

As the time for figuring next year's budget draws near, the question of raising dues comes up again. In deciding whether or not dues should be raised, these factors should be considered:

- ① Cost of League services directly to members
- ② Local League pledge to state and national League
- ③ Finance Drive potential
- ④ use of contributions

① Cost of League services to members

National and Illinois Voter and other services	\$5.75
Decatur Bulletin - postage and printing -	1.50
Fact sheets on studies	.50
Yearbook	.35
	\$ 8.10

Thus each member receives \$8.10 in League services, available to members only, exclusive of any benefits derived from Voters' Service or Action in the Community. The National League recommends \$7.50 dues exclusive of local publication costs. This would put Decatur dues at \$9.85.

② Local League Pledge to State and National

Unless dues are raised, Decatur will not be able to give its fair share to the support of State and National. Ever last year there was a difference of \$125 between money brought in by dues and our pledge to state and national. As our League grows in size and strength this difference will be greater. Due to an increase in our 4 year average membership (from 144 to 151) and a true evaluation of local League strength, our pledgers should be increased about \$65 next year - a total near \$200 more than dues bring in.

Members may ask, "But why must we raise dues when we have successful finance drives and can make up the difference in contributions?" The answer to this question leads to the final two points.

- ③ Finance Drive potential
- ④ the use of contributions

Ideally the budget should be planned to include a gradual yearly increase in the Finance Drive goal. However, last year, to cover costs without raising dues, the League raised the Finance Drive goal \$300. (Actually an increase of \$130 over the previous year's contributions.) Because of difficulties in getting the drive off the ground (among other things), the goal was not reached.

Many members who voted against raising dues did not put extra effort into attaining the finance goal. So the Finance Drive Potential is only as great as member participation in the drive.

Even if the money could be raised through contributions, is it right to use contributors' money for services to members? Contributors have a right to expect their money to be used for Voters Service and Action in the Community.

~~Therefore the budget committee recommends dues be increased to \$8.00 a year.~~

These factors must be weighed against the possibility that an increase in dues might preclude some women from joining.

The budget committee recommends that dues be increased to \$8.00 a year.

# Annual Report

year SUMMER 1966

Year ending March 31, 1966

	Cash Receipts	Cash Disburse	Net	Year to Date	Budget
<b>RECEIPTS</b>					
dues - current year	5.00			760.00	\$ 7500
dues - future year					
Contributions - member				296.30	200
Contributions - non member				1149.00	1350
Other <u>Sub. Service Luncheon</u>	57.75	3.69		18.73	
		67.75		-2.94	
From Reserves				2221.09	* 2300
				60.00	
				2281.09	
<b>EXPENDITURES</b>					
General Administration					
President's Expense				25.00	\$ 25
Board Expense				57.29	50
Committee Expense					40
National Program				18.18	
State Program				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		91		89.71	100
Postage				50.74	35
Telephone & Telegraph		2.68		7.34	10
Bank Charges				8.88	5
Audit					
Publications					
State and National	.57			+5.09	25
Local Publications		17.50		52.83	75
Bulletin (Postage included)				276.44	200
Other					
Activities					
Meetings				35.08	75
Voters Service				47.31	200
Action in the Community				14.80	50
Other					
State and National Services				850.00	850
To Reserves					
Council Mgt Ref.			91.31	1916.25	\$ 2300
School Ref.			277.80	665.11	
School tax rate + (27.20)			246.00	2581.36	
CASH ON HAND <u>Mar. 16, 1966</u>	\$ 117.74				
Total Receipts	\$ 63.32				
Total Expenditures	\$ 116.73				
CASH ON HAND <u>Mar. 31, 1966</u>	\$ 64.33				

*Unanticipated Action*

COH Apr. 1, 1965 — \$ 364.60  
 Total Repts. — \$ 2281.09  
 Total Expend. — \$ 2581.36  
 COH Mar 31, 1966 — \$ 64.33

League of Women Voters of Decatur, Illinois

Budget and Actual Report.

Income

Dues (150 members @ \$8.00)

Contributions

Misc.

From Reserves

Proposed Budget 1966-67	Actual <del>Income and</del> Expenditures 1965-66	Proposed Budget 1965-66
\$ 12.00.	\$ 760.	\$ 750.
1450.	1445.	1550.
	16.	
	60.	
<u>\$ 2650.</u>	<u>\$ 2281.</u>	<u>\$ 2300.</u>

Expenditures.

General Administration

1 President's expenses

2 Board (publications)

3 Committees

(a) Nat, State, Local Program (resource material)

(b) Public Relations

(c) Membership

Year book

(d) Finance

4 Delegates: Convention

(a) Other Meetings

\$ 25.	\$ 25.	\$ 25.
75.	57.29	50.
40.	31.10	40.
5.	1.91	30.
10.	7.82	10.
45.	41.63	40.
50.	65.35	30.
250.	45.90	200.
200.	162.21	200.

General Operating Costs

5 Supplies

6 Postage (except for Bulletin & Finance Drive)

7 Telephone and Telegraph

8 Bank Charges

100.	89.71	100.
85.	50.74	85.
10.	7.34	10.
10.	8.88	5.

Publications

9 State and Nat. Publications (self-liquidating)

10 Local Publications (Fact Sheets on Study Items)

11 Decatur Bulletin (Including Postage)

00.	45.09	25.
75.	52.83	75.
275.	276.44	200.

Activities

12 Meetings (other than Units - Rent, etc.)

13 Voters Service (general information)

14 Action in the Community (issues on which League has position)

75.	35.08	75.
400.	97.31	200.
50.	679.91	50.

State and National Services (Including Nat. & Ill. Voters)

870.	850.00	850.
<u>\$ 2650.</u>	<u>\$ 2581.36</u>	<u>\$ 2300.</u>

Please return to Smith

## Explanations

1. President's travel expenses under "Delegates"
2. Duplicate President's mailing to 3 vice pres. (formerly only one)  
National Board Reports cut by  $\frac{1}{3}$
3. (b) and (d) Includes printing and postage for Finance Drive letters, invitations to contributors to special meetings, also cost of publications sent to contributors which was formerly charged to public relations.
4. National Convention - May 2-6, 1966 in Denver, Colo. \$56 gone directly to Nat. office for registration and travel equalization  
~~at Council to Denver~~ \$137.49. Nat. Conventions - even years,  
State Conventions - odd years.
13. Candidate Meetings in Nov. '66 and March '67.  
Reprinting of Government officials and Voters Guide.
14. Unanticipated Action 1965-66: Council Mgr Ref. #91.31,  
School Building Ref. #277.80, School Ed. Tax Rate Ref. #296.00.

## Budget Committee

Marilyn Miller, Chairman, Janet Mann, Dee Meyerson, Shirley Moore, Barbara Tilley, Elise Hurst, Lela Smith

10  
1128  
760  
36x

Budget File Copy  
May, 1966, page 2  
1966-67

BUDGET COMMITTEE REPORT

<u>INCOME</u>	Adopted 1965-66	Actual 1965-66	<u>Actual</u> 1966-67 <i>actual 66-67</i> <i>7,495.00</i> <i>1150.00</i>	Proposed 1966-67
Dues (150 @ \$5 in '65-66; 150 @ \$8. in 66-67)	\$ 750.00	\$ 760.00	\$1,200.00	\$1,200.00
Contributions <i>member 200. non-member 450</i>	1,550.00	1,445.00	1,450.00	1,450.00
Miscellaneous		16.00		
	<u>\$2,300.00</u>	<u>\$2,221.09</u>		<u>\$2,650.00</u>
 <u>EXPENDITURES</u>				
General Administration				
1. President's expenses	\$ 25.00	\$ 25.00		\$ 25.00
2. Board (Handbook, Nat'l Bd. Rep. etc.)	50.00	57.29		75.00
3. Committees				
a. Resource material for study items	40.00	31.10		40.00
b. Public Relations	30.00	1.91		5.00
c. Membership	10.00	7.82		10.00
Yearbook	40.00	41.63		45.00
d. Finance	30.00	65.35		50.00
4. Delegates: Convention	200.00	162.21		250.00
Other meetings	200.00	45.90		200.00
 General Operating Costs				
5. Supplies	100.00	89.71		100.00
6. Postage (exc. bulletin & finance drive)	85.00	50.74		85.00
7. Telephone and Telegraph	10.00	7.34		10.00
8. Bank Charges	5.00	8.88		10.00
 <i>Audit</i>				
Publications				
9. State and National (self-liquidating)	25.00	+5.09		0.00
10. Local (fact sheets on study items)	75.00	52.83		75.00
11. Decatur Bulletin (including postage)	200.00	276.44		275.00
 Activities				
12. Meetings (rent in public places, etc.)	75.00	35.08		75.00
13. Voters Service (general information)	200.00	97.31		400.00
14. Action in the Community (action on issues)	50.00	14.80		50.00
 State and National Services (including National and Illinois Voters to every member)				
	850.00	850.00		870.00
	<u>\$2,300.00</u>	<u>\$1,916.45</u>		<u>\$2,650.00</u>
Balance (to be added to "Unallocated Reserve")		,304.64		
Expenditures and Balance		<u>\$2,221.09</u>		

Explanations

1. President's travel expenses under "Delegates."
2. Duplicate President's mailings (three vice presidents, formerly only one, National Board Reports (cut by one-third) local League Handbooks, etc.)
3. (d) Includes printing and postage for Finance Drive letters, invitations to contributors to special meetings, also cost of publications sent to contributors (formerly charged to Public Relations).
4. National convention, even years; State convention, odd years. National Convention in May, Denver, Colorado: \$56. goes to National office for registration, travel equalization and banquet.
13. Candidates Meetings in November, 1966, and March, 1967, reprinting of Government Officials and Voting Reference.
14. Unanticipated Action 1965-66: Council Mgr. Ref. \$91.31, School Building Ref. \$277.80, School Ed. Tax Rate Ref. \$296.00 totaling \$665.11 paid from "Unallocated Reserve."

# THE DECATUR VOTER

## LEAGUE OF WOMEN VOTERS OF DECATUR, ILLINOIS

Volume 20, No. 10

Mrs. Clifford Smith, President

May, 1966

Mrs. George Dorner, Editor

### RECOMMENDED LOCAL PROGRAM

FOR 1966-67

I. Governmental Planning: Study of governmental planning agencies in Macon County.

II. Civil Rights: Study of Equal Housing Opportunities in Decatur.

III. Human Resources: Study and evaluation of the operation of the Equal Opportunities Act in Decatur and Macon County.

IV. Macon County Nursing Home: Continued evaluation of the need for a Macon County Nursing Home.

V. Decatur Public Library:

1. Support for a new main library building.

2. Continued study of the operation and needs of the library and an evaluation of the City Planning Department's proposed study of the cultural needs of the community.

VI. Decatur Public Schools:

1. Support of measures to provide adequate space and a quality education program.

2. Study of ways to improve public education in Decatur.

VII. Council-Manager Form of Government:

Support of Council-Manager form of government for the City of Decatur.

VIII. Macon County Health Department: Support of efficient development and operation of the Macon County Health Department.

IX. Water Resources: Support of sound development of Decatur's water resources.

### IMPORTANT MEETING MAY 11

Adoption of local program items and the budget for the 1966-67 year will take place at part II of our Annual Meeting. The meeting will be at 1 p.m., Wednesday, May 11, at Evelyn Jokisch's home, 333 Southmoreland Place.

The local program recommended by the Board is printed on this page and the proposed budget on page 2.

Our by-laws provide that recommended subjects are adopted by a majority of the members at the Annual Meeting. Items previously suggested but not recommended by the Board may be considered, but a two-thirds vote is required for their adoption.

A report of the National Convention in Denver, Colorado, May 2 - 6, will be given by our new president and delegate, Lola Smith.

Shirley Moore (422-2565) is still taking reservations for the spring regional meeting May 18 in Lincoln.

Chairmen of many areas will be attending, and other League members should have no trouble choosing workshops which interest them.

Cost of the luncheon is \$2. Make transportation arrangements when you make your reservation which is needed by May 11.

### OFFICER CHANGE

Janet Mann has resigned as treasurer after three years of service in the position. The Board at its April 20 meeting appointed Shirley Moore (Mrs. Daniel M. Moore Jr.) to fill her unexpired term.

### MAY-JUNE LEAGUE CALENDAR

May 11	Wednesday 1:00 p.m.	All-member meeting; Mrs. Edwin Jokisch, 333 Southmoreland Place
May 18	Wednesday 9:30 a.m.	Spring regional meeting, Lincoln, Illinois
June 1	Wednesday 9:30 a.m.	Board training (new Board); Mrs. Robert Bowers, 425 S. Edward (Each member will take a salad for a smorgasbord lunch.)

Budget File Copy

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

FILE: STATE FINANCE P.

December 14, 1966

Central 6-0315

DUE in State Office no later than March 1, 1967  
(Two copies for your files)

LOCAL LEAGUE PLEDGE FORMULA  
Applied to the League of Women Voters of Decatur

The formula: (\$4.50 + 60¢ per point) times the 4 year average membership = pledge

	<u>POINTS</u>
Age of League (organized in 1961 or before = 1) (organized after 1961 = 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..... 2
-----	
Total Points	.....2..... 3
Multiply by 60¢:	......60
Membership	
January 1, 1964 .....	\$.....1.20 1.80
January 1, 1965 .....	
January 1, 1966 .....	
January 1, 1967 .....	
Total .....	\$.....5.70 6.30
Divide by 4 (= 4 yr. av. membership.)	.....1.49 1.49
Add Base \$4.50:	.....4.50
Multiply by 4 yr. av. membership:	.....5.98 5.67
The formula-pledge =	\$.....2.28 2.50
	\$.....849.30 387

The actual pledge, or promise to give support, will be made at the State Convention in April, 1967.

We expect to pledge \$ 850.00  
We would like to make an additional gift of \$.....

If this pledge is less than the formula-pledge please give your League's reasons for this decision.

(Please return 1 copy of this report to the State Office no later than March 1, 1967.)



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

Central 6-0315

FILE: STATE FINANCE P.  
December 14, 1966

To: Local League Presidents and  
Local League Budget Chairmen  
From: Stephanie S. Kramer, State  
Finance Chairman

Pledges and the New Finance Formula

Since it seems apparent that the finance formula may have to be changed to meet the requirements of the proposed state budget, local League presidents at the Council meeting on December 1st were asked to approve changing it from

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

to

$(\$4.50 + 60\text{¢ per point}) \times 4 \text{ year average membership} = \text{pledge}$

We want to correct an error in our figures given to you at Council meeting. When we projected the amount of income from total local League pledges we used the four-year average statewide membership figure of 8,860 (which was written on the blackboard.) This figure should have been 9,021, which is the average of the state membership figures for the past four years as given on ILLINOIS FINANCE GROWTH (green sheet, November 11, 1966). When the new formula was refigured (using the 9,021 membership) we found it would bring an income from local Leagues of \$65,659 or almost the amount of local League support required by proposed 1967-1968 state budget.

This means that if the total Illinois membership shows a gain when the new lists are sent in on January 1st, and if many local Leagues increase their strength rating that it is just possible that we will not have to change the formula upwards, after all. However, we will not know how Leagues rate their strength until we have received all the formula pledge sheets (copies attached). Therefore, having received permission of the League presidents (three Leagues dissenting,) we will now figure pledges on the basis of the new formula. If the happy unexpected does take place: increased membership, increased strength points and every League pledging its full formula amount - we will, before the state convention, return to the earlier formula and ask you to reduce your pledges accordingly.

The question was raised: are Leagues fair in assessing their strength points? The answer is that we must assume that each League wishes to be fair. We believe that a League can judge its strength by asking the questions:

"How satisfying is it to be a member of your League?"

"How important is your League to your community?"

For example there may be a League with so few members that it is impossible to have a full board, impossible to carry out the entire League program. Yet members of that League may take great satisfaction from their League membership, knowing that they are a part of a strong and effective national and state

organization, that through the League they are important in state and national legislative processes. They know that the League needs them in implementing state and national program. And most important, they also know that the League voice may be the only voice in their community that is nonpartisan or that will provide facts on controversial issues. In short, they may know that the League is important in their community whether or not they have ever been able to carry a local program item through successful action. It is only the League itself that can make the decision about its own strength; the decision rests on what League members think and feel, and what the community thinks and feels about the League.

We urge you to take plenty of time to discuss all this at your board meetings and your units.

Three copies of the pledge-formula sheet is enclosed in the President's copy of this memo. If we do not have the name of your budget chairman, two copies of the memo is sent to the President. Please give one copy to your budget chairman.

Please return 1 copy of the pledge formula sheet to the State office as soon as your League has reached its decision - but no later than March 1, 1967. The other 2 copies are for your League's files.

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

Central 6-0315

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FILE: ADMINISTRATION BUDGET P.

November 16, 1966

TO: League Budget Chairmen

FROM: Stephanie S. Kramer  
State Finance Chairman

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### Policy Sheet

#### State Reimbursement to Local League Members

Members of state committees who live outside the metropolitan area will have their entire travel expenses to state committee meetings paid for by the state League (coach or 5¢ a mile and toll fares).

Local League chairmen or substitute, and local League presidents, will have their round-trip coach fare by train or 5¢ a mile and tolls by car paid for in any amount over \$3.50 for travel to state meetings.

\$5.00 towards hotel expenses will be paid if it is necessary to stay over night.

The local League budget committee should propose a policy for reimbursement of League expenses to their board members. This should be voted on by the local League board. This will be useful in preparing the League budget, will help the treasurer, and also help the nominating committee in explaining to future board members what they may expect.

Refer to the Decatur Reimbursement Policy Sheet given at Regionals or sent to your president shortly thereafter. Please send your new policy sheet to the State Office after it has been adopted.

STEPS IN LOCAL LEAGUE BUDGET-MAKING  
OR  
CREATIVE SPENDING

1. By-Laws

Check your by-laws for required date for presenting proposed budget to the entire membership. (It is usually printed in the Bulletin.)

2. The budget chairman and committee

The budget chairman should probably be a recent or present board member in order to understand fully the problems of the League. She and her committee should be appointed early in the League year so they may observe where the budget helps and where it hinders the League in fulfilling its ambitions for service to members and the community.

3. "The Art of Spending Money" and "A Budget Committee Workbook" (LWV of US)

These are absolutely indispensable. Each budget committee needs a fresh copy of the Workbook to work in. These booklets will guide the committee step by step.

4. Don't underestimate your League.

Set your sights high in plans for next year. You can be confident that your members will raise the money you will need when they approve of the plans for spending. Every year we see Leagues that have doubled their budgets, doubled their goals, and successfully made these goals.

5. 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.

6. 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.

7. When you print your proposed budget

Write a detailed explanation of each item. (See example of State Budget in the May-June ILLINOIS VOTER.)

8. At the Annual Meeting

The budget is presented, amended (if necessary), and adopted at this meeting. It is important that it be presented to the members in a vivid, exciting manner. This is a wonderful chance to explain League program to prospective and new members and tell of exciting plans ahead.

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

Central 6-0315

FILE: Administration--Treasurer  
P

August 1966

TO: Treasurers

FROM: Barbara Trumbull  
State Treasurer

Welcome to your new job (or second year) as local League treasurer! I hope that keeping books will prove to be a satisfying experience for both you and your League.

I had the pleasure of meeting 37 treasurers in our Spring Regionals and would like to share with all treasurers some of the ideas that came out of our morning workshops.

ROCKFORD DUES PLAN: The enclosed yellow sheet explains in detail the recommended dues-paying method for local Leagues. Please familiarize yourself with this method (paying dues annually on the anniversary of the original dues payment date). Eleven out of 14 Leagues that changed to this plan gained membership last year. Not only have Leagues found this helpful in increasing membership, but it also helps to spread the treasurer's workload more evenly throughout the year. It does require a bylaw change so it needs membership and board discussion.

VOUCHER FORM: Many treasurers expressed interest in having a mimeographed form for submitting bills to be paid. The enclosed green voucher may prove a helpful guide for your use. Two forms may be mimeographed on a single sheet of paper. Members can use this form for requesting payment of expenses and/or it may be stapled to an invoice. Don't forget to have members submit bills for expenses even though they intend to donate the amount of them. Then write the check and have the member endorse it back to the League. In this way you will account for actual expenses and contributions.

CITIZEN INFORMATION SERVICE: This is self-explanatory. ("Policy Governing Financial Aid for Local Projects.")

ASSISTANT TREASURER: Treasurers expressed concern over the membership details involved in their duties. An assistant treasurer could take over the mailing of dues notices and membership cards, sending in drops and transfers monthly to state and national offices and compiling the annual membership list due in January. This would be an excellent method of involving a newer member in League activities. Of course, it requires very close contact with the treasurer to keep the records current.

QUARTERLY PLEDGE PAYMENTS: Treasurers expressed interest in having the state office send a quarterly request for payments on pledges. The feeling was that this was more businesslike and efficient than the present casual method of paying the pledge. Therefore, we will send a form requesting 1/4 of your pledge beginning in September and every 3 months thereafter.

BOARD REPORTS: Some League treasurers type copies of their monthly report--one for the president, one for the secretary and one for bulletin editor. The treasurer should make a quarterly report or a semi-annual report to the board showing expenses to date compared to the budgeted figures for the year. In this way, board members are kept abreast of actual income and expenditures in relationship to the estimated. It is also very important for program planning, as the monthly bank balance is insufficient information for planning League activities. If your League sends mimeographed copies of minutes to board members each month, your treasurer's reports should be included in detail. Often figures in printed form are more meaningful than read at length.

STANDARD BOOKKEEPING SYSTEM: At our regional workshops we worked with our "standard set of books." This system is geared primarily to the annual reports required from all 77 Leagues. In addition, monthly and quarterly reports to your League are easily taken from our recommended "book" as it is set up to be cumulative. Many column headings have to be geared to the individual League's needs, but basically we think this system should be helpful to most Leagues. If you could not attend the Regionals and would like a set of these ledger sheets, please write the state office for your copy.

BONDING AND AUDITING OF LOCAL LEAGUE TREASURERS: Some Leagues are bonding their treasurers and it may be an idea that your League has never considered. It is recommended for those who handle a great deal of money each year. I did look into the possibility of a blanket policy for all 77 local Leagues but have found the procedures very cumbersome. Therefore, Leagues can do this on an individual basis at a minimum cost through local insurance agents. Some treasurers showed concern about the auditing of their books and felt very strongly about the need for professional audit. This too depends upon the League, amount of money, etc.

REPORTING NUMBER: If you have recently started a savings account and will earn over \$10. interest this year, please apply for a reporting number. An application form is available from your bank. This number is necessary on your annual report due in April 1967.

ANNUAL REPORTS: I have been analyzing your annual reports in order to compile our annual group return to the Internal Revenue Department (to retain our tax-exempt status). Unless your individual report balances, our group return cannot. Your beginning balance plus your total income less your total expenses must equal your ending balance. The two trouble spots still seem to be "Reserve Accounts" and the "In-Out Items." I will try to clarify the instructions on these two items when we send out your 1966 forms and instructions. If you have any suggestions as to how this annual report can be improved, please send them on to me.

MEANWHILE: If you have any questions as to procedures, bookkeeping problems, etc., please don't hesitate to write. Also, if you have any ideas or special techniques you use, please send them along to share with other treasurers. Any contribution to make our job easier is welcomed.

GOOD LUCK!

June, 1966

CITIZEN INFORMATION SERVICE  
of Metropolitan Chicago

67 East Madison Street  
Chicago, Illinois 60603

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POLICY GOVERNING FINANCIAL AID FOR LOCAL PROJECTS

1. CIS will accept contributions to be used for a specified purpose, if such purpose falls within its powers and if the officers approve. For example, it will accept contribution to be used to print a nonpartisan, factual presentation of a local government in Illinois. The local group shall raise the full amount needed to pay publication costs, unless otherwise provided.

2. The material, whether in book form or otherwise, must be submitted to the CIS reading committee to assure its factual, unbiased content. Ample time for reading such material shall be given for approval.

3. Negotiations for printing must be made by the local League. CIS will pay the printing bill from the funds contributed for this purpose.

4. If the local group distributes the book free of charge, no payment need be made to CIS except for a small percentage fee to cover any overhead incurred by CIS in connection with the project. If the book is to be sold, the local group shall pay to CIS a small percentage of its receipts in excess of printing costs.

*Poor File*

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 DECATUR

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)	..... <u>1</u> .....
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)	..... <u>0</u> .....
Strength of League (the importance of the League: to members, to community) (Poor 0, Fair 1, Good 2, Very Good 3)	..... <u>1 1/2</u> .....
	<hr/>
Total Points	..... <u>2 1/2</u> .....
(Multiply by 60¢)	x.....60¢ <u>\$1.50</u>
(Add base \$4.25)	+.....\$4.25 <u>\$5.75</u>
	.....
(Multiply by 4 year average membership)	x..... <u>144</u> .....
	<hr/>
<u>The Pledge</u>	\$..... <u>828</u> .....

*Actual  
pledge  
\$850*

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



February 1, 1966

Central 6-0315

LOCAL LEAGUE PLEDGE FORMULA

applied to League of Women Voters of DECATUR

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

	<u>Points</u>
Age of League (organized in 1960 or before = 1) (organized after 1960 = 0)	..... <u>1</u> .....
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)	..... <u>0</u> .....
Strength of League (the importance of the League: to members, to community) (Poor 0, Fair 1, Good 2, Very Good 3)	..... <u>1.5</u> .....
<hr/>	
Total Points	.....
(Multiply by 60 $\phi$ )	x.....60 $\phi$
<hr/>	
(Add base \$4.25)	+.....\$4.25
<hr/>	
(Multiply by 4 year average membership)	x..... <u>151</u> .....
<hr/>	
<u>The Pledge</u>	\$..... <u>868</u> <u>870</u> .....

The actual pledge, or promise to give support, will be made at the  
Presidents' Interim Council on April 21, 1966.

Budget  
copy

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

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

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 1/2 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  
got 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. Hunt (Mrs. Hunt)

League Position President

November, 1965

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
Champaign County	Glenview	Palatine
Charleston	Hazel Crest	Palos-Orland
Collinsville	Highland Park	Park Forest
Crystal Lake	Hinsdale	Quincy
Decatur	Homewood	Riverdale-Dolton
Deerfield	Joliet	Rockford
DeKalb	Kewanee	St. Charles
Des Plaines	LaGrange-LaGrange Park	Springfield
Downers Grove	Lake Bluff	Villa Park
Edwardsville	Lake Forest	Waukegan
Elgin	Lincoln	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)	.....
<hr/>	
Total Points	.....
(Multiply by 60¢)	x.....60¢
<hr/>	
(Add base \$4.25)	+.....\$4.25
<hr/>	
.....	
(Multiply by 4 year average membership)	x.....
<hr/>	
<u>The Pledge</u>	\$.....

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 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.

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

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Explain to  
your  
members  
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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 '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  
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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.

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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.

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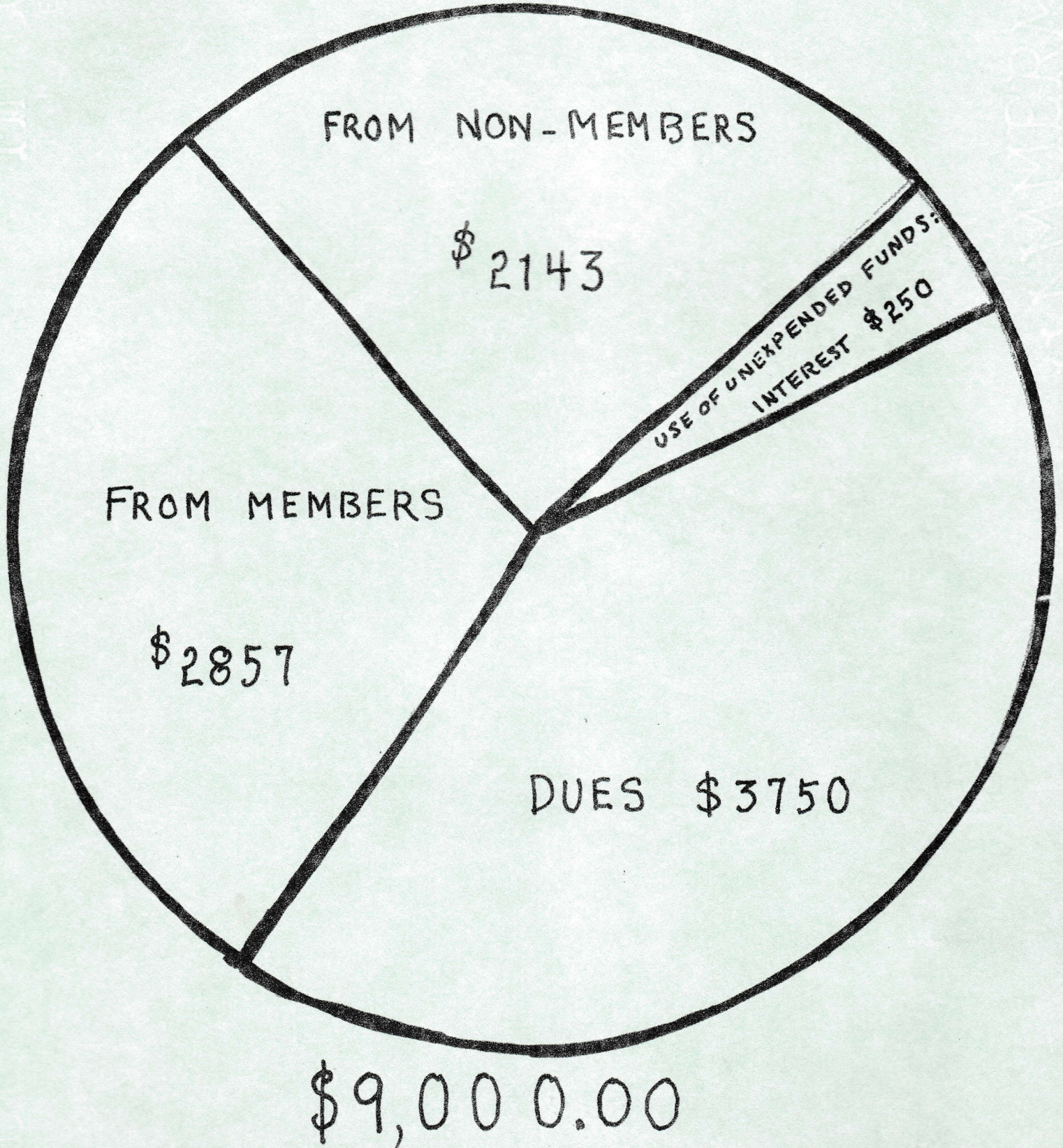
State had budget worksheets made for you before we saw the new National materials. You will have to change some of the items to correspond with the new forms. You are being sent two of these and you may have more if you ask for them.



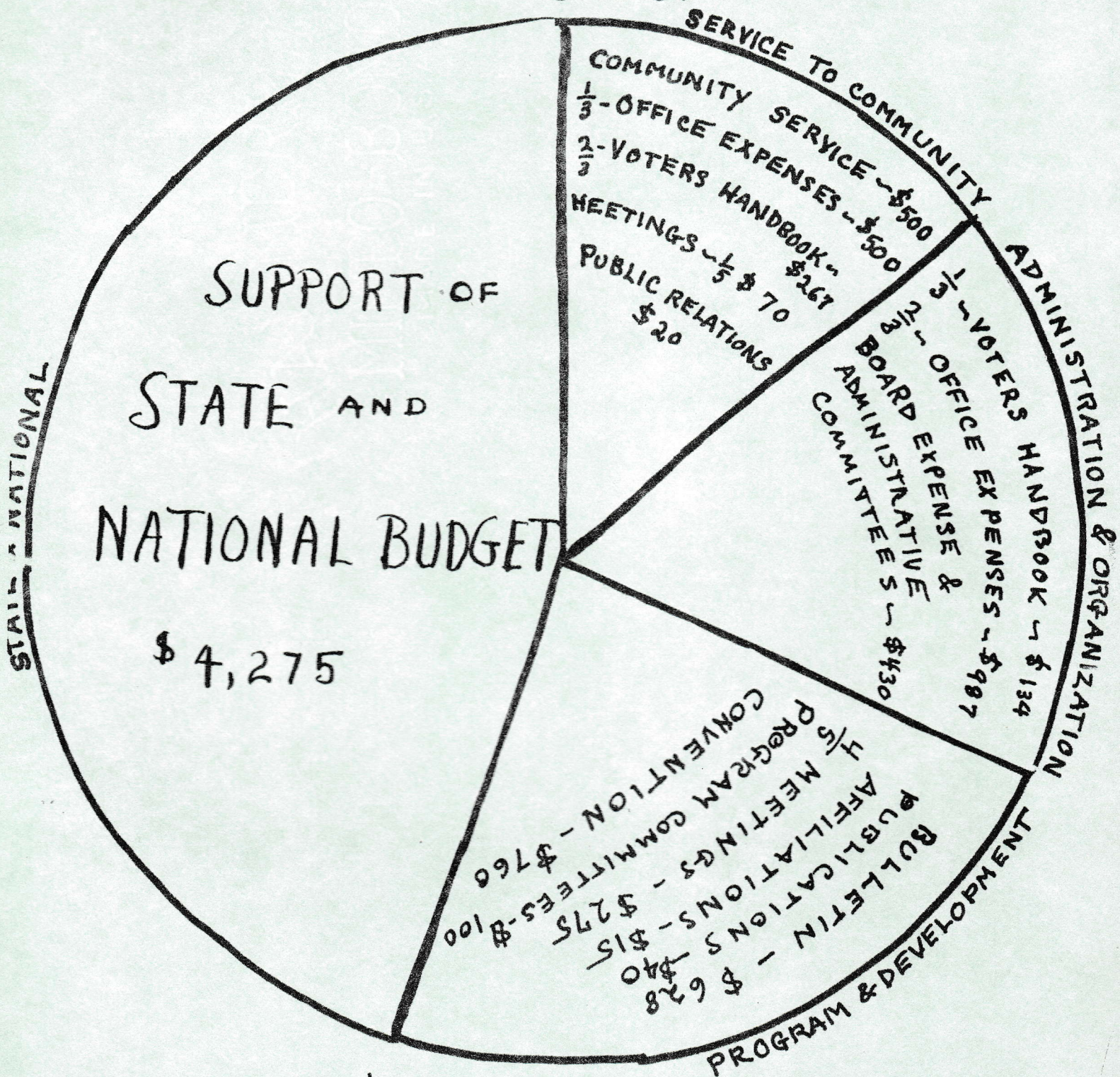


# LEAGUE of WOMEN VOTERS of HIGHLAND PARK - 1966-1967 BUDGET

## WHERE THE MONEY COMES FROM ~



# LEAGUE of WOMEN VOTERS of HIGHLAND PARK 1966-1967 BUDGET



\$ 9,000  
WHERE THE MONEY GOES