

THE FINANCE FORMULA FOR 1971-72

The finance formula, adopted almost ten years ago, is based on the census figures of 1960. This year we planned to do an overhaul using the 1970 census figures, but they are still not available. Therefore, the State Budget Committee is proposing that the same kind of pledge formula be used for this year and that a committee start a review of the pledge formula as soon as the needed information is available.

We are asking for a raise of 60¢ per member in the formula, despite cutting back considerably on our proposed budget. This has been necessary as some of our other sources of income that we have had this year - such as election reporting and publications (ILLINOIS VOTER'S HANDBOOK) that are no longer current will not be available to bring in additional income. In addition, we do not see any more money being returned to the State League from the 50th drive. Although State Leagues were assured that they would get \$5 per member, only \$1 has been distributed. This is due, in large part, to the giving patterns established for this drive; i.e., restricted gifts for projects and a larger amount going to the tax deductible funds than originally anticipated.

Along with this memo comes a description of the formula plus the form to be filled out and returned to this office by March 10 indicating what your local League plans to pledge to the State budget.

Last year some local Leagues had trouble with the computations because of the 15% that is added on to the original pledge formula; therefore, we are giving you the figures to be used after you determine the number of points your League is worth. This figure includes the base and is designated as the base-point. For example, if a League should select a total of 5 points, its base-point is worth \$10.66; that figure should be multiplied by its average membership number (which in this hypothetical case is 93). The result is:

\$10.66 base-point (for 5 point League)
93 avg. # of members
<hr/> \$991.38 - pledge formula

Provisional Leagues should pledge \$50.00.

Leagues which are recently recognized have a three-year grace period, after recognition, to reach their pledge figure. We recommend that you pay at least 1/3 of your pledge formula in your first year of recognition; 2/3 after your second year, and the total amount by the end of your third year.

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

CEntral 6-0315

FILE: Administration - Budget

January 1971

TO: Budget Chairmen

FROM: Mrs. Arnold Wolff,
State Finance Chairman

DO'S AND DON'TS FOR BUDGET CHAIRMEN

1. Do be sure that you and every member of your committee read "The Art of Spending Money" and "A Budget Committee Workbook." Order from National if you don't have this in your file.
2. Do write a detailed explanation of each item in your budget.
3. Do present your budget to the members at the Annual Meeting in an interesting way. (Skit? Flip Chart? True-False Test? Pie Charts?)
4. Do stick to the Nationally recommended budget forms in the back of the Budget Workbook. (Three copies enclosed with this memo.) Do use the Publications Worksheets - to simplify your life.
5. Don't build up large unallocated reserves. League money is raised to be spent, not saved. Generally a sum equal to the cost of two or three months' operation is all that is needed in unallocated reserves. (See page 11, "The Art of Spending Money.")
6. Do remember: specific allocating of funds in your budget does not prevent your Board from transferring budgeted amounts from one section to another, should it wish to.
7. Don't put "Cash balance on hand" in the budget. (See page 11.)
8. Do put only net figures in the budget. (See paragraph 9, page 12.)
9. Try to use round numbers for easier bookkeeping (no pennies!)
10. Do consider how large your budget should be. Generally, the total should be somewhere near three times your pledge for State-National support.
11. Do consider raising dues if they are below the recommended base figure of \$7.50. Compare with the dues of other women's organizations in your community and you'll be surprised! League experience shows that raising dues is not a deterrent to getting and keeping members.

- O V E R -

- 12. Don't forget that for 1969-70 the 50th Drive increased your income by 25%. Try to equal that amount on your own!
- 13. Don't set aside reserves that are not earmarked or for normal operating cash.
- 14. Do use three columns when presenting budget to your members - current budget, actual treasurer's 100% figures, and new proposed budget.
- 15. Do include an amount for audit and bank charges.
- 16. Do present a full explanation of each item on your budget and try to use visual aids in your presentation.
- 17. Do remember, that with more income it is a great opportunity for your League to grow!

#####

Budget is a guide for spending. Be aware of the way in which the budget is being converted to a final report.

3 m. ago

*2-18-71
357.62 Miller
289.32 MHS
(178 non-con on 5m)*

BUDGET COMMITTEE REPORT

RECEIPTS

	1970-71 Budget	1970-71 Act. Jan. 21	Proposed 1971-72 Budget
Dues (131 members @ \$8.00)	\$1160.00	1048-	\$1048.00
*Contributions - Members	437.50	331.-	400.00
- Non-members	1200.00	910.-	900.00
**From Reserves			142.00
Total Receipts	\$2797.50	2289.	\$2490.00

EXPENDITURES

A. General Administration			
1. President's Expense	\$ 25.00	25.-	\$ 25.00
2. Board Expense	50.00	52.75	55.00
3. Committees			
a. Resource	60.00	21.00	50.00
b. Public Relations - Publicity	40.00		20.00
c. Membership	50.00	24.32	35.00
d. Yearbook	65.00	65.-	65.00
e. Finance Drive	35.00	16.90	25.00
4. Delegates			
a. Convention	250.00	185.-	300.00
b. Other Meetings	200.00	160.25	200.00
			150.00
B. Operating Costs			
1. Supplies	100.00	29.35	60.00
2. Postage	50.00	35.28	50.00
3. Telephone and Telegraph	5.00		5.00
4. Bank Charges	15.00	6.82	12.00
C. Publications			
1. Local	60.00	30.-	50.00
2. Bulletins	300.00	196.49	300.00
D. Activities			
1. Meetings	50.00	39.93	50.00
2. Voter Service	300.00	171.88	175.00
3. Action in Community	200.00	130.35	75.00
E. Pledge to State and National***			
	942.50	942.50	988.00
Total Expenditures	\$2797.50	2182.50	\$2490.00

* Figures represent hoped-for goals. 1970-71 actual receipts from contributions were about \$400.00 under budgeted goal.
 ** To balance the budget. This amount may be reduced if we can:
 (1) keep budgeted expenses at a minimum or below;
 (2) increase the amount of contributions;
 (3) increase the membership.
 *** Based on revised State formula is actually \$988.13. Additional 13¢ will be paid with first quarterly payment (\$247.00 per quarter).

*Registration
1/2 non-2 rights
336
250
486
14*

*2429
2192
310*

Budget File.
 1971-72
 Approved
 3-10-71

BUDGET COMMITTEE REPORT

	1970-71 Budget	Proposed 1971-72 Budget
RECEIPTS		
Dues (131 members @ \$8.00)	\$1,160.00	\$1,048.00
*Contributions - Members	437.50	400.00
- Non-members	1,200.00	900.00
**From Reserves	---	142.00
Total Receipts	\$2,797.50	\$2,490.00
EXPENDITURES		
A. General Administration		
1. President's Expense	\$ 25.00	\$ 25.00
2. Board Expense	50.00	55.00
3. Committees		
a. Resource	60.00	50.00
b. Public Relations - Publicity	40.00	20.00
c. Membership	50.00	35.00
d. Yearbook	65.00	65.00
e. Finance Drive	35.00	25.00
4. Delegates		
a. Convention	250.00	300.00
b. Other Meetings	200.00	150.00
B. Operating Costs		
1. Supplies	100.00	60.00
2. Postage	50.00	50.00
3. Telephone and Telegraph	5.00	5.00
4. Bank Charges	15.00	12.00
C. Publications		
1. Local	60.00	50.00
2. Bulletins	300.00	300.00
D. Activities		
1. Meetings	50.00	50.00
2. Voter Service	300.00	175.00
3. Action in Community	200.00	75.00
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- (2) increase the amount of contributions;
- (3) increase the membership.

*** Based on revised State formula is actually \$988.13. Additional 13 cents will be paid with first quarterly payment (\$247.00 per quarter).

- League of Women Voters of Decatur, Illinois -

Approved at
 Annual Mtg
 by members, Mar 10, 1971.
 C. Johnson

BUDGET DESCRIPTION
League of Women Voters of Decatur, Illinois
- EXPENDITURES -

A. General Administration

1. President's Expense - To cover miscellaneous expenses. (Travel expenses are paid under "Delegates - 4 a or b".)
2. Board Expense - Duplicate President's Mailings, National Board Reports, Local League Handbooks; any publications necessary in each portfolio.
3. Committees
 - a. Resource - Publications needed by members of the resource committees and expenses for speakers, etc. (Does not include factsheets or other publications that might be printed as a result of committee research. These items are budgeted under Local Publications or Action in the Community, which ever applies.)
 - b. Public Relations - Publicity - To cover expense incurred promoting League activities that do not come specifically under Membership, Finance, Voter Service, or Action in Community.
 - c. Membership - Kits for new members, publications for new or prospective members, meetings, orientations, supplies; any expense incurred encouraging membership. *(inc. letters)*
 - d. Yearbook - Publishing costs.
 - e. Finance Drive - Cost of the drive; stationery, envelopes, postage, printing, solicitors kits, publications to contributors and any other costs related to the drive.
4. Delegates
 - a. Convention - National, even years. State, odd years. For expenses of delegates. (See information from State & National on registration fees, travel equalization, and reimbursement policies.) *Jan 1969*
 - b. Other Meetings - State and Regional meetings - travel expenses, meals, hotel and babysitting. (See Decatur League Travel Reimbursement Policy.)

B. Operating Costs

1. Supplies - Stationery, envelopes, mimeo paper, carbon paper, stencils and masters, any office supplies for general use. (Bulletin not included.)
2. Postage - For general use. (Bulletin, Finance, Membership, Subscription Service not included.)
3. Telephone and Telegraph - Business calls.
4. Bank Charges - Bank service charge for handling checking account.
Audit - not budgeted; this has been a contributed service.

C. Publications

- X* State & National - not budgeted. Publications purchased for and sold from the suitcase. Subscription Service amounts are entered here. Publications Chairman keeps the detailed records.
1. Local - Factsheets printed - including all resource factsheets.
 2. Bulletins - Cost of printing and postage.
Other - To handle publishing and selling of booklets, e.g. "This Is Macon County".

D. Activities

1. Meetings - Room rentals, refreshments, babysitter, etc.
2. Voter Service - Publications and information given to voters; all costs related to Candidates Meetings. (Major election years usually require a large budgeted amount.)
3. Action in Community - Expenses incurred promoting League stands on issues.
Other

E. Pledge to State and National - Pledged financial support.

(Jan. 1971)

LEAGUE OF WOMEN VOTERS OF ILLINOIS
 67 East Madison St., Chicago 60603
 Central 6-0315

February 1971

- 3 copies enclosed
- 1 copy to be returned to State Office
as soon as you have your annual meeting
- 1 copy for your president
- 1 copy for your treasurer

LOCAL LEAGUE BUDGET FORM - 1971-72 LWV of Decatur, Illinois

	<u>Current Budget</u>	<u>Proposed for</u>
<u>Expenditures</u>	<u>1970 to 1971</u>	<u>1971 to 1972</u>
A. <u>General Administration</u>		
1. President	\$ 25.00	\$ 25.00
2. Board tools and expenses	50.00	55.00
3. Administrative Committees		
a. Finance	35.00	25.00
b. Membership (includes yearbook)	115.00	100.00
c. Unit organization	--	--
d. Public relations	40.00	20.00
e. Budget and Nominating	--	--
4. Operating Costs		
a. Equipment upkeep	--	--
b. General supplies	100.00	60.00
c. Postage	50.00	50.00
d. Telephone and telegraph	5.00	5.00
e. Insurance	--	--
f. Office expenses		
1) rent	--	--
2) salaries	--	--
3) payroll taxes	--	--
g. Audit and bank charges	15.00	12.00
B. <u>Capital Expenditures</u>		
Cost of or accrued funds for new equipment	--	--
C. <u>Delegates, Travel, and Affiliations</u>		
1. State Convention (Council)	250.00	300.00
2. National Convention	--	--
3. Workshops and regional meetings	200.00	150.00
4. Area (County) Councils	--	--
5. Local	--	--
Sub Total	\$ 885.00	\$ 802.00

Current Budget 1970 to 1971 Proposed for 1971 to 1972

D. Program and Activities

1. Publications

net cost only

a. State-National

b. Local

c. Monthly bulletin

supplies & postage

2. Program Committees

a. National

b. State

c. Local

d. Others

Total

3. Community Services

a. Meetings, demonstrations, tours

b. Voters Service

c. Educational activities

d. Action

e. Telephone listing or answering service

f. Office expenses for community service

4. Support for state and national services

Total

Income

1. Dues: (No. of Each mem-)
(Members 131 ber pays \$8.00)

2. Contributions (finance drive only)

Members

Non-members

Business & Industry (inc. Non-mem.)

3. Publications

Any net income from sale of all publications (not budgeted)

4. Other sources (incl. advertisements or contributions for Voters Service publications, calendar sales, etc.)

Adv. in _____, _____, _____

Contributions for Voters Service Pub.

Calendar sales

Others

5. From Reserves

Total

	\$ --	\$ --
	60.00	50.00
	300.00	300.00
	60.00	50.00
	50.00	50.00
	300.00	175.00
	--	--
	200.00	75.00
	--	--
	--	--
	942.50	988.13
	\$ 2,797.50	\$ 2,490.00
	\$ 1,160.00	\$ 1,048.00
	437.50	400.00
	1,200.00	900.00
	--	--
	--	--
	--	--
	--	--
	--	142.00
	\$ 2,797.50	\$ 2,490.00

Central 6-0315

REVISED

LOCAL LEAGUE PLEDGE

Finance Formula Applied to the League of Women Voters of Decatur

Age of League		POINTS
(organized in 1965 or before = 1)	(organized after 1965 = 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)		+..... 0 ..
	Total Points	<u>1</u>

Base-Point

If you are a 1 point League - \$6.91	Select base point	
" " " " 2 " " 7.78	figure based on	
" " " " 3 " " 8.64	number of points	
" " " " 4 " " 9.50	indicated above	\$..... 6.91
" " " " 5 " " 10.36		
" " " " 6 " " 11.23	Multiply by 4-yr.	
" " " " 7 " " 12.09	avg. membership	X..... 143

The formula pledge = \$..... 988.13

Membership

January 1, 1968 150	
January 1, 1969 145	
January 1, 1970 145	
January 1, 1971 131	(get 1971 figure from local League Treas.)
Total	<u>571</u>	

Divide by 4 143 (4 yr. avg. membership)

The actual pledge, or promise of support, will be made
at State Convention, April 27-29, 1971.

We expect to pledge \$ 988.13 ..
We would like to make an additional gift of \$.....
(Subject to ratification at the Local League Annual Meeting)

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

(Please return 1 copy of this report to the State Office NO LATER THAN MARCH 10, 1971.)

Information to Supplement Budget Committee Report

Membership - Jan.	68	150
	69	145
	70	145
	71	<u>131</u>
		571
Avg.	<u>143</u>	

Finance Formula Based on 1 Point League (Age - organized before 1965 * 1 point
Community Potential = 0
Strength of League (members & community) = 0)

Base-Point 1 = \$6.91 per member (multiply by 4-yr. Avg. membership)

<u>143</u>	(\$650 base last year)
2073	
2764	
<u>691</u>	

Pledge = \$988.13 or \$247.00 per quarter (plus 13¢ with first payment)

Mutual Home & Savings - \$289 app. as of 1-14-71.

<u>Contributions</u> - Received in 1970-71 Finance Drive	Members	\$ 331.00
	Non-members	<u>910.00</u>
Budgeted \$1637. (app. \$400 under)		\$1241.00

Jan 21.
Committee:
Dee Meyerson
Marge Butler
Ruth Schade
C. Johnson

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(. Jan. 1971)