alabama, Louisiana, and Tennessee.  
The range of air coach fares, excluding tax, is \$142 - \$156. Delegates and observers from these states neither pay into nor receive a refund from the Equalization Fund.
- ZONE 5: District of Columbia, Maryland, and Mississippi.  
The air coach fare, excluding tax, is \$178. Each delegate and observer will receive a refund of approximately \$20.
- ZONE 6: Georgia, New Jersey, New York, Pennsylvania, and West Virginia.  
The range of air coach fares, excluding tax, is \$184 - \$190. Each delegate and observer will receive a refund of approximately \$30.
- ZONE 7: Connecticut, North Carolina, and Virginia.  
The range of air coach fares, excluding tax, is \$196 - \$199. Each delegate and observer will receive a refund of approximately \$40.



- ZONE 8: Delaware and Massachusetts.  
The range of air coach fares, excluding tax, is \$204 - \$205. Each delegate and observer will receive a refund of approximately \$45.
- ZONE 9: New Hampshire, Rhode Island, and South Carolina.  
The range of air coach fares, excluding tax, is \$217 - \$219. Each delegate and observer will receive a refund of approximately \$60.
- ZONE 10: Florida, Maine, and Vermont.  
The range of air coach fares, excluding tax, is \$236 - \$240. Each delegate and observer will receive a refund of approximately \$80.
- ZONE 11: Includes only Puerto Rico, where air coach fare is \$310, excluding tax. The refund would be approximately \$150.
- ZONE 12: Includes only Alaska, where air coach fare is \$340, excluding tax. The refund would be approximately \$180.
- ZONE 13: Includes only Hawaii, where air coach fare is \$344, excluding tax. The refund would be approximately \$184.

It will be noted that the zones are set up according to fares and not geographically. In order to arrive at these figures, we selected a transportation center in each state. An airline agent figured the fares from those centers to Denver. These figures, plus our best estimate of attendance, furnished the basis for our calculations. The exact amount of refunds cannot be decided until the actual delegate body has been determined.

Attached to each Credential which we will send you in early March will be an Application for Travel Refund. These applications are to be filled in and presented in Denver at the time of registration by every delegate and observer who believes herself qualified to receive a refund. Only applications received at the time of registration will be considered for refunds.

The refunds to the delegates and observers who benefit from the Travel Equalization Fund will not be paid at the Convention in Denver. They will be handled at the national office soon after the Convention period, and the refund checks will be mailed from here.

Visitors do not share in the Travel Equalization Fund.

BALANCE SHEET

①                      ②                      ③                      ④                      ⑤                      ⑥

		General Accounts			Reserves		
		Cash on Hand					
1965		Receipts	Disburse.	Balance	Receipts	Disburse.	Balance
1	April 1 (Beginning Balance)			36460			113866
2	May						
3	June				2562		116428
4	July						
5	August	73730	107160	3030			
6	September	99580	28089	74521			
7	October	44700	24527	94694			
8	November	29574	27328	96940			
9	December						
10	1966 January	4175	31030	70085			
11	February	2450	31176	41359			
12	March	2500	32085	11774			
13							
14							
15					Unallocated Reserve		
16					Receipts	Withdrawal	Balance
17	April						50000
18	June Dividend				988		50988
19	June					6000	44988
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
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38							
39							
40							

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



MONTHLY SUMMARY SHEET

Month of April, May, June, July & August, 1965

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	545.00			545.00	\$ 7500
future year					
Contributions - member	86.50			86.50	200
non-member					1350.
Other <u>Sub. Serv.</u>	42.00	7.34	34.66	34.66	
From Reserves	60.00			60.00	
				<u>726.16</u>	<u>\$ 2300.</u>
<b>EXPENDITURES</b>					
General Administration					
President's Expense		25.00		25.00	\$ 25.
Board Expense		21.76		21.76	50.
Committee Expense					40
National Program		4.61		4.61	
State Program					
Local Program					
Public Relations					30.
Finance		52.55		52.55	30.
Membership		3.34		3.34	10.
Yearbook					40.
Delegates to meetings					200.
Delegates to Convention	3.80	160.34	156.54	156.54	200.
Operating costs					
Supplies		47.93		47.93	100.
Postage		30.00		30.00	35.
Telephone & Telegraph		2.16		2.16	10.
Bank Charges		4.84		4.84	5.
Audit					
Publications					
State and National		2.90		2.90	25.
Local Publications		7.50		7.50	75.
Bulletin (Postage included)		96.09		96.09	200.
Other					
Activities					
Meetings		8.00		8.00	75.
Voters Service		15.63		15.63	200.
Action in the Community					50.
Other <u>Council-Mgr.</u>		91.31		91.31	
<u>School-Ref.</u>		277.80		277.80	
State and National Services		212.50		212.50	850.
To Reserves					
				<u>1060.46</u>	<u>\$ 2300.</u>

CASH ON HAND April 1, 1965 \$ 364.60  
 Total Receipts.....\$ 737.30  
 Total Expenditures...\$ 1071.60  
 CASH ON HAND August 25 \$ 30.30

MONTHLY SUMMARY SHEET

Months of <i>April, May, June, July + August 1965</i>	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	<i>545.00</i>				\$ 750.00
- future year					
Contributions - member	<i>26.50</i>				200.00
- non-member					1,950.00
Other <i>Sub Serv.</i>	<i>42.00</i>	<i>734</i>			
<i>From Capital</i>					<i>350.00</i>
From Reserves	<i>60.00</i>				
<b>TOTAL RECEIPTS</b>					<u>\$2,250.00</u>
<b>EXPENDITURES</b>					
General Administration					
President's Expense		<i>25.00</i>			\$ <del>100.00</del> \$25.
Board Expense		<i>3.76</i>			50.00
Committee Expense					<del>100.00</del>
National Program		<i>4.61</i>			} 40.00
State Program					
Local Program					
Nominating					
Membership		<i>3.34</i>			10.00
Finance		<i>78.71</i>			30.00
Public Relations					30.00
Units					
Yearbook					40.00
Delegates to meetings					<del>125.00</del> \$200
Delegates to convention	<i>3.80</i>	<i>160.34</i>			200.00
Operating costs					
<del>Equipment</del>					<del>100.00</del>
Supplies		<i>21.77</i>			100.00
Postage		<i>30.00</i>			<del>125.00</del> \$85.
Telephone & Telegraph		<i>3.16</i>			10.00
Bank charges		<i>4.84</i>			5.00
Audit					
Publications					
State and National		<i>2.90</i>			<del>100.00</del> \$25.
Local Publications		<i>7.50</i>			75.00
Local Bulletin (postage included)		<i>96.09</i>			<del>175.00</del> \$200
Other					
Activities					
Meetings		<i>8.00</i>			<del>100.00</del> \$75.
Voters Service		<i>15.63</i>			<del>160.00</del> \$200
Action in the Community					<del>175.00</del> \$50.
Other <i>Council-Manager</i>		<i>91.31</i>			
<i>School Bond Referendum</i>		<i>277.80</i>			
State & National Services		<i>212.50</i>			<del>700.00</del> \$850
To Reserves					
<b>TOTAL EXPENDITURES</b>					<u>\$2,250.00</u>
CASH ON HAND <i>April 1, 1965</i> \$ <i>364.60</i>					
Total Receipts.....\$ <i>937.50</i>					
Total Expenditures.....\$ <i>1271.60</i>					
CASH ON HAND <i>August 25, 1965</i> \$ <i>30.30</i>					

MONTHLY SUMMARY SHEET

Month of September 1965

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	110.00			655.00	\$ 7500
future year					
Contributions - member	155.80			242.30	200
non member	724.00			724.00	1350
Other <u>Sub. Service</u>	6.00			40.66	
<hr/>					
From Reserves				60.00	
				<u>1721.96</u>	<u>\$ 2300</u>
<b>EXPENDITURES</b>					
General Administration					
President's Expense				25.00	\$ 25.
Board Expense		18.25		40.01	50.
Committee Expense					40.
National Program				4.61	
State Program					
Local Program					
Public Relations					30.
Finance		2.60		55.15	30.
Membership				3.34	10.
Yearbook		6.71		6.71	40.
Delegates to meetings					200.
Delegates to Convention		5.67		162.21	200.
Operating costs					
Supplies		7.89		55.82	100.
Postage		10.00		40.00	35.
Telephone & Telegraph				2.16	10.
Bank Charges		2.27		7.11	5.
Audit					
Publications					
State and National				2.90	25.
Local Publications				7.50	75.
Bulletin (Postage included)				96.09	200.
Other					
Activities					
Meetings		15.00		23.00	75.
Voters Service				15.63	200.
Action in the Community					0
Other: <u>Council Mgr.</u>				91.31	
<u>School Ref.</u>				277.80	
State and National Services		212.50		425.00	850.
To Reserves					
				<u>1341.35</u>	<u>\$ 2300</u>

CASH ON HAND August 25 \$ 30.30  
 Total Receipts \$ 995.80  
 Total Expenditures \$ 280.89  
 CASH ON HAND Sept. 22 \$ 745.21

MONTHLY SUMMARY SHEET

Month of October, 1965

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	30.00			685.00	\$ 7500
- future year					
Contributions - member	44.00	5.00		281.30	200.
- non member	165.00			889.00	1350
Other Sub. Serv.	3.00			43.66	
Reg - Luncheon	205.00	200.94	4.06	4.06	
From Reserves				60.00	
				<u>1963.02</u>	<u>\$ 2300</u>
<b>EXPENDITURES</b>					
General Administration					
President's Expense				25.00	\$ 25
Board Expense				40.01	50
Committee Expense					40.
National Program		2.00		6.61	
State Program					
Local Program					
Public Relations		.55		55	30.
Finance				55.15	30.
Membership				3.34	10.
Yearbook		25.00		31.71	40.
Delegates to meetings		5.00		5.00	200.
Delegates to Convention				162.21	200.
Operating costs					
Supplies		3.70		59.52	100.
Postage				40.00	35.
Telephone & Telegraph				2.16	10.
Bank Charges				7.11	5.
Audit					
Publications					
State and National				2.90	25.
Local Publications				7.50	75.
Bulletin (Postage included)				96.09	200.
Other					
Activities					
Meetings		3.08		26.08	75.
Voters Service				15.63	200.
Action in the Community					50.
Other <sup>Council Mtg.</sup> <del>School Band Ref.</del>				91.31	
State and National Services				272.80	
To Reserves				425.00	850.
				<u>1380.68</u>	<u>\$ 2300.</u>

CASH ON HAND Sept. 22 \$ 745.21  
 Total Receipts \$ 447.00  
 Total Expenditures \$ 245.27  
 CASH ON HAND Oct. 20 \$ 946.94

Month of November, 1965

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget	
<b>REVENUES</b>						
Less: current year - future year	20.00			705.00	\$ 7500	+45
Contributions member	5.00			286.30	200	
non-member	240.00			1129.00	1350	1415.30
Other <u>Sub. Service</u>		5.74		37.92		
<u>Reg. Luncheon</u>				4.06		
From Reserves				60.00		
				<u>2222.28</u>	<u>2300</u>	
<b>EXPENDITURES</b>						
General Administration						
President's Expense				25.00	\$ 25	
Board Expense		8.96		48.97	50	
Committee Expense					40	
National Program		6.89		13.50		
State Program		.75		.75		
Local Program		.60		.60		
Public Relations		1.36		1.91	30	
Finance				55.15	30	
Membership		4.48		7.82	10	
Yearbook		9.92		41.63	40	
Delegates to meetings		20.40		25.40	200	
Delegates to Convention				162.21	200	
Operating costs						
Supplies		22.84		82.36	100	
Postage		4.24		44.24	35	
Telephone & Telegraph				2.16	10	
Bank Charges		.96		8.07	5	
Audit						
Publications						
State and National	17.24	1.61		+12.73	25	
Local Publications				7.50	75	
Bulletin (Postage included)		99.93		196.02	200	
Other						
Activities						
Meetings				26.08	75	
Voters Service		49.55		65.18	200	
Action in the Community	13.50	35.05		21.55	50	
Other <u>Council Mtg</u> <u>School Refordun</u>				91.31		
State and National Services				277.80	850	
To Reserves				425.00		
				<u>1617.48</u>	<u>2300</u>	

CASH ON HAND Oct 20 \$ 946.94  
 Total Receipts \$ 295.74  
 Total Expenditures \$ 273.28  
 CASH ON HAND Nov 30 \$ 969.40

MONTHLY SUMMARY SHEET

of December + January  
 1965 1966

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	20.00			725.00	\$ 7500
- future year					
Contributions - member	5.00			241.30	200.
- non-member	10.00			1139.00	1350.
Other <u>Sub. Service</u>		5.90		32.02	
<u>Reg. Luncheon</u>				4.06	
From Reserves				60.00	
				<u>2251.38</u>	<u>\$ 2300.</u>
<b>EXPENDITURES</b>					
General Administration					
President's Expense				25.00	\$ 25.
Board Expense		.40		49.37	50.
Committee Expense					40.
National Program		4.68		18.18	
State Program		1.06		1.81	
Local Program				.60	
Public Relations				1.91	30.
Finance				55.15	30.
Membership				7.82	10.
Yearbook				41.63	40.
Delegates to meetings		20.50		45.90	200.
Delegates to Convention				162.21	200.
Operating costs					
Supplies				82.36	100.
Postage				44.24	85.
Telephone & Telegraph				2.16	10.
Bank Charges		.40		8.47	5.
Audit					- - -
Publications					
State and National		3.40		79.33	25.
Local Publications		17.83		25.33	75.
Bulletin (Postage included)		31.50		227.52	200.
Other					
Activities					
Meetings				26.08	75.
Voters Service		12.13		77.31	200.
Action in the Community	6.75			14.80	50.
Other <u>Council mgt.</u>				91.31	
<u>Service Refundation</u>				222.86	
State and National Services		212.50		637.50	850.
To Reserves					
				<u>1915.13</u>	<u>\$ 2300.</u>

CASH ON HAND Nov. 30, 1965 \$ 969.40  
 Total Receipts..... \$ 41.75  
 Total Expenditures... \$ ~~309.90~~ 310.30  
 CASH ON HAND Jan. 19, 1966 \$ 700.85



MONTHLY SUMMARY SHEET

Month of February, 1966

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	20.00			745.00	\$ 7500
.. future year					
Contributions - member				291.30	200.
.. non-member				1139.00	1350.
Other <u>Sub. Service</u>	3.00	12.60		22.42	
<u>Regional Luncheon</u>				4.06	
From Reserves				60.00	
				<u>2261.78</u>	<u>\$ 2300.</u>
<b>EXPENDITURES</b>					
General Administration				25.00	\$ 25.
President's Expense				49.37	50.
Beard Expense					40.
Committee Expenses				18.18	
National Program		2.51		4.32	
State Program		6.45		7.05	
Local Program					
Public Relations				1.91	30.
Finance		10.20		65.35	30.
Membership				7.82	10.
Yearbook				41.63	40.
Delegates to meetings				45.90	200.
Delegates to Convention				162.21	200.
Operating costs					
Supplies		1.84		84.20	100.
Postage		1.50		45.74	35.
Telephone & Telegraph		2.50		4.66	10.
Bank Charges				8.47	5.
Audit					- -
Publications					
State and National	1.50	5.74		45.09	25.
Local Publications		5.00		30.33	75.
Bulletin (Postage included)		30.92		258.44	200.
Other					
Activities					
Meetings				26.08	75.
Voters Service		20.20		97.31	200.
Action in the Community				14.80	50.
Other <u>Edmond P. ...</u>				91.31	
<u>Edmond P. ...</u>				277.80	
State and National Services		212.50		850.00	850.
To Reserves					
				<u>2212.79</u>	<u>\$ 2300.</u>

CASH ON HAND Jan. 19, 1966 \$ 700.85  
 Total Receipts.....\$ 24.50  
 Total Expenditures...\$ 311.76  
 CASH ON HAND Feb. 16, 1966 \$ 413.59

MONTHLY SUMMARY SHEET

Month of March, 1966

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
Dues - current year	10.00			755.00	\$ 7500
- future year					
Contributions - member	5.00			296.30	200.
- non-member	10.00			1149.00	1350.
Other <u>Sub-Service</u>				22.42	
<u>Reg. Luncheon</u>				4.06	
From Reserves				60.00	
				<u>2286.78</u>	<u>\$ 2300.</u>
<b>EXPENDITURES</b>					
General Administration					
President's Expense				25.00	\$ 25.
Beard Expense		7.92		57.29	50.
Committee Expense					40.
National Program				18.18	
State Program		1.55		5.87	
Local Program				7.05	
Public Relations				1.91	30.
Finance				65.35	30.
Membership				7.82	10.
Yearbook				41.63	40.
Delegates to meetings				45.90	200.
Delegates to Convention				162.21	200.
Operating costs					
Supplies		4.60		88.80	100.
Postage		5.60		50.74	35.
Telephone & Telegraph				4.66	10.
Bank Charges		.41		8.88	5.
Audit					- - -
Publications					
State and National		.57		+4.52	25.
Local Publications		5.00		35.33	75.
Bulletin (Postage included)		18.00		276.44	200.
Other					
Activities					
Meetings		9.00		35.08	75.
Voters Service				97.31	200.
Action in the Community				14.80	50.
Other <sup>Council Mgr.</sup> <u>School Ref. (tax rate)</u>		268.80		91.31	
State and National Services				277.80 + 268.80	
To Reserves				850.00	850.
				<u>2533.64</u>	<u>\$ 2300.</u>

CASH ON HAND Feb. 13, 1966 \$ 413.59  
 Total Receipts.....\$ 25.00  
 Total Expenditures...\$ 320.85  
 CASH ON HAND Mar. 16, 1966 \$ 117.74

*Mann, Treas.*