

December, 1962

Budget

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 specialI 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. Letterheads, 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 REPORT TO BOARD - JUNE 14, 1962

by Dee Carr

CASH ON HAND AS OF MAY 10, 1962----- \$625.09

Receipts

Dues - New Members	\$ 5.00		
Dues - Renewal	145.00		
Member Contributions	<u>12.00</u>		
	\$162.00	TOTAL RECEIPTS	<u>162.00</u>
			\$787.09

Expenditures

Nat'l Convention	\$175.00		
Supplies	24.63		
Postage	5.29		
Telegrams	3.41		
Meeting (rm. rental)	3.00		
1st Methodist Church Last Years Meetings	30.00		
Mimeographing Work .	5.55		
Publications	5.38		
Bulletin	<u>12.00</u>		
	\$264.26	TOTAL EXPENDITURES	<u>\$264.26</u>
		CASH ON HAND AS OF JUNE 14th	\$522.83
		AMOUNT IN SAVINGS ACCOUNT	<u>1000.00</u>
			\$1522.83

TREASURER'S REPORT TO BOARD - JULY 22, 1962

by Dee Carr

CASH ON HAND AS OF JUNE 14, 1962..... \$522.83

Receipts

Dues - New Members	\$10.00		
Dues - Renewal	90.00		
Member Contributions	<u>15.00</u>		
	\$115.00	TOTAL RECEIPTS	<u>115.00</u>
			\$637.83

Expenditures

Action In Community	\$ 15.00		
Bank Service Chgs.	1.86		
Bulletin Postage	10.00		
Bulletin	8.36		
Committee Expense (Finance)	3.00		
Pledge to State	175.00		
Equip. & Supplies	<u>3.41</u>		
	\$216.63	TOTAL EXPENDITURES	<u>\$216.63</u>

CASH ON HAND AS OF JULY 22nd 421.20

AMOUNT IN SAVINGS ACCOUNT 1000.00

\$1421.20

LEAGUE OF WOMEN VOTERS
Decatur, Illinois

TREASURER'S QUARTERLY BUDGET REPORT

August 30, 1962
Dee Carr

<u>RECEIPTS</u>	<u>Budget</u> <u>1962-63</u>	<u>Actual to</u> <u>Aug. 30, 1962</u>	
Dues	\$625.00	\$555.00	
Member Contributions	150.00	77.00	
Other Contributions	900.00	170.00	
	\$1675.00	\$802.00	
Sale of Macon County Books		13.50	
		\$815.50	-\$859.50

<u>EXPENDITURES</u>			
State & Nat'l Pledge	\$700.00	\$350.00	
Equip. & Supplies	30.00	17.55	
Postage (not bulletin)	50.00	26.49	
Tel. & Telegraph	5.00	5.70	
President's Expense	50.00	--	
Delegates - Regional	125.00	--	
Delegates - Convention	175.00	175.00	
Committee's - Finance			
Membership, etc.	50.00	30.52	
Bank Charges	5.00	1.86	
Meetings (Room Rental)	50.00	35.96	
Publications	75.00	28.50 NET	
Bulletin	150.00	64.76	
Action In Community	175.00	76.64	
Printing Local Publ.	10.00	--	
Unallocated	25.00	--	
	\$1675.00	\$812.98	\$862.02

TREASURER'S REPORT TO BOARD - AUGUST 30, 1962

by Dee Carr

CASH ON HAND AS OF JULY 22, 1962----- \$421.20

Receipts

Dues - New Members	\$ 5.00		
Dues - Renewal	50.00		
Member Contributions	20.00		
Non-Member Contributions	<u>170.00</u>		
	\$245.00	TOTAL RECEIPTS	<u>245.00</u>
			\$666.20

Expenditures

Equip. & Supplies	\$ 3.29		
Finance Comm. Expense	20.20		
Nat'l Publications	<u>13.20</u>		
	\$ 36.69	TOTAL EXPENDITURES	<u>\$ 36.69</u>
		CASH ON HAND AS OF AUG. 30th	\$629.51
		AMOUNT IN SAVING ACCOUNT	<u>\$1018.75</u>
		(interest \$18.75)	\$1648.26

TREASURER'S REPORT TO BOARD - SEPT. 27, 1962

by Dee Carr

CASH ON HAND AS OF AUGUST 30, 1962-----\$ 629.51

Receipts

Dues - New Members	\$ 30.00	
Dues - Renewal	10.00	
Member Contributions	82.00	
Non-Member Contributions	505.00	
	<u>\$627.00</u>	TOTAL RECEIPTS <u>627.00</u>
		\$1,256.51

Expenditures

Equip. & Supplies	\$ 16.75	
Postage	.72	
Committee Expenses	30.26	(this item now \$10.78 over budgeted amount)
Meetings	5.00	
Publications	12.46	
Bulletin	12.00	
Bank Charges	.52	
	<u>\$ 77.71</u>	TOTAL EXPENDITURES <u>\$ 77.71</u>

CASH ON HAND AS OF SEPT. 27th, 1962 \$1,178.80

AMOUNT IN SAVINGS ACCOUNT 1,018.75

\$2,197.55

TREASURER'S REPORT TO BOARD - OCT. 29, 1962

by Dee Carr

CASH ON HAND AS OF SEPT. 27, 1962-----\$1,178.80

Receipts

Dues - New Members	\$ 60.00		
Dues - Renewal	10.00		
Member Contributions	52.00		
Non-Member Contributions	323.00		
Publications	5.75		
Macon County Booklet	11.00		
Luncheon	81.90		
	<u>\$543.65</u>	TOTAL RECEIPTS	<u>543.65</u>
			\$1,722.45

Expenditures

Bulletin & Postage	25.00		
Action In Community	5.00		
Publications	7.71		
Meetings	90.53		
Committee Expense	2.25		
Postage	2.00		
Equip. & Supplies	30.00	(34.30 over budgeted amount)	
Pledge	175.00		
Bank Charges	.81		
	<u>\$ 338.30</u>	TOTAL EXPENDITURES	<u>\$ 338.30</u>

CASH ON HAND AS OF OCTOBER 29, 1962 \$1,384.15

Amount in Savings Account 1,018.75

\$2,402.90

at this point there is no problem of running over general budgeted amount for 62-63.

November 18, 1962

TO: Betty Bachrach

F

FROM: Dee Carr

SUBJECT: Financial Status to Date

<u>Receipts</u>	<u>62-63 Budget</u>	<u>As of 11/18/62</u>
Dues	\$ 625.00	\$ 670.00
Member Contributions	150.00	221.00
Other Contributions	900.00	1013.00
Macon County Booklet		28.50
Other Publications		27.60
Luncheon		81.90
	<u>\$ 1675.00</u>	<u>\$ 2042.00</u>
 <u>Expenditures</u>		
State & Nat'l Pledge	\$ 700.00	\$ 525.00
Equip. & Supplies	30.00	64.30
Postage (Not Bulletin)	50.00	29.21
Tel. & Telegraph	5.00	5.70
Presidents Expense	50.00	-
Delegates - Regional	125.00	-
Delegates- Convention	175.00	175.00
Committee Expense	50.00	79.56
Bank Charges	5.00	3.19
Meetings	50.00	136.49 (54.59 net)
Publications	75.00	103.75 (76.15 net)
Bulletin	150.00	115.24
Action In Community	175.00	81.64
Printing Local Publ.	10.00	-
Unallocated	25.00	-
	<u>\$1675.00</u>	<u>\$1319.08</u>

Balance in checkbook - \$1306.91 Balance in savings account ~~\$2325.68~~
 (over) 1018.75

H. T. THOMPSON CO.

P. O. BOX 686

4560 EAST WHITE ST., DECATUR, ILL.

General Contractor

TELEPHONE 428-9396

Betty:

I have looked over the formula for the pledge to the state and feel our figure should be \$627.00, considering our effectiveness in the community to be Good. This gives us an approximate leeway of 75.00 should our community income or average number of members go up. (Our pledge for this year being \$700.00.) I feel we are in a stable position at this figure and according to this formula. We can therefore give more if we wish to but also we can go lower if necessary and still be doing our fair share.

Would you like me to fill this in and send to state or do you wish to bring it up at board meeting first?

Dee

Using this base of 5.50 per member with our present total membership of 150 we would pay \$825.00!

TREASURER'S REPORT TO BOARD - NOV. 29, 1962

by Dee Carr

CASH ON HAND AS OF OCTOBER 29, 1962-----\$1,384.15

Receipts

Dues - New Members	\$ 5.00		
Dues - Renewal	5.00		
Member Contributions	10.00		
Non-Member Contributions	15.00		
Publications	9.00		
Macon County Booklet	4.00		
	<u>\$ 48.00</u>	TOTAL RECEIPTS	<u>48.00</u>
			\$1,432.15

Expenditures

Meetings	\$ 5.00		
Bulletin	13.48		
Publications	42.23		
Committee Expense	16.53		
	<u>\$77.24</u>	TOTAL EXPENDITURES	<u>\$ 77.24</u>

CASH ON HAND AS OF NOVEMBER 29, 1962 \$1,354.91

Amount in Savings Account	<u>1,018.75</u>
	\$2,373.66

LEAGUE OF WOMEN VOTERS
Decatur, Illinois

TREASURER'S REPORT TO BOARD - DECEMBER 31, 1962

by Dee Carr

CASH ON HAND AS OF NOVEMBER 29, 1962-----\$1,354.91

Receipts

Dues - New Member	\$5.00		
Publications	6.70		
	\$11.70	TOTAL RECEIPTS	11.70
			\$1,366.61

Expenditures

Bulletin	\$19.99		
(\$15.00 postage 4.99 printing)			
Publications	4.99		
Committee Expense	12.05		
	\$37.03	TOTAL EXPENDITURES	\$ 37.03

CASH ON HAND AS OF DECEMBER 31, 1962	\$1,329.58
Amount in Savings Account	1,041.68
(Received \$22.93 interest as of 12/31/62 - total interest earned to date is \$41.68.)	\$2,371.26

LEAGUE OF WOMEN VOTERS
Decatur, Illinois

TREASURER'S REPORT TO BOARD - JANUARY 31, 1963

by Dee Carr

CASH ON HAND AS OF DECEMBER 31, 1962-----\$1,329.58

Receipts

Dues - renewal	\$ 5.00		
Dues - New Member	20.00		
Non-member Contributions	<u>6.00</u>		
	\$31.00	TOTAL RECEIPTS	<u>31.00</u>
			\$1,360.58

Expenditures

Pledge	\$175.00		
Postage	1.50		
Committee Expense	15.72		
Meetings	5.00		
Publications	6.21		
Bulletin	14.40		
Action In Community	15.00		
Presidents Annual Expense Check	<u>50.00</u>		
	\$282.83	TOTAL EXPENDITURES	<u>\$ 282.83</u>

CASH ON HAND AS OF JANUARY 31, 1963---- \$1,077.75

Amount in Savings Account---- 1,041.68

~~\$2,119.43~~
~~\$2,119.43~~
\$ 2,119.43

LEAGUE OF WOMEN VOTERS

Decatur, Illinois

TREASURER'S REPORT TO BOARD - MARCH 7, 1963

by Dee Carr

CASH ON HAND AS OF JANUARY 31, 1963-.....\$1,077.75

Receipts

Dues - New Member	\$10.00		
Publications	10.40		
	\$20.40	TOTAL RECEIPTS	20.40
			\$1,098.15

Expenditures

Supplies	\$21.59		
Postage	25.00		
Meetings	5.00		
Publications	4.66		
Bulletin (\$30. postage)	50.46		
Action In Community	107.45		
Prtg. Local Publ. (Add. to This Is Macon Cty.)	17.23		
	\$231.39	TOTAL EXPENDITURES	231.39

CASH ON HAND AS OF FEBRUARY 28, 1963	\$ 866.76	
Amount In Savings Account	1,041.68	
	\$1,908.44	

Expenditures - As of Feb. 28, 1963 in ()

Pledge \$700.00 (\$700.00)	Committees \$50.00 (\$107.33)
Equip. & Supp. \$30.00 (\$45.89)	Bank Chgs. \$5.00 (\$3.19)
Postage \$50.00 (\$95.71)	Meetings \$50.00 (\$146.49) <i>Net 64.59 Net.</i>
Tel. & Tel. \$5.00 (\$5.71)	Publications \$75.00 (\$119.61) <i>74.91</i>
Pres. Exp. \$50.00 (\$50.00)	Bulletin \$150.00 (\$200.09)
Delegates - Reg. \$125.00 (00)	Action In Comm. \$175.00 (\$204.09)
Delegates - Conv. \$175.00 (\$175.00)	Prtg. Local Publ. \$10.00 (\$17.23)
Unallocated \$25.00 (00)	

4/1962 thru 2/1963 - Collected \$2,140.10 Spent \$1,870.34

LEAGUE OF WOMEN VOTERS

Decatur, Illinois

TREASURER'S REPORT TO BOARD - MARCH 29, 1963

by Dee Carr

CASH ON HAND AS OF FEBRUARY 28, 1963.....\$ 866.76

Receipts

Dues - New Members	\$15.00		
Publications	7.25		
Subscription Service	<u>1.50</u>		
	\$23.75	TOTAL RECEIPTS	<u>23.75</u>
			\$ 890.51

Expenditures

Postage	\$ 8.83		
Committee Expense	9.98		
Meetings	5.00		
Action In Community	<u>32.03</u>		
	\$55.84	TOTAL EXPENDITURES	<u>55.84</u>
		CASH ON HAND AS OF MARCH 29, 1963	\$ 834.67
		Amount In Savings Acct.	<u>1,041.68</u>
			\$1,876.35

This board started with a balance on hand of \$597.00. During the Fiscal Year of 1962-63 - this board has receipts of \$2,163.35 and expenditures of \$1,926.18. We have increased the balance on hand in the checking account by \$237.67.

LEAGUE OF WOMEN VOTERS

DECATUR, ILLINOIS

TREASURER'S REPORT TO BOARD - APRIL 25, 1963

by Dee Carr

CASH ON HAND AS OF MARCH 29, 1963.....\$ 834.67

Receipts

Dues - Renewal	\$145.00
Dues - New Member	10.00
Member Contributions	35.00
Sub. Service	19.50
Publications	6.85
School Booklet	9.00
	<hr/>
	\$225.35

TOTAL RECEIPTS

225.35
\$1060.02

Expenditures

Meeting	\$ 5.00
Supplies	9.67
Bulletin	14.40
Committees	1.00
Action In Community (flyers)	11.00
School Booklet	252.60
Postage	25.00
Convention	108.30
Publications	7.21
Pledge	175.00
	<hr/>
	\$609.18

TOTAL EXPENDITURES

\$ 609.18

CASH ON HAND AS OF APRIL 25, 1963
Savings Account

\$ 450.84
1041.68

\$1492.52