

VISION OF THE UTAH STATE BAR

Lawyers creating a justice system that is understood, valued, respected, and accessible to all.

MISSION OF THE UTAH STATE BAR

To lead Utah lawyers in serving the public and the legal profession by promoting justice, professional excellence, civility, ethics, and respect for and understanding of the law.

2013 – 2014 COMMISSION PRIORITIES

1. Promoting public and lawyer education;
2. Promoting a fair and impartial judiciary;
3. Promoting access to justice and affordable legal services;
4. Studying the future of the practice of law in Utah and how it will be affected in the coming years by technology, market conditions, age, diversity, law school policies, etc., and how the Bar can provide additional technology training and career development for our membership;
5. Providing greater group benefits to members.

(over)

UTAH STATE BAR STATEMENT ON DIVERSITY AND INCLUSION

The Bar values engaging all persons fully, including persons of different ages, disabilities, economic status, ethnicities, genders, geographic regions, national origins, sexual orientations, practice settings and areas, and races and religions. Inclusion is critical to the success of the Bar, the legal profession and the judicial system.

The Bar shall strive to:

- 1. Increase members' awareness of implicit and explicit biases and their impact on people, the workplace, and the profession;*
- 2. Make Bar services and activities open, available, and accessible to all members;*
- 3. Support the efforts of all members in reaching their highest professional potential;*
- 4. Reach out to all members to welcome them to Bar activities, committees, and sections; and*
- 5. Promote a culture that values all members of the legal profession and the judicial system.*

UTAH STATE BAR AWARDS

<u>AWARD</u>	<u>CHOSEN</u>	<u>PRESENTED</u>
1. Dorathy Merrill Brothers Award Advancement of Women in the Law	January/February	Spring Convention
2. Raymond S. Uno Award Advancement of Minorities in the Law	January/February	Spring Convention
3. Pro Bono Lawyer of the Year	April	Law Day
4. Distinguished Judge of the Year	June	Summer Convention
5. Distinguished Lawyer of the Year	June	Summer Convention
6. Distinguished Section of the Year	June	Summer Convention
7. Distinguished Committee of the Year	June	Summer Convention
8. Outstanding Pro Bono Service	September	Fall Forum
9. Distinguished Community Member	September	Fall Forum
10. Professionalism Award	September	Fall Forum
11. Outstanding Mentor	September	Fall Forum
12. Heart & Hands Award	October	Utah Philanthropy Day
13. Distinguished Service Award		As Needed
14. Special Service Award		As Needed
15. Lifetime Service Award		On Occasion

Snowmass 2014 Commissioners' Schedule

Wednesday, July 16th

12:00 n.	Lunch with Section Chairs, Salon B, Westin Conference Center
1:00 pm	Leadership Conference, Salon B, Westin Conference Center
	Commission Meeting, Cathedral Peak, Westin Conference Center
6:00 pm	Opening Reception, Garden Terrace, Westin Conference Center

Thursday, July 17th

7:30 am	Registration & Continental Breakfast, Westin Conference Center
8:30 am	Reports and Keynote, Westin Conference Center
6:00 pm	Family Carnival, Elk Camp via Gondola
6:00 pm	Grown Up Social, Alpine Springs Deck, Westin Hotel

Friday, July 18th

7:30 am	Registration & Continental Breakfast, Westin Conference Center
8:30 am	Keynote, Awards & Swearing In, Westin Conference Center
6:00 pm	Judges and Lawyers Mixer, Suite 409, Westin Hotel
6:00 pm	Ice Cream Social and Movie, Salon A, Westin Conference Center

Saturday, July 19th

7:30 am	Registration & Continental Breakfast, Westin Conference Center
8:15 am	Keynote, Reports, Westin Conference Center

Utah State Bar Commission
Wednesday, July 16, 2014
Salon B, Westin Conference Center
Snowmass, Colorado

12:00 n. *Lunch with Section Chairs*

Agenda

- 1. 1:00 p.m. Meet with Section Chairs and Leadership Conference**

3:00 p.m. Adjourn to Cathedral Peak Room
- 2. 3:15 p.m. President's Report: Curtis Jensen**

10 mins. 2.1 Welcome and Review Schedule
10 mins. 2.2 Future of the Profession Project
10 mins. 2.3 Report on Arizona Bar Convention
- 3. 3:45 p.m. Action Items**

15 mins. 3.1 Approve Final 2014-2015 Budget (Tab 1)
- 4. 4:00 p.m. Commission Reorganization**

03 mins. 4.1 Welcome New Commissioners
05 mins. 4.2 Approve Committee Chairs **For Action (Tab 2)**
03 mins. 4.3 Appoint *Ex Officio* Members **For Action**
03 mins. 4.4 Approve Executive Committee **For Action**
03 mins. 4.5 Adopt Resolution on Bank Signatures **For Action**
10 mins 4.6 Review 2014-2015 Meeting Schedule & Retreat Information (Tab 3)
03 mins. 4.7 Sign Conflict of Interest Disclosures (Tab 4)
- 5. 4:30 p.m. Recognize Retiring Commissioners**

5:00 p.m. Adjourn

Consent Agenda (Tab 5)

1. Approve Minutes of June 13, 2014 Commission Meeting
 (Approved without discussion by policy if no objection is raised)

(Over)

Attachments (Tab 6)

1. Description of Commissioner Duties & Responsibilities
2. Commission Reimbursement Policies

2014 Calendar

July 29-30	Bar Examination	8:00 a.m.	Southtowne Center
August 22-23	Commission Retreat		Canyons Resort, Park City



Wednesday, July 16th
Salon B, Westin Conference Center

8:30 am	Continental Breakfast
9:00 am	Welcome and Introduction of Bar Leadership Curtis Jensen, Utah State Bar President
9:15 am	Introduction to Bar Programs and Priorities 2014-2015 Jim Gilson, Utah State Bar President-Elect
9:45 am	Conversation with Two Successful Former Section Chairs Ed Parry, Collections Law Section George Burbidge, Litigation Section
10:30 am	Break
10:45 am	Resources at the Bar and Section Administration Connie Howard, Bar CLE Director & Lincoln Mead, Bar IT Director
11:30 am	Your Role in Governmental Relations Lori Nelson, Utah State Bar Past President
12:00 noon	Lunch and Speaker Dave Dugan
1:00 pm	Table Discussions with Facilitators Goals for the Year and Activities Planned
1:45 pm	Table Reports
2:30 pm	Utah Courts and the Future Chief Justice Matthew Durrant & Utah Court Administrator Dan Becker
3:00 pm	Break
3:15 pm	What to do in Snowmass Jim O'Leary, Snowmass Hospitality
3:30 pm	Wrap Up and Discussion
4:00 pm	Adjourn
6:00 pm	Opening Reception at the Westin Conference Center

Tab 1

**UTAH BAR COMMISSION MEETING
AGENDA ITEM**

Title: Approve the 2014-2015 Budget

Item # 3.11

Submitted by: John Baldwin

Meeting Date: July 16, 2014

ITEM/ISSUE:

The proposed budget adds no new programs or activities. It includes savings due to new membership software systems and personnel changes, including one less staff position, and a \$72,000 reduction in staff health premiums.

NEW: This version differs from the previous draft due to an additional \$175,317 in savings which result from:

\$45,000	Staff Attrition
\$35,000	Decreased Staff Salary Expense
\$20,000	Elimination of UDR Contribution
\$ 12,000	Reduction in Commission Expense and Past President Dinner
\$ 9,000	Reduction in President, and President-elect Stipend
\$35,000	Change in Auditors
\$10,000	Reduction of American Express Charges
\$ 9,000	Reduction of Staff Dental Premiums

The budget now shows the 2014-2015 year to end \$374,514 in the black.

NOTE: The 2013-2014 budget is highlighted in YELLOW on the chart. The proposed 2014-2015 budget is highlighted in BLUE.

INFO ONLY:

DISCUSSION:

ACTION NEEDED: X

RECOMMENDATIONS: Approve.

Utah State Bar Programs, Services and Projects 2014-2015

1. Management and Operations

Personnel, Financial Management
Inventory, Equipment, MIS Database
Bar Governance, General Counsel
Licensing, Legal, *Pro Hac Vice*, Certificates of Good Standing,
Commission Special Projects

Bar Commission
Bar Commission Executive Committee
Bar Commission Budget & Finance Committee
Other Ad Hoc Committees

2. Law & Justice Center Operations

Room Rental, Preparation & Service
Tenant Support, Interior and Grounds
Maintenance & Security

3. Web Site Management

4. Admissions

Applications
Character and Fitness Evaluations
Bar Exam Preparation, Administration
Grading and Ceremonies
Reciprocal Admissions

Admissions Committee
Character and Fitness Committee
Bar Examiner Committee
Bar Exam Administration Committee

5. Professional Conduct

Ethics Education and Ethics Hotline
Formal and Informal Advisory Opinions
Process Complaints
Investigate, Present to Panels
Resolve/Try Cases

Ethics and Discipline Committee (Hearing Panels)

6. Consumer Assistance Program

7. Continuing Legal Education

CLE Advisory Committee

8. New Lawyer Training Program

Committee on New Lawyer Training

9. Access to Justice Programs (Pro Bono, Modest Means)

Pro Bono Commission

Pro Bono District Committees

10. Lawyer Referral

11. Summer and Spring Conventions and Fall Forum

Summer Meeting Convention Committee

Spring Meeting Convention Committee

Fall Forum Committee

12. Utah Bar Journal

Bar Journal Committee

13. Fund for Client Protection

Fund for Client Protection Committee

14. Fee Dispute Resolution

Fee Dispute Resolution Committee

15. Member Benefits

Member Benefits Committee

Disaster Legal Response Committee

16. Public Education and Services

Public and Media Relations

ABA, Legislature, Lawyers

Appointment to Boards & Committees

Lobbying

Governmental Relations Committee

17. Section & Division Support

CLE, Meetings and Luncheons
Administrative and Financial

18. Tuesday Night Bar

19. Unauthorized Practice of Law

Unauthorized Practice of Law Committee

20. Other Committee Support

Law Related Education and Law Day Committee
Law and Technology Committee
Law & Aging Committee

Utah State Bar Preliminary 2014-2015 Budget

Date Prepared: April 30, 2014

		F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Revenue									
01	Licensing	\$3,886,900	\$3,926,418	\$3,941,101	\$ 3,998,400	\$ 111,500	\$ 57,299	2.9%	1.5%
02	Admissions	473,060	377,152	454,845	454,900	(18,160)	55	-3.8%	0.0%
03	Mentoring	80,600	83,900	83,600	85,300	4,700	1,700	5.8%	2.0%
04	Mgt - Service	17,400	8,181	10,908	12,000	(5,400)	1,092	-31.0%	10.0%
04	Mgt - In Kind	3,200	1,909	2,545	2,600	(600)	55	-18.8%	2.1%
04	Mgt - Interest & Gain	15,100	31,283	(5,791)	17,100	2,000	22,891	13.2%	-395.3%
05	Property Mgt	295,100	235,331	313,775	312,952	17,852	(823)	6.0%	-0.3%
06	OPC	12,500	4,473	11,580	11,600	(900)	20	-7.2%	0.2%
08	CMIS/Internet	3,000	300	400	500	(2,500)	100	-83.3%	25.0%
09	CLE	383,000	299,243	397,313	405,200	22,200	7,887	5.8%	2.0%
10	Summer Convention	184,200	147,682	147,682	150,600	(33,600)	2,918	-18.2%	2.0%
11	Fall Forum	89,100	81,535	81,535	88,200	(900)	6,665	-1.0%	8.2%
12	Spring Convention	128,700	143,074	143,074	145,900	17,200	2,826	13.4%	2.0%
13	Bar Journal	132,100	102,663	136,884	139,600	7,500	2,716	5.7%	2.0%
14	Committees	100	740	1,000	1,000	900	-	-	0.0%
15	Member Benefits	6,900	8,705	11,607	11,900	5,000	293	72.5%	2.5%
16	Section Support	84,348	-	87,544	92,281	7,933	4,737	9.4%	5.4%
18	Access to Justice	-	9,943	9,924	10,200	10,200	276	-	2.8%
21	Commission/Sp Projects	-	7,160	7,200	7,300	7,300	100	-	1.4%
23	Young Lawyers Division	-	50	67	100	100	33	-	49.3%
Total Revenue		\$5,795,308	\$5,469,742	\$5,836,793	\$ 5,947,633	\$ 152,325	\$ 110,840	2.6%	1.9%
Expenses									
01	Licensing	170,683	88,274	178,874	187,045	16,362	8,171	9.6%	4.6%
02	Admissions	450,698	344,193	459,736	474,411	23,713	14,675	5.3%	3.2%
03	Mentoring	98,632	75,621	100,376	81,074	(17,558)	(19,302)	-17.8%	-19.2%
04	Bar Mgt	655,721	543,508	705,046	685,117	29,396	(19,929)	4.5%	-2.8%
05	Property Mgt	496,767	369,827	493,695	537,392	40,625	43,697	8.2%	8.9%
06	OPC	1,178,101	873,612	1,170,873	1,204,272	26,171	33,399	2.2%	2.9%
07	General Counsel	300,039	169,516	226,154	259,529	(40,510)	33,375	-13.5%	14.8%
08	Computer/MIS/Internet	200,265	129,241	172,523	176,437	(23,828)	3,914	-11.9%	2.3%
09	CLE	369,805	262,871	351,550	372,144	2,339	20,594	0.6%	5.9%
10	Summer Convention	224,267	242,217	253,696	186,979	(37,288)	(66,717)	-16.6%	-26.3%
11	Fall Forum	87,761	91,502	92,077	97,963	10,202	5,886	11.6%	6.4%
12	Spring Convention	81,975	105,647	112,559	123,598	41,623	11,039	50.8%	9.8%
13	Bar Journal	181,418	134,765	178,554	185,181	3,763	6,627	2.1%	3.7%
14	Committees	119,017	97,058	108,654	110,903	(8,114)	2,249	-6.8%	2.1%
15	Member Benefits	177,155	104,857	139,882	149,320	(27,835)	9,438	-15.7%	6.7%
16	Section Support	84,348	63,985	87,544	92,281	7,933	4,737	9.4%	5.4%
17	Consumer Assistance	61,858	50,272	67,250	68,879	7,021	1,629	11.4%	2.4%
18	Access to Justice	184,884	125,696	165,391	184,705	(179)	19,314	-0.1%	11.7%
19	Tuesday Night Bar	13,070	29,225	38,944	40,765	27,695	1,821	211.9%	4.7%
20	Legislative	64,405	61,745	67,932	71,642	7,237	3,710	11.2%	5.5%
21	Commission/Sp. Proj	166,167	139,652	183,731	177,475	11,308	(6,256)	6.8%	-3.4%
22	Public Education	146,922	82,850	137,423	165,365	18,443	27,942	12.6%	20.3%
23	Young Lawyers Division	48,000	31,441	33,150	56,100	8,100	22,950	16.9%	69.2%
Total Expenses		\$5,561,958	\$4,217,575	\$5,525,614	\$ 5,688,577	\$ 126,619	\$ 162,963	2.3%	2.9%
Net Revenue/(Expense)		\$ 233,350	\$1,252,167	\$ 311,179	\$ 259,056	\$ 25,706	\$ (52,123)	11.0%	-16.8%
Depreciation (add back)		\$ 55,363	\$ 60,982	\$ 104,265	\$ 165,458	\$ 110,095	\$ 61,193	198.9%	58.7%
Capital expenditures		\$ (550,000)	\$ (632,381)	\$ (450,000)	\$ (50,000)	\$ 500,000	\$ 400,000	-90.9%	-88.9%
Net cash revenue		\$ (261,287)	\$ 680,768	\$ (34,556)	\$ 374,514	\$ 635,801	\$ 409,070	-243.3%	-1183.8%

Preliminary 2013/14 Budget
Licensing

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4010 · Administrative Fees	\$ 23,000	\$ 24,810	\$ 24,810	\$ 23,000	\$ -	\$ (1,810)	0.0%	-7.3%
4021 · Lic Fees > 3 Years	3,149,200	3,173,059	3,176,059	3,239,600	90,400	63,541	2.9%	2.0%
4022 · Lic Fees < 3 Years	283,900	288,175	288,175	293,900	10,000	5,725	3.5%	2.0%
4023 · Lic Fees - House Counsel	16,200	18,440	18,440	18,800	2,600	360	16.0%	2.0%
4025 · Pro Hac Vice Fees	51,000	48,000	53,000	54,100	3,100	1,100	6.1%	2.1%
4026 · Lic Fees - Inactive/FS	112,000	111,495	111,495	113,700	1,700	2,205	1.5%	2.0%
4027 · Lic Fees - Inactive/NS	166,500	170,415	170,415	173,800	7,300	3,385	4.4%	2.0%
4029 · Lic Fees - Prior Year	6,400	8,975	8,975	9,200	2,800	225	43.8%	2.5%
4030 · Certs of Good Standing	30,700	18,000	24,000	24,500	(6,200)	500	-20.2%	2.1%
4095 · Miscellaneous Income	3,000	2,049	2,732	2,800	(200)	68	-6.7%	2.5%
4096 · Late Fees	45,000	63,000	63,000	45,000	-	(18,000)	0.0%	-28.6%
Total Income	3,886,900	3,926,418	3,941,101	3,998,400	111,500	57,299	2.9%	1.5%
Expense								
5500 · Salaries/Benefits								
5510 · Salaries/Wages	43,032	33,613	48,613	50,071	7,039	1,458	16.4%	3.0%
5605 · Payroll Taxes	3,012	2,452	3,269	3,505	493	236	16.4%	7.2%
5610 · Health Insurance	4,072	2,555	3,407	2,960	(1,112)	(447)	-27.3%	-13.1%
5630 · Dental Insurance	309	229	305	246	(63)	(59)	-20.3%	-19.3%
5640 · Life & LTD Insurance	195	146	195	195	(0)	-	-0.2%	0.0%
5650 · Retirement Plan Contributions	4,303	3,234	4,312	5,007	704	695	16.4%	16.1%
5655 · Retirement Plan Fees & Costs	495	119	495	575	80	80	16.2%	16.2%
Total 5500 · Salaries/Benefits	55,418	42,348	60,596	62,559	7,141	1,963	12.9%	3.2%
7000 · General & Admin								
7025 · Office Supplies	500	31	41	500	-	459	0.0%	1109.7%
7035 · Postage/Mailing	12,500	5,386	14,681	15,300	2,800	619	22.4%	4.2%
7040 · Copy/Printing Expense	4,400	399	7,032	7,300	2,900	268	65.9%	3.8%
7050 · Computer Maintenance	1,500	891	1,188	1,500	-	312	0.0%	26.3%
7089 · BA Subscription Service	18,433	10,750	18,432	18,432	(1)	-	0.0%	0.0%
7100 · Telephone	1,112	900	-	1,221	109	1,221	9.8%	-
7140 · Credit Card Merchant Fees	73,000	24,642	73,000	74,000	1,000	1,000	1.4%	1.4%
7170 · Lobbying Rebates	500	-	-	500	-	500	0.0%	-
7195 · Other Gen & Adm Expense	100	-	-	100	-	100	0.0%	-
Total 7000 · General & Admin	112,045	42,999	114,375	118,853	6,808	4,478	6.1%	3.9%
8000 · Building Overhead								
6015 · Janitorial Expense	384	312	416	441	57	25	-	-
6020 · Heat	146	257	343	332	186	(11)	-	-
6025 · Electricity	609	467	623	750	141	127	-	-
6030 · Water/Sewer	55	51	68	77	22	9	-	-
6035 · Outside Maintenance	133	110	147	181	48	34	-	-
6040 · Building Repairs	422	321	428	443	21	15	-	-
6045 · Bldg Mtnc Contracts	676	445	593	829	153	236	-	-
6050 · Bldg Mtnc Supplies	39	17	23	40	1	17	-	-
6065 · Bldg Insurance/Fees	14	129	172	191	177	19	-	-
6070 · Bldg Depreciation	369	301	401	809	440	408	-	-
6075 · Furn/Fixtures Depreciation	123	130	173	212	89	39	-	-
7065 · Equip Depreciation	250	387	516	1,328	1,078	812	-	-
Total 8000 · Building Overhead	3,220	2,927	3,903	5,633	2,413	1,730	74.9%	44.3%
Total Expense	170,683	88,274	178,874	187,045	16,362	8,171	9.6%	4.6%
Net Income	\$ 3,716,217	\$ 3,838,144	\$ 3,762,227	\$ 3,811,355	\$ 95,138	\$ 49,128	2.6%	1.3%

Preliminary 2013/14 Budget
Admissions

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4001 · Admissions - Student Exam Fees	\$ 210,725	\$ 153,300	\$ 179,150	\$ 179,200	\$ (31,525)	\$ 50	-15.0%	0.0%
4002 · Admissions - Attorney Exam Fees	58,650	44,200	58,225	58,200	(450)	(25)	-0.8%	0.0%
4003 · Admissions - Retake Fees	51,400	28,125	33,625	33,600	(17,800)	(25)	-34.6%	-0.1%
4004 · Admissions - Laptop Fees	81,700	54,450	64,650	64,700	(17,000)	50	-20.8%	0.1%
4005 · Admissions - Application Forms	50	25	50	100	50	50	100.0%	100.0%
4006 · Transfer App Fees	7,850	27,900	30,700	30,700	22,850	-	291.1%	0.0%
4007 · Admiss - Stdnt Atty Exam Fees	850	-	-	-	(850)	-	-100.0%	-
4008 · Attorney - Motion	31,450	46,750	52,700	52,700	21,250	-	67.6%	0.0%
4009 · House Counsel	8,500	5,950	6,800	6,800	(1,700)	-	-20.0%	0.0%
4095 · Miscellaneous Income	885	1,652	1,745	1,700	815	(45)	92.1%	-2.6%
4096 · Late Fees	21,000	14,800	27,200	27,200	6,200	-	29.5%	0.0%
Total Income	473,060	377,152	454,845	454,900	(18,160)	55	-3.8%	0.0%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities-external only	7,501	9,914	9,914	10,300	2,799	386	37.3%	3.9%
5002 · Meeting Facilities-internal only	900	5,962	5,962	6,200	5,300	238	588.9%	4.0%
5010 · Sequestration	9,000	-	-	-	(9,000)	-	-100.0%	-
5013 · ExamSoft	24,800	17,556	24,736	25,700	900	964	3.6%	3.9%
5014 · Questions	46,800	38,379	53,814	56,000	9,200	2,186	19.7%	4.1%
5015 · Investigations	10,400	8,908	11,877	12,400	2,000	523	19.2%	4.4%
5016 · Credit Checks	1,300	1,016	1,885	2,000	700	115	53.8%	6.1%
5017 · Medical Exam	1,200	250	333	300	(900)	(33)	-75.0%	-10.0%
5025 · Temp Labor/Proctors	7,100	6,600	6,600	6,900	(200)	300	-2.8%	4.5%
5046 · Court Reporting	-	150	200	200	200	-	-	0.0%
5070 · Equipment Rental	2,100	812	812	800	(1,300)	(12)	-61.9%	-1.5%
5075 · Food & Beverage-external costs	13,200	7,725	7,725	8,000	(5,200)	275	-39.4%	3.6%
5076 · Food & Beverage-internal only	1,500	9,479	10,000	10,400	8,900	400	593.3%	4.0%
5085 · Misc. Program Expense	-	286	381	400	400	19	-	4.9%
5700 · Travel								
5702 · Lodging	2,400	1,050	1,400	1,500	(900)	100	-37.5%	7.1%
5703 · Transportation	2,500	853	1,137	1,200	(1,300)	63	-52.0%	5.5%
5704 · Mileage Reimbursement	100	477	636	700	600	64	600.0%	10.1%
5705 · Per Diems	1,500	821	1,095	1,100	(400)	5	-26.7%	0.5%
Total 5000 · Program Services Expense	132,301	110,238	138,508	144,100	11,799	5,592	8.9%	4.0%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	213,591	161,994	215,992	222,472	8,881	6,480	4.2%	3.0%
5605 · Payroll Taxes	14,951	12,798	17,064	15,573	622	(1,491)	4.2%	-8.7%
5610 · Health Insurance	24,430	15,792	21,056	17,758	(6,672)	(3,298)	-27.3%	-15.7%
5630 · Dental Insurance	1,852	1,372	1,829	1,478	(374)	(351)	-20.2%	-19.2%
5640 · Life & LTD Insurance	1,533	1,181	1,575	1,575	42	-	2.7%	0.0%
5650 · Retirement Plan Contributions	21,359	15,107	20,143	22,247	888	2,105	4.2%	10.4%
5655 · Retirement Plan Fees & Costs	2,457	927	2,457	2,554	97	97	3.9%	3.9%
5660 · Training/Development	100	482	643	100	-	(543)	0.0%	-84.4%
Total 5500 · Salaries/Benefits	280,273	209,653	280,758	283,757	3,484	2,999	1.2%	1.1%
7000 · General & Admin								
7025 · Office Supplies	1,400	1,231	1,641	1,700	300	59	21.4%	3.6%
7035 · Postage/Mailing	2,600	2,379	3,172	3,300	700	128	26.9%	4.0%
7040 · Copy/Printing Expense	5,800	4,294	5,725	6,000	200	275	3.4%	4.8%
7050 · Computer Maintenance	500	10	13	500	-	487	0.0%	3650.0%
7089 · BA Subscription Service	9,217	5,376	9,217	9,217	-	-	0.0%	0.0%
7100 · Telephone	1,668	1,350	1,800	1,832	164	32	9.8%	1.8%
7120 · Membership/Dues	700	715	953	1,000	300	47	42.9%	4.9%
7140 · Credit Card Merchant Fees	8,600	2,551	9,419	9,800	1,200	381	14.0%	4.0%
7150 · E&O/Off & Dir Insurance	3,500	2,728	3,637	3,800	300	163	8.6%	4.5%
7195 · Other Gen & Adm Expense	100	-	-	-	(100)	-	-100.0%	-
Total 7000 · General & Admin	34,085	20,634	35,579	37,149	3,064	1,570	9.0%	4.4%

**Preliminary 2013/14 Budget
Admissions**

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
8000 · Building Overhead								
6015 · Janitorial Expense	481	391	521	736	255	215		
6020 · Heat	184	323	431	554	370	123		
6025 · Electricity	764	586	781	1,252	488	471		
6030 · Water/Sewer	69	63	84	129	60	45		
6035 · Outside Maintenance	167	137	183	302	135	119		
6040 · Building Repairs	529	402	536	740	211	204		
6045 · Bldg Mtnc Contracts	848	558	744	1,383	535	639		
6050 · Bldg Mtnc Supplies	49	21	28	67	18	39		
6065 · Bldg Insurance/Fees	18	162	216	320	302	104		
6070 · Bldg Depreciation	463	378	504	1,351	888	847		
6075 · Furn/Fixtures Depreciation	154	162	216	354	200	138		
7065 · Equip Depreciation	313	485	647	2,217	1,904	1,570		
Total 8000 · Building Overhead	4,039	3,668	4,891	9,405	5,366	4,514	132.9%	92.3%
Total Expense	450,698	344,193	459,736	474,411	23,713	14,675	5.3%	3.2%
Net Income	\$ 22,362	\$ 32,959	\$ (4,891)	\$ (19,511)	\$ (41,873)	\$ (14,620)	-187.3%	298.9%

Preliminary 2013/14 Budget
New Lawyer Training Program (NLTP)

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Income								
4020 · NLTP Fees	\$ 80,900	\$ 83,900	\$ 83,900	\$ 85,600	\$ 4,700	\$ 1,700	5.8%	2.0%
4200 · Seminar Profit/Loss	(300)		(300)	(300)	-	-	0.0%	0.0%
Total Income	80,600	83,900	83,600	85,300	4,700	1,700	5.8%	2.0%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities	\$ 400	703	937	1,000	600	63	150.0%	6.7%
5070 · Equipment Rental	100	-	-	-	(100)	-	-100.0%	-
5075 · Food & Beverage-external costs	1,200	879	1,172	1,200	-	28	0.0%	2.4%
5076 · Food & Beverage-internal only	-	764	764	800	800	36	-	4.7%
5700 · Travel								
5702 · Lodging	800	-	-	-	(800)	-	-100.0%	-
5703 · Transportation	2,100	545	727	800	(1,300)	73	-61.9%	10.1%
5704 · Mileage Reimbursement		445	593	600	600	7	-	1.1%
5705 · Per Diems	100	186	248	300	200	52	200.0%	21.0%
Total 5000 · Program Services Expense	4,700	3,522	4,441	4,700	-	259	0.0%	5.8%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	65,992	49,689	66,252	48,240	(17,752)	(18,012)	-26.9%	-27.2%
5605 · Payroll Taxes	4,620	3,105	4,140	3,377	(1,243)	(763)	-26.9%	-18.4%
5610 · Health Insurance	8,143	5,160	6,201	5,919	(2,224)	(282)	-27.3%	-4.5%
5630 · Dental Insurance	617	-	366	493	(124)	127	-20.2%	34.7%
5640 · Life & LTD Insurance	503	377	503	503	(0)	-	-0.1%	0.0%
5650 · Retirement Plan Contributions	6,600	4,954	6,605	4,824	(1,776)	(1,781)	-26.9%	-27.0%
5655 · Retirement Plan Fees & Costs	759	100	250	554	(205)	304	-27.0%	121.6%
5660 · Training/Development	100	430	573	100	-	(473)	0.0%	-82.6%
Total 5500 · Salaries/Benefits	87,334	63,815	84,890	64,009	(23,325)	(20,881)	-26.7%	-24.6%
7000 · General & Admin								
7025 · Office Supplies	300	433	577	600	300	23	100.0%	3.9%
7035 · Postage/Mailing	100	52	69	200	100	131	100.0%	188.5%
7040 · Copy/Printing Expense	900	2,976	3,968	4,100	3,200	132	355.6%	3.3%
7100 · Telephone	556	450	600	611	55	11	9.9%	1.8%
7120 · Membership/Dues	700	525	700	700	-	-	0.0%	0.0%
7195 · Other Gen & Admin Expense	100	268	357	400	300	43	300.0%	11.9%
Total 7000 · General & Admin	2,656	4,704	6,272	6,611	3,955	339	148.9%	5.4%
8000 · Building Overhead								
6015 · Janitorial Expense	469	382	509	450	(19)	(59)		
6020 · Heat	179	315	420	339	160	(81)		
6025 · Electricity	745	572	763	766	21	3		
6030 · Water/Sewer	68	62	83	79	11	(4)		
6035 · Outside Maintenance	163	134	179	185	22	6		
6040 · Building Repairs	517	393	524	453	(64)	(71)		
6045 · Bldg Mtncn Contracts	828	545	727	846	18	119		
6050 · Bldg Mtncn Supplies	48	20	27	41	(7)	14		
6065 · Bldg Insurance/Fees	17	158	211	196	179	(15)		
6070 · Bldg Depreciation	452	368	491	826	374	335		
6075 · Furn/Fixtures Depreciation	150	158	211	217	67	6		
7065 · Equip Depreciation	306	473	631	1,356	1,050	725		
Total 8000 · Building Overhead	3,942	3,580	4,773	5,754	1,812	981	46.0%	20.6%
Total Expense	98,632	75,621	100,376	81,074	(17,558)	(19,302)	-17.8%	-19.2%
Net Income	\$ (18,032)	\$ 8,279	\$ (16,776)	\$ 4,226	\$ 22,258	\$ 21,002	-123.4%	-125.2%

Preliminary 2013/14 Budget
Bar Management

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4060 · E-Filing Revenue	\$ 14,400	\$ 6,723	\$ 8,964	\$ 9,000	\$ (5,400)	\$ 36	-37.5%	0.4%
4095 · Miscellaneous Income	3,000	1,458	1,944	3,000	-	1,056	0.0%	54.3%
4103 · In - Kind Revenue - UDR	3,200	1,909	2,545	2,600	(600)	55	-18.8%	2.1%
4150 · Investment Income								
4151 · ILM Realized Gain/Loss	7,000	35,626	47,501	9,000	2,000	(38,501)	28.6%	-81.1%
4152 · ILM Interest Income	6,000	(7,921)	(10,561)	6,000	-	16,561	0.0%	-156.8%
4153 · ILM Unrealized Gain/Loss	2,000	3,517	4,689	2,000	-	(2,689)	0.0%	-57.4%
4155 · General Interest Income	100	61	81	100	-	19	0.0%	23.0%
Total Income	35,700	41,373	55,164	31,700	(4,000)	(23,464)	-11.2%	-42.5%
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only	500	713	951	1,000	500	49	100.0%	5.2%
5035 · Awards	300	849	1,132	1,200	900	68	300.0%	6.0%
5063 · Special Event Expense		1,402	1,402	1,500	1,500	98	-	7.0%
5075 · Food & Beverage-external costs	1,700	2,431	3,241	3,400	1,700	159	100.0%	4.9%
5076 · Food & Beverage-internal only	7,000	3,017	4,023	4,200	(2,800)	177	-40.0%	4.4%
5700 · Travel								
5702 · Lodging	200	-	-	-	(200)	-	-100.0%	-
5703 · Transportation	1,400	2,319	3,092	3,200	1,800	108	128.6%	3.5%
5704 · Mileage Reimbursement	100	-	-	-	(100)	-	-100.0%	-
5705 · Per Diems	200	578	771	800	600	29	300.0%	3.8%
5706 · Meals	100	-	-	-	(100)	-	-100.0%	-
5805 · ABA Annual Meeting	1,200	3,871	3,871	4,000	2,800	129	233.3%	3.3%
5810 · ABA Mid Year Meeting	1,200	1,328	1,328	1,400	200	72	16.7%	5.4%
5830 · Western States Bar Conference	500	3,690	3,690	3,800	3,300	110	660.0%	3.0%
Total 5000 · Program Services Expense	14,400	20,198	23,500	24,500	10,100	1,000	70.1%	4.3%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	394,313	323,001	430,668	413,588.04	19,275	(17,080)	4.9%	-4.0%
5605 · Payroll Taxes	27,602	21,879	29,172	28,951	1,349	(221)	4.9%	-0.8%
5610 · Health Insurance	36,645	32,718	43,624	26,638	(10,007)	(16,986)	-27.3%	-38.9%
5630 · Dental Insurance	2,777	2,855	3,807	2,217	(560)	(1,590)	-20.2%	-41.8%
5640 · Life & LTD Insurance	3,684	2,763	3,684	3,684	-	-	0.0%	0.0%
5645 · Workman's Comp Insurance	5,774	4,613	6,151	6,458	684	308	11.8%	5.0%
5650 · Retirement Plan Contributions	39,431	33,851	45,135	41,359	1,928	(3,776)	4.9%	-8.4%
5655 · Retirement Plan Fees & Costs	4,536	3,437	4,536	4,748	212	212	4.7%	4.7%
5660 · Training/Development	2,000	1,225	1,633	2,000	-	367	0.0%	22.4%
Total 5500 · Salaries/Benefits	516,762	426,342	568,409	529,643	12,881	(38,767)	2.5%	-6.8%
7000 · General & Admin								
7025 · Office Supplies	9,200	4,666	6,221	6,500	(2,700)	279	-29.3%	4.5%
7035 · Postage/Mailing	1,500	860	1,147	1,200	(300)	53	-20.0%	4.7%
7040 · Copy/Printing Expense	7,600	7,077	9,436	9,800	2,200	364	28.9%	3.9%
7055 · Computer Supplies	1,800	340	453	500	(1,300)	47	-72.2%	10.3%
7100 · Telephone	1,112	3,460	4,613	1,221	109	(3,392)	9.8%	-73.5%
7110 · Publications/Subscriptions	300	136	181	200	(100)	19	-33.3%	10.3%
7120 · Membership/Dues	1,900	1,904	2,539	2,600	700	61	36.8%	2.4%
7135 · Bank Service Charges	400	314	419	400	-	(19)	0.0%	-4.5%
7136 · ILM Service Charges	14,200	10,202	13,603	14,100	(100)	497	-0.7%	3.7%
7140 · Credit Card Merchant Fees	(4,700)	(4,196)	(5,595)	(5,800)	(1,100)	(205)	23.4%	3.7%
7150 · E&O/Off & Dir Insurance	3,500	2,728	3,637	3,800	300	163	8.6%	4.5%
7160 · Audit Expense	35,000	25,650	25,650	30,000	(5,000)	4,350	-14.3%	17.0%
7175 · O/S Consultants	25,000	22,809	22,809	25,000	-	2,191	0.0%	9.6%
7179 · Payroll Adm Fees	2,900	2,402	3,203	3,300	400	97	13.8%	3.0%
7180 · Administrative Fee Expense	1,300	855	1,140	1,200	(100)	60	-7.7%	5.3%
7195 · Other Gen & Adm Expense	9,700	6,180	8,240	8,600	(1,100)	360	-11.3%	4.4%

Preliminary 2013/14 Budget
Bar Management

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Total 7000 · General & Admin	110,712	85,387	97,696	102,621	(8,091)	4,925	-7.3%	5.0%
7090 · In Kind expenses								
7103 · UDR - In Kind Contributions	3,200	1,909	2,545	2,600	(600)	55	-18.8%	2.1%
Total 7090 · In Kind expenses	3,200	1,909	2,545	2,600	(600)	55	-18.8%	2.2%
8000 · Building Overhead								
6015 · Janitorial Expense	1,268	1,032	1,376	2,015	747	639		
6020 · Heat	484	851	1,135	1,516	1,032	381		
6025 · Electricity	2,014	1,545	2,060	3,430	1,416	1,370		
6030 · Water/Sewer	183	167	223	354	171	131		
6035 · Outside Maintenance	439	362	483	826	387	343		
6040 · Building Repairs	1,395	1,061	1,415	2,026	631	611		
6045 · Bldg Mtnc Contracts	2,236	1,471	1,961	3,788	1,552	1,827		
6050 · Bldg Mtnc Supplies	130	55	73	184	54	111		
6065 · Bldg Insurance/Fees	46	427	569	875	829	306		
6070 · Bldg Depreciation	1,221	995	1,327	3,699	2,478	2,372		
6075 · Furn/Fixtures Depreciation	405	428	571	970	565	399		
7065 · Equip Depreciation	826	1,278	1,704	6,070	5,244	4,366		
Total 8000 · Building Overhead	10,647	9,672	12,896	25,753	15,106	12,857	141.9%	99.7%
Total Expense	655,721	543,508	705,046	685,117	29,396	(19,930)	4.5%	-2.8%
Net Income	<u>\$ (620,021)</u>	<u>\$ (502,135)</u>	<u>\$ (649,882)</u>	<u>\$ (653,417)</u>	<u>\$ (33,396)</u>	<u>\$ (3,534)</u>	5.4%	0.5%

Preliminary 2013/14 Budget
Property Management

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4039 · Room Rental - All Parties	\$ 48,100	\$ 95,959	\$ 127,945	130,500	\$ 82,400	\$ 2,555	171.3%	2.0%
4042 · Food & Beverage Rev-3rd Parties	144,700	113,249	150,999	154,000	9,300	3,001	6.4%	2.0%
4043 · Setup & AV charges-All parties	3,000	5,338	7,117	7,300	4,300	183	143.3%	2.6%
4090 · Tenant Rent	21,800	20,652	27,536	20,952	(848)	(6,584)	-3.9%	-23.9%
4095 · Miscellaneous Income	6,800	133	177	200	(6,600)	23	-97.1%	12.8%
4103 · In - Kind Revenue - UDR	14,300	-	-	-	(14,300)	-	-100.0%	-
4104 · In Kind Rev-Facilities & Other	56,400	-	-	-	(56,400)	-	-100.0%	-
Total Income	295,100	235,331	313,775	312,952	17,852	(823)	6.0%	-0.3%
Expense								
5000 · Program Services Expense								
5070 · Equipment Rental	3,800	2,999	3,999	4,200	400	201	10.5%	5.0%
5075 · Food & Beverage	129,800	97,253	129,671	134,900	5,100	5,229	3.9%	4.0%
5079 · Soft Drinks	9,800	2,821	3,761	3,900	(5,900)	139	-60.2%	3.7%
5700 · Travel								
5704 · Mileage Reimbursement	100	-	-	100	-	100	0.0%	-
Total 5000 · Program Services Expense	143,500	103,073	137,431	143,100	(400)	5,669	-0.3%	4.1%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	92,005	67,793	90,391	93,102	1,097	2,712	1.2%	3.0%
5605 · Payroll Taxes	6,440	5,329	7,105	6,517	77	(588)	1.2%	-8.3%
5610 · Health Insurance	16,287	11,043	14,724	11,839	(4,448)	(2,885)	-27.3%	-19.6%
5630 · Dental Insurance	1,234	915	1,220	985	(249)	(235)	-20.2%	-19.2%
5640 · Life & LTD Insurance	971	594	792	792	(179)	-	-18.4%	0.0%
5650 · Retirement Plan Contributions	9,201	6,169	8,225	9,310	109	1,085	1.2%	13.2%
5655 · Retirement Plan Fees & Costs	1,058	349	1,058	1,069	11	11	1.0%	1.0%
Total 5500 · Salaries/Benefits	127,196	92,192	123,515	123,615	(3,581)	100	-2.8%	0.1%
7000 · General & Admin								
7025 · Office Supplies	1,400	2,714	3,619	3,800	2,400	181	171.4%	5.0%
7033 · Operating Meeting Supplies	16,600	14,139	18,852	19,600	3,000	748	18.1%	4.0%
7035 · Postage/Mailing	4,300	7,722	10,296	10,700	6,400	404	148.8%	3.9%
4094 · Copy/Ptg/Mailing Revenue	(98,100)	(16,287)	(21,716)	(22,200)	75,900	(484)	-77.4%	2.2%
7040 · Copy/Printing Expense	69,800	(861)	(1,148)	(1,200)	(71,000)	(52)	-101.7%	4.5%
7055 · Computer Supplies	100	363	484	500	400	16	400.0%	3.3%
7100 · Telephone	2,224	2,204	2,939	3,055	831	116	37.4%	4.0%
7140 · Credit Card Merchant Fees	100	38	51	100	-	49	0.0%	97.4%
7175 · O/S Consultant	-	854	1,139	1,000	1,000	(139)	-	-12.2%
7190 · Lease Interest Expense	2,496	71	95	2,496	-	2,401	0.0%	2536.6%
7191 · Lease Sales Tax Expense	235	141	188	235	-	47	0.0%	25.0%
Total 7000 · General & Admin	(845)	11,098	14,797	18,086	18,931	3,289	-2240.4%	22.2%
7090 · In Kind expenses								
5084 · In Kind Exp-Facilities & other	57,500	-	-	-	(57,500)	-	-100.0%	-
7103 · UDR - In Kind Contributions	14,600	26,427	35,236	36,600	22,000	1,364	150.7%	3.9%
Total 7090 · In Kind expenses	72,100	26,427	35,236	36,600	(35,500)	1,364	-49.2%	3.9%
8000 · Building Overhead								
6015 · Janitorial Expense	16,738	13,616	18,155	15,925	(813)	(2,230)		
6020 · Heat	6,390	11,233	14,977	11,984	5,594	(2,993)		
6025 · Electricity	26,578	20,396	27,195	27,110	532	(85)		
6030 · Water/Sewer	2,410	2,205	2,940	2,798	388	(142)		
6035 · Outside Maintenance	5,798	4,783	6,377	6,527	729	150		
6040 · Building Repairs	18,418	13,998	18,664	16,015	(2,403)	(2,649)		
6045 · Bldg Mtnce Contracts	29,508	19,418	25,891	29,945	437	4,054		
6050 · Bldg Mtnce Supplies	1,711	757	1,009	1,458	(253)	449		

Preliminary 2013/14 Budget
Property Management

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
6055 · Real Property Taxes	13,972	9,109	12,145	12,145	(1,827)	(0)		
6060 · Personal Property Taxes	312	234	312	288	(24)	(24)		
6065 · Bldg Insurance/Fees	609	5,632	7,509	6,917	6,308	(592)		
6070 · Bldg Depreciation	16,117	13,139	17,519	29,238	13,121	11,719		
6075 · Furn/Fixtures Depreciation	5,349	5,650	7,533	7,664	2,315	131		
7065 · Equip Depreciation	10,906	16,867	22,489	47,977	37,071	25,488		
Total 8000 · Building Overhead	154,816	137,037	182,716	215,991	61,175	33,275	39.5%	18.2%
Total Expense	496,767	369,827	493,695	537,392	40,625	43,697	8.2%	8.9%
Net Income	<u>\$ (201,667)</u>	<u>\$ (134,496)</u>	<u>\$ (179,920)</u>	<u>\$ (224,440)</u>	<u>\$ (22,773)</u>	<u>\$ (44,520)</u>	11.3%	24.7%

Preliminary 2013/14 Budget
Office of Professional Conduct

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4095 · Miscellaneous Income	\$ 2,700	\$ 1,320	\$ 1,760	1,800	\$ (900)	\$ 40	-33.3%	2.3%
4200 · Seminar Profit/Loss	9,800	3,153	9,820	9,800	-	(20)	0.0%	-0.2%
Total Income	12,500	4,473	11,580	11,600	(900)	21	-7.2%	0.2%
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only	-	3,718	3,718	3,900	3,900	182	-	4.9%
5040 · Witness & Hearing Expense	2,800	1,888	2,517	2,600	(200)	83	-7.1%	3.3%
5041 · Process Serving	900	539	719	700	(200)	(19)	-22.2%	-2.6%
5070 · Equipment Rental	-	330	440	500	500	60	-	13.6%
5075 · Food & Beverage-external costs	100	148	197	200	100	3	100.0%	1.4%
5076 · Food & Beverage-internal only	6,100	2,050	2,733	2,800	(3,300)	67	-54.1%	2.4%
5700 · Travel								
5702 · Lodging	(200)	3,643	4,857	5,100	5,300	243	-2650.0%	5.0%
5703 · Transportation	1,700	333	444	500	(1,200)	56	-70.6%	12.6%
5704 · Mileage Reimbursement	3,900	236	315	300	(3,600)	(15)	-92.3%	-4.7%
5705 · Per Diems	3,100	2,265	3,020	3,100	-	80	0.0%	2.6%
5805 · ABA Annual Meeting	1,000	3,954	3,954	1,000	-	(2,954)	0.0%	-74.7%
5810 · ABA Mid Year Meeting	1,900	-	-	-	(1,900)	-	-100.0%	-
Total 5000 · Program Services Expense	21,300	19,104	22,915	20,700	(600)	(2,215)	-2.8%	-9.7%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	784,742	576,617	768,823	791,887	7,145	23,065	0.9%	3.0%
5605 · Payroll Taxes	54,932	41,832	55,776	55,432	500	(344)	0.9%	-0.6%
5610 · Health Insurance	81,434	59,033	78,711	59,195	(22,239)	(19,516)	-27.3%	-24.8%
5630 · Dental Insurance	6,172	5,384	7,179	4,926	(1,246)	(2,252)	-20.2%	-31.4%
5640 · Life & LTD Insurance	6,120	4,676	6,235	6,235	115	-	1.9%	0.0%
5650 · Retirement Plan Contributions	78,474	51,722	68,963	79,189	715	10,226	0.9%	14.8%
5655 · Retirement Plan Fees & Costs	9,028	3,382	9,028	9,090	62	62	0.7%	0.7%
5660 · Training/Development	100	2,616	3,488	100	-	(3,388)	0.0%	-97.1%
Total 5500 · Salaries/Benefits	1,021,002	745,262	998,201	1,006,054	(14,948)	7,853	-1.5%	0.8%
7000 · General & Admin								
7025 · Office Supplies	5,900	4,139	5,519	5,700	(200)	181	-3.4%	3.3%
7035 · Postage/Mailing	7,100	4,538	6,051	6,300	(800)	249	-11.3%	4.1%
7040 · Copy/Printing Expense	16,500	16,197	21,596	22,500	6,000	904	36.4%	4.2%
7050 · Computer Maintenance	700	-	-	-	(700)	-	-100.0%	-
7055 · Computer Supplies	1,300	1,246	1,661	1,700	400	39	30.8%	2.3%
7089 · BA Subscription Service	18,433	10,753	18,433	18,433	-	-	0.0%	0.0%
7100 · Telephone	6,673	5,401	7,201	7,331	658	130	9.9%	1.8%
7106 · Public Notification	800	265	353	400	(400)	47	-50.0%	13.2%
7110 · Publications/Subscriptions	5,400	5,887	7,849	8,200	2,800	351	51.9%	4.5%
7120 · Membership/Dues	6,400	3,980	5,307	5,500	(900)	193	-14.1%	3.6%
7150 · E&O/Off & Dir Insurance	12,400	9,548	12,731	13,200	800	469	6.5%	3.7%
7178 · Offsite Storage/Backup	6,200	3,675	4,900	5,100	(1,100)	200	-17.7%	4.1%
7195 · Other Gen & Adm Expense	500	475	633	500	-	(133)	0.0%	-21.1%
Total 7000 · General & Admin	88,306	66,104	92,234	94,864	6,558	2,630	7.4%	2.9%
8000 · Building Overhead								
6015 · Janitorial Expense	5,657	4,602	6,136	6,466	809	330	-	-
6020 · Heat	2,159	3,796	5,061	4,866	2,707	(195)	-	-
6025 · Electricity	8,982	6,893	9,191	11,008	2,026	1,817	-	-
6030 · Water/Sewer	815	745	993	1,136	321	143	-	-
6035 · Outside Maintenance	1,959	1,616	2,155	2,650	691	495	-	-
6040 · Building Repairs	6,224	4,731	6,308	6,503	279	195	-	-
6045 · Bldg Mtncn Contracts	9,972	6,562	8,749	12,159	2,187	3,410	-	-
6050 · Bldg Mtncn Supplies	578	244	325	592	14	267	-	-
6065 · Bldg Insurance/Fees	206	1,903	2,537	2,809	2,603	272	-	-
6070 · Bldg Depreciation	5,447	4,440	5,920	11,872	6,425	5,952	-	-

Preliminary 2013/14 Budget
Office of Professional Conduct

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
6075 · Furn/Fixtures Depreciation	1,808	1,910	2,547	3,112	1,304	565		
7065 · Equip Depreciation	3,686	5,700	7,600	19,481	15,795	11,881		
Total 8000 · Building Overhead	47,493	43,142	57,523	82,654	35,161	25,131	74.0%	43.7%
Total Expense	1,178,101	873,612	1,170,873	1,204,272	26,171	33,399	2.2%	2.9%
Net Income	\$(1,165,601)	\$(869,139)	\$(1,159,293)	\$(1,192,672)	\$ (27,071)	\$ (33,378)	2.3%	2.9%

Preliminary 2013/14 Budget
General Counsel

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Expense								
5000 · Program Services Expense								
5700 · Travel								
5702 · Lodging	-	388	517	500	500	(17)	-	-3.4%
5703 · Transportation	1,000	286	381	1,000	-	619	0.0%	162.2%
5704 · Mileage Reimbursement	500	-	-	500	-	500	0.0%	-
5705 · Per Diems	100	198	264	100	-	(164)	0.0%	-62.1%
Total 5000 · Program Services Expense	1,600	872	1,163	2,100	500	937	31.3%	80.6%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	170,799	117,478	156,637	136,336	(34,463)	(20,301)	-20.2%	-13.0%
5605 · Payroll Taxes	11,956	8,066	10,755	9,544	(2,412)	(1,211)	-20.2%	-11.3%
5610 · Health Insurance	16,287	8,688	11,584	11,839	(4,448)	255	-27.3%	2.2%
5630 · Dental Insurance	1,234	558	744	985	(249)	241	-20.2%	32.4%
5640 · Life & LTD Insurance	1,372	819	1,092	1,092	(280)	-	-20.4%	0.0%
5650 · Retirement Plan Contributions	17,080	10,826	14,435	13,634	(3,446)	(801)	-20.2%	-5.5%
5655 · Retirement Plan Fees & Costs	1,965	1,375	1,965	1,565	(400)	(400)	-20.4%	-20.4%
5660 · Training/Development	100	-	-	100	-	100	0.0%	-
Total 5500 · Salaries/Benefits	220,793	147,810	197,212	175,095	(45,698)	(22,117)	-20.7%	-11.2%
7000 · General & Admin								
7025 · Office Supplies	700	55	73	100	(600)	27	-85.7%	36.4%
7035 · Postage/Mailing	100	23	31	-	(100)	(31)	-100.0%	-100.0%
7040 · Copy/Printing Expense	400	143	191	200	(200)	9	-50.0%	4.9%
7055 · Computer Supplies	-	394	525	500	500	(25)	-	-4.8%
7100 · Telephone	1,112	900	1,200	1,221	109	21	9.8%	1.8%
7110 · Publications/Subscriptions	1,900	427	569	600	(1,300)	31	-68.4%	5.4%
7120 · Membership/Dues	700	-	-	-	(700)	-	-100.0%	-
7150 · E&O/Off & Dir Insurance	3,500	2,728	3,637	3,800	300	163	8.6%	4.5%
7176 · Bar Litigation	25,000	-	-	25,000	-	25,000	0.0%	-
7177 · UPL	35,000	7,864	10,485	35,000	-	24,515	0.0%	233.8%
7195 · Other Gen & Adm Expense	100	3	4	-	(100)	(4)	-100.0%	-100.0%
Total 7000 · General & Admin	68,512	12,537	16,716	66,421	(2,091)	49,705	-3.1%	297.3%
8000 · Building Overhead								
6015 · Janitorial Expense	1,088	885	1,180	1,245	157	65		
6020 · Heat	415	730	973	937	522	(36)		
6025 · Electricity	1,727	1,326	1,768	2,119	392	351		
6030 · Water/Sewer	157	143	191	219	62	28		
6035 · Outside Maintenance	377	311	415	510	133	95		
6040 · Building Repairs	1,197	910	1,213	1,252	55	39		
6045 · Bldg Mtncce Contracts	1,918	1,262	1,683	2,341	423	658		
6050 · Bldg Mtncce Supplies	111	47	63	114	3	51		
6065 · Bldg Insurance/Fees	40	366	488	541	501	53		
6070 · Bldg Depreciation	1,047	854	1,139	2,286	1,239	1,147		
6075 · Furn/Fixtures Depreciation	348	367	489	599	251	110		
7065 · Equip Depreciation	709	1,096	1,461	3,750	3,041	2,289		
Total 8000 · Building Overhead	9,134	8,297	11,063	15,913	6,779	4,850	74.2%	43.8%
Total Expense	300,039	169,516	226,154	259,529	(40,510)	33,375	-13.5%	14.8%
Net Income	\$ (300,039)	\$ (169,516)	\$ (226,154)	\$ (259,529)	\$ 40,510	\$ (33,375)	-13.5%	14.8%

Preliminary 2013/14 Budget
Computer/MIS

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4031 · Enhanced Web Revenue	\$ 500	\$ -	\$ -	\$ 500	\$ -	\$ 500	0.0%	-
4095 · Miscellaneous Income	2,500	300	400	-	(2,500)	(400)	-100.0%	-100.0%
Total Income	3,000	300	400	500	(2,500)	100	-83.3%	25.0%
Expense								
5000 · Program Services Expense								
5700 · Travel								
5702 · Lodging	300	(426)	(568)	(600)	(900)	(32)	-300.0%	5.6%
5703 · Transportation	1,500	2,151	2,868	3,000	1,500	132	100.0%	4.6%
5704 · Mileage Reimbursement			-	-	-	-	-	-
5705 · Per Diems			-	-	-	-	-	-
5805 · ABA Annual Meeting	300		-	-	(300)	-	-100.0%	-
5830 · Western States Bar Conference			-	-	-	-	-	-
Total 5000 · Program Services Expense	2,100	1,725	2,300	2,400	300	100	14.3%	4.3%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	118,480	83,039	110,719	114,040	(4,440)	3,322	-3.7%	3.0%
5605 · Payroll Taxes	8,294	5,487	7,316	7,983	(311)	667	-3.8%	9.1%
5610 · Health Insurance	16,287	9,600	12,800	11,839	(4,448)	(961)	-27.3%	-7.5%
5630 · Dental Insurance	1,234	915	1,220	985	(249)	(235)	-20.2%	-19.2%
5640 · Life & LTD Insurance	1,107	808	1,077	1,077	(30)	-	-2.7%	0.0%
5650 · Retirement Plan Contributions	11,848	7,933	10,577	11,404	(444)	827	-3.7%	7.8%
5655 · Retirement Plan Fees & Costs	1,363	620	1,363	1,309	(54)	(54)	-4.0%	-4.0%
Total 5500 · Salaries/Benefits	158,613	108,402	145,072	148,638	(9,975)	3,565	-6.3%	2.5%
7000 · General & Admin								
7025 · Office Supplies	1,750	1,583	2,111	2,250	500	139	28.6%	6.6%
7045 · Internet Service	4,000	5,155	6,873	4,000	-	(2,873)	0.0%	-41.8%
7050 · Computer Maintenance	400	1,382	1,843	1,900	1,500	57	375.0%	3.1%
7055 · Computer Supplies	3,500	5,836	7,781	8,100	4,600	319	131.4%	4.1%
7100 · Telephone	1,112	900	1,200	1,221	109	21	9.8%	1.8%
7110 · Publications/Subscriptions	450	220	293	300	(150)	7	-33.3%	2.3%
7120 · Membership/Dues			-	50	50	50	-	-
7175 · O/S Consultants	25,000	1,003	1,003	-	(25,000)	(1,003)	-100.0%	-100.0%
7195 · Other Gen & Adm Expense			-	-	-	-	-	-
Total 7000 · General & Admin	36,212	16,079	21,104	17,821	(18,391)	(3,283)	-50.8%	-15.6%
8000 · Building Overhead								
6015 · Janitorial Expense	398	324	432	593	195	161		
6020 · Heat	152	267	356	446	294	90		
6025 · Electricity	632	485	647	1,009	377	362		
6030 · Water/Sewer	57	52	69	104	47	35		
6035 · Outside Maintenance	138	114	152	243	105	91		
6040 · Building Repairs	438	333	444	596	158	152		
6045 · Bldg Mtncn Contracts	701	462	616	1,115	414	499		
6050 · Bldg Mtncn Supplies	41	17	23	54	13	31		
6065 · Bldg Insurance/Fees	14	134	179	258	244	79		
6070 · Bldg Depreciation	383	312	416	1,089	706	673		
6075 · Furn/Fixtures Depreciation	127	134	179	285	158	106		
7065 · Equip Depreciation	259	401	535	1,786	1,527	1,251		
Total 8000 · Building Overhead	3,340	3,035	4,047	7,578	4,238	3,531	126.9%	87.2%
Total Expense	200,265	129,241	172,523	176,437	(23,828)	3,913	-11.9%	2.3%
Net Income	\$ (197,265)	\$ (128,941)	\$ (172,123)	\$ (175,937)	\$ 21,328	\$ (3,813)	-10.8%	2.2%

Preliminary 2013/14 Budget
Continuing Legal Education

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4052 · Meeting - Sponsor Revenue	\$ 6,800	\$ 5,033	\$ 5,033	\$ 5,100	\$ (1,700)	\$ 67	-25.0%	1.3%
4081 · CLE - Registrations	284,300	225,315	300,420	306,400	22,100	5,980	7.8%	2.0%
4082 · CLE - Video Library Sales	79,000	63,462	84,616	86,300	7,300	1,684	9.2%	2.0%
4083 · CLE - Material Sales	900	145	193	200	(700)	7	-77.8%	3.4%
4095 · Miscellaneous Income								
4200 · Seminar Profit/Loss	12,000	5,288	7,051	7,200	(4,800)	149	-40.0%	2.1%
Total Income	383,000	299,243	397,313	405,200	22,200	7,887	5.8%	2.0%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities-external only	6,000	4,473	4,473	4,700	(1,300)	227	-21.7%	5.1%
5002 · Meeting Facilities-internal only	6,000	5,510	5,510	5,700	(300)	190	-5.0%	3.4%
5030 · Speaker Fees & Expenses	47,100	16,707	22,276	23,200	(23,900)	924	-50.7%	4.1%
5035 · Awards	900	437	583	600	(300)	17	-33.3%	3.0%
5063 · Special Event Expense	6,800	6,092	6,092	6,300	(500)	208	-7.4%	3.4%
5064 · MCLE Fees Paid	32,100	5,949	25,932	30,000	(2,100)	4,068	-6.5%	15.7%
5070 · Equipment Rental	2,900	1,585	2,113	2,200	(700)	87	-24.1%	4.1%
5075 · Food & Beverage-external costs	30,000	29,902	29,902	31,100	1,100	1,198	3.7%	4.0%
5076 · Food & Beverage-internal only	25,500	17,655	17,655	18,400	(7,100)	745	-27.8%	4.2%
5080 · Committee Expense								
5085 · Misc. Program Expense		27	36	-	-	(36)	-	-100.0%
5700 · Travel								
5702 · Lodging	2,200	26	35	-	(2,200)	(35)	-100.0%	-100.0%
5703 · Transportation	1,200	2,318	3,091	3,200	2,000	109	166.7%	3.5%
5704 · Mileage Reimbursement	700	16	21	-	(700)	(21)	-100.0%	-100.0%
5705 · Per Diems	500				(500)		-100.0%	-
7199 · Overhead Allocation - Seminars	3,600	4,098	5,464	5,700	2,100	236	58.3%	4.3%
7200 · Event Revenue Sharing - 3rd Pt	33,200	31,599	42,132	43,800	10,600	1,668	31.9%	4.0%
Total 5000 · Program Services Expense	198,700	126,394	165,315	174,900	(23,800)	9,585	-12.0%	5.8%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	68,236	56,318	75,091	77,343	9,107	2,253	13.3%	3.0%
5605 · Payroll Taxes	4,777	4,316	5,755	5,414	637	(341)	13.3%	-5.9%
5610 · Health Insurance	8,143	5,345	7,127	5,919	(2,224)	(1,207)	-27.3%	-16.9%
5630 · Dental Insurance	617	457	609	493	(124)	(117)	-20.2%	-19.2%
5640 · Life & LTD Insurance	667	500	667	667	(0)	-	0.0%	0.0%
5650 · Retirement Plan Contributions	6,824	5,269	7,025	7,734	910	709	13.3%	10.1%
5655 · Retirement Plan Fees & Costs	785	461	785	888	103	103	13.1%	13.1%
5660 · Training/Development		30	40	-	-	(40)	-	-100.0%
Total 5500 · Salaries/Benefits	90,049	72,696	97,098	98,459	8,410	1,360	9.3%	1.4%
7000 · General & Admin								
7025 · Office Supplies	500	2,201	2,935	3,100	2,600	165	520.0%	5.6%
7035 · Postage/Mailing	7,300	10,365	13,820	14,400	7,100	580	97.3%	4.2%
7040 · Copy/Printing Expense	25,800	10,644	14,192	14,800	(11,000)	608	-42.6%	4.3%
7050 · Computer Maintenance	-	70	93	100	100	7	-	7.1%
7055 · Computer Supplies	-	417	556	600	600	44	-	7.9%
7089 · BA Subscription Service	18,433	10,753	18,433	18,433	-	-	0.0%	0.0%
7100 · Telephone	1,112	1,122	1,496	1,221	109	(275)	9.8%	-18.4%
7105 · Advertising		7,281	9,708	10,100	10,100	392	-	4.0%
7110 · Publications/Subscriptions	400	20	27	-	(400)	(27)	-100.0%	-100.0%
7120 · Membership/Dues								
7140 · Credit Card Merchant Fees	12,500	8,811	11,748	12,200	(300)	452	-2.4%	3.8%
7195 · Other Gen & Adm Expense	1,100	2,185	2,913	3,000	1,900	87	172.7%	3.0%
Total 7000 · General & Admin	67,145	53,869	75,921	77,954	10,809	2,033	16.1%	2.7%
8000 · Building Overhead								
6015 · Janitorial Expense	381	310	413	900	519	487		

Preliminary 2013/14 Budget
Continuing Legal Education

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
6020 · Heat	145	256	341	677	532	336		
6025 · Electricity	605	464	619	1,533	928	914		
6030 · Water/Sewer	55	50	67	158	103	91		
6035 · Outside Maintenance	132	109	145	369	237	224		
6040 · Building Repairs	419	318	424	905	486	481		
6045 · Bldg Mtnce Contracts	671	442	589	1,693	1,022	1,104		
6050 · Bldg Mtnce Supplies	39	16	21	82	43	61		
6055 · Real Property Taxes	10,479	6,831	9,108	9,109	(1,370)	1		
6060 · Personal Property Taxes	234	176	235	216	(18)	(19)		
6065 · Bldg Insurance/Fees	14	128	171	391	377	220		
6070 · Bldg Depreciation	367	299	399	1,653	1,286	1,254		
6075 · Furn/Fixtures Depreciation	122	129	172	433	311	261		
7065 · Equip Depreciation	248	384	512	2,712	2,464	2,200		
Total 8000 · Building Overhead	13,911	9,912	13,216	20,831	6,920	7,615	49.7%	57.6%
Total Expense	369,805	262,871	351,550	372,144	2,339	20,593	0.6%	5.9%
Net Income	\$ 13,195	\$ 36,372	\$ 45,763	\$ 33,056	\$ 19,861	\$ (12,706)	150.5%	-27.8%

**Preliminary 2013/14 Budget
Summer Convention**

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4051 · Meeting - Registration	\$ 150,200	\$ 117,075	\$ 117,075	\$ 119,400	\$ (30,800)	\$ 2,325	-20.5%	2.0%
4052 · Meeting - Sponsor Revenue	20,600	20,800	20,800	21,200	600	400	2.9%	1.9%
4053 · Meeting - Vendor Revenue	9,400	7,500	7,500	7,700	(1,700)	200	-18.1%	2.7%
4055 · Meeting - Sp Ev Registration	200	2,297	2,297	2,300	2,100	3	1050.0%	0.1%
4095 · Miscellaneous Income	3,800	10	10	-	(3,800)	(10)	-100.0%	-100.0%
Total Income	184,200	147,682	147,682	150,600	(33,600)	2,918	-18.2%	2.0%
5000 · Program Services Expense								
5001 · Meeting Facilities-external only	1,400	19,215	19,215	15,000	13,600	(4,215)	971.4%	-21.9%
5002 · Meeting Facilities-internal only		613	613	600	600	(13)	-	-2.1%
5030 · Speaker Fees & Expenses	12,800	5,860	5,860	6,100	(6,700)	240	-52.3%	4.1%
5035 · Awards	5,400	-	-	-	(5,400)	-	-100.0%	-
5063 · Special Event Expense	17,200	9,708	9,708	10,100	(7,100)	392	-41.3%	4.0%
5064 · MCLE Fees Paid	4,300	3,647	3,647	3,800	(500)	153	-11.6%	4.2%
5070 · Equipment Rental	1,700	11,244	11,244	6,700	5,000	(4,544)	294.1%	-40.4%
5075 · Food & Beverage-external costs	91,200	125,478	125,478	70,500	(20,700)	(54,978)	-22.7%	-43.8%
5076 · Food & Beverage-internal only		1,478	1,478	1,500	1,500	22	-	1.5%
5085 · Misc. Program Expense	900	-	-	-	(900)	-	-100.0%	-
5700 · Travel								
5702 · Lodging	24,900	2,211	2,211	2,300	(22,600)	89	-90.8%	4.0%
5703 · Transportation	400	7,358	7,358	2,700	2,300	(4,658)	575.0%	-63.3%
5704 · Mileage Reimbursement	5,200	4,139	4,139	1,800	(3,400)	(2,339)	-65.4%	-56.5%
5705 · Per Diems	3,200	1,562	2,083	2,200	(1,000)	117	-31.3%	5.6%
Total 5000 · Program Services Expense	168,600	192,513	193,034	123,300	(45,300)	(69,734)	-26.9%	-36.1%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	34,336	18,801	27,801	28,635	(5,701)	834	-16.6%	3.0%
5605 · Payroll Taxes	2,404	1,385	1,847	2,004	(400)	158	-16.6%	8.5%
5650 · Retirement Plan Contributions	3,434	1,865	2,487	2,864	(570)	377	-16.6%	15.2%
5655 · Retirement Plan Fees & Costs	395	-	395	329	(66)	(66)	-16.7%	-16.7%
Total 5500 · Salaries/Benefits	40,569	22,051	32,529	33,832	(6,737)	1,303	-16.6%	4.0%
7000 · General & Admin								
7025 · Office Supplies	300	142	142	100	(200)	(42)	-66.7%	-29.6%
7035 · Postage/Mailing	100	3,357	3,357	3,600	3,500	243	3500.0%	7.2%
7040 · Copy/Printing Expense	9,300	15,416	15,416	16,000	6,700	584	72.0%	3.8%
7100 · Telephone	227	195	260	244	17	(16)	7.5%	-6.2%
7140 · Credit Card Merchant Fees	3,400	2,763	2,763	2,900	(500)	137	-14.7%	5.0%
7195 · Other Gen & Adm Expense	400	4,536	4,536	4,700	4,300	164	1075.0%	3.6%
Total 7000 · General & Admin	13,727	26,409	26,474	27,544	13,817	1,070	100.7%	4.0%
8000 · Building Overhead								
6015 · Janitorial Expense	163	133	177	180	17	3	-	-
6020 · Heat	62	110	147	136	74	(11)	-	-
6025 · Electricity	259	199	265	307	48	42	-	-
6030 · Water/Sewer	24	21	28	32	8	4	-	-
6035 · Outside Maintenance	57	47	63	74	17	11	-	-
6040 · Building Repairs	180	136	181	181	1	(0)	-	-
6045 · Bldg Mtncn Contracts	288	189	252	339	51	87	-	-
6050 · Bldg Mtncn Supplies	17	7	9	16	(1)	7	-	-
6065 · Bldg Insurance/Fees	6	55	73	78	72	5	-	-
6070 · Bldg Depreciation	157	128	171	331	174	160	-	-
6075 · Furn/Fixtures Depreciation	52	55	73	87	35	14	-	-
7065 · Equip Depreciation	106	164	219	542	436	323	-	-
Total 8000 · Building Overhead	1,371	1,244	1,659	2,303	932	644	68.0%	38.8%
Total Expense	224,267	242,217	253,696	186,979	(37,288)	(66,717)	-16.6%	-26.3%
Net Income	\$ (40,067)	\$ (94,535)	\$ (106,014)	\$ (36,379)	\$ 3,688	\$ 69,635	-9.2%	-65.7%

**Preliminary 2013/14 Budget
Fall Forum**

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Income								
4051 · Meeting - Registration	\$ 76,400	\$ 68,195	\$ 68,195	\$ 74,600	\$ (1,800)	\$ 6,405	-2.4%	9.4%
4053 · Meeting - Vendor Revenue	12,000	12,675	12,675	12,900	900	225	7.5%	1.8%
4055 · Meeting - Sp Ev Registration	700	560	560	600	(100)	40	-14.3%	7.1%
4095 · Miscellaneous Income	-	105	105	100	100	(5)	-	-4.8%
Total Income	89,100	81,535	81,535	88,200	(900)	6,665	-1.0%	8.2%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities-external only	2,900	52,164	52,164	54,300	51,400	2,136	1772.4%	4.1%
5002 · Meeting Facilities-internal only		350	350	400	400	50	-	14.3%
5030 · Speaker Fees & Expenses	3,200	14,485	14,485	15,100	11,900	615	371.9%	4.2%
5035 · Awards	-	427	427	400	400	(27)	-	-6.3%
5064 · MCLE Fees Paid	3,100	3,109	3,109	3,200	100	91	3.2%	2.9%
5070 · Equipment Rental	6,200	-	-	500	(5,700)	500	-91.9%	-
5075 · Food & Beverage-external costs	46,700	643	643	700	(46,000)	57	-98.5%	8.9%
5076 · Food & Beverage-internal only	800	479	479	500	(300)	21	-37.5%	4.4%
5700 · Travel								
5702 · Lodging	1,400	-	-	-	(1,400)	-	-100.0%	-
Total 5000 · Program Services Expense	64,300	71,657	71,657	75,100	10,800	3,443	16.8%	4.8%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	10,090	9,840	9,840	10,135	45	295	0.4%	3.0%
5605 · Payroll Taxes	706	723	723	709	3	(14)	0.5%	-1.9%
5650 · Retirement Plan Contributions	1,010	959	959	1,014	4	55	0.3%	5.7%
5655 · Retirement Plan Fees & Costs	116	-	116	116	-	-	0.0%	0.0%
Total 5500 · Salaries/Benefits	11,922	11,522	11,638	11,974	52	336	0.4%	2.9%
7000 · General & Admin								
7025 · Office Supplies	403	84	84	303	(100)	219	-24.8%	260.7%
7035 · Postage/Mailing		20	20	-	-	(20)	-	-100.0%
7040 · Copy/Printing Expense	6,300	4,636	4,636	5,300	(1,000)	664	-15.9%	14.3%
7100 · Telephone	165	133	177	183	18	6	10.9%	3.2%
7140 · Credit Card Merchant Fees	3,000	2,206	2,206	2,800	(200)	594	-6.7%	26.9%
7195 · Other Gen & Adm Expense	300	-	-	-	(300)	-	-100.0%	-
Total 7000 · General & Admin	10,168	7,079	7,123	8,586	(1,582)	1,463	-15.6%	20.5%
8000 · Building Overhead								
6015 · Janitorial Expense	163	133	177	180	17	3		
6020 · Heat	62	110	147	136	74	(11)		
6025 · Electricity	259	199	265	307	48	42		
6030 · Water/Sewer	24	21	28	32	8	4		
6035 · Outside Maintenance	57	47	63	74	17	11		
6040 · Building Repairs	180	136	181	181	1	(0)		
6045 · Bldg Mtnce Contracts	288	189	252	339	51	87		
6050 · Bldg Mtnce Supplies	17	7	9	16	(1)	7		
6065 · Bldg Insurance/Fees	6	55	73	78	72	5		
6070 · Bldg Depreciation	157	128	171	331	174	160		
6075 · Furn/Fixtures Depreciation	52	55	73	87	35	14		
7065 · Equip Depreciation	106	164	219	542	436	323		
Total 8000 · Building Overhead	1,371	1,244	1,659	2,303	932	644	68.0%	38.8%
Total Expense	87,761	91,502	92,077	97,963	10,202	5,886	11.6%	6.4%
Net Income	\$ 1,339	\$ (9,967)	\$ (10,542)	\$ (9,763)	\$ (11,102)	\$ 779	-829.1%	-7.4%

**Preliminary 2013/14 Budget
Spring Convention**

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Income								
4051 · Meeting - Registration	\$ 103,300	\$ 113,825	\$ 113,825	\$ 116,100	\$ 12,800	\$ 2,275	12.4%	2.0%
4052 · Meeting - Sponsor Revenue	14,500	18,375	18,375	18,700	4,200	325	29.0%	1.8%
4053 · Meeting - Vendor Revenue	10,700	9,900	9,900	10,100	(600)	200	-5.6%	2.0%
4055 · Meeting - Sp Ev Registration	200	974	974	1,000	800	26	400.0%	2.7%
Total Income	128,700	143,074	143,074	145,900	17,200	2,826	13.4%	2.0%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities-external only	4,800	5,967	5,967	6,200	1,400	233	29.2%	3.9%
5002 · Meeting Facilities-internal only		438	438	500	500	62	-	14.2%
5030 · Speaker Fees & Expenses	7,300	6,387	6,387	8,600	1,300	2,213	17.8%	34.6%
5063 · Special Event Expense	4,000	4,608	4,608	5,300	1,300	692	32.5%	15.0%
5064 · MCLE Fees Paid	4,000	4,508	4,508	5,200	1,200	692	30.0%	15.4%
5070 · Equipment Rental	500	4,272	4,272	4,900	4,400	628	880.0%	14.7%
5075 · Food & Beverage-external costs	5,000	33,340	33,340	34,700	29,700	1,360	594.0%	4.1%
5076 · Food & Beverage-internal only	2,000	1,227	1,227	1,300	(700)	73	-35.0%	5.9%
5700 · Travel								
5702 · Lodging	900	3,477	4,172	4,800	3,900	628	433.3%	15.0%
5703 · Transportation	700	1,029	1,235	1,800	1,100	565	157.1%	45.8%
5704 · Mileage Reimbursement	3,200	3,371	4,045	4,200	1,000	155	31.3%	3.8%
5705 · Per Diems	2,000	789	947	1,500	(500)	553	-25.0%	58.4%
Total 5000 · Program Services Expense	34,400	69,413	71,146	79,000	44,600	7,854	129.7%	11.0%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	27,780	19,456	23,347	24,048	(3,732)	700	-13.4%	3.0%
5605 · Payroll Taxes	1,945	1,528	1,834	1,683	(262)	(150)	-13.5%	-8.2%
5650 · Retirement Plan Contributions	2,778	1,887	2,264	2,405	(373)	140	-13.4%	6.2%
5655 · Retirement Plan Fees & Costs	320	-	320	276	(44)	(44)	-13.8%	-13.8%
Total 5500 · Salaries/Benefits	32,823	22,871	27,765	28,412	(4,411)	647	-13.4%	2.3%
7000 · General & Admin								
7025 · Office Supplies	200	359	359	400	200	41	100.0%	11.4%
7035 · Postage/Mailing		17	17	-	-	(17)	-	-100.0%
7040 · Copy/Printing Expense	6,800	6,100	6,100	7,300	500	1,200	7.4%	19.7%
7100 · Telephone	165	150	150	183	18	33	10.9%	22.0%
7140 · Credit Card Merchant Fees	3,400	3,363	3,363	4,000	600	637	17.6%	18.9%
7195 · Other Gen & Adm Expense	2,816	1,948	1,948	2,000	(816)	52	-29.0%	2.7%
Total 7000 · General & Admin	13,381	11,937	11,937	13,883	502	1,946	3.8%	16.3%
8000 · Building Overhead								
6015 · Janitorial Expense	163	146	175	180	17	5		
6020 · Heat	62	123	148	136	74	(12)		
6025 · Electricity	259	236	283	307	48	24		
6030 · Water/Sewer	24	23	28	32	8	4		
6035 · Outside Maintenance	57	50	60	74	17	14		
6040 · Building Repairs	180	131	157	181	1	24		
6045 · Bldg Mtncn Contracts	288	215	258	339	51	81		
6050 · Bldg Mtncn Supplies	17	7	8	16	(1)	8		
6065 · Bldg Insurance/Fees	6	61	73	78	72	5		
6070 · Bldg Depreciation	157	152	182	331	174	149		
6075 · Furn/Fixtures Depreciation	52	62	74	87	35	13		
7065 · Equip Depreciation	106	220	264	542	436	278		
Total 8000 · Building Overhead	1,371	1,426	1,711	2,303	932	592	68.0%	34.6%
Total Expense	81,975	105,647	112,559	123,598	41,623	11,039	50.8%	9.8%

Preliminary 2013/14 Budget
Spring Convention

	F/Y	Actual	Projected	Budget	Change	Change	% Chg	% Chg
	2013/14	YTD	6/30/2014	2014/15	13/14 vs	13/14 Proj	13/14 vs	13/14 Proj
	<u>Budget</u>	<u>3/31/2014</u>	<u>6/30/2014</u>	<u>2014/15</u>	<u>14/15 Bgt</u>	<u>vs 14/15 Bgt</u>	<u>14/15 Bgt</u>	<u>vs 14/15 Bgt</u>
Net Income	\$ 46,725	\$ 37,427	\$ 30,515	\$ 22,302	\$ (24,423)	\$ (8,213)	-52.3%	-26.9%

Preliminary 2013/14 Budget
Bar Journal

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Income								
4061 · Advertising Revenue	\$ 125,600	\$ 97,118	\$ 129,491	\$ 132,100	\$ 6,500	\$ 2,609	5.2%	2.0%
4062 · Subscriptions	300	170	227	200	(100)	(27)	-33.3%	-11.8%
4071 · Mem Benefits - Lexis	1,400	689	919	900	(500)	(19)	-35.7%	-2.0%
4072 · Mem Benefits-Royalties-Bar Jnl	4,800	4,686	6,248	6,400	1,600	152	33.3%	2.4%
Total Income	132,100	102,663	136,884	139,600	7,500	2,716	5.7%	2.0%
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only		875	875	900	900	25	-	2.9%
5076 · Food & Beverage-internal only	4,600	2,902	2,902	3,000	(1,600)	98	-34.8%	3.4%
5090 · Commission Expense	19,900	15,681	20,908	21,700	1,800	792	9.0%	3.8%
Total 5000 · Program Services Expense	24,500	19,458	24,685	25,600	1,100	915	4.5%	3.7%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	27,147	19,630	26,173	26,959	(188)	785	-0.7%	3.0%
5605 · Payroll Taxes	1,900	1,305	1,740	1,887	(13)	147	-0.7%	8.5%
5610 · Health Insurance	4,072	2,625	3,500	2,960	(1,112)	(540)	-27.3%	-15.4%
5630 · Dental Insurance	309	229	305	246	(63)	(59)	-20.3%	-19.3%
5640 · Life & LTD Insurance	209	157	209	209	0	-	0.2%	0.0%
5650 · Retirement Plan Contributions	2,715	1,780	2,373	2,696	(19)	323	-0.7%	13.6%
5655 · Retirement Plan Fees & Costs	312	139	312	309	(3)	(3)	-1.0%	-1.0%
Total 5500 · Salaries/Benefits	36,664	25,865	34,613	35,266	(1,398)	653	-3.8%	1.9%
7000 · General & Admin								
7025 · Office Supplies	-	6	8	-	-	(8)	-	-100.0%
7035 · Postage/Mailing	22,900	17,544	23,392	24,300	1,400	908	6.1%	3.9%
7040 · Copy/Printing Expense	95,700	70,267	93,689	97,400	1,700	3,711	1.8%	4.0%
7055 · Computer Supplies	-	70	93	100	100	7	-	7.1%
7100 · Telephone	288	233	311	306	18	(5)	6.3%	-1.5%
7140 · Credit Card Merchant Fees	500	535	713	700	200	(13)	40.0%	-1.9%
Total 7000 · General & Admin	119,388	88,655	118,207	122,806	3,418	4,599	2.9%	3.9%
8000 · Building Overhead								
6015 · Janitorial Expense	103	84	112	118	15	6		
6020 · Heat	39	69	92	89	50	(3)		
6025 · Electricity	164	126	168	201	37	33		
6030 · Water/Sewer	15	14	19	21	6	2		
6035 · Outside Maintenance	36	29	39	48	12	9		
6040 · Building Repairs	113	86	115	119	6	4		
6045 · Bldg Mtnce Contracts	182	120	160	222	40	62		
6050 · Bldg Mtnce Supplies	11	4	5	11	-	6		
6065 · Bldg Insurance/Fees	4	35	47	51	47	4		
6070 · Bldg Depreciation	99	81	108	217	118	109		
6075 · Furn/Fixtures Depreciation	33	35	47	57	24	10		
7065 · Equip Depreciation	67	104	139	355	288	216		
Total 8000 · Building Overhead	866	787	1,049	1,509	643	460	74.2%	43.9%
Total Expense	181,418	134,765	178,554	185,181	3,763	6,627	2.1%	3.7%
Net Income	\$ (49,318)	\$ (32,102)	\$ (41,670)	\$ (45,581)	\$ 3,737	\$ (3,911)	-7.6%	9.4%

**Preliminary 2013/14 Budget
Committees**

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4095 · Miscellaneous Income	100	740	1,000	1,000	900	-	900.0%	0.0%
Total Income	100	740	1,000	1,000	900	-	900.0%	0.0%
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only	\$ 2,999	\$ 1,718	\$ 2,291	\$ 2,400	\$ (599)	\$ 109	-20.0%	4.8%
5035 · Awards		82	82	100	100	18	-	22.0%
5061 · LRE - Bar Support	65,000	65,000	65,000	65,000	-	-	0.0%	0.0%
5062 · Law Day	2,100	120	2,000	2,100	-	100	0.0%	5.0%
5070 · Equipment Rental	100	-	-	-	(100)	-	-100.0%	-
5075 · Food & Beverage-external costs	1,200	757	757	800	(400)	43	-33.3%	5.7%
5076 · Food & Beverage-internal only	8,500	2,293	2,293	2,400	(6,100)	107	-71.8%	4.7%
5700 · Travel								
5702 · Lodging		607	809	800	800	(9)	-	-1.2%
5703 · Transportation		445	593	600	600	7	-	1.1%
Total 5000 · Program Services Expense	79,899	71,022	73,825	74,200	(5,699)	375	-7.1%	0.5%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	26,046	17,178	22,904	23,591	(2,455)	687	-9.4%	3.0%
5605 · Payroll Taxes	1,823	1,293	1,724	1,651	(172)	(73)	-9.4%	-4.2%
5610 · Health Insurance	4,072	2,625	3,500	2,960	(1,112)	(540)	-27.3%	-15.4%
5630 · Dental Insurance	309	229	305	246	(63)	(59)	-20.3%	-19.3%
5640 · Life & LTD Insurance	209	157	209	209	0	-	0.2%	0.0%
5650 · Retirement Plan Contributions	2,605	1,879	2,505	2,359	(246)	(146)	-9.4%	-5.8%
5655 · Retirement Plan Fees & Costs	300	139	300	271	(29)	(29)	-9.7%	-9.7%
5660 · Training/Development	-	300	400	2,000	2,000	1,600	-	400.0%
Total 5500 · Salaries/Benefits	35,364	23,800	31,848	33,288	(2,076)	1,440	-5.9%	4.5%
7000 · General & Admin								
7025 · Office Supplies	-	30	40	-	-	(40)	-	-100.0%
7035 · Postage/Mailing	400	149	199	200	(200)	1	-50.0%	0.7%
7040 · Copy/Printing Expense	2,200	1,017	1,356	1,400	(800)	44	-36.4%	3.2%
7100 · Telephone	288	233	311	306	18	(5)	6.3%	-1.5%
7195 · Other Gen & Adm Expense		20	27	-	-	(27)	-	-100.0%
Total 7000 · General & Admin	2,888	1,449	1,932	1,906	(982)	(26)	-34.0%	-1.3%
8000 · Building Overhead								
6015 · Janitorial Expense	103	84	112	118	15	6		
6020 · Heat	39	69	92	89	50	(3)		
6025 · Electricity	164	126	168	201	37	33		
6030 · Water/Sewer	15	14	19	21	6	2		
6035 · Outside Maintenance	36	29	39	48	12	9		
6040 · Building Repairs	113	86	115	119	6	4		
6045 · Bldg Mtncn Contracts	182	120	160	222	40	62		
6050 · Bldg Mtncn Supplies	11	4	5	11	-	6		
6065 · Bldg Insurance/Fees	4	35	47	51	47	4		
6070 · Bldg Depreciation	99	81	108	217	118	109		
6075 · Furn/Fixtures Depreciation	33	35	47	57	24	10		
7065 · Equip Depreciation	67	104	139	355	288	216		
Total 8000 · Building Overhead	866	787	1,049	1,509	643	460	74.2%	43.9%
Total Expense	119,017	97,058	108,654	110,903	(8,114)	2,249	-6.8%	2.1%
Net Income	\$ (118,917)	\$ (96,318)	\$ (107,654)	\$ (109,903)	\$ 9,014	\$ (2,249)	-7.6%	2.1%

Preliminary 2013/14 Budget
Member Benefits

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Income								
4071 · Mem Benefits - Lexis	\$ 900	\$ 1,235	\$ 1,647	\$ 1,700	\$ 800	\$ 53	88.9%	3.2%
4072 · Mem Benefits-Royalties-Bar Jnl	6,000	7,470	9,960	10,200	4,200	240	70.0%	2.4%
Total Income	6,900	8,705	11,607	11,900	5,000	293	72.5%	2.5%
Expense								
5000 · Program Services Expense								
5047 · Casemaker	70,100	41,577	55,436	57,700	(12,400)	2,264	-17.7%	4.1%
5098 · LHL Support	20,000	-	-	-	(20,000)	-	-100.0%	-
5099 · Blomquist Hale	75,000	55,415	73,887	75,000	-	1,113	0.0%	1.5%
Total 5000 · Program Services Expense	165,100	96,992	129,323	132,700	(32,400)	3,377	-19.6%	2.6%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	6,216	6,002	8,003	8,243	2,027	240	32.6%	3.0%
5605 · Payroll Taxes	4,351	330	440	5,770	1,419	5,330	32.6%	1211.3%
5650 · Retirement Plan Contributions	622	600	800	824	202	24	32.5%	3.0%
5655 · Retirement Plan Fees & Costs	72	-	72	95	23	23	31.9%	31.9%
Total 5500 · Salaries/Benefits	11,261	6,932	9,315	14,932	3,671	5,617	32.6%	60.3%
7000 · General & Admin								
7025 · Office Supplies		4	5	-	-	(5)	-	-100.0%
7035 · Postage/Mailing		209	279	300	300	21	-	7.7%
Total 7000 · General & Admin	-	213	284	300	300	16	-	5.6%
8000 · Building Overhead								
6015 · Janitorial Expense	94	77	103	109	15	6		
6020 · Heat	36	63	84	82	46	(2)		
6025 · Electricity	150	115	153	185	35	32		
6030 · Water/Sewer	14	12	16	19	5	3		
6035 · Outside Maintenance	33	27	36	45	12	9		
6040 · Building Repairs	104	79	105	109	5	4		
6045 · Bldg Mtncn Contracts	167	110	147	204	37	57		
6050 · Bldg Mtncn Supplies	10	4	5	10	-	5		
6065 · Bldg Insurance/Fees	3	32	43	47	44	4		
6070 · Bldg Depreciation	91	74	99	199	108	100		
6075 · Furn/Fixtures Depreciation	30	32	43	52	22	9		
7065 · Equip Depreciation	62	95	127	327	265	200		
Total 8000 · Building Overhead	794	720	960	1,388	594	428	74.8%	44.6%
Total Expense	177,155	104,857	139,882	149,320	(27,835)	9,438	-15.7%	6.7%
Net Income	<u>\$ (170,255)</u>	<u>\$ (96,152)</u>	<u>\$ (128,275)</u>	<u>\$ (137,420)</u>	<u>\$ 32,835</u>	<u>\$ (9,145)</u>	-19.3%	7.1%

**Preliminary 2013/14 Budget
Section Support**

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Income								
4010 · Administrative Fees - Sections	\$ 84,348	\$ -	\$ 87,544	\$ 92,281	\$ 7,933	\$ 4,737	9.4%	5.4%
Total Income	84,348	-	87,544	92,281	7,933	4,737	9.4%	5.4%
Expense								
5002 · Meeting Facilities-internal only		205	205	200	200	(5)	-	-2.4%
5076 · Food & Beverage-internal only		829	829	900	900	71	-	8.6%
5700 · Travel								
5704 · Mileage Reimbursement	100	-	-	-	(100)	-	-100.0%	-
Total 5000 · Program Services Expense	100	1,034	1,034	1,100	1,000	66	1000.0%	6.4%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	45,807	38,379	51,172	52,707	6,900	1,535	15.1%	3.0%
5605 · Payroll Taxes	3,206	3,000	4,000	3,690	484	(310)	15.1%	-7.8%
5610 · Health Insurance	8,143	5,757	7,676	5,919	(2,224)	(1,757)	-27.3%	-22.9%
5630 · Dental Insurance	617	457	609	493	(124)	(117)	-20.2%	-19.2%
5640 · Life & LTD Insurance	279	291	388	388	109	-	39.1%	0.0%
5650 · Retirement Plan Contributions	4,581	1,404	1,872	5,271	690	3,399	15.1%	181.6%
5655 · Retirement Plan Fees & Costs	527	-	527	605	78	78	14.8%	14.8%
Total 5500 · Salaries/Benefits	63,160	49,288	66,244	69,073	5,913	2,828	9.4%	4.3%
7000 · General & Admin								
7025 · Office Supplies			-	-	-	-	-	-
7040 · Copy/Printing Expense		140	187	200	200	13	-	7.1%
7089 · BA Subscription Service	9,217	5,376	9,217	9,217	(0)	-	0.0%	0.0%
7100 · Telephone	556	450	600	625	69	25	12.4%	4.2%
7195 · Other Gen & Adm Expense		146	195	200	200	5	-	2.7%
Total 7000 · General & Admin	9,773	6,112	10,198	10,242	469	44	4.8%	0.4%
8000 · Building Overhead								
6015 · Janitorial Expense	72	58	77	199	127	122		
6020 · Heat	27	48	64	150	123	86		
6025 · Electricity	114	87	116	338	224	222		
6030 · Water/Sewer	10	9	12	35	25	23		
6035 · Outside Maintenance	25	20	27	81	56	54		
6040 · Building Repairs	79	60	80	200	121	120		
6045 · Bldg Mtncce Contracts	126	83	111	374	248	263		
6050 · Bldg Mtncce Supplies	7	3	4	18	11	14		
6055 · Real Property Taxes	10,479	6,831	9,108	9,109	(1,370)	1		
6060 · Personal Property Taxes	234	176	235	216	(18)	(19)		
6065 · Bldg Insurance/Fees	3	24	32	86	83	54		
6070 · Bldg Depreciation	69	56	75	365	296	290		
6075 · Furn/Fixtures Depreciation	23	24	32	96	73	64		
7065 · Equip Depreciation	47	72	96	599	552	503		
Total 8000 · Building Overhead	11,315	7,551	10,068	11,866	551	1,798	4.9%	17.9%
Total Expense	84,348	63,985	87,544	92,281	7,933	4,736	9.4%	5.4%
Net Income	\$ -	\$ (63,985)	\$ -	\$ -	\$ -	\$ 1	-	-

Preliminary 2013/14 Budget
Consumer Assistance

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only		400	400	400	400	-	-	0.0%
5700 · Travel								
5704 · Mileage Reimbursement	101	59	79	200	99	121	98.0%	154.2%
Total 5000 · Program Services Expense	101	459	479	600	499	121	494.1%	25.3%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	51,334	39,588	52,784	54,368	3,034	1,584	5.9%	3.0%
5605 · Payroll Taxes	3,593	3,195	4,260	3,806	213	(454)	5.9%	-10.7%
5650 · Retirement Plan Contributions	5,133	3,965	5,287	5,437	304	150	5.9%	2.8%
5655 · Retirement Plan Fees & Costs	591	17	591	624	33	33	5.6%	5.6%
5660 · Training/Development	100	-	-	100	-	100	0.0%	-
Total 5500 · Salaries/Benefits	60,751	46,765	62,922	64,334	3,583	1,412	5.9%	2.2%
7000 · General & Admin								
7025 · Office Supplies	100	85	113	100	-	(13)	0.0%	-11.8%
7035 · Postage/Mailing	200	218	291	300	100	9	50.0%	3.2%
7040 · Copy/Printing Expense	50	-	-	-	(50)	-	-100.0%	-
7055 · Computer Supplies	100	-	-	-	(100)	-	-100.0%	-
7100 · Telephone	556	2,100	2,800	2,900	2,344	100	421.6%	3.6%
7120 · Membership/Dues	-	645	645	645	645	-	-	0.0%
Total 7000 · General & Admin	1,006	3,048	3,849	3,945	2,939	96	292.1%	2.5%
Total Expense	61,858	50,272	67,250	68,879	7,021	1,629	11.4%	2.4%
Net Income	\$ (61,858)	\$ (50,272)	\$ (67,250)	\$ (68,879)	\$ (7,021)	\$ (1,629)	11.4%	2.4%

Preliminary 2013/14 Budget
Access to Justice

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4063 · Modest Means revenue	\$ -	\$ 10,000	\$ 10,000	\$ 10,200	\$ 10,200	\$ 200	-	2.0%
4095 · Miscellaneous Income	-	50	67	100	100	33	-	50.0%
4200 · Seminar Profit/Loss	-	(107)	(143)	(100)	(100)	43	-	-29.9%
Total Income	-	9,943	9,924	10,200	10,200	276	-	2.8%
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only	\$ 400	\$ 2,400	\$ 3,200	\$ 3,300	\$ 2,900	\$ 100	725.0%	3.1%
5070 · Equipment Rental	700	640	640	1,200	500	560	71.4%	87.5%
5075 · Food & Beverage-external costs	2,200	3,545	3,545	3,700	1,500	155	68.2%	4.4%
5076 · Food & Beverage-internal only	6,500	5,091	5,091	5,300	(1,200)	209	-18.5%	4.1%
5085 · Misc. Program Expense	500	-	-	-	(500)	-	-100.0%	-
5700 · Travel								
5702 · Lodging	400	155	207	200	(200)	(7)	-50.0%	-3.2%
5703 · Transportation	300	289	385	400	100	15	33.3%	3.8%
5704 · Mileage Reimbursement	2,800	3,616	4,821	5,000	2,200	179	78.6%	3.7%
5705 · Per Diems	800	257	343	400	(400)	57	-50.0%	16.7%
Total 5000 · Program Services Expense	14,600	15,993	18,232	19,500	4,900	1,268	33.6%	7.0%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	97,183	70,546	94,061	101,883	4,700	7,822	4.8%	8.3%
5605 · Payroll Taxes	6,803	5,718	7,624	7,132	329	(492)	4.8%	-6.5%
5610 · Health Insurance	16,287	7,643	10,191	11,839	(4,448)	1,648	-27.3%	16.2%
5630 · Dental Insurance	1,234	714	952	985	(249)	33	-20.2%	3.5%
5640 · Life & LTD Insurance	559	498	664	664	105	-	18.8%	0.0%
5650 · Retirement Plan Contributions	9,718	4,298	5,731	10,188	470	4,458	4.8%	77.8%
5655 · Retirement Plan Fees & Costs	1,118	17	1,118	1,170	52	52	4.7%	4.7%
5660 · Training/Development	300	480	640	300	-	(340)	0.0%	-53.1%
Total 5500 · Salaries/Benefits	133,202	89,914	120,981	134,162	960	13,181	0.7%	10.9%
7000 · General & Admin								
7025 · Office Supplies	1,100	681	908	900	(200)	(8)	-18.2%	-0.9%
7035 · Postage/Mailing	200	61	81	100	(100)	19	-50.0%	23.0%
7040 · Copy/Printing Expense	3,700	1,182	1,576	1,600	(2,100)	24	-56.8%	1.5%
7055 · Computer Supplies	900	-	-	-	(900)	-	-100.0%	-
7100 · Telephone	1,112	1,031	1,375	1,832	720	457	64.7%	33.3%
7110 · Publications/Subscriptions	100	-	-	-	(100)	-	-100.0%	-
7120 · Membership/Dues	700	575	767	800	100	33	14.3%	4.3%
7140 · Credit Card Merchant Fees	-	621	621	1,100	1,100	479	-	77.1%
7150 · E&O/Off & Dir Insurance	12,400	9,548	12,731	13,200	800	469	6.5%	3.7%
7175 · O/S Consultants	10,000	-	-	-	(10,000)	-	-100.0%	-
7195 · Other Gen & Adm Expense	500	306	408	400	(100)	(8)	-20.0%	-2.0%
Total 7000 · General & Admin	30,712	14,005	18,466	19,932	(10,780)	1,466	-35.1%	7.9%
8000 · Building Overhead								
6015 · Janitorial Expense	759	617	823	869	110	46	-	-
6020 · Heat	290	509	679	654	364	(25)	-	-
6025 · Electricity	1,205	924	1,232	1,480	275	248	-	-
6030 · Water/Sewer	109	100	133	153	44	20	-	-
6035 · Outside Maintenance	263	217	289	356	93	67	-	-
6040 · Building Repairs	835	634	845	874	39	29	-	-
6045 · Bldg Mtncn Contracts	1,337	880	1,173	1,634	297	461	-	-
6050 · Bldg Mtncn Supplies	78	33	44	80	2	36	-	-
6065 · Bldg Insurance/Fees	28	255	340	378	350	38	-	-
6070 · Bldg Depreciation	730	595	793	1,596	866	803	-	-
6075 · Furn/Fixtures Depreciation	242	256	341	418	176	77	-	-
7065 · Equip Depreciation	494	764	1,019	2,619	2,125	1,600	-	-

Preliminary 2013/14 Budget
Access to Justice

	F/Y	Actual			Change	Change	% Chg	% Chg
	2013/14	YTD	Projected	Budget	13/14 vs	13/14 Proj	13/14 vs	13/14 Proj
	Budget	3/31/2014	6/30/2014	2014/15	14/15 Bgt	vs 14/15 Bgt	14/15 Bgt	vs 14/15 Bgt
Total 8000 - Building Overhead	6,370	5,784	7,712	11,111	4,741	3,399	74.4%	44.1%
Total Expense	184,884	125,696	165,391	184,705	(179)	19,314	-0.1%	11.7%
Net Income	<u>\$ (184,884)</u>	<u>\$ (115,753)</u>	<u>\$ (155,467)</u>	<u>\$ (174,505)</u>	<u>\$ 10,379</u>	<u>\$ (19,038)</u>	-5.6%	12.2%

Preliminary 2013/14 Budget
Tuesday Night Bar

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only	\$ -	\$ 20,700	\$ 27,600	\$ 28,700	\$ 28,700	\$ 1,100	-	4.0%
5075 · Food & Beverage-external costs	1,201	129	129	100	(1,101)	(29)	-91.7%	-22.5%
5076 · Food & Beverage-internal only		412	412	400	400	(12)	-	-2.9%
5085 · Misc. Program Expense	4,500	2,977	4,057	4,500	-	443	0.0%	10.9%
Total 5000 · Program Services Expense	5,701	24,218	32,198	33,700	27,999	1,502	491.1%	4.7%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	6,100	4,082	5,443	5,700	(400)	257	-6.6%	4.7%
5605 · Payroll Taxes	498	347	463	500	2	37	0.4%	8.1%
5650 · Retirement Plan Contributions	201	151	201	200	(1)	(1)	-0.5%	-0.7%
5655 · Retirement Plan Fees & Costs	70	-	70	65	(5)	(5)	-7.1%	-7.1%
Total 5500 · Salaries/Benefits	6,869	4,580	6,177	6,465	(404)	288	-5.9%	4.7%
7000 · General & Admin								
7040 · Copy/Printing Expense			-	-	-	-	-	-
7110 · Publications/Subscriptions	500	427	569	600	100	31	20.0%	5.4%
7195 · Other Gen & Adm Expense			-	-	-	-	-	-
Total 7000 · General & Admin	500	427	569	600	100	31	20.0%	5.4%
Total Expense	13,070	29,225	38,944	40,765	27,695	1,821	211.9%	4.7%
Net Income	\$ (13,070)	\$ (29,225)	\$ (38,944)	\$ (40,765)	\$ (27,695)	\$ (1,821)	211.9%	4.7%

Preliminary 2013/14 Budget
Legislative

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Expense								
5000 · Program Services Expense								
5002 · Meeting Facilities-internal only	\$ -	\$ 1,435	\$ 1,913	\$ 2,000	\$ 2,000	\$ 87	-	4.5%
5055 · Legislative Expense	58,000	50,320	55,782	58,000	-	2,218	0.0%	4.0%
5070 · Equipment Rental	-	160	160	200	200	40	-	25.0%
5075 · Food & Beverage-external costs	1,800	1,483	1,483	1,500	(300)	17	-16.7%	1.1%
5076 · Food & Beverage-internal only		4,577	4,577	4,800	4,800	223	-	4.9%
5700 · Travel								
5702 · Lodging		155	207	200	200	(7)	-	-3.2%
5703 · Transportation	200	382	509	200	-	(309)	0.0%	-60.7%
5706 · Meals		36	48	-	-	(48)	-	-100.0%
Total 5000 · Program Services Expense	60,000	58,548	64,679	66,900	6,900	2,221	11.5%	3.4%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	3,220	2,689	2,689	2,770	(450)	81	-14.0%	3.0%
5605 · Payroll Taxes	226	201	201	194	(32)	(7)	-14.2%	-3.5%
5650 · Retirement Plan Contributions	322	249	249	277	(45)	28	-14.0%	11.2%
5655 · Retirement Plan Fees & Costs	37		37	32	(5)	(5)	-13.5%	-13.5%
Total 5500 · Salaries/Benefits	3,805	3,139	3,176	3,273	(532)	97	-14.0%	3.1%
7000 · General & Admin								
7035 · Postage/Mailing	300	-	-	300	-	300	0.0%	-
7100 · Telephone	-	58	77	869	869	792	-	1023.7%
7195 · Other Gen & Adm Expense	300	-	-	300	-	300	0.0%	-
Total 7000 · General & Admin	600	58	77	1,469	869	1,392	144.8%	1807.8%
Total Expense	64,405	61,745	67,932	71,642	7,237	3,710	11.2%	5.5%
Net Income	\$ (64,405)	\$ (61,745)	\$ (67,932)	\$ (71,642)	\$ (7,237)	\$ (3,710)	11.2%	5.5%

Preliminary 2013/14 Budget
Commission/Special Projects

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4095 · Miscellaneous Income		\$ 7,160	\$ 7,200	\$ 7,300	\$ 7,300	\$ 100	-	1.4%
Total Income	-	7,160	7,200	7,300	7,300	100	-	1.4%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities-external only	2,900	4,089	4,089	4,300	1,400	211	48.3%	5.2%
5002 · Meeting Facilities-internal only	-	1,738	1,738	1,800	1,800	62	-	3.6%
5030 · Speaker Fees & Expenses	4,400	-	-	-	(4,400)	-	-100.0%	-
5035 · Awards	1,000	970	1,293	1,300	300	7	30.0%	0.5%
5063 · Special Event Expense	500	1,064	1,064	11,100	10,600	10,036	2120.0%	943.2%
5070 · Equipment Rental	1,400	40	53	100	(1,300)	47	-92.9%	87.5%
5075 · Food & Beverage-external costs	12,400	12,603	12,603	13,100	700	497	5.6%	3.9%
5076 · Food & Beverage-internal only	-	2,421	2,421	2,500	2,500	79	-	3.3%
5085 · Misc. Program Expense	-	260	260	-	-	(260)	-	-100.0%
5700 · Travel								
5702 · Lodging	18,900	15,033	20,044	20,800	1,900	756	10.1%	3.8%
5703 · Transportation	9,700	4,412	5,883	6,100	(3,600)	217	-37.1%	3.7%
5704 · Mileage Reimbursement	12,500	15,438	20,584	21,400	8,900	816	71.2%	4.0%
5705 · Per Diems	6,900	5,040	6,720	7,000	100	280	1.4%	4.2%
5706 · Meals	100	154	205	200	100	(5)	100.0%	-2.6%
5860 · Commission Mtg Travel	4,700	2,290	3,053	3,200	(1,500)	147	-31.9%	4.8%
5805 · ABA Annual Meeting	4,400	7,164	7,164	7,500	3,100	336	70.5%	4.7%
5810 · ABA Mid Year Meeting	2,700	6,300	6,300	6,600	3,900	300	144.4%	4.8%
5820 · ABA Annual Delegate	3,200	1,656	1,656	1,700	(1,500)	44	-46.9%	2.7%
5830 · Western States Bar Conference	10,000	-	14,500	10,000	-	(4,500)	0.0%	-31.0%
5840 · President's Expense	26,400	20,710	27,613	15,200	(11,200)	(12,413)	-42.4%	-45.0%
5865 · Retreat	17,800	13,892	13,892	14,400	(3,400)	508	-19.1%	3.7%
Total 5000 · Program Services Expense	139,900	115,274	151,136	148,300	8,400	(2,836)	6.0%	-1.9%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	7,928	2,943	3,924	4,042	(3,886)	118	-49.0%	3.0%
5605 · Payroll Taxes	555	197	263	283	(272)	20	-49.0%	7.7%
5650 · Retirement Plan Contributions	793	289	385	404	(389)	19	-49.0%	4.9%
5655 · Retirement Plan Fees & Costs	91	-	91	46	(45)	(45)	-49.5%	-49.5%
Total 5500 · Salaries/Benefits	9,367	3,429	4,663	4,775	(4,592)	112	-49.0%	2.4%
7000 · General & Admin								
7025 · Office Supplies	400	446	595	600	200	5	50.0%	0.9%
7035 · Postage/Mailing	1,100	738	984	1,000	(100)	16	-9.1%	1.6%
7040 · Copy/Printing Expense	1,200	1,528	2,037	2,100	900	63	75.0%	3.1%
7100 · Telephone	-	1	1	-	-	(1)	-	-100.0%
7110 · Publications/Subscriptions	100	-	-	-	(100)	-	-100.0%	-
7120 · Membership/Dues	400	-	-	-	(400)	-	-100.0%	-
7145 · Commission Election Expense	-	2,712	3,616	3,800	3,800	184	-	5.1%
7150 · E&O/Off & Dir Insurance	7,200	6,192	8,256	8,600	1,400	344	19.4%	4.2%
7195 · Other Gen & Adm Expense	6,500	9,332	12,443	8,300	1,800	(4,143)	27.7%	-33.3%
Total 7000 · General & Admin	16,900	20,949	27,932	24,400	7,500	(3,532)	44.4%	-12.6%
Total Expense	166,167	139,652	183,731	177,475	11,308	(6,256)	6.8%	-3.4%
Net Income	\$ (166,167)	\$ (132,492)	\$ (176,531)	\$ (170,175)	\$ (4,008)	\$ 6,356	2.4%	-3.6%

Preliminary 2013/14 Budget
Public Education

	<u>F/Y</u> <u>2013/14</u> <u>Budget</u>	<u>Actual</u> <u>YTD</u> <u>3/31/2014</u>	<u>Projected</u> <u>6/30/2014</u>	<u>Budget</u> <u>2014/15</u>	<u>Change</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>Change</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>	<u>% Chg</u> <u>13/14 vs</u> <u>14/15 Bgt</u>	<u>% Chg</u> <u>13/14 Proj</u> <u>vs 14/15 Bgt</u>
Expense								
5000 · Program Services Expense								
5063 · Special Event Expense	-	1,749	1,749	1,800	1,800	51	-	2.9%
5075 · Food & Beverage-external costs	-	45	45	50	50	5	-	11.1%
5700 · Travel								
5702 · Lodging	-	344	413	400	400	(13)	-	-3.1%
5704 · Mileage Reimbursement	-	475	570	600	600	30	-	5.3%
5705 · Per Diems	-	96	115	100	100	(15)	-	-13.2%
Total 5000 · Program Services Expense	-	2,709	2,892	2,950	2,950	58	-	2.0%
5500 · Salaries/Benefits								
5510 · Salaries/Wages	52,500	50,066	60,079	61,882	9,382	1,802	17.9%	3.0%
5605 · Payroll Taxes	3,675	4,068	4,882	4,332	657	(550)	17.9%	-11.3%
5610 · Health Insurance	8,143	5,581	6,697	5,919	(2,224)	(778)	-27.3%	-11.6%
5630 · Dental Insurance	617	509	611	493	(124)	(118)	-20.2%	-19.3%
5640 · Life & LTD Insurance	99	418	502	502	403	-	406.7%	0.0%
5650 · Retirement Plan Contributions	2,625	1,000	2,000	6,000	3,375	4,000	128.6%	200.0%
5655 · Retirement Plan Fees & Costs	604		604	710	106	106	17.5%	17.5%
5660 · Training/Development	100		-	100	-	100	0.0%	-
Total 5500 · Salaries/Benefits	68,363	61,642	75,374	79,937	11,574	4,563	16.9%	6.1%
7000 · General & Admin								
7025 · Office Supplies	1,000	28	34	100	(900)	66	-90.0%	197.6%
7035 · Postage/Mailing		2	2	100	100	98	-	4066.7%
7040 · Copy/Printing Expense		648	778	800	800	22	-	2.9%
7045 · Internet Service		80	96	1,000	1,000	904	-	941.7%
7055 · Computer Supplies	400	433	520	500	100	(20)	25.0%	-3.8%
7100 · Telephone	556	531	637	611	55	(26)	9.9%	-4.1%
7105 · Advertising	75,000	15,082	55,082	75,000	-	19,918	0.0%	36.2%
7110 · Publications/Subscriptions		50	60	100	100	40	-	66.7%
7120 · Membership/Dues	400	125	125	100	(300)	(25)	-75.0%	-20.0%
Total 7000 · General & Admin	77,356	16,979	57,333	78,311	955	20,978	1.2%	36.6%
8000 · Building Overhead								
6015 · Janitorial Expense	143	140	168	326	183	158		
6020 · Heat	55	120	144	245	190	101		
6025 · Electricity	227	242	290	555	328	265		
6030 · Water/Sewer	21	21	25	57	36	32		
6035 · Outside Maintenance	50	46	55	134	84	79		
6040 · Building Repairs	158	110	132	328	170	196		
6045 · Bldg Mtncn Contracts	252	212	254	613	361	359		
6050 · Bldg Mtncn Supplies	15	6	7	30	15	23		
6065 · Bldg Insurance/Fees	5	59	71	142	137	71		
6070 · Bldg Depreciation	138	257	308	598	460	290		
6075 · Furn/Fixtures Depreciation	46	61	73	157	111	84		
7065 · Equip Depreciation	93	246	295	982	889	687		
Total 8000 · Building Overhead	1,203	1,520	1,824	4,167	2,964	2,343	246.4%	128.5%
Total Expense	146,922	82,850	137,423	165,365	18,443	27,942	12.6%	20.3%
Net Income	\$ (146,922)	\$ (82,850)	\$ (137,423)	\$ (165,365)	\$ (18,443)	\$ (27,942)	12.6%	20.3%

Preliminary 2013/14 Budget
Young Lawyers Division

	F/Y 2013/14 Budget	Actual YTD 3/31/2014	Projected 6/30/2014	Budget 2014/15	Change 13/14 vs 14/15 Bgt	Change 13/14 Proj vs 14/15 Bgt	% Chg 13/14 vs 14/15 Bgt	% Chg 13/14 Proj vs 14/15 Bgt
Income								
4051 · Meeting - Registration		50	67	100	100	33	-	50.0%
Total Income	-	50	67	100	100	33	-	49.3%
Expense								
5000 · Program Services Expense								
5001 · Meeting Facilities-external only		9,692	9,692	18,100	18,100	8,408	-	86.8%
5002 · Meeting Facilities-internal only	460	160	160	200	(260)	40	-56.5%	25.0%
5030 · Speaker Fees & Expenses	460	-	-	-	(460)	-	-100.0%	-
5035 · Awards	2,087	1000	1,333	1,400	(687)	67	-32.9%	5.0%
5037 · Grants/Contributions - general	1,599	342	456	500	(1,099)	44	-68.7%	9.6%
5060 · Program Special Activities		328	437	500	500	63	-	14.3%
5075 · Food & Beverage-external costs only		5,888	5,888	15,300	15,300	9,412	-	159.9%
5076 · Food & Beverage-internal only	21,045	315	315	300	(20,745)	(15)	-98.6%	-4.8%
5085 · Misc. Program Expense		4,855	315	300	(4,555)	(15)	-93.8%	-4.7%
5095 · Wills for Heroes	1,585	-	-	4,500	2,915	4,500	183.9%	-
5700 · Travel								
5702 · Lodging		506	675	700	700	25	-	3.8%
5703 · Transportation		959	1,279	1,300	1,300	21	-	1.7%
5704 · Mileage Reimbursement		246	328	300	300	(28)	-	-8.5%
5705 · Per Diems		-	-	-	-	-	-	-
5706 · Meals		31	41	-	-	(41)	-	-100.0%
5860 · Commission Mtg Travel	32	-	-	-	(32)	-	-100.0%	-
5805 · ABA Annual Meeting	14,179	5,941	5,941	6,200	(7,979)	259	-56.3%	4.4%
5810 · ABA Mid Year Meeting		4,317	4,317	4,500	4,500	183	-	4.2%
Total 5000 · Program Services Expense	46,302	29,961	31,177	54,100	7,798	22,923	16.8%	73.5%
7000 · General & Admin								
7025 · Office Supplies	174	0	-	-	(174)	-	-100.0%	-
7035 · Postage/Mailing	91	3	4	-	(91)	(4)	-100.0%	-100.0%
7040 · Copy/Printing Expense	610	875	1,167	1,200	590	33	96.7%	2.9%
7100 · Telephone	19	0	-	-	(19)	-	-100.0%	-
7140 · Credit Card Merchant Fees	19	2	3	-	(19)	(3)	-100.0%	-100.0%
7195 · Other Gen & Adm Expense	785	600	800	800	15	-	1.9%	0.0%
Total 7000 · General & Admin	1,698	1,480	1,973	2,000	302	27	17.8%	1.4%
Total Expense	48,000	31,441	33,150	56,100	8,100	22,950	16.9%	69.2%
Net Income	\$ (48,000)	\$ (31,391)	\$ (33,083)	\$ (56,000)	\$ (8,000)	\$ (22,917)	16.7%	69.3%

Tab 2

Committee Chair Appointments

<u>Committee</u>	<u>Current Chair(s)</u>	<u>Date Began</u>
Admissions	Steven T. Waterman, Co-chair Hon. James Z. Davis, Co-chair	July 1997 July 2002
Bar Examiner	David K. Broadbent, Co-chair Tanya N. Peters, Co-chair	July 2010 July 2014
Bar Test Accommodation	Joan M. Andrews, Chair	July 2013
Bar Journal	William D. Holyoak, Chair	July 1999
Budget & Finance	Ray Westergard, Chair	July 1992
Character and Fitness	Andrew M. Morse, Co-chair Kimberly A. Neville, Co-chair	July 2012 July 2014
CLE Advisory	Jonathan Hafen, Chair	July 2011
Disaster Legal Response	Brook Ashton, Co-chair Andrea Valente Arthur, Co-chair	July 2011 July 2013
Ethics Advisory Opinion	John Snow, Chair	July 2011
Fee Dispute Resolution	William M. Jeffs, Chair	July 2010
Fund for Client Protection	David R. Hamilton, Chair	July 1990
Governmental Relations	Paxton R. Guymon, Co-chair John H. Bogart, Co-chair	July 2011 July 2013
Member Resource	Robert L. Jeffs, Chair	July 2012
New Lawyer Training	Troy L. Booher, Co-chair Tracy Gruber, Co-chair	July 2012 October 2011
Unauthorized Practice of Law	Sarah E. Spencer, Co-chair Jonathan H. Rupp, Co-chair	July 2012 July 2013
2014 Fall Forum	Bill Christensen, Co-chair Sammi Anderson, Co-chair	
2015 Spring Convention	Co-chair Co-chair	
2015 Summer Convention	Hon. Dee V. Benson, Co-chair Hon. Paul Warner, Co-chair	

Tab 3

Executive Committee Meeting and Bar Commission Meeting

2014 - 2015 Schedule

Executive Committee Meeting	Bar Commission Meeting
Friday, August 15, 2014 12:00 p.m. Law & Justice Center	Friday, August 22, 2014 1:00 p.m. Commission Meeting Saturday, August 23, 2014 9:00 a.m. Commission Retreat The Canyons Resort, Park City
Friday, October 3, 2014 12:00 p.m. Law & Justice Center	Friday, October 10, 2014 9:00 a.m. Commission Meeting Law & Justice Center
Tuesday, November 25, 2014 12:00 p.m. Law & Justice Center	Friday, December 5, 2014 9:00 a.m. Commission Meeting Law & Justice Center
Friday, January 16, 2015 12:00 p.m. Law & Justice Center	Friday, January 23, 2015 9:00 a.m. Commission Meeting Law & Justice Center
Friday, March 6, 2015 12:00 p.m. Law & Justice Center	Thursday, March 12, 2015 1:00 p.m. Commission Meeting Spring Convention - St. George, Utah
Friday, May 15, 2015 12:00 p.m. Law & Justice Center	Friday, May 22, 2015 9:00 a.m. Commission Meeting Law & Justice Center
Friday, July 17, 2015 12:00 p.m. Law & Justice Center	Wednesday, July 29, 2015 1:00 p.m. Commission Meeting Summer Convention - Sun Valley, Idaho

Tab 4

Utah State Bar Board of Bar Commissioners Conflict of Interest Policy

The Utah State Bar (the Bar) is a 501 (c) 6 Utah non-profit corporation to which the Utah Supreme Court has delegated certain regulatory, membership and public service responsibilities pursuant to its Rules for Integration and Management. The Bar has established its mission as: "To represent lawyers in the State of Utah and to serve the public and the legal profession by promoting justice, professional excellence, civility, ethics, respect for and understanding of the law."

The Board of Bar Commissioners (the Commission) is composed of from thirteen to fifteen Commissioners, including the President, the President-elect, eleven elected lawyers representing five designated divisions, two public members appointed by the Utah Supreme Court, and various *ex officio* members designated by the Commission on an annual basis.

This Policy is to assure that the affairs of the Bar and its Commission are managed in an ethical manner, free from the temptations for inappropriate personal gain which conflicting desires may provide. There are no exceptions to this Policy.

The Bar expects each member of the Commission to avoid any activity, agreement, business investment or interest, or other situation, which is in conflict with the Bar's interests or interferes with the performance of that person's duties to the Bar and to represent the Bar in a manner consistent with the goals, objectives and policies of the organization.

The following Policy has therefore been adopted:

1. Duty to the Bar. Members of the Commission have a clear fiduciary obligation to the Bar in connection with their service in such capacity. At all times Commissioners shall act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the Bar (or appearance of such detriment) may result from a conflict between those interests and any personal interests which the individual Commissioner may have, or between the interests of the Bar and the Commissioner's interests as a voting member of the Commission.
2. Areas of Potential Conflict. Conflicts of interest could arise in situations in which Commissioners may have the opportunity to influence the Bar's or Commission's business decisions in ways that could lead to personal gain or give the Commissioner an improper advantage.
3. Disclosure. All actual and potential conflicts of interest shall be disclosed by Commissioners to the Bar President and Executive Director whenever a conflict arises.

4. Violations of Policy. Disinterested Commissioners shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The President shall inform the Commission of such determination and action. The Commission shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
-

Acknowledgment and Disclosure Form

I have read the **Utah State Bar Board of Bar Commissioners Conflict of Interest Policy** set forth above and agree to comply fully with its terms and conditions at all times during my service as a member of the Board of Bar Commissioners. I agree to disclose below all actual and potential conflicts of interest. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Bar President and Executive Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature:

Board Member Printed Name:

Date:

Tab 5

**UTAH STATE BAR
BOARD OF BAR COMMISSIONERS
MINUTES**

FRIDAY, JUNE 13, 2014

UTAH LAW & JUSTICE CENTER

In Attendance: President Curtis M Jensen and Commissioners: Kenyon Dove, Steven Burt, H. Dickson Burton, Hon. Evelyn Furse, James D. Gilson, Mary Kay Griffin, Susanne Gustin, Janise Macanas, Herm Olsen, Rob Rice, Tom Seiler, and Angelina Tsu.

Ex-Officio Members: Robert Adler, Nate Alder, Danielle Davis, Heather Farnsworth, James Rasband, Lori Nelson, Jesse Nix, Margaret Plane, Lawrence Stevens, and Gabe White. Executive Director John C. Baldwin, Assistant Executive Director Richard Dibblee and General Counsel Katherine A. Fox. Supreme Court Liaison Tim Shea.

Not in Attendance: Commissioners: Mike Leavitt and John Lund.

Also in Attendance: Sean Toomey, Utah State Bar Communications Director

Minutes:

1. President's Report: Curtis Jensen

1.1 Welcome and Review Calendars

Curtis reviewed the Snowmass events including the all-day Section Leadership Meeting schedule for Wednesday, July 16th. Jim Gilson reminded Commissioners that the Commission Meeting was scheduled for 1 p.m. on that day as well. Both encouraged Commissioners to spread the word about the details of the upcoming Summer Convention to promote attendance.

1.2 Report on Northwest States Bar Meeting

Curtis, Jim and John Baldwin reported on the recent Northwest States Bar Meeting held in Seattle this year. Typically, representatives from the states of Washington, Oregon, Utah, Montana, Nevada, and Idaho attend this meeting which began with the development of a reciprocity arrangement for admission. Each state Bar's President and President-elect along with their Executive Directors attend. This year's one-day meeting included discussions on limited licensing, aging lawyers, and dealing with ongoing organizational challenges.

1.3 Report of Meeting with Chief Justice Durrant

Curtis began his report by noting that our relationship with the Utah Supreme Court is an exceptionally good one. Feedback from the recent meeting included positive reaction to the Bar's and courts' efforts to enable CLE attendance at courtrooms throughout the state. Tim Shea interjected that this project will be possible because the legislature gave the courts funds to enable remote hearings which has been of great value. Eve Furse inquired about obtaining Tim's list of over 100 volunteers for nine openings on court committees.

NEW: Dean Robert Adler reported that the new S.J. Quinney College of Law was under budget and on schedule. He invited Commissioners to attend a tour mid-progress of the new building. Dean James Rasband added that there is a great deal of renovation and construction occurring on the BYU campus as well. He enjoyed hosting a recent Commission meeting at the J. Reuben Clark Law School and invited us to come back.

1.4 Model Utah Jury Instructions Committee

Curtis announced that there is a possibility that the courts may transfer work on the Model Utah Jury Instructions Committee to the Bar to oversee. This is still a work in progress.

1.5 Report on Status of Database Implementation

John reported on the status of switching over from the Bar Alliance database to the new Euclid/Clear Vantage database. The 2014-15 licensing renewal cycle has been launched under the new system.

NEW: Rob Rice inquired about the progress with obtaining RFP's for the proposed Pro Bono Commission database. His understanding was that proposals were due at the end of June. John responded that he will check with Lincoln Mead and let Rob know where we are.

1.6 Report on Billboard Campaigns

Sean Toomey reported on the Bar's billboard campaign. We currently have 25 billboards in the Salt Lake Valley. A new one is larger and located on the 6th South exit ramp. An electronic format billboard will be installed soon on southbound I-15. Tim Shea inquired as to any measures to assess effectiveness. Sean said those measures are prohibitively expensive but we can presume that the billboards have influence under the circumstances. Tom Seiler interjected that "branding" is a valuable advertising tool and anytime we use something over and over, it will have an effect. Lori Nelson opined that one bad lawyer has a disproportionate negative effect and it's important to counteract that influence.

John opined that we are essentially competing against lawyers who advertise because those advertisements become the face of lawyers. Lawyers who do similar advertising have committed bigger budgets to their public relations than we are able to commit. Curtis observed that emphasis on civility and professionalism should start earlier in the legal education process beginning with law school. Sean closed the discussion by noting that our target is really our members and they should be happy that we are promoting a positive image of them.

1.7 Report on Judiciary Committee Meeting

Curtis reported that we received an invitation from the Legislature to visit with their Judiciary Committee recently. That committee is examining resources and anticipating future needs related to law in general for a long range plan. The courts also were invited to meet with the committee and reported on the number of cases being filed, their needs and the like. Jim Gilson added that we had a good and positive interaction. During the meeting, we pitched the need for funding for unmet legal needs throughout the state.

1.8 Report on Change in Insurance Underwriter

John explained that Marsh, our former insurance underwriter for the member benefits professional malpractice insurance, has been acquired by its parent company, Mercer. He distributed a handout which outlined that Mercer is promoting Berkley malpractice insurance to replace Liberty insurance. Marsh has donated \$20,000 to the Bar annually, \$10,000 of which has been a designated donation to Lawyers Helping Lawyers. Mercer will continue the annual payment. A brochure report from Mercer was distributed during the meeting.

2. Action Items

2.1 Select Lawyer of the Year Award Recipient

One lawyer was nominated for the Lawyer of the Year Award. The Commission would have liked more nominations in order to make the award more fair and meaningful. **Curtis suggested that we postpone this award for a week or so in order to gather more names.**

2.2 Select Judge of the Year Award Recipient

One judge was nominated for the Judge of the Year Award. Again, the Commission wanted more nominees to consider. **After discussion, Jim moved to table the discussion over the selection of both the Judge and the Lawyer of**

the Year Awards until next Friday (or several days thereafter) and conduct a voice vote via telephonic conference. Dickson seconded the motion which passed unopposed. John Baldwin will designate a day and time for the discussion and subsequent voting and Commissioners should email their additional nominations and supporting materials to him before the designated deadline.

2.3 Select Committee of the Year Award Recipient

Only one Bar Committee was nominated for the Committee of the Year Award. Again, although worthy of the award, the Commission felt as though they should have more than one nominee from which to choose. In response to a suggestion, John will send out a list of committees, sections and their charges to aid Commissioners in their deliberations and soliciting nominations. **The Commission decided to postpone this award in conjunction with the upcoming telephonic conference call.**

2.4 Select Section of the Year Award Recipient

Several nominations for the Section of the Year Award were distributed. Those entities included the Intellectual Property Section, the Real Property Section and the Young Lawyers Division (YLD). Discussion ensued, much of which focused on whether the YLD was truly a section and should be competing with other Bar sections for this award since their goals, resources and charges are so different. **By written ballot, Commissioners chose the Intellectual Property Section for the Section of the Year Award.**

NEW: After considerable additional discussion, Dickson moved to give the YLD a special Distinguished Service Award. Tom Seiler seconded the motion which passed with Janise Macanas and Angelina Tsu opposed.

NEW: James Rasband suggested that the Bar ask for award nominations on the post-convention surveys. This suggestion was met with great approval.

2.5 Approve 2014-2015 Budget

Curtis introduced the Bar budget discussion by complimenting Jim for his thoughtfulness in thinking one word a head. As we adopt more and more programs and projects, more cost is involved and we need to be mindful of what we are spending. The last Bar fee increase occurred for the 2008-9 fiscal year. Although it was the first increase in 20 years, dues jumped from \$350 to \$425 and our membership wasn't happy. At that time, we predicted that unless costs were cut, we would need another increase in 5-6 years time. In January, that line will be

crossed unless we take measures to curb expenses. John distributed an outline for discussion purposes.

There are four factors to consider when evaluating the proposed budget: (1) the Bar mission and values of existing programs, services and activities; (2) the proposed budget figures; (3) the existing cash reserves and their purposes along with estimated future reserves; and (4) the funds needed to perform programs, services and activities are not limitless. John also distributed several Bar graphs which help to explain the direction of the budget in light of pertinent factors. The graphs estimate that if an additional \$200,000 were saved in the proposed budget, at current trends, the revenue and expense lines would probably not cross until 2017-2018.

Extensive discussion ensued over the proposed budget. Jim noted that we need to tighten our belts. We need to cut \$200,000 in expenses and postpone a licensing fee increase for at least two years. We have \$2,000,000 in reserves (which is four months income) but the Budget & Finance Committee has recommended six months of reserve. We've had extraordinary expenses lately with the HVAC system and new computer database software. A prudent course of action is to look now for ways to save money through efficiency and cuts. These are hard decisions to make, but the Bar can't continue its current direction without increasing fees which is not something we want to do at this point.

John explained that the HVAC and new database expenses were a cash outlay, not part of the operations budget. He reviewed the highlights of the budget outline document he distributed and also explained Tab 8 materials in the packet. In renewing our health insurance for employees this year, we saved \$80,000. There were a number of inquiries from the Commission about the budget. John said that we are saving \$10,000 by hiring a paralegal for the New Lawyer Mentoring Program position and if we don't replace the employee in the Pro Bono program, we'll save another \$10,000. In addition, the new auditors will cost approximately \$35,000 less than we have spent in the past with Deloitte.

The Executive Committee has been discussing the budget concerns carefully. Some ideas are: (1) Cut Blomquist Hale (\$75,000); (2) Summer Convention (cut Commissioners' attendance from three days to two days (\$75,000)) (3) stipend to President reduced from \$1,000 to \$500 a month; (4) stipend to President-elect reduced from \$500 to \$250 a month; (5) eliminating Past Presidents' dinner (\$4,500); (6) eliminating the LHL annual contribution (\$20,000); and (7) eliminating UDR annual contribution (\$20,000). We also need to examine how credit card fees could be reduced from current level of \$73,000. Eve observed that the Bar's staff benefit package is extremely generous and could be reduced. More discussion occurred.

Angelina wanted to know why the Bar's postage costs were so high and wanted more detail. Nate said that he was shocked that the CLE revenues were so low but

Jim responded that there is more competition for CLE dollars and that Bar conventions are losing money. Angelina also wanted to know how CLE revenue could be increased. Steve Burt opined that the “sky wasn’t falling” and we should not overreact, but Jim said we don’t want to wait to address budget issues until panic sets in. Rob Rice wanted to know if the budget includes \$80,000 for the pro bono database (it doesn’t). Lori said that we should not cut benefits for our members and we seem to be a bit alarmist about the situation. Eve wants more accountability for budgeting in the CLE department and said that we need a line item. Curtis closed the discussion by noting that the Executive Committee will continue to examine expenditures and revenues over the next year. **Approval for the budget was postponed until the Commission meeting in July.**

A. Utah Dispute Resolution Funding Request

Utah Dispute Resolution (UDR) has requested \$20,000 from the Bar in order to help support community mediation for the 2014-5 fiscal year. Typically, mediation services are provided to low income individuals for cases that lawyers aren’t drawn to accept. Curtis noted that we denied their request last year and that we do approximately \$10,000 in kind each year for their office space. Rob inquired if we can shift this request to the Utah Bar Foundation (UBF). Jim responded, however, that UDR already receives \$20,000 a year from UBF. Nate Alder explained that UDR provides a huge benefit to the judicial system by the work they provide. They also provide cost effective mediation training. Nate questioned the need for UDR to file funding requests every year while Law Related Education is a \$40,000 plus line item in the Bar’s budget. Steve Burt opined that we should “wean them off [their reliance on] the Bar.” More discussion ensued. **Jim moved to deny UDR’s request and Kenyon Dove seconded the motion which passed with none opposed.**

B. Young Lawyers Division Funding Request

Katherine Judd, the Young Lawyers Division (YLD) new incoming president, appeared to present YLD’s request for \$59,000 for the 2014-5 fiscal year. She gave an informative and detailed report on all the good things YLD does for the legal profession and the public as outline in the packet materials. They plan on two new programs for the upcoming year with school aged children: “Bully-Proof” and “Arrive Alive” which deals with texting and driving. They also would like to fund two attendees at the upcoming Summer Convention.

A comprehensive discussion took place. Lori said that the Commission is making this decision in light of a previous discussion to trim the Bar’s budget. Curtis wondered if more local bars could be solicited for contributions. For instance, SUBA could be asked to help fund the new St. George VA Legal Clinic.

Commissioners observed that we gave YLD an \$11,000 increase last year and they are asking for a \$10,500 increase this year. We have essentially raised our contribution of \$40,000 to \$60,000 if this request is granted. Nevertheless, Commissioners also recognized the tremendous work that YLD accomplishes. Rob observed that the two new programs “Bully Proof” and “Arrive Alive” aren’t core to the Bar’s mission unlike Wills for Heroes. Countering those observations, both Steve and Heather Farnsworth opined that we get a lot more bang for our buck from YLD than we get with a \$60,000 budget for billboards.

Jim noted that we are grateful for YLD’s efforts but suggested that we maintain last year’s level of funding as we need to tighten our financial belt. **Herm Olsen moved to add \$7,500 to last year’s contribution which would total \$56,000 for 2014-5. Dickson seconded the motion. The motion passed.**

2.6 Appoint Commission Liaisons

Jim announced that while Commission Liaison assignments for Sections and Committees were included in the packet, the list has been finalized. He asked for any Commissioner feedback and requested them to send letters to their chairs so that those individuals know who their Commissioners are. John will circulate up-to-date chair contact information at a later date.

2.7 Advertising Rule Petition Amendment

Katherine Fox reported on the proposed changes to the Bar’s Advertising Rule which consist of amendments from the Court’s Advisory Committee on the Rules of Professional Conduct. The most significant change is that submitting advertising for review will no longer be mandatory. Another change is that it substitutes a procedure similar to a request for an ethics opinion for those lawyers who seek more guidance than is provided in the rule. Katherine directed the Commission’s attention to the materials in the packet which outline exactly what is being amended. **Jim moved to adopt the proposed changes and Susanne Gustin seconded the motion which passed unanimously.**

2.8 Approve *Magna Carta* Exhibit Project

Jim, Dickson Burton and Larry Stevens reported on a new ABA program (in conjunction with the Law Library of Congress) which is a traveling exhibit to raise awareness about the *Magna Carta* and celebrate its enduring legacy. The exhibit will be comprised of 12-16 free-standing banners with images that tell the story of the *Magna Carta* and its catalyst role in promoting the rule of law. The centerpiece will be one of four original copies made in 1215 of the document, building up to the *Magna Carta*’s 800th anniversary in 2015. The Matheson Courthouse or the Capital are strong possibilities as a suitable venue and no Bar

funds are being solicited. **Tom Seiler made a motion to approve the program and the motion was seconded by Steve Burt. The motion passed.**

2.9 Select Auditors

Jim explained that our long-term Bar auditors have significantly increased their fees. Comparable service can be obtained at a more reasonable cost and the materials contain information in response to RFP's that were sent. **After discussion, Rob Rice moved to appoint Tanner & Company and Susanne Gustin seconded the motion which then passed without opposition.**

2.10 Judicial Council's Technology Committee

The Judicial Council's Technology Committee is in need of a Bar recommended member. John said that Lincoln Mead recommended Blake Miller to fill this appointment. **Tom Seiler made a motion to approve Blake Miller and Dickson seconded the motion. The motion passed with none opposed.**

3. Information Items

3.1 Disaster Relief Committee Report

Andrea Valenti Arthur and Brooke Ashton, co-chairs, appeared at this portion of the meeting to report on the work of the Disaster Relief Committee. They provided a handout which outlined the accomplishments of the committee to date. The committee's charge is to develop a plan for providing pro bono legal assistance to low-income individuals and businesses as needed after a disaster. The group has 11 members but only five regular participants, unfortunately, which is a problem. As such, the group is seeking suggestions as how to recruit volunteers. The work has developed into two prongs: (1) establish a referral service for legal assistance; and (2) establish a clinic-like format. They have presented CLE's and are working on a basic law manual (which includes such things as construction law, fraud, FEMA law, etc.) for attorneys who want to help in the event of a disaster. They also are working with the state emergency office and on establishing a St. George office to help with rural area's legal needs.

Nate suggested that the Bar's Military Law Section and the National Guard be contacted for potential volunteers. More discussion ensued. Another idea was to contact the sections to have a member help with updating the manual in different areas of law. Curtis said that SUBA should be able to help the Disaster Committee as well. He said that he would help pave the way to SUBA and contact them.

NEW: The Commission Retreat is scheduled for August 22-23 and will be held at The Canyons. Commissioners should schedule this meeting accordingly.

HANDOUTS DISTRIBUTED AT MEETING:

1. 2014-2015 Budget Discussion Outline.
2. Disaster Legal Response Committee Request for Bar Support.
3. Tanner and Company Auditors Proposal.
4. Mercer (f/k/a Marsh) Report.
5. Dickson Burton's nomination for IP Section for Section of the Year Award.
6. Curtis Jensen's nomination for Judge James L. Shumate for Judge of the Year Award.
7. Michelle Harvey's nomination for the Disaster Legal Response Committee for Committee of the Year Award.
8. Scott Sabey's nomination for the Real Property Section for Section of the Year Award.
9. Copy of Intermountain Commercial Record for May 1, 2014.
10. Graph "Projected Revenue & Expense - \$200,000 Reduction in Expenses for 2014-5 year with Revenue Increase of 3% and Expense Increase of 5%.

ADJOURNED: 1:20 P.M. Noon

CONSENT AGENDA (Tab 3):

1. Approved April 25, 2014 Commission Meeting Minutes.
2. Renew Casemaker Contract
3. Appointments to Utah Legal Services Board

Tab 6

POSITION DESCRIPTION

TITLE: Bar Commissioner
REPORTS TO: Bar President and Constituents
EFFECTIVE DATE: August 27, 2004

Basic Functions:

1. Serves as member of Board of Bar Commissioners in establishing policies to fulfill obligations of the Bar as indicated under the Utah Supreme Court's Rules for Integration and Management and under the Bar's Bylaws and Commission's Policies and Procedures.
2. With Bar Commission, adopts yearly budget for operations and capital.
3. Works towards fulfilling vision of the Bar, which is: "...for lawyers to create a justice system that is understood, valued, respected, and accessible to all."
4. Strives to uphold mission of the Bar, which is: "...to lead Utah lawyers in serving the public and the legal profession by promoting justice, professional excellence, civility, ethics, and respect for and understanding of the law."
5. Attends regularly scheduled Commission meetings, including those associated with Annual and Spring Bar Conventions.
6. Serves on various Commission committees, which may include admissions related reviews, *ad hoc* study or governance committees, long range planning, budget and finance, executive committee, program review committees, or others as assigned.
7. Serves as liaison with sections, committees, and local bars as assigned by Bar President. In this capacity, each commissioner should: (a) call his or her assigned sections, committees and local bars at least once a month; (b) attend at least one meeting for each of his or her assigned sections, committees and local bars per quarter; and (c) provide a status report to the Commission as requested by the President.
8. Attends, if possible, admissions ceremonies and Bar socials.
9. Communicates with lawyers in division and reports on Bar activities and receives input for communication to the Commission.
10. Contacts local state senators and representatives on issues of Bar interests within legislative policies.

Board Responsibilities

Serving on the Board is a rewarding and important responsibility. This guide informs volunteer leaders of the unique aspects associated with governing a not-for-profit organization.

*“The Board governs . . .
... the staff manages.”*

Leadership: Volunteer leaders are responsible for the direction of the organization. The board governs, develops policy and sets a course for the future. Maintain focus on the mission and strategic goals - avoid micro-managing the organization and staff. Functions (4):

- Governance
- Policy and Position Development
- Visionary - Future Focus
- Fiduciary

Management: Paid staff and sub-contractors are responsible for the administration of the organization. Staff act as partners to the board, advancing the goals and strategies, while taking care of the daily administrative needs unique to non-profit organizations.

Unique Terminology

Not-for-Profit refers to the legal corporate status of the organization. (It does not imply an exemption from paying or collecting *state sales tax*.)

Nonprofit is the casual reference to Not-for-Profit.

Exempt Organization is a reference to the IRS designation exempting the organization from paying most federal income tax (with the exception of UBIT - Unrelated Business Income Tax).

IRS 501(c)(3) tax-exempt designation most refers to organizations with a religious, charitable, scientific, or educational purpose.

IRS 501(c)(6) tax-exempt designation refers to trade associations, business leagues, and professional societies.

Board Responsibilities

1. Determine and advance the organization's mission and purposes.
2. Select the executive director (*not staff*) as well as the CPA and General Counsel.
3. Support the executive director and assess performance periodically - usually measured against the strategic plan.
4. Ensure effective organizational planning.
5. Ensure adequate resources (funds, time, volunteers, staff, technology, etc.)
6. Resource and financial oversight.
7. Determine, monitor, and enhance programs and services.
8. Promote the organization's image.
9. Ensure legal and ethical integrity and maintain accountability.
10. Recruit and orient new board members, and assess board performance.

Issues Facing Boards

1. Member Value, Participation
 2. Diverse Technology Usage
 3. Scrutiny on Governance
 4. Revenue
 5. Competition
 6. Generational Differences
 7. Workforce - Staffing
 8. Diversity, Inclusivity
 9. Leadership Identification, Roles
 10. Societal Benefit
 11. Member Service Standards
 12. Image, Branding, Positioning
 13. Visionary vs. Tactical
 14. Accountability, Transparency
- Prioritize the issues as they apply*

Insurance and Volunteer Immunity

State and federal governments have afforded certain protection to volunteer leaders. While the volunteer may have some protection, the organization is still open for legal suits. Insurance coverage adds further protection for volunteers and organizations.

Insurance Coverage

Directors and Officers Liability may cover legal defense for employment, copyright, and antitrust claims.

General Liability insurance covers property damages and injuries relating to the organization.

Fidelity Bond covers losses resulting from fraudulent or dishonest acts committed by an employee.

Meeting Cancellation covers the loss of revenue due to a cancellation, curtailment, postponement because of weather, strikes, etc.

Legal Principals

Duty of Care requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interests of the organization.

Duty of Loyalty requires leaders to be faithful to the organization, avoiding conflicts of interest.

Duty of Obedience requires leaders to comply with governing documents (i.e., bylaws, articles of incorporation, policies, etc.)



#1 Lie - “You won’t have to do anything when you get on the board!”

Strategic Planning

A strategic plan focuses the board on the mission and goals for 3 to 5 years. It serves as a roadmap. *[A board member should "plan beyond their term of office and outside their area of expertise."]*

Environmental Scan - review of external and internal influences on the organization as well as strengths, weaknesses, opportunities, and threats (SWOT).

Mission - statement about what the organization is; whom it serves; and the services it provides; short with PR value.

Vision - long-term desired outcome; what the organization will be in the distant future.

Goals - broad competencies of the organization to advance the mission. Usually just 3 to 7 so as to not tax resources, volunteers, and staff.

Strategies - advance the goals; creative efforts to achieve the mission and serve stakeholders/members.

Action Steps - fit within the strategies; identifying the actions, assignments, deadlines, etc. (May be delegated to the "operating plan" or "business plan" that supports the board's strategic plan.

Plan Champion - the person (staff and/or volunteer) who keeps focus on the plan.

Committees

"Committees recommend ⇨ board approves ⇨ staff and volunteers implement."

Organizations are streamlining - eliminating all but essential committees and aligning committee work with the goals.

Standing - identified in the bylaws, appointed annually, on-going committee work.

Ad Hoc - formed for specific or immediate needs and disbanded upon completion of the work (a.k.a. **Task Force**).



Committees Recommend



Board Approves



Staff/Volunteers Implement

Board Tools

The operating documents of the organization are available to leaders.

- Statement of Purpose (Mission)
- Articles of Incorporation
- Bylaws
- Policy Manual
- Strategic Plan
- Financial Statement
- Minutes
- Organizational Charts

Treat information with confidentiality.

Board Risks

Protect the organization. The board should be aware of fiduciary responsibility, contracts, audit results, insurance, IRS requirements, values and ethics, apparent authority, anti-trust, etc.

Public Records requests for the organization's annual federal tax return (Form 990, 990 EZ) must be made available for the last 3 years. Significant fines occur for noncompliance.

Antitrust Violations occur when two or more persons from the same industry or profession discuss suppliers, processes, prices, or operations. Remove yourself from any conversation that would change how business is conducted because of a joint agreement among competitors.

Apparent Authority arises when a board chair, through not granting actual authority, permits a committee or chapter to behave as if it had authority. Authority rests with the chairman and may not be assumed by others.

Financial Audits annually to protect board and staff; relying on an audit committee to select, oversee, and report on the process.

Conflicts of Interest disclosed at the start of the term and throughout the year. Adopt a policy to affirmatively answer IRS Form 990.

Rules of Order

Agenda ensures that important business is covered and discussions are on topic.

Motions are proposals for action, beginning with, "I move we . . ."

A **Second** is required for the motion to be discussed.

Amendments may be made to most motions if they improve the intent of clarify the original motion.

Tabling lays to motion aside.

Voting is the official action after the discussion to adopt, amend, kill, or table the motion.

Minutes protect the organization by recording the time and location of the meeting, participants, and the outcome of the motions. They are not a place to record conversations, assignments, reports, etc. (Including reports and discussions can incriminate.)

Quorum is the number of board members required to conduct business.

Common Sense

- It's a **team**; no individual has an agenda more important than the group.
- Respect the chairperson.
- Bring a calculator to meetings.
- Wear a watch; arrive on time.
- Prepare for meetings; read, read, read!
- Stick to the agenda; no side bars.
- Listen more than you speak.
- Speak when you have an essential, clear point.
- Respect the rules of order.
- Leave personal and political agendas at the door.
- Respect confidentiality.
- Don't speak for the organization without authority.
- Support the actions of the board; don't bad-mouth any action or person. Dissenting votes may be noted in the minutes - not outside the meeting.

Summary of Bar Commissioner Reimbursement Policies

1. Commission Meetings.

(a) **Mileage or airfare**, if necessary, for distant meetings - if they are held far enough from your office to make reimbursement appropriate (like travel from Logan, St. George or Provo to Salt Lake, or *vice versa*), and;

(b) **Lodging** for those who must travel some distance (like travelling from St. George to meetings in Salt Lake, etc.).

2. Commission Meetings held at Spring Convention.

(a) **Mileage** plus tolls and parking **or reasonable airfare**;

(b) **Standard per diem** for two day's meals, incidentals and gratuities;

(c) **Two night's lodging in a standard room** in the convention hotel.

3. Commission Meetings held at Annual Convention.

(a) **Mileage** plus tolls and parking **or reasonable airfare**;

(b) **Standard per diem** for two day's meals, incidentals and gratuities;

(c) **Two night's lodging in a standard room** in the convention hotel.

4. Worthwhile Educational Opportunities.

At the discretion of the President and pursuant to approved travel budgets:

(a) **Mileage** plus tolls and parking **or reasonable airfare**;

(b) **Meals, incidentals and gratuities** while travelling to and at the event;

(c) **Lodging at the event hotel**, and;

(d) **Rental car** if necessary.

(Over)

5. Other General Office Expenses.

With advance approval of the President:

(a) **Telephone, postage, supplies, copying,** and other similar expenses, but not expenses for secretarial or clerical assistance.

6. Procedures for Receiving Reimbursement.

(a) **Spring and Annual Convention.** Reimbursement for Commission Meetings held at the Spring and Annual Convention will be solicited by the Bar's Executive Secretary via e-mail immediately after the conventions. Commissioners indicating a desire for reimbursement will be reimbursed for lodging, per diem, and mileage at standard rates.

(b) **Reimbursement for other travel** will require supporting documentation.

Snowmass Village

SNOWMASS VILLAGE MALL ELEVATION | 8,606'



See reverse side for detailed event map.

