

## OREGON ASSOCIATION OF MUNICIPAL RECORDERS BUDGET NARRATIVE 2019-2020

### REVENUES

#### ACADEMY/EDUCATION SESSIONS

- **Mid-Year Academy** – Registration fees paid by OAMR Mid-Year Academy attendees.
- **Mid-Year Athenian Leadership Dialogue (ALD)** – Registration fees paid by OAMR Mid-Year ALD attendees.
- **Annual ALD** – Registration fees paid by OAMR Annual ALD attendees
- **Annual Academy** – Registration fees paid by OAMR Annual Conference Academy Session attendees

#### ANNUAL CONFERENCE

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by businesses 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.

#### 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 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.
- **Kathy Ishiara Education Fund** – Money received through private donations or the Pink Walk fundraiser 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 1998 after a long battle with breast cancer.
- **Harris-Davis Scholarship Fund** – This scholarship fund was established at the 2015 Annual Conference Banquet. It funded an annual award worth three years of attendance at the Northwest Clerks Institute. The final recipient will be funded in FY 20-21 for PD III.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.
- **Store Sales** – Money earned from the sale of OAMR logo or banquet decor items.
- **Other Fundraising** Other fundraising has included 50/50 card cut, AmazonSmile & Fred Meyer rewards.

**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.

**BEGINNING FUND BALANCE** The amount of cash carry over anticipated as the beginning fund balance for the next fiscal year.

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BUDGET NARRATIVE 2019-2020**

**EXPENDITURES**

**ACADEMY/EDUCATION SESSIONS**

**Mid-Year Expenses:**

- **Mid-Year Athenian Leadership Dialogue Speaker Expense** – Speaker fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Mid-Year Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Mid-Year ALD & Academy Food & Beverage** - Meals and breaks during the Mid-Year Academy & ALD.
- **Mid-Year AV** – Audio-Visual costs for the Mid-Year ALD and Academy.

**Annual ALD & Academy Expenses:**

- **Annual Athenian Leadership Dialogue Speaker Expense** – Speaker fee or gift, hotel, and travel expenses such as rental vehicle, mileage or air fare.
- **Annual ALD AV** - Audio-Visual costs for the Annual ALD.
- **Annual Academy Speaker Expense** – Speaker fee and expenses such as hotel, rental vehicle, and air fare.
- **Annual Academy Food & Beverage** - Meals and breaks during the Annual Academy.
- **Annual Academy AV** - Audio-Visual costs for the Annual Academy.

**ANNUAL CONFERENCE**

- **Audio-Visual** – Audio-Visual costs for the 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.
- **Conference Swag** – The cost of conference bags and small items purchased by the Special Projects/Fundraising Committee Chair, Conference Chair, or President for first-timers, and conference attendees.
- **Exhibitor Tables** – Covers cost charged by hotel for vendor/exhibitor tables with power.
- **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.
- **Food & Beverage** – This line item is used to pay for the meals and breaks during the annual conference.
- **Meeting Setup** – Room setup fees charged by the hotel.
- **Miscellaneous** – Includes the conference log and any unanticipated conference-related expense.
- **Postage** – Conference related postage costs.
- **Welcome Reception/Special Event** – Cost of hosting the Welcome Reception and/or All-Conference event.
- **Printing Handbook** – The cost of printing and producing the Annual Conference handbook. Other conference registration materials are typically printed by members.
- **Speaker Expenses** – Speaker fees and expenses such as hotel, rental vehicle, and air fare for the concurrent sessions and General Academy Session that is included in the conference registration (Friday). Also covers deposits advanced to secure speakers for future conferences.

**INTERNET/WEBSITE** – Cost to maintain the OAMR Listserv and Wild Apricot website/membership management software. Listserv hosting is paid annually. The domain name registration and Wild Apricot are paid in 2-year subscriptions.

**IIMC FOUNDATION DONATION** – Unrestricted annual donation to the IIMC Foundation. The Foundation provides scholarships for Municipal Clerks.

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS  
BUDGET NARRATIVE 2019-2020**

**EXPENDITURES (cont.)**

**MEMBERSHIP**

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

**MISCELLANEOUS**

- **Credit Card Fees** – Processing fees charged by PayPal and Square. The website credit card processing will move from PayPal to Wild Apricot Payments in 2019-2020.
- **Tax Accountant/Bookkeeping Consulting** – Accountant fees for tax preparation and filing. Also includes cost for bookkeeping/QuickBooks consultant to assist with old adjustments and new account setup.
- **Annual Filing Fees & Insurance** – Filing fees for annual state business registration and insurance coverage.
- **Other** - Any other miscellaneous expenses, such as condolence flowers and other unanticipated expenses.

**NEWSLETTER**

- **Postage** – consolidated below.
- **Advertiser Printing & Postage** – The cost of printing and mailing the newsletter to advertisers.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter – none budgeted.

**NW CLERKS INSTITUTE DIRECTOR** – Assists with the costs associated with the NCI Director’s attendance at the IIMC Annual Conference and the OAMR Mid-Year and 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** – Used by the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – Supplies such as stationery and envelopes.
- **Miscellaneous/Equipment** – Any unanticipated expense incurred by an OAMR Officer.

**OFFICERS**

**1<sup>ST</sup> VICE-PRESIDENT**

- **IIMC Conference** – Event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

**2<sup>ND</sup> VICE-PRESIDENT**

- **Future Conference Site Tours** – 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. 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. Also covers the cost of an item for the IIMC Foundation auction, if unable to obtain through donation.

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BUDGET NARRATIVE 2019-2020**

**EXPENDITURES (cont.)**

- **OAMR Representation (President)** – 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, 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 was 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 and other supplies as necessary.

**OAMR REPRESENTATION** – Covers the cost for an OAMR booth at other conference, such as the League of Oregon Cities (LOC). This cost was separated from the President’s OAMR Representation.

**PHOTOGRAPHY/HISTORICAL RECORDS** – This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs.

**FUNDRAISING EXPENSES** (formerly “Raffle Expenses”)

- **Misc** – Miscellaneous fundraising expenses to be used at the discretion of the 2<sup>nd</sup> Vice President.
- **Printing** – Cost for printing materials required for fundraising, such as the auction sheets for fundraising. (Members typically print basket raffle tickets on their own.)
- **Prize Expense** – Cost for raffle license or other big prize. None budgeted for 2019-2020.

**SCHOLARSHIPS**

- **IIMC Certification Programs** – Scholarships will be awarded for attendance at the IIMC certification program (Professional Development) as budget allows.
- **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.
- **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** – This scholarship has been fulfilled.
- **Continuation Harris-Davis Scholarship** – Covers the cost for two previous Harris-Davis Scholarship recipients to complete PD II and PD III. There will be one remaining PD III to fund in FY 2020-2021.

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