

OREGON ASSOCIATION OF MUNICIPAL RECORDERS BUDGET NARRATIVE 2018-2019

REVENUES

ACADEMY/EDUCATIONSESSIONS

- **Education/On-The-Road Workshops** – Registration fees paid by persons attending OAMR On-The-Road Workshops.
- **Athenian Leadership Dialogue Sessions** – Small fee that is charged for attendees for the ALD sessions.
- **Mid-Year** – Registration fees paid by persons attending the OAMR Mid-Year Academy Session.
- **Annual** – Registration fees paid by persons attending the OAMR Annual Conference Academy Session.

CONFERENCE

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by business organizations to be an exhibitor during the Annual OAMR Conference
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.
- **OAMR Store Sales** – Money earned from the sale of OAMR logo items.

EDUCATION-SCHOLARSHIP FUNDRAISERS

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
 - **Silent Auction.** The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and larger Friday auction during the banquet.
 - **Live Auction.** The live auction (which may or may not occur from year-to-year) is an oral competitive bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high-end products such as Coach Purses) which takes place during the banquet.
- **Raffles** – Revenue earned from the sale of tickets, for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
 - **Basket Raffle.** The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
 - **Other Raffles.** Other raffles have included 50/50 drawings and accommodations during conference. Drawings for these raffles may be done at either the Mid-Year Academy or at the Annual Conference.
- **Kathy Ishiara Education Fund** – Money received through private donations or fundraisers and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in August 1998 after a long battle with breast cancer.
- **Harris-Davis Scholarship Fund** – This new scholarship fund was established at the 2015 Annual Conference Banquet. It funds an annual award worth three years of attendance at the Northwest Clerks Institute.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.

INTEREST Money OAMR earns from investment of funds.

MEMBERSHIP DUES Money received directly from payment of membership dues.

MISCELLANEOUS Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

NEWSLETTER ADVERTISING Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

CASH CARRY OVER The amount of money anticipated as the beginning fund balance for the next fiscal year.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019**

EXPENDITURES

ACADEMY/EDUCATIONSESSIONS

- **On-The-Road Workshops** – This line item will cover expenses such as mileage, lodging and teaching materials for OAMR’s On-The-Road Workshops. This line is not being funded as none have been held in the previous year.
- **Athenian Leadership Dialogue** – This line item covers the projected cost for the Athenian Leadership Dialogue sessions both at Mid-Year and the Annual Conference. This includes expenses such as hotel, rental vehicles, and air fare for the scheduled speaker.
- **Mid-Year Academy** – This line item will cover speaker costs, attendee and speaker meals, or any other expense associated with the academy session held in the spring. It also includes monies to host a hospitality room the night prior to the academy session, if so desired by the OAMR President.
- **Conference Academy** – This line item will cover speaker costs, meals, or any other expenses associated with the academy session held prior to the annual conference.

ANNUAL CONFERENCE

- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President’s Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- **Freebie/Conference Bag Expense** – This line item covers the cost of conference bags and small “freebie” items purchased by the Special Projects/Fundraising Committee Chair or Conference Chair for registration packets and gifts for conference attendees.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the finance policy.
- **Meals** – This line item is used to pay for the meals and breaks during the annual conference. Sponsor money may offset some costs.
- **Miscellaneous** – This line item is used to cover any unanticipated conference-related expense, including photography.
- **Postage** – Conference related postage costs, including mailing of registration materials.
- **President’s Reception/Special Event** – Cost of hosting the President’s Reception and/or All-Conference event and Meet ‘N Greet/Mentoring/1st Timer Breakfast event. (Includes meal if one is part of the event). Sponsor money may offset some of these expenses.
- **Printing** – The cost of printing and producing the Annual Conference handbooks and conference registration materials.
- **Speaker Expenses** – Expenses associated with the speakers at the Annual Conference, including audio/visual expenses. Deposits advanced to secure speakers for future conferences are also covered under this item.

INTERNET/WEBSITE - Provides for the annual cost of maintaining the OAMR website on the internet. OAMR will change to a 2-year Internet Web Hosting subscription in order receive a better discount. Listserv hosing is paid annually. The Domain Registry will be renewed for 2 years in 2019.

MCEF ANNUAL DONATION - Annual donation to the Municipal Clerks Education Foundation, Schwarzkopf Society. The Foundation provides scholarships for Municipal Clerks.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019**

EXPENDITURES (cont.)

MEMBERSHIP

- **Postage** – The cost of mailing OAMR information to new members.
- **Printing** – The cost of printing items for the general membership, and new City Recorder Procedure Manuals for new members attending the Annual Conference.
- **Supplies** – Supplies needed for such things as OAMR membership binders, dividers for the binders, name tags, danglers, etc.

MISCELLANEOUS – This line item is used to cover any miscellaneous expenses, such as flowers and other unanticipated expenses. It also covers the credit card fees and other miscellaneous banking fees

NEWSLETTER

- **Postage** – This line item reflects the average cost of mailing our newsletter to the membership. Currently, the newsletter is provided electronically only.
- **Printing** – The cost of printing the newsletter. Currently, the newsletter is provided electronically only.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter

NW CLERKS INSTITUTE DIRECTOR – This line item assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk's Institute, and in the adopted OAMR Finance Policy.

OFFICER SUPPLIES

- **Postage** – This money is to be used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – The cost of supplies, such as stationery and envelopes.
- **Miscellaneous/Equipment** – This line item is meant to cover any unanticipated expense incurred by an OAMR Officer.

OFFICERS

1ST VICE-PRESIDENT

- **IIMC Conference** – This line item covers the cost of event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

2ND VICE-PRESIDENT

- **Future Conference Site Tours** – This line item covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. *Note: The room cost should be complimentary.

REGION IX DIRECTOR

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a \$5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR's finance policy. This line item also covers OAMR's share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

PRESIDENT

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. This line item covers the cost of an item for the MCEF auction, if unable to obtain through donation.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2018-2019**

EXPENDITURES (cont.)

- **OAMR Representation** – The costs associated with the OAMR President, or the President’s designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference (registration covered with booth cost), Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or meetings as determined necessary by the President. This line item has been combined with OAMR Ambassadors as they were so similar.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy, for the President’s attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

REGION DIRECTORS - This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings, cover the cost of printing and postage for notices of regional meetings, and other supplies as necessary.

PHOTOGRAPHY/HISTORICAL RECORDS – This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs. We are going to have to replace the digital picture frame.

RAFFLE EXPENSES

- **Postage and Supplies** – The cost of mailing raffle tickets; and possibly costs for quilt materials and/or supplies.
- **Printing** – The cost of printing raffle tickets.
- **Prize Expense** – The cost for the preloaded VISA cards for the VISA raffle.

SCHOLARSHIPS

- **IIMC Certification Program** – Scholarships will be awarded for attendance at the IIMC certification program, as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the IIMC certification program to cover the cost of lodging as well as registration.
- **Kathy Ishiara Scholarship** – One scholarship of \$1,000 awarded annually for a member to attend the IIMC Annual Conference in honor of Kathy Ishiara, former Medford City Recorder.
- **Mid-Year Academy Session** – Scholarships to be awarded for members’ attendance at an OAMR academy session as budget allows.
- **President Awarded Scholarships** – This represents the scholarship to the following year’s conference to the recipients of the “President’s Award of Distinction” and the “Recorder of the Year”.
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the Annual Conference to cover the cost of lodging up to \$300 as well as registration.
- **Marge Price Scholarship** – One scholarship of \$1,000 awarded annually for a member to attend IIMC Annual Conference in honor of Marge Price, the “Mother” of OAMR.
- **Harris-Davis Scholarship** – An annual scholarship of \$3,750 is awarded to a member for three years of attendance at the Northwest Clerks Institute.

CONTINGENCY Funds set aside to cover emergency expenses. A \$15,000 minimum amount is required by the expense policy.