

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2023-2024 ANNUAL BUDGET**

2023-2024 Adopted Budget

REVENUES

2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ADOPTED	2022-2023 Estimated Actual	DESCRIPTION	2023-2024 PROPOSED	2023-2024 ADOPTED	Comments
Virtual	Newport	Spirit Mountain	Spirit Mountain	Academy/Education Sessions	Pendleton	Pendleton	
\$ 7,740.00	\$ 8,063.00	\$ 10,500.00	\$ 6,625.00	Mid-Year Academy	\$ 7,000.00	\$ 7,000.00	<i>Based on 40 registrants @ \$175</i>
\$ 2,950.00	\$ 1,725.00	\$ 2,250.00	\$ -	Mid-Year Athenian Dialogue	\$ 1,500.00	\$ 1,500.00	<i>Based on 20 registrants @ \$75</i>
\$ 935.00	\$ 1,100.00	\$ 2,250.00	\$ 1,175.00	Annual Athenian Leadership	\$ 1,500.00	\$ 1,500.00	<i>Based on 20 registrants @ \$75</i>
\$ 8,225.00	\$ 8,627.00	\$ 14,000.00	\$ 8,250.00	Annual Academy	\$ 12,250.00	\$ 12,250.00	<i>Based on 70 registrants @ \$175</i>
\$ 19,850.00	\$ 19,515.00	\$ 29,000.00	\$ 16,050.00	Total Academy Sessions	\$ 22,250.00	\$ 22,250.00	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Annual Conference	Pendleton	Pendleton	
\$ 9,725.00	\$ 28,968.00	\$ 33,250.00	\$ 28,325.00	Registration	\$ 30,000.00	\$ 30,000.00	<i>Based on 80 registrants @\$375</i>
\$ 1,200.00	\$ 2,750.00	\$ 1,200.00	\$ 500.00	Exhibitors	\$ 500.00	\$ 500.00	
\$ 8,450.00	\$ 7,300.00	\$ 4,500.00	\$ 9,500.00	Sponsors	\$ 7,000.00	\$ 7,000.00	
\$ 19,375.00	\$ 39,018.00	\$ 38,950.00	\$ 38,325.00	Total Annual Conference	\$ 37,500.00	\$ 37,500.00	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Education/Scholarships	Pendleton	Pendleton	
\$ -	\$ 2,279.00	\$ 3,500.00	\$ 2,000.00	Auctions	\$ 2,000.00	\$ 2,000.00	
\$ 1,770.00	\$ 3,387.00	\$ 2,500.00	\$ 2,000.00	Basket Raffle	\$ 2,000.00	\$ 2,000.00	
\$ 850.00	\$ 600.00	\$ 1,000.00	\$ 700.00	Pink Walk- Kathy Ishiara Fund	\$ 1,000.00	\$ 1,000.00	
\$ 677.00	\$ 245.00	\$ 1,000.00	\$ 155.00	Donations - General	\$ 200.00	\$ 200.00	
\$ 189.35	\$ 5,603.64	\$ 1,000.00	\$ 1,000.00	Other Fundraising	\$ 1,000.00	\$ 1,000.00	<i>Card cut, AmazonSmile, Fred Meyer</i>
		\$ -	\$ -	Misc Sales/Phone Ringing	\$ -	\$ -	
\$ 3,486.35	\$ 12,114.64	\$ 9,000.00	\$ 5,855.00	Total Education/Scholarship	\$ 6,200.00	\$ 6,200.00	
\$ 406.28	\$ 681.55	\$ 200.00	\$ 400.00	Interest	\$ 400.00	\$ 400.00	
\$ 13,435.00	\$ 13,435.00	\$ 15,500.00	\$ 16,640.00	Membership Dues	\$ 17,000.00	\$ 17,000.00	<i>Based on \$80 full member fee</i>
\$ 372.00	\$ 108.00	\$ 24.00	\$ 48.00	Miscellaneous	\$ 25.00	\$ 25.00	
\$ 950.00	\$ 200.00	\$ 400.00	\$ 200.00	Newsletter Advertising	\$ 200.00	\$ 200.00	
\$ 57,874.63	\$ 85,072.19	\$ 93,074.00	\$ 77,518.00	TOTAL REVENUES	\$ 83,575.00	\$ 83,575.00	
\$ 92,829.79	\$ 115,260.22	\$ 59,494.40	\$ 111,451.40	Beginning Fund Balance	\$ 60,532.78	\$ 60,532.78	
\$ 150,704.42	\$ 200,332.41	\$ 152,568.40	\$ 188,969.40	GRAND TOTAL REVENUES	\$ 144,107.78	\$ 144,107.78	

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2023-2024 Adopted Budget

EXPENSES

2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ADOPTED	2022-2023 ESTIMATED ACTUAL	DESCRIPTION	2023-2024 PROPOSED	2023-2024 ADOPTED	Comments
Academy/Education Sessions							
Virtual	Newport	Spirit Mountain	Spirit Mountain	Mid-Year Expenses	Pendleton	Pendleton	
\$ -	\$ -	\$ 2,000.00	\$ -	Athenian Leadership Speaker Expenses	\$ 2,000.00	\$ 2,000.00	
\$ 4,500.00	\$ 4,064.25	\$ 5,500.00	\$ 7,213.40	Academy Speaker Expenses	\$ 7,500.00	\$ 7,500.00	
\$ -	\$ 3,311.08	\$ 4,200.00	\$ 2,656.22	ALD & Academy Food & Beverage	\$ 4,200.00	\$ 4,200.00	
\$ -	\$ 244.00	\$ 1,000.00	\$ 405.00	AV & Meeting Room Rent	\$ 900.00	\$ 900.00	
\$ 4,500.00	\$ 7,619.33	\$ 12,700.00	\$ 10,274.62	Total Mid-Year Expenses	\$ 14,600.00	\$ 14,600.00	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Annual ALD & Academy Sessions	Pendleton	Pendleton	
\$ -	\$ 973.40	\$ 2,000.00	\$ 2,000.00	Annual Athenian Leadership Speaker Exp	\$ 2,000.00	\$ 2,000.00	
\$ -	\$ -	\$ 500.00	\$ 500.00	ALD AV	\$ 200.00	\$ 200.00	
\$ 4,157.40	\$ 4,930.91	\$ 6,100.00	\$ 6,100.00	Annual Academy Speaker Expenses	\$ 7,500.00	\$ 7,500.00	
\$ -	\$ 2,162.20	\$ 3,300.00	\$ 3,300.00	Annual Academy Food & Bev	\$ 3,300.00	\$ 3,300.00	
\$ -	\$ -	\$ 500.00	\$ 500.00	Academy AV	\$ 250.00	\$ 250.00	
\$ 4,157.40	\$ 8,066.51	\$ 12,400.00	\$ 12,400.00	Total Annual ALD & Academy Expenses	\$ 13,250.00	\$ 13,250.00	
\$ 8,657.40	\$ 15,685.84	\$ 25,100.00	\$ 22,674.62	Total Academy/Education Sessions	\$ 27,850.00	\$ 27,850.00	
Virtual	Newport	Spirit Mountain	Spirit Mountain	Annual Conference	Pendleton	Pendleton	
\$ -	\$ 265.00	\$ 1,200.00	\$ 1,200.00	Audio-Visual			<i>See meeting setup</i>
\$ 221.00	\$ 211.52	\$ 300.00	\$ 300.00	Awards	\$ 400.00	\$ 400.00	
\$ -	\$ 345.65	\$ 875.00	\$ 875.00	Banquet Expenses	\$ 875.00	\$ 875.00	
\$ 150.95	\$ 12.99	\$ 360.00	\$ 360.00	Conference Chair Expense	\$ 360.00	\$ 360.00	
\$ 1,999.28	\$ 1,395.26	\$ 2,000.00	\$ 2,000.00	Conference Swag	\$ 2,000.00	\$ 2,000.00	<i>Conference Bags, first-timer swag, attendee swag</i>
\$ -	\$ 350.00	\$ 450.00	\$ 450.00	Exhibitor Tables	\$ 450.00	\$ 450.00	
\$ -	\$ 500.00	\$ 2,500.00	\$ 2,500.00	Future Conference Site Deposits	\$ 2,500.00	\$ 2,500.00	
\$ 2,600.15	\$ 4,948.36	\$ 4,600.00	\$ 4,600.00	Hospitality	\$ 5,000.00	\$ 5,000.00	<i>Honored Guest Conf registration, dinner, gifts.</i>
\$ -	\$ 15,939.49	\$ 19,000.00	\$ 19,000.00	Food & Beverage	\$ 19,000.00	\$ 19,000.00	
\$ -	\$ -	\$ 9,700.00	\$ 9,700.00	Meeting Setup/AV	\$ 1,850.00	\$ 1,850.00	
\$ 300.00	\$ 250.00	\$ 700.00	\$ 700.00	Miscellaneous	\$ 700.00	\$ 700.00	<i>Includes conference logo</i>
\$ -	\$ -	\$ -	\$ -	Postage	\$ -	\$ -	
\$ -	\$ 203.74	\$ 1,500.00	\$ 1,500.00	Welcome Reception/Special Event	\$ 3,500.00	\$ 3,500.00	
\$ -	\$ 535.00	\$ 850.00	\$ 850.00	Printing Handbook	\$ 850.00	\$ 850.00	<i>Handbook only</i>
\$ 4,000.00	\$ 7,288.18	\$ 7,325.00	\$ 7,325.00	Speaker Expenses	\$ 9,000.00	\$ 9,000.00	<i>Concurrent/Gen Academy/Future Deposits</i>
\$ 9,271.38	\$ 32,245.19	\$ 51,360.00	\$ 51,360.00	Total Annual Conference	\$ 46,485.00	\$ 46,485.00	
\$ 2,493.75	\$ 576.75	\$ 3,180.00	\$ 3,180.00	Internet/Website	\$ 3,220.00	\$ 3,220.00	
Membership							
\$ -	\$ -	\$ 25.00		Postage	\$ -	\$ -	
\$ -	\$ -	\$ 25.00		Printing	\$ -	\$ -	
\$ 105.50	\$ 159.00	\$ 250.00	\$ 300.00	Supplies	\$ 450.00	\$ 450.00	<i>Name tags, danglers, etc.</i>
\$ 105.50	\$ 159.00	\$ 300.00	\$ 300.00	Total Membership	\$ 450.00	\$ 450.00	

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EXPENSES

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Miscellaneous							
\$ 2,037.07	\$ 2,084.42	\$ 2,500.00	\$ 2,700.00	Credit Card Fees	\$ 2,700.00	\$ 2,700.00	
\$ 950.00	\$ 1,050.00	\$ 1,200.00	\$ 1,010.00	Tax Accountant/Bookkeeping Consultant	\$ 1,500.00	\$ 1,500.00	
\$ 359.00	\$ 424.00	\$ 450.00	\$ 437.00	Annual Filing Fees & Insurance	\$ 500.00	\$ 500.00	
	\$ 17,829.18	\$ -		Strategic Planning	\$ -	\$ -	
	\$ 497.96	\$ 1,000.00	\$ 800.00	Tablets and card swipe for payments			
\$ 369.94	\$ 84.98	\$ 750.00	\$ 250.00	Other	\$ 750.00	\$ 750.00	Condolence flowers/Misc bank fees
\$ 3,716.01	\$ 21,970.54	\$ 5,900.00	\$ 5,197.00	Total Miscellaneous	\$ 5,450.00	\$ 5,450.00	
Newsletter							
\$ 20.30	\$ -			Postage			
\$ -	\$ -	\$ 50.00	\$ 30.00	Advertiser Printing & Postage	\$ 50.00	\$ 50.00	
\$ -	\$ -			Supplies			
\$ 20.30	\$ -	\$ 50.00	\$ 30.00	Total Newsletter	\$ 50.00	\$ 50.00	
\$ -	\$ 1,137.12	\$ 2,500.00	\$ 2,500.00	NW Clerks Institute Director	\$ 2,500.00	\$ 2,500.00	1/3 share of IIMC travel reimbursement; Mid-Year reg. & Conf registration and lodging.
Office Supplies							
\$ 7.95	\$ 22.46	\$ 50.00	\$ 20.00	Postage	\$ 50.00	\$ 50.00	
	\$ -	\$ 100.00	\$ 25.00	Supplies/Stationary/Envelopes/etc.	\$ 225.00	\$ 225.00	New checks and deposit slips
\$ 272.18	\$ -	\$ 100.00	\$ 100.00	Miscellaneous	\$ 100.00	\$ 100.00	
\$ 280.13	\$ 22.46	\$ 250.00	\$ 145.00	Total Office Supplies	\$ 375.00	\$ 375.00	
Officers Expenses							
1st Vice President							
\$ 542.76	\$ 2,103.91	\$ 2,200.00	\$ 2,200.00	IIMC Conference	\$ 2,200.00	\$ 2,200.00	Travel and lodging only
2nd Vice President							
\$ -	\$ -	\$ 500.00	\$ 500.00	Future Conference Site Tours	\$ 500.00	\$ 500.00	
Director - Region IX							
\$ 1,313.25	\$ 125.00	\$ 4,150.00	\$ 4,150.00	Region IX, IIMC, Meetings, Assmnt, Etc.	\$ 4,150.00	\$ 4,150.00	Outgoing Reg IX Dir Gift (\$100), Reg IX Assessment (\$5 per member); Reg IX Dir. IIMC conference expenses (OAMR member)
President							
\$ 2,249.61	\$ 2,743.85	\$ 2,750.00	\$ 2,350.00	IIMC Annual Conference	\$ 2,800.00	\$ 2,800.00	
		\$ 500.00	\$ 500.00	OAMR Representation (President)	\$ 500.00	\$ 500.00	Other non-Reg IX meetings, such as OCCMA.
\$ 729.11	\$ 2,940.84	\$ 3,000.00	\$ 2,800.00	Region IX Conferences (AK,CA, WA)	\$ 3,200.00	\$ 3,200.00	
				Other			
\$ 2,978.72	\$ 5,684.69	\$ 6,250.00	\$ 5,650.00	Total President Expenses	\$ 6,500.00	\$ 6,500.00	
\$ -	\$ -	\$ 700.00	\$ -	OAMR Region Directors	\$ 700.00	\$ 700.00	
\$ -	\$ 700.00	\$ 750.00	\$ 750.00	OAMR Representation (LOC, OMA, OGFOA)	\$ 1,500.00	\$ 1,500.00	OAMR booth at other conferences
\$ 4,834.73	\$ 8,613.60	\$ 14,550.00	\$ 12,500.00	Total Officers Expenses	\$ 15,550.00	\$ 15,550.00	

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\$ -	\$ 135.39	\$ 800.00	\$ 700.00	<i>Photography/Historian</i>	\$ 300.00	\$ 300.00	
Fundraising Expenses							
\$ -	\$ -	\$ 150.00	\$ 150.00	Misc	\$ 150.00	\$ 150.00	<i>2VP Discretion</i>
\$ -	\$ -	\$ 350.00	\$ 350.00	Printing or online hosting	\$ 350.00	\$ 350.00	<i>Auction Sheets or Online Auction</i>
\$ -	\$ -	\$ 500.00	\$ 500.00	<i>Total Fundraising Expense</i>	\$ 500.00	\$ 500.00	
Scholarships							
\$ 1,950.00	\$ 3,825.00	\$ 8,200.00	\$ 6,250.00	IIMC Certification Programs (PD)	\$ 8,500.00	\$ 8,500.00	<i>4 PD @ \$750 (PD I-III); 2 @ \$650 (PD IV); 3 PD @ 1400</i>
\$ 90.00	\$ -	\$ 1,750.00	\$ 350.00	Mid-Year Academy	\$ 1,750.00	\$ 1,750.00	<i>10 scholarships @ \$175</i>
\$ -	\$ 700.00	\$ 750.00	\$ 750.00	President Awards Scholarships	\$ 750.00	\$ 750.00	<i>PAD and ROY</i>
\$ 550.00	\$ 1,000.00	\$ 5,500.00	\$ 8,000.00	OAMR Conference/Academy Session	\$ 5,500.00	\$ 5,500.00	<i>10 Academy & 10 Conference</i>
\$ 475.00	\$ 1,415.00	\$ -	\$ -	Continuation Davis/Harris Scholarship	\$ -	\$ -	<i>Completed</i>
\$ 1,000.00	\$ 1,395.12	\$ 6,000.00	\$ 6,000.00	OAMR IIMC Conference Scholarships	\$ 5,000.00	\$ 5,000.00	<i>2 @ \$2500</i>
\$ 2,000.00	\$ -	\$ 8,000.00	\$ 8,000.00	IIMC Foundation-OAMR Edu. Endowment Fund	\$ 2,000.00	\$ 2,000.00	
\$ 6,065.00	\$ 8,335.12	\$ 30,200.00	\$ 29,350.00	<i>Total Scholarships</i>	\$ 23,500.00	\$ 23,500.00	
\$ 35,444.20	\$ 88,881.01	\$ 134,690.00	\$ 128,436.62	Total Expenditures before Contingency	\$ 126,230.00	\$ 126,230.00	
\$ -	\$ -	\$ 17,878.40	\$ -	<i>Contingency</i>	\$ 17,877.78	\$ 17,877.78	
\$ 35,444.20	\$ 88,881.01	\$ 152,568.40	\$ 128,436.62	<i>TOTAL EXPENDITURES</i>	\$ 144,107.78	\$ 144,107.78	
\$ 150,704.42	\$ 200,332.41	\$ 152,568.40	\$ 188,969.40	<i>Revenues (from front page)</i>	\$ 144,107.78	\$ 144,107.78	
115,260.22	111,451.40	\$ -	60,532.78	ENDING FUND BALANCE	\$ -	\$ -	