

Utah State Bar Commission

Friday, May 11, 2018

Utah Law & Justice Center

Agenda

1. 9:00 a.m. President's Report: John Lund

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| 10 Mins. | 1.1 | Report on Meetings with Congressional Delegations |
| 10 Mins. | 1.2 | Report on Summer Convention |
| 10 Mins. | 1.3 | Report on Supreme Court Review of OPC Report |
| 10 Mins. | 1.4 | Report on Access to Justice Coordinating Committee |

2. 9:50 a.m. Action Items

- | | | |
|----------|-----|---|
| 30 Mins. | 2.1 | Approve 2018-2019 Budget (Tab 1, Page 2) |
| 25 Mins. | 2.2 | Select Malpractice Insurance Endorsement Partner (Handout) |
| 10 Mins. | 2.3 | Select Lawyer of the Year Award Recipient (Tab 2, Page 51) |
| 10 Mins. | 2.4 | Select Judge of the Year Award Recipient (Tab 3, Page 53) |
| 10 Mins. | 2.5 | Select Committee of the Year Award Recipient (Tab 4, Page 55) |
| 10 Mins. | 2.6 | Select Section of the Year Award Recipient (Tab 5, Page 57) |

3. 11:25 a.m. Discussion Item

- | | | |
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| 20 Mins. | 3.1 | Legal Market Survey Committee Report: Mark Morris (Tab 6, Page 59) |
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4. 11:45 p.m. Other Business

12:00 N. Adjourn

• Consent Agenda (Tab 7, Page 70)

1. Approve April 6, 2018 Commission Meeting Minutes

Calendar

May 15	Admissions Ceremony	12:00 Noon	State Capitol
July 17	Executive Committee	12:00 Noon	Video Conference
July 25	Commission Meeting	12:00 Noon	Sun Valley, Idaho
July 25-28	Summer Bar Convention		Sun Valley, Idaho
August 17-18	Commission Meeting & Retreat		Canyons Resort, Park City

TAB
1



UTAH STATE BAR DRAFT BUDGET FY 2018/19

April 23, 2018

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Utah State Bar FY19 Budget Narrative

Overview

The Utah State Bar's operations consist of 24 unique departments. Many of the Bar's departments are regulatory in nature and contain little discretionary income and expenses (e.g., Licensing, Admissions, NLTP, and OPC). Some departments are intended to support themselves (e.g., Admissions, CLE, Summer Convention, Fall Forum, Spring Convention, and Section Support), while others are fully supported by member license fees. Some departments generate income but not enough to support themselves and therefore must also rely on member license fees for support (e.g., Facilities and Bar Journal). MCLE, the Fund for Client Protection, and the 39 Sections are accounted for separately, support themselves, have stand-alone financial statements, and are not factored into the Utah State Bar budget. Below is a summary of each Bar department, its function, how it is funded, and its financial statement category:

Financial Statement Category	Department	Function	Funded By
Licensing	Licensing	Regulatory	License fees
Licensing	Licensed Paralegal Practitioner	Regulatory	License fees
Admissions	Admissions	Regulatory	Self-supporting
New Lawyer Training Program ("NLTP")	NLTP	Regulatory	Self-supporting
Office of Professional Conduct ("OPC")	OPC	Regulatory	License fees
Bar Operations	Bar Management	Management	License fees
Bar Operations	General Counsel	Management	License fees
Bar Operations	Information Technology ("IT")	Management	License fees
Bar Operations	Commission/Special Projects	Management	License fees
Member Services	Bar Journal	Member Service	Self + License fees
Member Services	Member Benefits	Member Service	License fees
Member Services	Section Support	Member Service	Self-supporting
Member Services	Legislative	Member Service	License fees
Member Services	Public Education	Member Service	License fees
Member Services	Young Lawyers Division ("YLD")	Member Service	License fees
Public Services	Committees	Public Service	License fees
Public Services	Consumer Assistance Program	Public Service	License fees
Public Services	Access to Justice	Public Service	Self + License fees
Public Services	Tuesday Night Bar	Public Service	License fees
CLE	Continuing Legal Education ("CLE")	Education	Self-supporting
Summer Convention	Summer Convention	Education	Self-supporting
Fall Forum	Fall Forum	Education	Self-supporting
Spring Convention	Spring Convention	Education	Self-supporting
Facilities	Facilities	Building Usage	Self + License fees

Every income and expense transaction at the Bar is assigned to one of the 24 departments and one of 150 (or so) functional accounts (known as General Ledger accounts or "GL accounts"). The transaction's department indicates who earned or spent the funds while the functional account reveals what type of income or expense it was. For example, commissioner travel expenses to Spring Convention would be assigned to department "21 – Commission/Special Projects" and GL account "5707 – Travel Commission Mtgs". Another example is when Bar staff spend time working on the Spring Convention, those expenses are charged to department "12 – Spring Convention", and GL account "5510 – Salaries/Wages". By assigning both a department and a functional account to each transaction, we are able to classify all income and expenses to produce income statements by department and by functional account (which is required for external and IRS reporting).

One drawback to our current accounting that may cause confusion is that it is difficult to track programs that span multiple departments and accounts. For example, spending on the Licensed Lawyer program spans the IT, General Counsel, Access to Justice, Public Education, and Commission/Special Projects departments. Some of the costs related to software development have been capitalized while others are expensed as they are incurred (PR, advertising, and trademark expenses). As a result, it is not always apparent what is spent on which projects at a detailed level. The following budget schedules attempt to give more visibility into program spending while also being consistent with financial statement presentation.

For FY19 budgeting purposes, in an effort to be intentional and strategic about the investments the Bar is making in its various programs, the focus is on those departments that contain the majority of the Bar's discretionary spending. As such, the main areas of focus will be Public Services, Member Services and Bar Operations. The three conventions, CLE, NLTP, and Section Support have all been budgeted to break even (plus or minus \$20,000). Admissions is intended to support itself and break even, however, given the declining number of applicants to the Bar, its revenue is no longer sufficient to cover its expenses, and a roughly \$60,000 loss is budgeted. Regulatory departments' income and expenses are driven primarily by the key changes highlighted below.

As a general note, the Bar has been able to add new programs while maintaining existing programs over the last several years mainly due to a steady 2-3% increase in licensing revenue each year. Each of the last eight fiscal years has generated a net profit adding to the Bar's reserves. However, it is anticipated based on historical trends that expense growth will outpace revenue growth around 2020 at which time it will be necessary to dip into operating reserves and consider pursuing a license fee increase. As such, it is important that the Bar be strategic and intentional with regard to its spending, especially as it relates to discretionary programs.

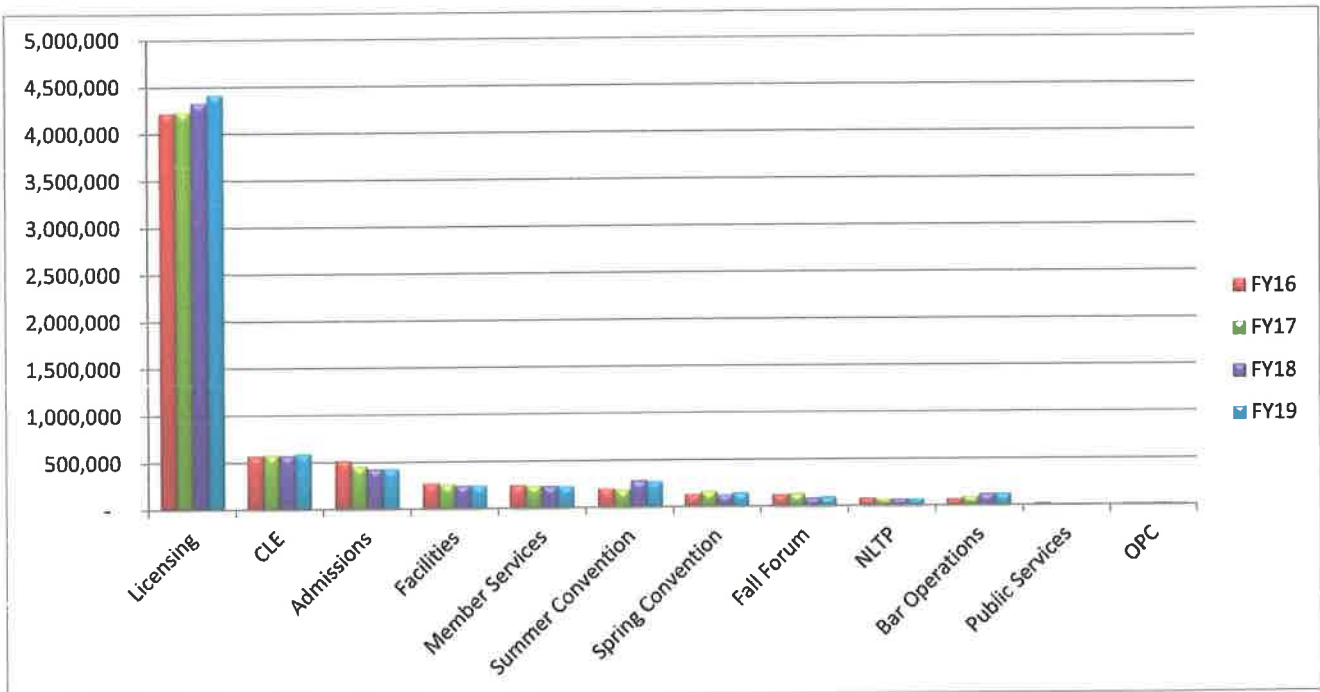
Key Changes

Built into the FY19 draft budget are the following key changes compared to FY18:

	Anticipated Change vs. FY2018
Licensing revenue (except late fees)	+2.5%
Admissions revenue (except late fees)	0%
Salaries (including \$125,000 for add'l staff in OPC & IT)	+9.0%
Health insurance	+10.0%
Dental insurance	0%
Building expenses (utilities, etc.)	+3.0%
Insurance expenses (liability, D&O, etc.)	+3.0%

**Utah State Bar
FY19 Draft Budget
Revenue by Department**

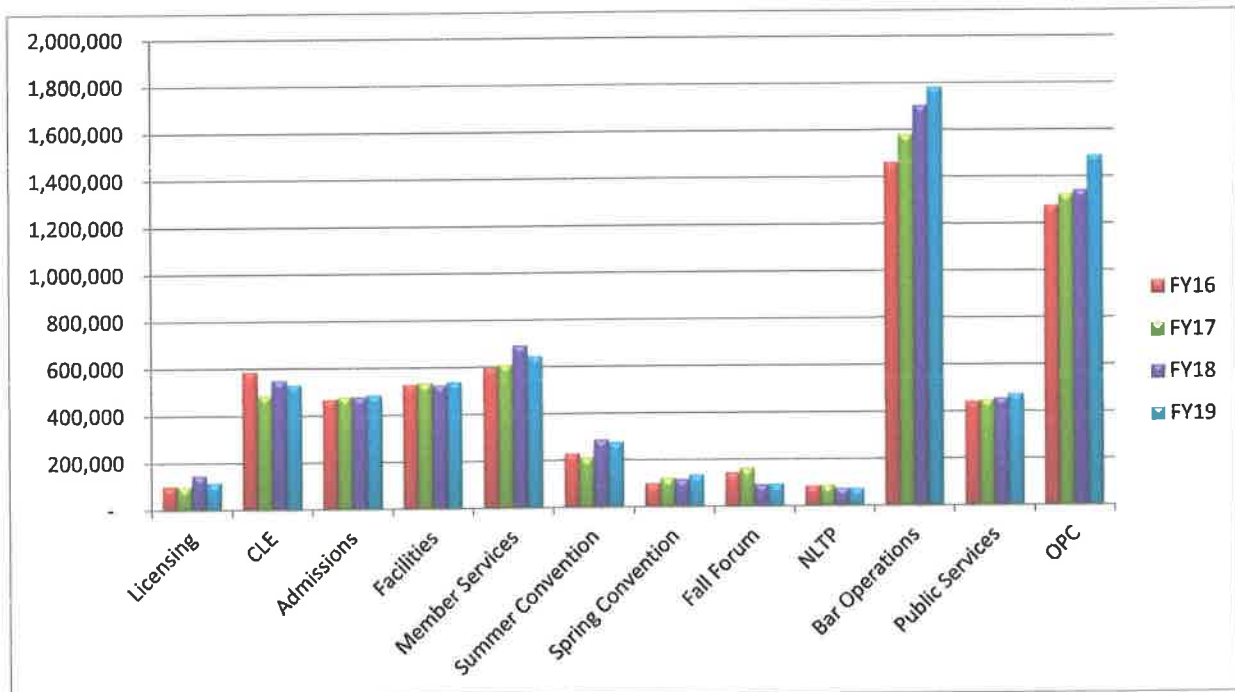
Revenue	Actual FY16	Actual FY17	Projected FY18	Budget FY19	% of Total	Trend
Licensing	4,217,626	4,231,420	4,329,157	4,413,162	66.3%	
CLE	570,370	581,039	574,053	590,000	8.8%	
Admissions	521,860	459,651	428,260	428,260	6.6%	
Facilities	274,410	261,640	252,821	252,821	3.9%	
Member Services	240,595	232,141	231,174	227,160	3.5%	
Summer Convention	198,446	189,772	282,920	275,000	4.3%	
Spring Convention	132,270	165,065	126,000	147,200	1.9%	
Fall Forum	120,992	129,611	83,328	95,000	1.3%	
NLTP	79,029	69,643	70,267	70,400	1.1%	
Bar Operations	70,279	89,619	120,442	120,442	1.8%	
Public Services	22,656	15,350	14,655	16,050	0.2%	
OPC	14,866	16,741	18,716	19,000	0.3%	
Total	6,463,398	6,441,692	6,531,793	6,654,495	100.0%	



This table and chart shows the Bar's trended revenue by financial statement category. More than 66% of the Bar's income comes from member license fees. The next largest category of income is from CLE events, then Admissions. These three functions account for 82% of the Bar's income. We are projecting a 2.5% increase in licensing fees in FY19 compared to FY18 which equates to approximately \$80,000 in additional licensing fees. This projected increase is based historical trends over the last several years which have averaged just under 3% growth annually. CLE revenue is expected to be closer to FY2017 levels as more members must comply with MCLE in odd years and therefore more CLE events are held in odd years (and they are generally better attended). Because we have seen a slowdown in Admissions revenue due to a declining number of applicants, we are projecting Admissions revenue to be flat in FY19.

Utah State Bar FY19 Draft Budget Expenses by Department

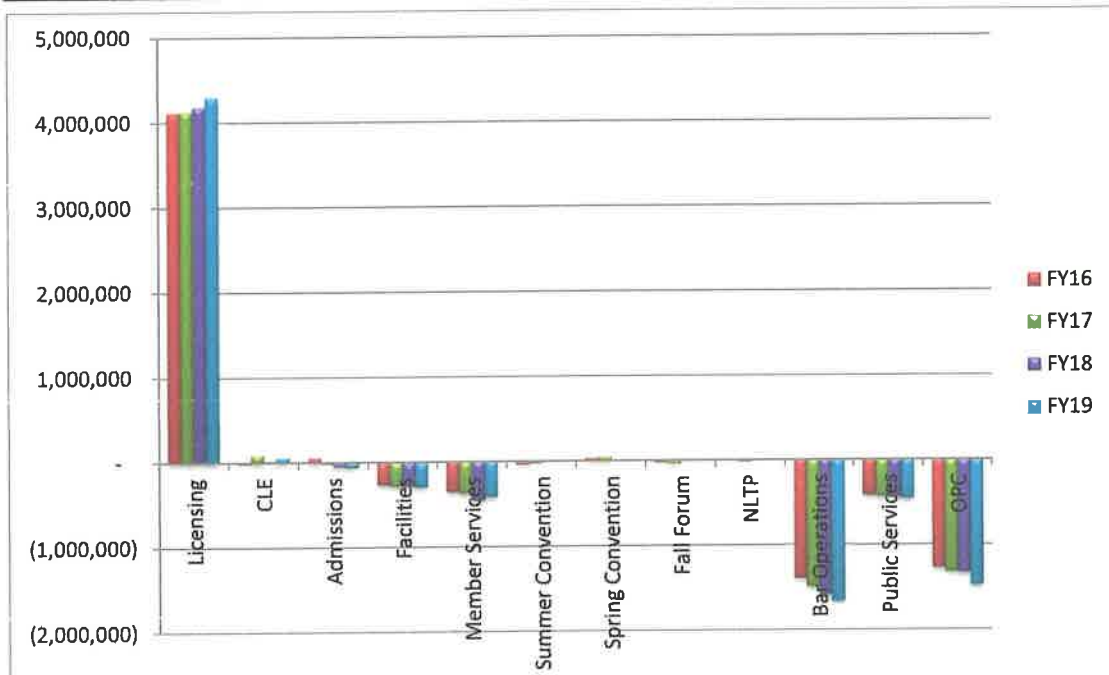
Expenses	Actual FY16	Actual FY17	Projected FY18	Budget FY19	% of Total	Trend
Licensing	101,761	100,475	148,238	117,203	1.6%	
CLE	586,914	487,096	551,310	533,380	7.9%	
Admissions	467,018	478,064	477,951	484,242	7.8%	
Facilities	528,309	534,500	526,666	537,925	8.7%	
Member Services	595,804	608,640	690,615	643,722	9.9%	
Summer Convention	229,468	209,328	286,141	274,749	3.4%	
Spring Convention	97,146	119,303	116,119	133,873	1.9%	
Fall Forum	143,518	161,530	93,987	95,011	2.6%	
NLTP	85,883	88,476	75,282	74,939	1.4%	
Bar Operations	1,461,586	1,579,773	1,704,219	1,781,206	25.7%	
Public Services	440,977	449,675	457,699	474,238	7.3%	
OPC	1,275,793	1,326,424	1,343,523	1,491,840	21.6%	
Total	6,014,179	6,143,283	6,471,750	6,642,329	95.4%	



This table and chart shows the Bar's trended expenses by financial statement category. OPC and Bar Operations account for nearly half of the Bar's total expenses, and a large majority of those expenses are staff-related. Most departments' expenses are on the rise due to the projected increase in staff expenses, building expenses and insurance.

**Utah State Bar
FY19 Draft Budget
Net Profit (Cost) by Department**

	Actual	Actual	Projected	Budget	
Net profit (cost)	FY16	FY17	FY18	FY19	Trend
Licensing	4,115,865	4,130,945	4,180,919	4,295,959	
CLE	(16,544)	93,942	22,743	56,620	
Admissions	54,842	(18,413)	(49,691)	(55,982)	
Facilities	(253,900)	(272,860)	(273,844)	(285,104)	
Member Services	(355,209)	(376,499)	(459,441)	(416,562)	
Summer Convention	(31,023)	(19,556)	(3,221)	251	
Spring Convention	35,124	45,762	9,881	13,327	
Fall Forum	(22,526)	(31,919)	(10,659)	(11)	
NLTP	(6,855)	(18,833)	(5,015)	(4,539)	
Bar Operations	(1,391,307)	(1,490,154)	(1,583,777)	(1,660,764)	
Public Services	(418,321)	(434,325)	(443,044)	(458,188)	
OPC	(1,260,927)	(1,309,683)	(1,324,807)	(1,472,840)	
Total	449,219	298,408	60,043	12,166	



This table and chart shows the Bar's trended net profit (cost) by financial statement category. Colored bars rising above the x-axis depict net profit, while colored bars falling below show net cost. Those functions that have barely visible colored bars are those functions that are intended to support themselves and break even.

**Utah State Bar
FY19 Draft Budget
Top 25 Gross Expense Categories (Based on Projected FY18)**

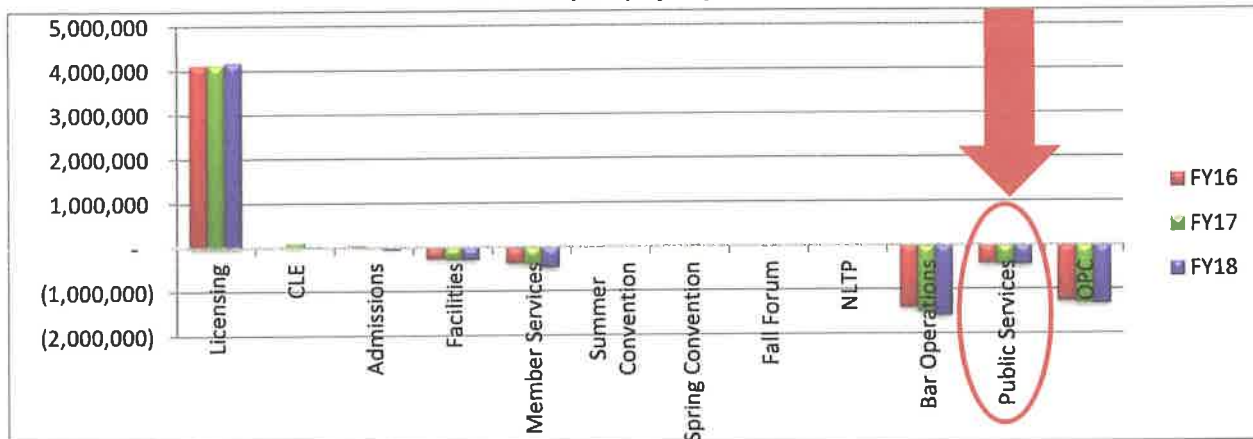
Top 25 Expense Categories	Actual FY16	Actual FY17	Projected FY18	Budget FY19	% of Total	Trend
Salaries & Benefits	3,229,925	3,366,129	3,472,507	3,790,674	53.7%	
Food & Beverage Expenses	610,349	539,876	571,476	546,758	8.8%	
Depreciation	227,492	234,804	244,021	247,716	3.8%	
Building Overhead	208,274	226,221	214,478	218,287	3.3%	
Meeting Room Expenses	173,127	172,119	142,925	153,478	2.2%	
Copy/Printing Expense	165,316	130,348	136,137	133,866	2.1%	
Travel	119,223	118,443	126,030	129,654	1.9%	
Bar Exam Expenses	78,280	77,830	104,111	68,300	1.6%	
Outside Consultants	50,923	40,428	87,640	60,963	1.4%	
Special Event Expense	14,956	25,062	84,686	90,913	1.3%	
Blomquist Hale	73,966	73,958	73,954	75,000	1.1%	
Casemaker	75,643	68,730	72,938	72,000	1.1%	
Telecommunications Expense	49,657	75,571	69,710	68,689	1.1%	
Insurance Expense	64,620	65,267	66,895	68,651	1.0%	
LRE Support	65,000	65,000	65,000	65,000	1.0%	
Postage/Mailing Expense	72,378	54,802	57,672	54,068	0.9%	
3rd Party Revenue Sharing	79,988	68,682	55,466	55,466	0.9%	
Speaker Expenses	57,161	64,823	53,093	49,727	0.8%	
Public Relations	991	1,948	50,000	12,000	0.8%	
Credit Card Fees	45,161	47,980	49,596	49,182	0.8%	
Database Expense	31,094	41,423	49,139	49,183	0.8%	
ABA Meeting Expenses	23,808	21,862	48,054	40,381	0.7%	
Office/Meeting Supplies	47,463	47,350	44,644	42,750	0.7%	
Legislative Expenses	21,100	46,371	44,158	44,158	0.7%	
Advertising Expenses	1,332	13,341	41,054	21,860	0.6%	
Other	425,249	454,917	446,369	433,606	6.9%	
Grand Total	6,012,475	6,143,283	6,471,750	6,642,329	100.0%	

Instead of breaking down expenses based on department, this table categorizes them based on functional expense account across all departments. It reveals the top twenty-five accounts that make up 93% of the Bar's spending. Notably, the single largest expense type that accounts for over half of the Bar's spending is staff-related (salaries and benefits). The next largest expense category is food & beverage expenses which account for almost 9% of the Bar's spending. Approximately 85% of food & beverage expenses are related to conventions and CLE events and are recouped through attendee registration fees. The expenses in the "Other" category are individually less than \$40,000 annually, or 0.5% of total expenses.

**Utah State Bar
FY19 Draft Budget
Public Services**

	Actual	Actual	Projected	Draft
	FY16	FY17	FY18	Budget
Program Net Cost				
Consumer Assistance Program (1 FTE)	115,605	126,333	130,885	132,008
Access to Justice (2 FTEs)	156,695	150,437	160,335	172,797
Tuesday Night Bar	37,305	34,885	37,942	36,536
LRE Contribution	65,000	65,000	65,000	65,000
UDR Contribution	-	10,000	-	-
Law Day	2,681	3,465	4,160	4,000
Staff time & other expenses associated with Committees	41,036	44,205	44,721	47,848
Public Service Programs Net Cost	418,321	434,325	443,044	458,188
Other Public Service Expenses Classified Elsewhere:				
Donation of Mercer royalty income to LHL	10,809	9,236	9,000	-
In Kind Contributions to UDR, LRE and other NFPs	29,671	22,882	22,426	22,426
Serving Our Seniors - YLD (estimated)	1,000	1,145	1,000	1,000
Wills for Heroes - YLD (estimated)	1,000	1,100	1,000	1,000
Other YLD Public Service Projects	-	2,984	2,950	2,950
Licensed Lawyer (some capitalized)	63,651	27,645	53,100	18,600
Lighthouse Research	-	-	50,280	-
Expungement Day Clinic grant	-	-	3,000	-
Total Other Public Service Expenses	106,132	64,993	142,756	45,976
Public Services Net Cost	630,585	564,310	728,556	550,140

Net Profit (Cost) By Department



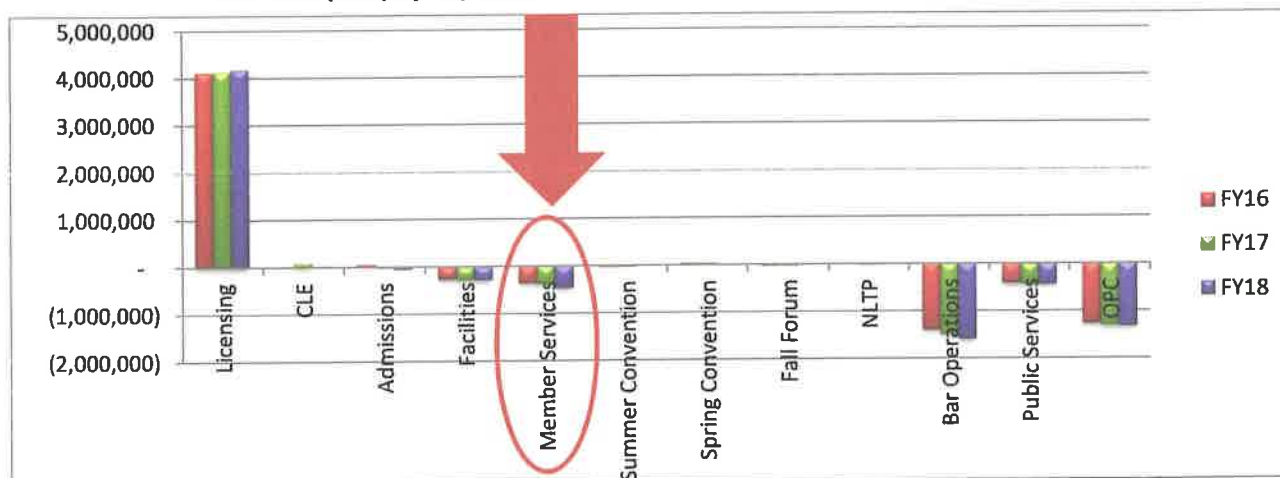
The above table shows the breakdown of Public Service expenses by program. The bar chart below the table depicts the net profit (cost) of each of the Bar's major functions and is presented to show how Public Services fits into the Bar's overall operations from a cost perspective. While it represents roughly 7% of the Bar's total expenses, it includes many of the Bar's discretionary programs and expenses. It should be noted that the majority of expenses in the Consumer Assistance Program, Access to Justice and Tuesday Night Bar departments are staff-related, so there are fewer discretionary spending decisions short of making staffing changes.

Utah State Bar FY19 Draft Budget Member Services

	Actual FY16	Actual FY17	Projected FY18	Draft Budget FY19
Program Net Cost				
Bar Journal (0.5 FTE)	21,766	17,663	26,741	30,290
Blomquist Hale	73,966	73,958	73,954	75,000
Casemaker	75,643	68,730	72,938	72,000
Section Support (1 FTE)	2,048	(4,568)	(4,999)	326
Legislative	28,631	55,256	53,269	53,350
Public Education (1 FTE)	111,174	124,522	169,637	124,389
Young Lawyers Division	42,530	39,017	63,175	56,339
Staff time & other expenses associated with Member Benefits	(549)	1,922	4,726	4,867
Member Service Programs Net Cost	355,209	376,499	459,441	416,562
Other Member Services Expenses Classified Elsewhere:				
Leadership Academy	6,598	11,871	20,000	20,000
Bar Review	1,465	830	1,969	1,500
Breakfast of Champions	780	(387)	500	500
Bar Anniversary	15,782	15,782	-	-
Practice Portal (some capitalized)		23,100	24,765	18,000
Total Other Member Service Expenses	24,625	51,195	47,234	40,000
Member Services Net Cost	379,834	427,695	506,675	456,562

Member Services Net Cost

Net Profit (Cost) By Department

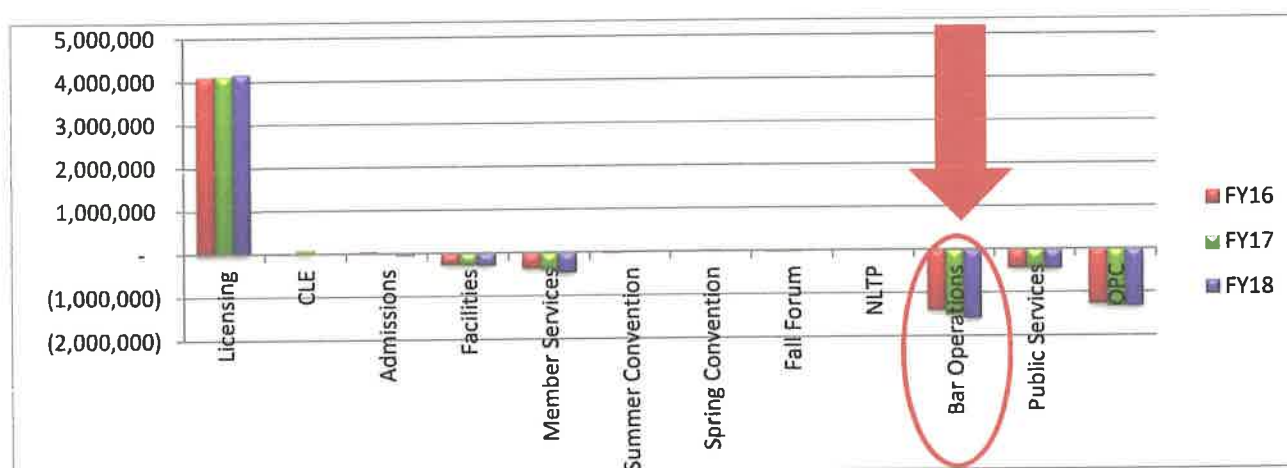


The above table shows the breakdown of Member Service expenses by program. The bar chart below the table depicts the net profit (cost) of each of the Bar's major functions and is presented to show how Member Services fits into the Bar's overall operations from a cost perspective. While it represents roughly 10% of the Bar's total expenses, it includes many of the Bar's discretionary programs and expenses.

Utah State Bar FY19 Draft Budget Bar Operations

	Actual	Actual	Projected	Draft Budget
	FY16	FY17	FY18	FY19
Program Net Cost				
Bar Management (4.5 FTEs)	720,598	720,096	719,026	748,089
General Counsel (2 FTEs)	247,838	283,242	299,292	315,913
IT (2 FTEs + 1 FTE in FY19)	196,108	223,061	307,094	343,155
Commission/Special Projects	226,765	263,756	258,364	253,608
Bar Operations, net cost	1,391,307	1,490,154	1,583,777	1,660,764

Net Profit (Cost) By Department



Bar Operations is comprised of Bar Management, General Counsel, IT and Commission/Special Projects. The majority of spending in Bar Management, General Counsel and IT is staff-related. Other non-discretionary expense items in those departments include the annual audit expense (~\$30,000), outside legal counsel for UPL and Bar litigation (~\$20,000), and outside technology support. A detail of spending in Commission/Special Projects follows on a subsequent schedule.

Utah State Bar
Commission/Special Projects Spending Detail
Through 3/31/18

Sum of Amount Row Labels	Column Labels		FY15	FY16	FY17	Projected FY18	Budget FY19
	FY13	FY14					
85th Anniversary				15,782			
AAA Program (database modifications)				975			
ABA review				5,984			
Annual Report			627	465		500	500
Awards	988	981	76	566	1,448	1,800	2,000
Bar Review				1,465	830	1,969	2,000
Books from Barristers	8,697	-917	590	-51	-14		
Breakfast of Champions				780	-387	500	500
Civics Education	596	1,088					
Commission Convention/CLE Registration Fees				7,851	21,611	22,000	22,000
Commission Gifts	10,228	1,746	4,273	8,223	1,886	5,000	5,000
Commission Meeting Expenses		1	873	1,436	1,263	1,000	858
Commission Meeting Food & Beverage	13,779	18,823	15,848	15,559	23,107	27,000	26,000
Commission Meeting Room Rental	1,721	6,616	7,596	6,294	7,423	6,000	6,000
Commission Photo	724	810	604	571	761	700	700
Commission Stationery			1,029	4,377	2,343	3,000	3,000
Copies	1,268	1,930	1,080	399	2,029	100	500
E&O Insurance	7,718	8,256	8,802	3,000	4,797	5,007	6,000
eBulletin				756	78		
Election Expense	3,235	4,330	3,250	3,250	3,250	3,250	3,250
Futures Commission		1,394	1,938	2,148			
Leadership Academy				6,598	11,871	20,000	20,000
Leadership Conference	5,129	360					
Licensed Lawyer				2,948	868		
Licensed Paralegal Practitioner				62			
Limited Scope Section					623	500	500
Magna Carta Event			50,074	20			
Member Portal					917		
Misc Technology Expense					527		
Office Supplies	398	446	578			300	300
Past Presidents Book				5,803			
Past Presidents Lunch	2,010	2,826		391	1,874	1,500	1,500
Postage/Mailing	1,514	1,044	1,312	233	801		
Pres/Pres-Elect Monthly "Stipend"	17,500	17,500	9,000	17,250	18,000	18,000	18,000
President's expense	2,665	1,504	380	3,120	1,118	4,546	5,000
Retreat	17,113	17,340	12,311	29,840	21,080	35,009	21,000
Secret Santa	500	500					
Section Fair @ SJ Quinney College of Law				494			
Section Leadership Training	3,129	1,271					
SJ Quinney College of Law Building Donation	49,500						
Small Firm Tour					33	2,000	2,000
Sponsorship	2,200	1,600	1,200	8,000	3,225	3,100	5,000
Staff	8,732	5,745	11,287	8,042	8,140	6,950	7,000
Steve Hughes (speaker)	4,190						
Tech & Innovation Committee					162		
Travel - AAA Taskforce					414		
Travel - ABA Delegates	4,960	7,114	8,675	8,541	10,743	14,157	15,000
Travel - ABA Meetings	9,451	13,766	11,249	10,363	15,865	10,947	12,000
Travel - Commission Mtgs	8,765	9,744	3,180	3,293	2,894	3,000	3,000
Travel - Jackrabbit Bar	3,220	509	2,500	1,184	1,336	1,400	1,500
Travel - Northwestern Bar Conf	1,984	1,561	599	979		2,600	3,000
Travel - Other	426	1,769	695			500	500
Travel - Spring Convention	6,936	9,398	8,689	13,599	11,788	11,000	11,000
Travel - Summer Convention	23,321	26,559	21,258	23,388	36,355	33,248	34,000
Travel - Western States Bar Conf	23,741	7,238	13,284	2,785	14,058	11,781	15,000
Website					6,000		
Wipfli review					24,643		
Grand Total	246,337	172,852	202,853	226,765	263,756	258,364	253,608

Utah State Bar
FY19 Draft Budget
Capital Expenditures

Category	FY13	FY14	FY15	FY16	FY17	Projected FY18	Budget FY19	Total
Office furniture & fixtures	17,741	26,002	3,433	-	1,483	13,277	10,000	73,128
Meeting room furniture & fixtures	21,359	-	-	-	-	-	-	40,740
Office equipment (copiers, phones, fax, projectors, mail machine, etc)	11,617	10,472	-	-	63,752	5,669	7,000	135,967
Building improvements	325,968	361,966	6,365	-	2,721	17,776	50,000	764,796
Computer equipment/servers/software	7,473	61,770	21,721	14,913	22,600	22,224	24,000	157,737
OPC database software (New Dawn/Journal Technologies)		32,227	100,224					132,451
Membership database (Euclid - ClearVantage)		274,181	50,966	7,020				332,167
Admissions database (Box Lake Networks - Synergy)		45,000						45,000
Pro Bono database (Euclid)			32,020	31,600				63,620
Licensed Lawyer (Euclid)				49,545	4,427	7,500		61,472
New Website (EKR)					18,950	15,100		34,050
Practice Portal (Euclid)					23,100	23,916	15,000	47,016
Total	384,158	811,618	214,729	103,078	137,033	105,462	106,000	1,888,144

Annual Maintenance Contracts (expensed over maintenance period):	FY13	FY14	FY15	FY16	FY17	Projected FY18	Budget FY19	Total
ClearVantage Annual Maintenance (Euclid)				25,160	26,360	26,360	27,000	77,880
Licensed Lawyer Annual Hosting Fee (Euclid)					6,600	6,600	6,600	13,200
Journal Technologies Annual Maintenance			6,211	6,521	6,848	7,190	7,300	26,770
Synergy (Box Lake Networks) Admissions Database Annual Maintenance			3,900	3,900	3,900	3,900	3,900	15,600
Total			10,111	35,581	43,708	44,050	44,800	133,450

This table shows capital expenditures by general category over the last six years. Capital expenditures include spending on assets that cost \$500 or more and have a useful life of at least three years. Once purchased these assets are depreciated ratably over their useful lives. A significant portion of the Bar's capital expenditures over the last few years have been on software and building improvements (the new HVAC system). That trend will likely continue into FY19. Most purchased software also requires annual maintenance contracts (shown in the second table) which are expensed over the period of the contract. These maintenance contracts are generally ongoing for as long as the software is in use.

**Utah State Bar
FY19 Draft Budget
Projected Cash Reserves**

Projected Cash Reserves, 6/30/18	\$ 3,651,062
Add: FY19 budgeted change in cash	58,588
Projected Cash Reserves, 6/30/19	<u>3,709,650</u>
Board Designated Reserves:	
Operations Reserve (3 months' operations)	1,660,582
Capital Replacement Reserve - Equipment	200,000
Capital Replacement Reserve - Building	650,000
Total Board Designated Reserves	<u>2,510,582</u>
Excess Cash Reserves over Board Designated & Contingency Reserves*	<u>\$ 1,199,068</u>

SUPPLEMENTAL SCHEDULES

Utah State Bar
Preliminary FY2018 Budget - Summary by Department
Based on Actual Results through 3/31/18

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
Licensing	4,217,626	4,231,420	4,329,157	4,413,162	84,005	2%
Admissions	521,860	459,651	428,260	428,260	-	0%
NLTP	79,029	69,643	70,267	70,400	133	0%
OPC	14,866	16,741	18,716	19,000	284	2%
CLE	570,370	581,039	574,053	590,000	15,947	3%
Summer Convention	198,446	189,772	282,920	275,000	(7,920)	-3%
Fall Forum	120,992	129,611	83,328	95,000	11,672	14%
Spring Convention	132,270	165,065	126,000	147,200	21,200	17%
Member Services	240,595	232,141	231,174	227,160	(4,014)	-2%
Public Services	22,656	15,350	14,655	16,050	1,395	10%
Bar Operations	70,279	89,619	120,442	120,442	-	0%
Facilities	274,410	261,640	252,821	252,821	-	0%
Total Revenue	6,463,398	6,441,692	6,531,793	6,654,495	122,702	2%
Expenses						
Licensing	101,761	100,475	148,238	117,203	(31,035)	-21%
Admissions	467,018	478,064	477,951	484,242	6,291	1%
NLTP	85,883	88,476	75,282	74,939	(343)	0%
OPC	1,275,793	1,326,424	1,343,523	1,491,840	148,317	11%
CLE	586,914	487,096	551,310	533,380	(17,930)	-3%
Summer Convention	229,468	209,328	286,141	274,749	(11,392)	-4%
Fall Forum	143,518	161,530	93,987	95,011	1,024	1%
Spring Convention	97,146	119,303	116,119	133,873	17,753	15%
Member Services	595,804	608,640	690,615	643,722	(46,892)	-7%
Public Services	440,977	449,675	457,699	474,238	16,539	4%
Bar Operations	1,459,882	1,579,773	1,704,219	1,781,206	76,987	5%
Facilities	528,309	534,500	526,666	537,925	11,260	2%
Total Expenses	6,012,475	6,143,283	6,471,750	6,642,329	170,579	3%
Other						
Gain (Loss) on Disposal of Assets	(1,704)	-	-	-	-	-
Net Profit (Loss)	\$ 449,219	\$ 298,408	\$ 60,043	\$ 12,166	\$ (47,878)	-80%
Depreciation	227,492	234,804	244,021	247,716	3,695	2%
Cash increase (decrease) from operations	676,711	533,212	304,064	259,882	(44,182)	-15%
Changes in operating assets/liabilities	106,168	767,484	15,000	20,000	5,000	33%
Capital expenditures	(103,078)	(137,033)	(105,462)	(106,000)	(538)	1%
Net change in cash	\$ 679,801	\$ 1,163,663	\$ 213,602	\$ 173,882	\$ (39,720)	-19%

(1) Member Services is comprised of Bar Journal, Member Benefits, Section Support, Legislative, Public Education and Young Lawyers Division

(2) Public Services is comprised of Committees, Consumer Assistance, Access to Justice, and Tuesday Night Bar

(3) Bar Operations is comprised of Bar Management, General Counsel, IT, and Commission/Sp Projects

Utah State Bar
Preliminary FY2018 Budget - Summary by Account
Based on Actual Results through 3/31/18

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4001 · Admissions - Student Exam Fees	\$ 161,700	\$ 143,625	\$ 128,150	\$ 128,150	\$ -	0%
4002 · Admissions - Attorney Exam Fees	75,745	58,050	49,200	49,200	-	0%
4003 · Admissions - Retake Fees	62,400	54,900	36,975	36,975	-	0%
4004 · Admissions - Laptop Fees	73,050	66,000	54,950	54,950	-	0%
4006 · Transfer App Fees	19,300	1,850	17,250	17,250	-	0%
4008 · Attorney - Motion	67,700	80,050	89,250	89,250	-	0%
4009 · House Counsel	16,150	21,250	24,650	24,650	-	0%
4010 · Section/Local Bar Support fees	104,825	97,818	98,794	98,957	163	0%
4020 · NLTP Fees	79,800	72,000	71,100	71,100	-	0%
4021 · Lic Fees > 3 Years	3,404,815	3,465,550	3,565,000	3,654,125	89,125	2%
4022 · Lic Fees < 3 Years	284,210	245,220	220,000	225,500	5,500	2%
4023 · Lic Fees - House Counsel	23,970	28,885	35,000	35,875	875	3%
4025 · Pro Hac Vice Fees	75,500	65,000	70,000	71,750	1,750	3%
4026 · Lic Fees - Inactive/FS	107,150	110,900	114,000	116,850	2,850	2%
4027 · Lic Fees - Inactive/NS	199,495	210,450	207,000	212,175	5,175	2%
4029 · Prior Year Lic Fees	1,165	4,111	4,200	4,305	105	3%
4030 · Certs of Good Standing	23,590	24,230	24,000	24,600	600	2%
4039 · Room Rental-All parties	122,887	114,573	112,500	112,500	-	0%
4042 · Food & Beverage Rev-All Parties	128,413	122,983	117,252	117,252	-	0%
4043 · Setup & A/V charges-All parties	3,189	2,072	1,264	1,264	-	0%
4051 · Meeting - Registration	365,290	395,745	406,178	422,000	15,822	4%
4052 · Meeting - Sponsor Revenue	92,650	66,400	51,100	63,050	11,950	23%
4053 · Meeting - Vendor Revenue	31,550	34,625	32,850	35,000	2,150	7%
4054 · Meeting - Material Sales	15	-	2,185	-	(2,185)	-100%
4055 · Meeting - Sp Ev Registration	6,368	5,428	16,670	18,200	1,530	9%
4060 · E-Filing Revenue	20,609	19,783	22,174	22,174	-	0%
4061 · Advertising Revenue	141,648	138,837	138,000	140,000	2,000	1%
4062 · Subscriptions	150	60	60	60	-	0%
4063 · Modest Means revenue	15,945	11,800	10,775	12,000	1,225	11%
4071 · Mem Benefits - Lexis	2,715	1,167	684	-	(684)	-100%
4072 · Royalty Inc - Bar J, MBNA, LM,M	6,361	6,734	6,146	4,000	(2,146)	-35%
4081 · CLE - Registrations	466,849	491,151	491,213	475,050	(16,163)	-3%
4082 · CLE - Video Library Sales	69,529	107,592	103,111	105,000	1,889	2%
4084 · Business Law Book Sales	12,825	9,753	3,346	-	(3,346)	-100%
4090 · Tenant Rent	19,866	21,672	21,672	21,672	-	0%
4093 · Law Day Revenue	6,380	3,540	3,840	4,000	160	4%
4095 · Miscellaneous Income	9,129	20,122	10,952	6,882	(4,070)	-37%
4096 · Late Fees	118,076	90,800	98,350	76,350	(22,000)	-22%
4103 · In - Kind Revenue - UDR	910	1,328	1,785	1,785	-	0%
4151 · ILM Realized Gains / Losses	48,495	65,209	99,430	99,430	-	0%
4152 · ILM Interest Income	10,005	12,983	13,740	13,740	-	0%
4153 · ILM Unrealized Gains / Losses	(11,831)	(11,302)	(18,071)	(18,071)	-	0%
4155 · General Interest Income	116	156	195	195	-	0%
4200 · Seminar Profit/Loss	(5,305)	(41,408)	(25,127)	5,300	30,427	-121%
Total Revenue	6,463,398	6,441,692	6,531,793	6,654,495	122,702	2%
Expenses						
Program Services						
5001 · Meeting Facility-external only	59,656	41,435	34,081	46,512	12,431	36%
5002 · Meeting facility-internal only	71,804	70,745	70,322	69,661	(661)	-1%
5013 · ExamSoft	22,095	23,145	20,311	21,000	689	3%
5014 · Questions	50,085	48,085	79,500	43,000	(36,500)	-46%
5015 · Investigations	125	285	310	310	-	0%
5016 · Credit Checks	2,606	2,332	2,229	2,229	-	0%
5017 · Medical Exam	183	2,560	-	-	-	-
5025 · Temp Labor/Proctors	6,100	6,600	4,300	4,300	-	0%
5030 · Speaker Fees & Expenses	42,255	56,863	39,451	38,100	(1,351)	-3%
5031 · Speaker Reimb. - Receipt Req'd	14,907	7,960	13,643	11,627	(2,015)	-15%
5035 · Awards	4,163	6,299	7,234	6,657	(577)	-8%
5037 · Grants/ contributions - general	20,721	9,450	14,500	12,500	(2,000)	-14%
5040 · Witness & Hearing Expense	7,443	9,334	562	3,951	3,388	602%
5041 · Process Serving	2,380	1,518	865	1,276	411	48%

Utah State Bar
Preliminary FY2018 Budget - Summary by Account
Based on Actual Results through 3/31/18

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
5042 · Operations Audit	5,984	24,643	-	-	-	-
5045 · Bar Anniversary	16,026	6	-	-	-	-
5046 · Court Reporting	1,172	733	1,718	2,417	699	41%
5047 · Casemaker	75,643	68,730	72,938	72,000	(938)	-1%
5055 · Legislative Expense	21,100	46,371	44,158	44,158	-	0%
5060 · Program Special Activities	6,522	325	-	-	-	#DIV/0!
5061 · LRE - Bar Support	65,000	65,000	65,000	65,000	-	0%
5062 · Law Day	14,920	8,226	9,981	10,000	19	0%
5063 · Special Event Expense	8,434	24,737	84,686	90,913	6,227	7%
5064 · MCLE Fees Paid	40,866	42,961	40,170	38,500	(1,670)	-4%
5070 · Equipment Rental	41,666	59,938	38,522	37,305	(1,217)	-3%
5075 · Food & Bev-external costs only	524,457	454,026	488,211	467,163	(21,048)	-4%
5076 · Food & beverage - internal only	72,968	74,673	72,173	69,103	(3,070)	-4%
5079 · Soft Drinks	12,925	11,178	11,092	10,492	(600)	-5%
5085 · Misc. Program Expense	18,365	14,648	12,961	14,868	1,907	15%
5090 · Commission Expense	23,973	25,814	26,000	26,000	-	0%
5096 · UDR Support	-	10,000	-	-	-	#DIV/0!
5099 · Blomquist Hale	73,966	73,958	73,954	75,000	1,046	1%
5702 · Travel - Lodging	41,765	40,807	52,759	49,475	(3,283)	-6%
5703 · Transportation	-	-	-	-	-	-
5703 · Travel - Transportation/Parking	15,768	20,155	17,158	20,552	3,394	20%
5704 · Travel - Mileage Reimbursement	15,335	8,491	12,017	9,631	(2,386)	-20%
5705 · Travel - Per Diems	7,204	4,131	3,990	6,784	2,794	70%
5706 · Travel - Meals	901	941	1,099	1,049	(49)	-4%
5707 · Travel - Commission Mtgs	38,250	43,919	39,007	42,163	3,156	8%
5805 · ABA Annual Meeting	9,974	6,853	22,231	23,135	904	4%
5810 · ABA Mid Year Meeting	13,834	15,009	25,823	17,246	(8,577)	-33%
5815 · Commission/Education	10,377	26,235	25,020	23,450	(1,570)	-6%
5820 · ABA Annual Delegate	8,541	9,617	15,794	15,500	(294)	-2%
5830 · Western States Bar Conference	7,460	25,411	24,296	25,353	1,057	4%
5840 · President's Expense	21,784	19,015	20,206	20,000	(206)	-1%
5841 · President's Reimbursement	8,845	349	4,593	4,000	(593)	-13%
5850 · Leadership Academy	6,598	11,871	20,000	20,000	-	0%
5855 · Bar Review	1,765	830	2,166	1,697	(469)	-22%
5865 · Retreat	30,561	21,388	39,356	26,000	(13,356)	-34%
5960 · Overhead Allocation - Seminars	-	-	-	(1,775)	(1,775)	0%
5970 · Event Revenue Sharing - 3rd Pty	79,988	68,682	55,466	55,466	-	0%
Total Program Services Expenses	1,647,461	1,616,946	1,711,562	1,645,479	(66,083)	-4%
Salaries & Benefits						
5510 · Salaries/Wages	2,525,936	2,593,581	2,704,981	2,943,501	238,520	9%
5605 · Payroll Taxes	183,842	194,787	202,557	220,614	18,058	9%
5610 · Health Insurance	229,870	244,193	242,047	279,720	37,673	16%
5620 · Health Ins/Medical Reimb	-	-	1,998	7,259	5,261	263%
5630 · Dental Insurance	14,704	16,306	15,606	14,889	(717)	-5%
5640 · Life & LTD Insurance	16,339	17,837	17,296	17,329	33	0%
5645 · Workman's Comp Insurance	3,524	3,009	2,539	2,539	-	0%
5650 · Retirement Plan Contributions	218,493	244,699	245,052	264,147	19,094	8%
5655 · Retirement Plan Fees & Costs	23,036	22,060	21,045	21,210	165	1%
5660 · Training/Development	9,927	25,802	15,601	15,680	80	1%
Total Salaries/Benefit Expenses	3,225,670	3,362,273	3,468,722	3,786,889	318,167	9%
General & Administrative						
7025 · Office Supplies	25,164	25,423	23,106	21,162	(1,944)	-8%
7033 · Operating Meeting Supplies	22,299	21,927	21,538	21,588	50	0%
7035 · Postage/Mailing, net	72,378	54,802	57,672	54,068	(3,604)	-6%
7040 · Copy/Printing Expense	192,946	155,145	160,883	158,613	(2,271)	-1%
7041 · Copy/Print revenue	(27,630)	(24,797)	(24,746)	(24,746)	-	0%
7045 · Internet Service	6,822	16,332	20,219	20,319	100	0%
7050 · Computer Maintenance	12,028	28,112	28,134	27,927	(207)	-1%
7055 · Computer Supplies & Small Equip	14,072	7,257	6,942	6,759	(183)	-3%
7089 · Membership Database Fees	31,094	41,423	49,139	49,183	45	0%
7095 · Fax Equip & Supplies	970	-	(70)	(70)	-	-

Utah State Bar
Preliminary FY2018 Budget - Summary by Account
Based on Actual Results through 3/31/18

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
7100 · Telephone	41,865	59,238	49,561	48,440	(1,121)	-2%
7105 · Advertising	1,332	13,341	41,054	21,860	(19,194)	-47%
7106 · Public Notification	2,050	863	913	913	-	0%
7110 · Publications/Subscriptions	13,617	17,088	18,606	18,964	358	2%
7115 · Public Relations	991	1,948	50,000	12,000	(38,000)	-76%
7120 · Membership/Dues	12,334	10,726	11,159	11,239	80	1%
7135 · Bank Service Charges	2,291	1,655	1,331	1,331	-	0%
7136 · ILM Service Charges	13,694	15,289	16,670	16,670	-	0%
7138 · Bad debt expense	1,891	-	-	-	-	-
7140 · Credit Card Merchant Fees	102,475	106,545	104,671	104,257	(414)	0%
7141 · Credit Card surcharge	(57,314)	(58,564)	(55,075)	(55,075)	-	0%
7145 · Commission Election Expense	3,250	3,250	4,875	3,500	(1,375)	-28%
7150 · E&O/Off & Dir Insurance	39,839	49,197	50,510	52,025	1,515	3%
7160 · Audit Expense	30,504	29,539	31,363	32,000	637	2%
7170 · Lobbying Rebates	746	49	182	182	-	0%
7175 · O/S Consultants	50,923	40,428	87,640	60,963	(26,677)	-30%
7176 · Bar Litigation	19,207	22,694	25,000	18,000	(7,000)	-28%
7177 · UPL	2,750	8,297	1,196	10,000	8,804	736%
7178 · Offsite Storage/Backup	3,688	3,995	4,155	4,000	(155)	-4%
7179 · Payroll Adm Fees	2,810	2,819	2,838	2,838	-	0%
7180 · Administrative Fee Expense	1,445	1,037	947	947	-	0%
7190 · Lease Interest Expense	647	395	209	209	-	0%
7191 · Lease Sales Tax Expense	592	403	167	167	-	0%
7195 · Other Gen & Adm Expense	7,356	8,233	3,368	4,674	1,306	39%
Total General & Administrative Expenses	649,126	664,087	794,155	704,906	(89,249)	-11%
In Kind Expenses						
7103 · InKind Contrib-UDR & all other	29,671	22,882	22,426	22,426	-	0%
Building Overhead						
6015 · Janitorial Expense	29,599	30,147	29,884	30,321	437	1%
6020 · Heat	17,416	17,591	21,002	21,351	349	2%
6025 · Electricity	47,619	48,177	45,071	45,711	640	1%
6030 · Water/Sewer	4,320	5,165	5,192	5,261	69	1%
6035 · Outside Maintenance	12,735	13,781	13,021	13,283	262	2%
6040 · Building Repairs	14,339	32,496	15,583	15,770	187	1%
6045 · Bldg Mtnce Contracts	40,681	38,081	40,844	41,425	581	1%
6050 · Bldg Mtnce Supplies	2,254	2,394	5,674	5,810	137	2%
6055 · Real Property Taxes	38,593	37,664	37,704	38,835	1,131	3%
6060 · Personal Property Taxes	718	726	504	519	15	3%
6065 · Bldg Insurance/Fees	24,781	16,070	16,386	16,626	240	1%
6070 · Building & Improvements Depre	52,608	52,559	51,891	52,672	781	2%
6075 · Furniture & Fixtures Depre	15,402	15,363	15,511	15,745	234	2%
7065 · Computers, Equip & Sftwre Depre	159,482	166,882	176,618	179,299	2,681	2%
Total Building Overhead Expenses	460,547	477,095	474,885	482,629	7,744	2%
Total Expenses	6,012,475	6,143,283	6,471,750	6,642,329	170,579	3%
Other Income/Expense						
4300 · Gain (Loss) - Sales of Assets	(1,704)	-	-	-	-	-
Net Profit (Loss)	\$ 449,219	\$ 298,408	\$ 60,043	\$ 12,166	\$ (47,878)	-80%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
01 - Licensing

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4010 · Section/Local Bar Support fees	\$ 21,602	\$ 16,821	\$ 16,957	\$ 16,957	\$ -	0%
4021 · Lic Fees > 3 Years	3,404,815	3,465,550	3,565,000	3,654,125	89,125	2%
4022 · Lic Fees < 3 Years	284,210	245,220	220,000	225,500	5,500	2%
4023 · Lic Fees - House Counsel	23,970	28,885	35,000	35,875	875	3%
4025 · Pro Hac Vice Fees	75,500	65,000	70,000	71,750	1,750	3%
4026 · Lic Fees - Inactive/FS	107,150	110,900	114,000	116,850	2,850	2%
4027 · Lic Fees - Inactive/NS	199,495	210,450	207,000	212,175	5,175	2%
4029 · Prior Year Lic Fees	1,165	4,111	4,200	4,305	105	3%
4030 · Certs of Good Standing	23,590	24,230	24,000	24,600	600	2%
4095 · Miscellaneous Income	1,703	1,853	1,000	1,025	25	3%
4096 · Late Fees	74,426	58,400	72,000	50,000	(22,000)	-31%
Total Revenue	4,217,626	4,231,420	4,329,157	4,413,162	84,005	2%
Expenses						
Salaries & Benefits						
5510 · Salaries/Wages	43,720	33,868	38,598	40,141	1,544	4%
5605 · Payroll Taxes	2,937	2,805	2,782	2,893	111	4%
5610 · Health Insurance	5,841	5,537	4,884	6,930	2,046	42%
5620 · Health Ins/Medical Reimb	-	-	4	-	(4)	-100%
5630 · Dental Insurance	367	443	435	422	(13)	-3%
5640 · Life & LTD Insurance	467	583	517	517	-	0%
5650 · Retirement Plan Contributions	3,548	3,061	3,509	3,649	140	4%
5655 · Retirement Plan Fees & Costs	391	702	720	720	-	0%
5660 · Training/Development	-	625	250	250	-	0%
Total Salaries/Benefit Expenses	57,272	47,624	51,699	55,523	3,824	7%
General & Administrative						
7025 · Office Supplies	1,276	1,670	891	891	-	0%
7035 · Postage/Mailing, net	9,833	11,411	9,990	9,990	-	0%
7040 · Copy/Printing Expense	16,905	5,399	4,392	4,392	-	0%
7050 · Computer Maintenance	792	1,733	1,761	1,761	-	0%
7055 · Computer Supplies & Small Equip	230	-	71	71	-	0%
7089 · Membership Database Fees	4,355	8,119	7,605	7,605	-	0%
7100 · Telephone	1,820	2,644	2,061	2,061	-	0%
7120 · Membership/Dues	-	70	-	-	-	0%
7140 · Credit Card Merchant Fees	59,991	73,421	70,476	70,476	-	0%
7140 · Credit Card Merchant Fees - Other	-	-	-	-	-	0%
7141 · Credit Card surcharge	(57,314)	(58,564)	(55,075)	(55,075)	-	0%
7170 · Lobbying Rebates	746	7	133	133	-	0%
Total General & Administrative Expenses	38,634	45,989	42,349	42,349	-	0%
Building Overhead						
6015 · Janitorial Expense	411	419	451	464	14	3%
6020 · Heat	242	245	333	343	10	3%
6025 · Electricity	662	670	672	692	20	3%
6030 · Water/Sewer	60	72	76	78	2	3%
6035 · Outside Maintenance	177	192	225	231	7	3%
6040 · Building Repairs	199	452	219	225	7	3%
6045 · Bldg Mtncn Contracts	565	529	609	628	18	3%
6050 · Bldg Mtncn Supplies	31	33	110	113	3	3%
6065 · Bldg Insurance/Fees	344	223	247	255	7	3%
6070 · Building & Improvements Depre	731	731	783	806	23	3%
6075 · Furniture & Fixtures Depre	214	214	234	241	7	3%
7065 · Computers, Equip & Sftwre Depr	2,217	2,314	2,664	2,744	80	3%
Total Building Overhead Expenses	5,855	6,092	6,622	6,821	199	3%
Total Expenses	101,761	99,705	100,670	104,692	4,023	4%
Net Profit (Loss)	\$ 4,115,865	\$ 4,131,715	\$ 4,228,487	\$ 4,308,470	\$ 79,982	2%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
02 - Admissions

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4001 · Admissions - Student Exam Fees	\$ 161,700	\$ 143,625	128,150	\$ 128,150	\$ -	0%
4002 · Admissions - Attorney Exam Fees	75,745	58,050	49,200	49,200	-	0%
4003 · Admissions - Retake Fees	62,400	54,900	36,975	36,975	-	0%
4004 · Admissions - Laptop Fees	73,050	66,000	54,950	54,950	-	0%
4006 · Transfer App Fees	19,300	1,850	17,250	17,250	-	0%
4008 · Attorney - Motion	67,700	80,050	89,250	89,250	-	0%
4009 · House Counsel	16,150	21,250	24,650	24,650	-	0%
4095 · Miscellaneous Income	2,165	1,526	1,485	1,485	-	0%
4096 · Late Fees	43,650	32,400	26,350	26,350	-	0%
Total Revenue	521,860	459,651	428,260	428,260	-	0%
Expenses						
Program Services						
5001 · Meeting Facility-external only	13,641	16,169	12,564	13,000	436	3%
5002 · Meeting facility-internal only	8,251	7,525	7,226	7,000	(226)	-3%
5013 · ExamSoft	22,095	23,145	20,311	21,000	689	3%
5014 · Questions	50,085	48,085	43,000	43,000	-	0%
5015 · Investigations	96	229	224	224	-	0%
5016 · Credit Checks	2,606	2,332	2,229	2,229	-	0%
5017 · Medical Exam	183	2,560	-	-	-	-
5025 · Temp Labor/Proctors	6,100	6,600	4,300	4,300	-	0%
5046 · Court Reporting	325	166	1,567	1,567	-	0%
5070 · Equipment Rental	4,240	7,289	9,741	9,741	-	0%
5075 · Food & Bev-external costs only	4,548	7,361	5,228	5,228	-	0%
5076 · Food & beverage - internal only	9,217	9,467	8,447	8,000	(447)	-5%
5085 · Misc. Program Expense	56	-	-	-	-	-
5702 · Travel - Lodging	423	1,343	1,290	1,300	10	1%
5703 · Travel - Transportation/Parking	2,228	1,169	1,697	1,800	103	6%
5704 · Travel - Mileage Reimbursement	181	-	86	86	-	0%
5705 · Travel - Per Diems	1,103	736	690	700	11	2%
Total Program Services Expenses	125,378	134,176	118,599	119,175	576	0%
Salaries & Benefits						
5510 · Salaries/Wages	229,084	231,244	244,696	250,484	5,788	2%
5605 · Payroll Taxes	17,549	17,669	18,663	19,110	447	2%
5610 · Health Insurance	18,972	19,627	20,892	20,790	(102)	0%
5630 · Dental Insurance	1,216	1,330	1,374	1,266	(107)	-8%
5640 · Life & LTD Insurance	1,604	1,610	1,583	1,583	-	0%
5650 · Retirement Plan Contributions	22,448	23,124	23,958	24,916	958	4%
5655 · Retirement Plan Fees & Costs	2,409	2,105	2,159	2,159	-	0%
5660 · Training/Development	299	1,349	995	600	(395)	-40%
Total Salaries/Benefit Expenses	293,581	298,057	314,337	320,926	6,588	2%
General & Administrative						
7025 · Office Supplies	1,665	2,082	1,434	1,500	66	5%
7035 · Postage/Mailing, net	2,425	1,786	1,461	1,800	339	23%
7040 · Copy/Printing Expense	5,150	4,433	4,704	4,000	(704)	-15%
7045 · Internet Service	40	-	-	-	-	-
7050 · Computer Maintenance	235	2,824	2,824	2,600	(224)	-8%
7055 · Computer Supplies & Small Equip	347	-	139	300	161	116%
7089 · Membership Database Fees	3,900	3,900	3,900	3,900	-	-
7100 · Telephone	2,722	3,956	3,346	2,500	(846)	-25%
7110 · Publications/Subscriptions	181	1,181	142	500	358	252%
7120 · Membership/Dues	865	720	720	800	80	11%
7140 · Credit Card Merchant Fees	16,861	10,600	9,604	9,000	(604)	-6%
7150 · E&O/Off & Dir Insurance	3,684	3,960	4,044	4,166	121	3%
7175 · O/S Consultants	-	-	-	-	-	-
Total General & Administrative Expenses	38,076	35,443	32,319	31,066	(1,254)	-4%
Building Overhead						
6015 · Janitorial Expense	702	715	858	884	26	3%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
02 - Admissions

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
6020 - Heat	413	417	672	692	20	3%
6025 - Electricity	1,129	1,142	1,262	1,300	38	3%
6030 - Water/Sewer	102	122	138	142	4	3%
6035 - Outside Maintenance	302	327	494	509	15	3%
6040 - Building Repairs	340	770	379	390	11	3%
6045 - Bldg Mtnce Contracts	964	903	1,145	1,180	34	3%
6050 - Bldg Mtnce Supplies	53	57	253	260	8	3%
6065 - Bldg Insurance/Fees	587	381	471	486	14	3%
6070 - Building & Improvements Depr	1,247	1,246	1,490	1,534	45	3%
6075 - Furniture & Fixtures Depr	365	364	446	459	13	3%
7065 - Computers, Equip & Sftwre Depr	3,780	3,945	5,088	5,240	153	3%
Total Building Overhead Expenses	9,983	10,387	12,695	13,076	381	3%
Total Expenses	467,018	478,064	477,951	484,242	6,291	1%
Net Profit (Loss)	\$ 54,842	\$ (18,413)	\$ (49,691)	\$ (55,982)	\$ (6,291)	13%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
03 - NLTP

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4020 · NLTP Fees	79,800	72,000	71,100	71,100	-	0%
4200 · Seminar Profit/Loss	(771)	(2,357)	(833)	(700)	133	-16%
Total Revenue	79,029	69,643	70,267	70,400	133	0%
Expenses						
Program Services						
5002 · Meeting facility-internal only	1,383	1,715	1,790	1,790	-	0%
5075 · Food & Bev-external costs only	1,468	29	1,144	300	(844)	-74%
5076 · Food & beverage - internal only	2,146	3,288	3,534	2,500	(1,034)	-29%
5085 · Misc. Program Expense	23	105	105	105	-	0%
5702 · Travel - Lodging	2,075	1,458	730	1,500	770	105%
5703 · Travel - Transportation/Parking	966	-	1,773	1,285	(488)	-28%
5704 · Travel - Mileage Reimbursement	1,186	414	315	634	319	101%
5705 · Travel - Per Diems	140	34	138	685	547	396%
5706 · Travel - Meals	466	-	-	-	-	-
Total Program Services Expenses	9,852	7,043	10,079	9,349	(730)	-7%
Salaries & Benefits						
5510 · Salaries/Wages	48,228	51,461	44,225	45,994	1,769	4%
5605 · Payroll Taxes	3,710	4,188	3,566	3,708	143	4%
5610 · Health Insurance	6,324	5,369	2,944	-	(2,944)	-100%
5630 · Dental Insurance	405	443	224	-	(224)	-100%
5640 · Life & LTD Insurance	413	411	396	396	-	0%
5650 · Retirement Plan Contributions	4,177	5,151	2,257	2,348	90	4%
5655 · Retirement Plan Fees & Costs	607	702	179	179	-	0%
5660 · Training/Development	935	1,254	475	960	485	102%
Total Salaries/Benefit Expenses	64,799	68,978	54,267	53,586	(681)	-1%
General & Administrative						
7025 · Office Supplies	364	53	97	97	-	0%
7035 · Postage/Mailing, net	143	171	85	85	-	0%
7040 · Copy/Printing Expense	1,614	1,192	234	1,200	966	412%
7050 · Computer Maintenance	78	941	936	936	-	0%
7100 · Telephone	1,032	1,417	1,200	1,200	-	0%
7120 · Membership/Dues	-	542	500	500	-	0%
7140 · Credit Card Merchant Fees	1,894	1,755	1,688	1,688	-	0%
Total General & Administrative Expenses	5,124	6,099	4,815	5,781	966	20%
Building Overhead						
6015 · Janitorial Expense	429	437	420	420	-	0%
6020 · Heat	253	255	289	289	-	0%
6025 · Electricity	690	699	637	637	-	0%
6030 · Water/Sewer	63	75	74	74	-	0%
6035 · Outside Maintenance	185	200	173	173	-	0%
6040 · Building Repairs	208	471	225	225	-	0%
6045 · Bldg Mtncn Contracts	590	552	577	577	-	0%
6050 · Bldg Mtncn Supplies	33	35	72	72	-	0%
6065 · Bldg Insurance/Fees	359	233	230	230	-	0%
6070 · Building & Improvements Depre	763	762	730	752	22	3%
6075 · Furniture & Fixtures Depre	223	223	218	225	7	3%
7065 · Computers, Equip & Sftwre Depre	2,312	2,414	2,476	2,550	74	3%
Total Building Overhead Expenses	6,108	6,355	6,121	6,224	103	2%
Total Expenses	85,883	88,476	75,282	74,939	(343)	0%
Net Profit (Loss)	\$ (6,855)	\$ (18,833)	\$ (5,015)	\$ (4,539)	\$ 476	-9%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
04 - Bar Management

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4060 · E-Filing Revenue	20,609	19,783	22,174	22,174	-	0%
4095 · Miscellaneous Income	1,921	1,447	1,188	1,188	-	0%
4103 · In - Kind Revenue - UDR	910	1,328	1,785	1,785	-	0%
4151 · ILM Realized Gains / Losses	48,495	65,209	99,430	99,430	-	0%
4152 · ILM Interest Income	10,005	12,983	13,740	13,740	-	0%
4153 · ILM Unrealized Gains / Losses	(11,831)	(11,302)	(18,071)	(18,071)	-	0%
4155 · General Interest Income	116	156	195	195	-	0%
Total Revenue	70,224	89,604	120,442	120,442	-	0%
Expenses						
Program Services						
5002 · Meeting facility-internal only	1,663	1,745	1,760	1,760	-	0%
5055 · Legislative Expense	-	220	-	-	-	0%
5063 · Special Event Expense	838	2,379	1,913	1,913	-	0%
5070 · Equipment Rental	22	22	-	-	-	0%
5075 · Food & Bev-external costs only	3,385	3,007	4,283	4,283	-	0%
5076 · Food & beverage - internal only	987	1,038	478	478	-	0%
5079 · Soft Drinks	2,735	2,830	3,100	2,500	(600)	-19%
5085 · Misc. Program Expense	96	1,200	-	-	-	0%
5702 · Travel - Lodging	1,667	4,125	1,745	1,745	-	0%
5703 · Travel - Transportation/Parking	1,597	787	204	204	-	0%
5704 · Travel - Mileage Reimbursement	547	17	352	352	-	0%
5705 · Travel - Per Diems	365	177	180	180	-	0%
5706 · Travel - Meals	-	415	-	-	-	0%
5805 · ABA Annual Meeting	1,954	-	7,262	5,800	(1,462)	-20%
5810 · ABA Mid Year Meeting	1,893	-	3,246	3,246	-	0%
5815 · Commission/Education	425	-	-	-	-	0%
5830 · Western States Bar Conference	4,675	11,353	9,861	11,353	1,492	15%
5960 · Overhead Allocation - Seminars	(5,697)	(25,316)	(23,541)	(25,316)	(1,775)	8%
Total Program Services Expenses	17,153	4,000	10,843	8,498	(2,344)	-22%
Salaries & Benefits						
5510 · Salaries/Wages	499,138	530,278	543,810	565,563	21,752	4%
5605 · Payroll Taxes	34,425	39,196	40,964	42,603	1,639	4%
5610 · Health Insurance	31,498	36,845	41,801	43,092	1,291	3%
5620 · Health Ins/Medical Reimb	-	-	275	1,200	925	336%
5630 · Dental Insurance	2,142	2,525	2,543	2,128	(415)	-16%
5640 · Life & LTD Insurance	1,418	3,035	3,042	3,042	-	0%
5645 · Workman's Comp Insurance	3,524	2,909	2,439	2,439	-	0%
5650 · Retirement Plan Contributions	44,538	52,269	58,570	60,913	2,343	4%
5655 · Retirement Plan Fees & Costs	4,661	3,319	3,598	3,598	-	0%
5660 · Training/Development	1,350	2,637	2,401	2,000	(401)	-17%
Total Salaries/Benefit Expenses	622,693	673,014	699,442	726,576	27,134	4%
General & Administrative						
7025 · Office Supplies	11,350	9,891	7,893	6,000	(1,893)	-24%
7035 · Postage/Mailing, net	1,085	1,100	1,167	1,167	-	0%
7040 · Copy/Printing Expense	3,175	7,156	4,474	4,474	-	0%
7050 · Computer Maintenance	392	4,707	4,707	4,707	-	0%
7055 · Computer Supplies & Small Equip	2,397	282	267	267	-	0%
7089 · Membership Database Fees	2,262	-	1,092	1,092	-	0%
7100 · Telephone	3,935	4,490	4,666	4,666	-	0%
7105 · Advertising	594	-	-	-	-	0%
7120 · Membership/Dues	3,749	2,478	2,613	2,613	-	0%
7135 · Bank Service Charges	2,252	1,655	1,331	1,331	-	0%
7136 · ILM Service Charges	13,694	15,289	16,670	16,670	-	0%
7138 · Bad debt expense	1	-	-	-	-	0%
7140 · Credit Card Merchant Fees	664	(1,670)	(1,598)	(1,598)	-	0%
7150 · E&O/Off & Dir Insurance	3,684	8,757	9,077	9,350	272	3%
7160 · Audit Expense	30,504	29,539	31,363	32,000	637	2%
7175 · O/S Consultants	31,195	9,661	5,038	8,000	2,963	59%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
04 - Bar Management

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
7179 - Payroll Adm Fees	2,810	2,819	2,838	2,838	-	0%
7180 - Administrative Fee Expense	1,445	1,037	947	947	-	0%
7195 - Other Gen & Adm Expense	5,117	6,364	1,528	3,000	1,472	96%
Total General & Administrative Expenses	120,305	103,764	96,783	100,233	3,451	4%
In Kind Expenses						
7103 - InKind Contrib-UDR & all other	4,661	3,211	5,000	5,000	-	0%
Building Overhead						
6015 - Janitorial Expense	1,708	1,740	1,839	1,895	55	3%
6020 - Heat	1,005	1,015	1,344	1,385	40	3%
6025 - Electricity	2,748	2,780	2,749	2,832	82	3%
6030 - Water/Sewer	249	298	311	320	9	3%
6035 - Outside Maintenance	735	795	894	920	27	3%
6040 - Building Repairs	827	1,875	906	934	27	3%
6045 - Bldg Mtnce Contracts	2,347	2,197	2,493	2,567	75	3%
6050 - Bldg Mtnce Supplies	130	138	418	431	13	3%
6065 - Bldg Insurance/Fees	1,430	927	1,009	1,040	30	3%
6070 - Building & Improvements Depr	3,036	3,033	3,194	3,289	96	3%
6075 - Furniture & Fixtures Depr	889	886	955	984	29	3%
7065 - Computers, Equip & Sftwre Depr	9,202	10,026	11,288	11,627	339	3%
Total Building Overhead Expenses	24,305	25,711	27,401	28,223	822	3%
Total Expenses	789,118	809,700	839,468	868,530	29,062	3%
Other Income/Expense						
4300 - Gain (Loss) - Sales of Assets	(1,704)	-	-	-	-	-
Net Profit (Loss)	\$ (720,598)	\$ (720,096)	\$ (719,026)	\$ (748,089)	\$ (29,062)	4%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
05 - Property Management

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4039 · Room Rental-All parties	122,887	114,573	112,500	112,500	-	0%
4042 · Food & Beverage Rev-All Parties	128,413	122,983	117,252	117,252	-	0%
4043 · Setup & A/V charges-All parties	3,189	2,072	1,264	1,264	-	0%
4090 · Tenant Rent	19,866	21,672	21,672	21,672	-	0%
4095 · Miscellaneous Income	54	340	133	133	-	0%
Total Revenue	274,410	261,640	252,821	252,821	-	0%
Expenses						
Program Services						
5070 · Equipment Rental	3,020	1,972	964	964	-	0%
5075 · Food & Bev-external costs only	113,038	106,523	102,992	102,992	-	0%
5079 · Soft Drinks	10,189	8,311	7,992	7,992	-	0%
Total Program Services Expenses	126,247	116,900	113,023	113,023	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	105,730	112,651	113,192	117,720	4,528	4%
5605 · Payroll Taxes	8,012	9,075	8,940	9,298	358	4%
5610 · Health Insurance	12,648	14,783	15,888	13,860	(2,028)	-13%
5620 · Health Ins/Medical Reimb	-	-	275	1,200	925	337%
5630 · Dental Insurance	811	887	871	844	(27)	-3%
5640 · Life & LTD Insurance	736	727	709	709	-	0%
5650 · Retirement Plan Contributions	7,826	10,146	10,197	10,605	408	4%
5655 · Retirement Plan Fees & Costs	1,325	1,403	1,439	1,439	-	0%
5660 · Training/Development	-	950	600	600	-	0%
Total Salaries/Benefit Expenses	137,087	150,622	152,111	156,275	4,164	3%
General & Administrative						
7025 · Office Supplies	1,088	1,243	917	917	-	0%
7033 · Operating Meeting Supplies	22,235	21,883	21,538	21,538	-	0%
7035 · Postage/Mailing, net	5,223	164	(337)	(337)	-	0%
7040 · Copy/Printing Expense	3,837	3,892	3,742	3,742	-	0%
7041 · Copy/Print revenue	(27,630)	(24,797)	(24,746)	(24,746)	-	0%
7055 · Computer Supplies & Small Equip	66	-	471	471	-	0%
7100 · Telephone	5,116	7,263	5,807	5,807	-	0%
7140 · Credit Card Merchant Fees	6	30	26	26	-	0%
7190 · Lease Interest Expense	647	185	-	-	-	#DIV/0!
7191 · Lease Sales Tax Expense	592	403	167	167	-	0%
Total General & Administrative Expenses	11,180	10,267	7,585	7,585	-	0%
In Kind Expenses						
7103 · InKind Contrib-UDR & all other	25,010	19,671	17,426	17,426	-	0%
Building Overhead						
6015 · Janitorial Expense	14,971	15,249	15,151	15,606	455	3%
6020 · Heat	8,809	8,898	10,679	10,999	320	3%
6025 · Electricity	24,086	24,368	22,843	23,529	685	3%
6030 · Water/Sewer	2,185	2,612	2,630	2,709	79	3%
6035 · Outside Maintenance	6,441	6,970	6,631	6,830	199	3%
6040 · Building Repairs	7,253	16,436	7,884	8,121	237	3%
6045 · Bldg Mtnce Contracts	20,576	19,261	20,702	21,323	621	3%
6050 · Bldg Mtnce Supplies	1,140	1,211	2,897	2,984	87	3%
6055 · Real Property Taxes	15,437	15,066	15,082	15,534	452	3%
6060 · Personal Property Taxes	287	290	201	208	6	3%
6065 · Bldg Insurance/Fees	12,534	8,128	8,308	8,557	249	3%
6070 · Building & Improvements Depr	26,609	26,584	26,309	27,098	789	3%
6075 · Furniture & Fixtures Depr	7,790	7,771	7,865	8,100	236	3%
7065 · Computers, Equip & Sftwre Depr	80,666	84,196	89,340	92,020	2,680	3%
Total Building Overhead Expenses	228,785	237,040	236,521	243,616	7,096	3%
Total Expenses	528,309	534,500	526,666	537,925	11,260	2%
Net Profit (Loss)	\$ (253,900)	\$ (272,860)	\$ (273,844)	\$ (285,104)	\$ (11,260)	4%

Utah State Bar
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06 - Office of Prof Conduct

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4095 · Miscellaneous Income	3,182	2,980	4,204	3,000	(1,204)	-29%
4200 · Seminar Profit/Loss	11,685	13,761	14,512	16,000	1,488	10%
Total Revenue	14,866	16,741	18,716	19,000	284	2%
Expenses						
Program Services						
5002 · Meeting facility-internal only	3,775	715	460	500	40	9%
5015 · Investigations	-	10	10	10	-	0%
5040 · Witness & Hearing Expense	7,187	10,024	1,612	5,000	3,388	210%
5041 · Process Serving	2,380	1,518	789	1,200	411	52%
5046 · Court Reporting	847	567	152	850	699	461%
5075 · Food & Bev-external costs only	-	54	54	54	-	0%
5076 · Food & beverage - internal only	1,903	208	191	500	309	161%
5702 · Travel - Lodging	2,501	6,422	4,246	4,000	(246)	-6%
5703 · Travel - Transportation/Parking	1,683	1,760	1,120	1,000	(120)	-11%
5704 · Travel - Mileage Reimbursement	3,070	733	1,374	2,000	626	46%
5705 · Travel - Per Diems	1,897	600	684	900	217	32%
5805 · ABA Annual Meeting	-	-	5,067	4,000	(1,067)	-21%
5810 · ABA Mid Year Meeting	2,292	1,837	7,197	4,000	(3,197)	-44%
Total Program Services Expenses	27,535	24,485	23,135	24,194	1,059	5%
Salaries & Benefits						
5510 · Salaries/Wages	837,575	863,085	893,767	1,004,518	110,751	12%
5605 · Payroll Taxes	61,827	64,118	65,262	73,873	8,610	13%
5610 · Health Insurance	80,148	83,981	83,307	100,548	17,241	21%
5620 · Health Ins/Medical Reimb	-	-	593	2,400	1,807	304%
5630 · Dental Insurance	5,437	5,948	5,764	5,734	(30)	-1%
5640 · Life & LTD Insurance	6,137	5,961	5,810	5,810	-	0%
5650 · Retirement Plan Contributions	74,330	83,557	78,990	86,150	7,160	9%
5655 · Retirement Plan Fees & Costs	7,248	6,838	6,654	6,654	-	0%
5660 · Training/Development	2,746	8,573	4,735	3,850	(885)	-19%
Total Salaries/Benefit Expenses	1,075,447	1,122,060	1,144,883	1,289,537	144,654	13%
General & Administrative						
7025 · Office Supplies	6,129	5,386	5,005	5,005	-	0%
7035 · Postage/Mailing, net	7,515	5,646	5,450	5,450	-	0%
7040 · Copy/Printing Expense	20,183	15,688	14,954	14,954	-	0%
7045 · Internet Service	294	-	-	-	-	-
7050 · Computer Maintenance	235	2,824	2,824	2,824	-	0%
7055 · Computer Supplies & Small Equip	965	924	1,344	1,000	(344)	-26%
7089 · Membership Database Fees	6,781	6,848	8,087	8,087	-	0%
7100 · Telephone	10,906	15,833	13,213	13,213	-	0%
7105 · Advertising	75	75	135	135	-	0%
7106 · Public Notification	2,050	703	753	753	-	0%
7110 · Publications/Subscriptions	9,171	11,239	10,294	10,294	-	0%
7120 · Membership/Dues	4,091	4,520	4,845	4,845	-	0%
7150 · E&O/Off & Dir Insurance	12,944	13,861	14,155	14,580	425	3%
7176 · Bar Litigation	-	244	-	-	-	-
7178 · Offsite Storage/Backup	3,688	3,995	4,155	4,000	(155)	-4%
7179 · Payroll Adm Fees	-	-	-	-	-	#DIV/0!
7180 · Administrative Fee Expense	-	-	-	-	-	#DIV/0!
7190 · Lease Interest Expense	-	-	-	-	-	#DIV/0!
7191 · Lease Sales Tax Expense	-	-	-	-	-	#DIV/0!
7195 · Other Gen & Adm Expense	39	800	-	-	-	-
Total General & Administrative Expenses	85,068	88,585	86,197	86,123	(74)	0%
Building Overhead						
6015 · Janitorial Expense	6,166	6,280	6,126	6,309	184	3%
6020 · Heat	3,628	3,664	4,253	4,381	128	3%

Utah State Bar
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Based on Actual Results through 3/31/18
06 - Office of Prof Conduct

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
6025 - Electricity	9,919	10,035	9,260	9,538	278	3%
6030 - Water/Sewer	900	1,076	1,072	1,104	32	3%
6035 - Outside Maintenance	2,653	2,871	2,590	2,667	78	3%
6040 - Building Repairs	2,987	6,769	3,240	3,337	97	3%
6045 - Bldg Mtnce Contracts	8,474	7,932	8,391	8,642	252	3%
6050 - Bldg Mtnce Supplies	469	499	1,103	1,136	33	3%
6065 - Bldg Insurance/Fees	5,162	3,348	3,358	3,459	101	3%
6070 - Building & Improvements Depr	10,958	10,948	10,637	10,956	319	3%
6075 - Furniture & Fixtures Depr	3,208	3,200	3,179	3,275	95	3%
7065 - Computers, Equip & Sftwre Depr	33,220	34,674	36,099	37,182	1,083	3%
Total Building Overhead Expenses	87,743	91,295	89,307	91,987	2,679	3%
Total Expenses	1,275,793	1,326,424	1,343,523	1,491,840	148,317	11%
Net Profit (Loss)	\$ (1,260,927)	\$ (1,309,683)	\$ (1,324,807)	\$ (1,472,840)	\$ (148,033)	11%

Utah State Bar
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Based on Actual Results through 3/31/18
07 - General Counsel

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5002 · Meeting facility-internal only	1,593	4,610	4,905	4,905	-	0%
5015 · Investigations	30	46	76	76	-	0%
5040 · Witness & Hearing Expense	256	(690)	(1,050)	(1,050)	-	0%
5075 · Food & Bev-external costs only	204	-	-	-	-	-
5076 · Food & beverage - internal only	648	2,726	2,623	2,623	-	0%
5702 · Travel - Lodging	-	1,341	2,626	2,626	-	0%
5703 · Travel - Transportation/Parking	-	528	1,503	1,503	-	0%
5705 · Travel - Per Diems	204	-	138	138	-	0%
5810 · ABA Mid Year Meeting	-	1,410	-	-	-	-
Total Program Services Expenses	2,934	9,971	14,753	14,753	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	157,437	164,823	179,390	186,566	7,176	4%
5605 · Payroll Taxes	10,852	12,012	12,888	13,404	516	4%
5610 · Health Insurance	11,441	12,263	12,024	17,010	4,986	41%
5620 · Health Ins/Medical Reimb	-	-	1	1	-	0%
5630 · Dental Insurance	334	443	435	422	(13)	-3%
5640 · Life & LTD Insurance	1,004	1,126	1,107	1,107	-	0%
5650 · Retirement Plan Contributions	12,313	15,402	17,742	18,452	710	4%
5655 · Retirement Plan Fees & Costs	711	1,214	1,439	1,439	-	0%
5660 · Training/Development	399	1,245	800	1,625	825	103%
Total Salaries/Benefit Expenses	194,491	208,528	225,827	240,025	14,198	6%
General & Administrative						
7025 · Office Supplies	812	220	309	309	-	0%
7035 · Postage/Mailing, net	304	758	504	504	-	0%
7040 · Copy/Printing Expense	1,253	1,760	1,749	1,749	-	0%
7050 · Computer Maintenance	157	1,883	1,883	1,883	-	0%
7055 · Computer Supplies & Small Equip	650	2,751	2,660	2,660	-	0%
7100 · Telephone	1,816	2,639	2,232	2,232	-	0%
7110 · Publications/Subscriptions	1,387	1,621	1,564	1,564	-	0%
7120 · Membership/Dues	1,428	669	835	835	-	0%
7150 · E&O/Off & Dir Insurance	3,684	3,960	4,044	4,166	121	3%
7176 · Bar Litigation	19,207	22,450	25,000	18,000	(7,000)	-28%
7177 · UPL	2,747	8,297	1,196	10,000	8,804	736%
Total General & Administrative Expenses	33,521	47,168	42,136	44,062	1,925	5%
Building Overhead						
6015 · Janitorial Expense	1,187	1,209	1,140	1,174	34	3%
6020 · Heat	698	705	773	796	23	3%
6025 · Electricity	1,910	1,932	1,732	1,784	52	3%
6030 · Water/Sewer	173	207	203	209	6	3%
6035 · Outside Maintenance	511	553	450	464	14	3%
6040 · Building Repairs	575	1,303	621	640	19	3%
6045 · Bldg Mtncn Contracts	1,631	1,527	1,569	1,616	47	3%
6050 · Bldg Mtncn Supplies	90	96	181	187	5	3%
6065 · Bldg Insurance/Fees	994	644	625	643	19	3%
6070 · Building & Improvements Depre	2,110	2,108	1,980	2,039	59	3%
6075 · Furniture & Fixtures Depre	618	616	592	609	18	3%
7065 · Computers, Equip & Sftwre Depr	6,395	6,675	6,711	6,912	201	3%
Total Building Overhead Expenses	16,892	17,575	16,576	17,073	497	3%
Total Expenses	247,838	283,242	299,292	315,913	16,621	6%
Net Profit (Loss)	\$ (247,838)	\$ (283,242)	\$ (299,292)	\$ (315,913)	\$ (16,621)	6%

Utah State Bar
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Based on Actual Results through 3/31/18
08 - Computer/MIS/Internet

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5075 · Food & Bev-external costs only	101	116	-	-	-	
5702 · Travel - Lodging	1,247	3,639	643	643	-	0%
5703 · Travel - Transportation/Parking	847	2,819	1,697	1,697	-	0%
5704 · Travel - Mileage Reimbursement	303	-	-	-	-	
5705 · Travel - Per Diems	224	-	-	-	-	
5805 · ABA Annual Meeting	460	-	-	-	-	
5810 · ABA Mid Year Meeting	2,260	-	-	-	-	
Total Program Services Expenses	5,440	6,574	2,340	2,340	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	114,363	121,582	142,501	198,201	55,700	39%
5605 · Payroll Taxes	7,816	8,766	10,021	14,422	4,401	44%
5610 · Health Insurance	11,924	11,544	12,552	17,010	4,458	36%
5630 · Dental Insurance	730	850	871	844	(27)	-3%
5640 · Life & LTD Insurance	1,007	968	992	992	-	0%
5650 · Retirement Plan Contributions	11,159	8,985	12,365	12,860	495	4%
5655 · Retirement Plan Fees & Costs	1,551	891	1,261	1,261	-	0%
5660 · Training/Development	1,245	3,825	1,745	1,745	-	0%
Total Salaries/Benefit Expenses	149,795	157,410	182,308	247,335	65,027	36%
General & Administrative						
7025 · Office Supplies	681	2,304	2,108	2,108	-	0%
7040 · Copy/Printing Expense	-	85	-	-	-	
7045 · Internet Service	3,196	11,944	16,960	16,960	-	0%
7050 · Computer Maintenance	9,195	1,883	1,883	1,883	-	0%
7055 · Computer Supplies & Small Equip	7,774	2,054	976	976	-	0%
7089 · Membership Database Fees	332	3,107	7,233	7,233	-	0%
7100 · Telephone	2,101	3,766	2,714	2,714	-	0%
7105 · Advertising	-	75	-	-	-	
7110 · Publications/Subscriptions	2,248	2,205	1,932	1,932	-	0%
7120 · Membership/Dues	496	227	231	231	-	0%
7135 · Bank Service Charges	39	-	-	-	-	
7175 · O/S Consultants	6,765	23,055	79,240	50,000	(29,240)	-37%
Total General & Administrative Expenses	32,827	50,706	113,353	84,113	(29,240)	-26%
Building Overhead						
6015 · Janitorial Expense	565	576	619	638	19	3%
6020 · Heat	333	336	457	471	14	3%
6025 · Electricity	910	920	924	951	28	3%
6030 · Water/Sewer	83	99	104	107	3	3%
6035 · Outside Maintenance	243	263	309	318	9	3%
6040 · Building Repairs	274	621	301	310	9	3%
6045 · Bldg Mtncn Contracts	777	727	837	863	25	3%
6050 · Bldg Mtncn Supplies	43	46	147	151	4	3%
6065 · Bldg Insurance/Fees	473	307	340	350	10	3%
6070 · Building & improvements Depre	1,005	1,004	1,075	1,107	32	3%
6075 · Furniture & Fixtures Depre	294	293	322	331	10	3%
7065 · Computers, Equip & Sftwre Depr	3,046	3,179	3,660	3,770	110	3%
Total Building Overhead Expenses	8,045	8,371	9,094	9,367	273	3%
Total Expenses	196,108	223,061	307,094	343,155	36,060	12%
Net Profit (Loss)	\$ (196,108)	\$ (223,061)	\$ (307,094)	\$ (343,155)	\$ (36,060)	12%

Utah State Bar
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Based on Actual Results through 3/31/18
CLE

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4052 · Meeting - Sponsor Revenue	43,150	16,750	13,500	20,000	6,500	48%
4054 · Meeting - Material Sales	15	-	2,185	-	(2,185)	-100%
4081 · CLE - Registrations	465,369	491,151	491,163	475,000	(16,163)	-3%
4082 · CLE - Video Library Sales	69,529	107,592	103,111	105,000	1,889	2%
4084 · Business Law Book Sales	12,825	9,753	3,346	-	(3,346)	-100%
4095 · Miscellaneous Income	-	11,951	2,901	-	(2,901)	-100%
4200 · Seminar Profit/Loss	(20,518)	(56,159)	(42,153)	(10,000)	32,153	-76%
Total Revenue	570,370	581,039	574,053	590,000	15,947	3%
Expenses						
Program Services						
5001 · Meeting Facility-external only	13,098	14,659	2,904	15,000	12,096	417%
5002 · Meeting facility-internal only	10,161	9,783	9,645	9,645	-	0%
5030 · Speaker Fees & Expenses	23,042	14,631	26,466	20,000	(6,466)	-24%
5031 · Speaker Reimb. - Receipt Req'd	9,055	5,758	10,129	9,000	(1,129)	-11%
5035 · Awards	1,441	3,144	3,982	3,982	-	0%
5037 · Grants/ contributions - general	8,250	-	3,000	3,000	-	0%
5045 · Bar Anniversary	244	6	-	-	-	-
5060 · Program Special Activities	5,575	75	-	-	-	-
5063 · Special Event Expense	(210)	9,991	14,674	15,000	326	2%
5064 · MCLE Fees Paid	28,404	29,506	25,844	25,000	(844)	-3%
5070 · Equipment Rental	9,772	7,503	6,544	7,000	456	7%
5075 · Food & Bev-external costs only	139,489	112,122	161,150	135,000	(26,150)	-16%
5076 · Food & beverage - internal only	28,956	28,420	25,286	24,000	(1,286)	-5%
5085 · Misc. Program Expense	10,263	5,737	6,327	8,000	1,673	26%
5702 · Travel - Lodging	5,939	5,939	7,444	6,000	(1,444)	-19%
5703 · Travel - Transportation/Parking	1,626	2,871	16	2,000	1,985	12803%
5704 · Travel - Mileage Reimbursement	512	2,023	707	500	(207)	-29%
5705 · Travel - Per Diems	266	627	150	300	150	100%
5706 · Travel - Meals	-	78	-	-	-	-
5960 · Overhead Allocation - Seminars	5,697	(24,685)	(26,459)	(26,459)	-	0%
5970 · Event Revenue Sharing - 3rd Pty	79,988	68,682	55,466	55,466	-	0%
Total Program Services Expenses	381,567	296,870	333,274	312,434	(20,840)	-6%
Salaries & Benefits						
5510 · Salaries/Wages	88,275	83,541	99,221	105,000	5,779	6%
5605 · Payroll Taxes	6,926	6,710	8,850	8,400	(450)	-5%
5610 · Health Insurance	12,648	16,330	14,995	13,860	(1,135)	-8%
5620 · Health Ins/Medical Reimb	-	-	3	-	(3)	-100%
5630 · Dental Insurance	811	887	695	695	-	0%
5640 · Life & LTD Insurance	900	888	831	864	33	4%
5650 · Retirement Plan Contributions	7,268	8,271	9,032	10,500	1,468	16%
5655 · Retirement Plan Fees & Costs	1,255	1,403	1,261	1,425	165	13%
5660 · Training/Development	1,630	2,200	1,500	1,950	450	30%
Total Salaries/Benefit Expenses	119,713	120,230	136,387	142,694	6,307	5%
General & Administrative						
7025 · Office Supplies	318	805	1,213	1,213	-	0%
7033 · Operating Meeting Supplies	64	44	-	-	-	-
7035 · Postage/Mailing, net	12,647	2,959	8,084	4,000	(4,084)	-51%
7040 · Copy/Printing Expense	28,348	19,707	23,127	23,127	-	0%
7045 · Internet Service	544	234	144	144	-	0%
7050 · Computer Maintenance	157	1,883	1,883	1,883	-	0%
7055 · Computer Supplies & Small Equip	800	979	1,014	1,014	-	0%
7089 · Membership Database Fees	728	2,789	3,900	3,900	-	0%
7095 · Fax Equip & Supplies	970	-	-	-	-	-
7100 · Telephone	3,138	3,668	3,391	3,391	-	0%
7120 · Membership/Dues	255	255	-	-	-	#DIV/0!
7140 · Credit Card Merchant Fees	13,350	12,256	12,697	12,697	-	0%
7175 · O/S Consultants	-	125	2,000	2,000	-	0%
7195 · Other Gen & Adm Expense	307	66	246	246	-	0%

Utah State Bar
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Based on Actual Results through 3/31/18
CLE

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Total General & Administrative Expenses	61,625	45,769	58,774	54,690	(4,084)	-7%
Building Overhead						
6015 · Janitorial Expense	858	874	788	811	24	3%
6020 · Heat	505	510	517	532	15	3%
6025 · Electricity	1,381	1,397	1,205	1,241	36	3%
6030 · Water/Sewer	125	150	143	147	4	3%
6035 · Outside Maintenance	369	400	280	289	8	3%
6040 · Building Repairs	416	942	447	460	13	3%
6045 · Bldg Mtnce Contracts	1,180	1,104	1,091	1,124	33	3%
6050 · Bldg Mtnce Supplies	65	69	102	105	3	3%
6055 · Real Property Taxes	11,578	11,299	11,311	11,651	339	3%
6060 · Personal Property Taxes	215	218	151	156	5	3%
6065 · Bldg Insurance/Fees	719	466	432	444	13	3%
6070 · Building & Improvements Depre	1,526	1,524	1,368	1,409	41	3%
6075 · Furniture & Fixtures Depre	447	446	409	421	12	3%
7065 · Computers, Equip & Sftwre Depr	4,625	4,827	4,631	4,770	139	3%
Total Building Overhead Expenses	24,009	24,227	22,875	23,562	686	3%
Total Expenses	586,914	487,096	551,310	533,380	(17,930)	-3%
Net Profit (Loss)	\$ (16,544)	\$ 93,942	\$ 22,743	\$ 56,620	\$ 33,877	149%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
10 - Summer Convention

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4051 · Meeting - Registration	164,995	157,372	235,000	222,000	(13,000)	-6%
4052 · Meeting - Sponsor Revenue	18,650	20,000	20,550	25,000	4,450	22%
4053 · Meeting - Vendor Revenue	11,500	10,600	13,100	13,000	(100)	-1%
4054 · Meeting - Material Sales	-	-	-	-	-	-
4055 · Meeting - Sp Ev Registration	3,301	1,800	14,270	15,000	730	5%
4095 · Miscellaneous Income	-	-	-	-	-	-
Total Revenue	198,446	189,772	282,920	275,000	(7,920)	-3%
Expenses						
Program Services						
5001 · Meeting Facility-external only	20,741	-	6,134	6,200	66	-
5002 · Meeting facility-internal only	1,110	1,080	870	870	-	0%
5030 · Speaker Fees & Expenses	1,213	-	7,465	7,000	(465)	-
5031 · Speaker Reimb. - Receipt Req'd	711	1,163	741	741	0	0%
5063 · Special Event Expense	806	2,399	56,773	56,000	(773)	-1%
5064 · MCLE Fees Paid	4,486	4,094	5,347	5,000	(347)	-6%
5070 · Equipment Rental	6,381	26,731	9,149	9,000	(149)	-2%
5075 · Food & Bev-external costs only	123,269	102,679	109,186	109,000	(186)	0%
5076 · Food & beverage - internal only	2,621	2,657	2,181	1,200	(981)	-45%
5085 · Misc. Program Expense	1,079	1,358	227	225	(2)	-1%
5702 · Travel - Lodging	11,613	5,190	18,191	12,300	(5,891)	-32%
5703 · Travel - Transportation/Parking	927	1,759	723	1,600	877	121%
5704 · Travel - Mileage Reimbursement	2,376	231	2,838	2,400	(438)	-15%
5705 · Travel - Per Diems	1,969	-	-	2,000	2,000	-
5815 · Commission/Education	350	-	-	-	-	-
5960 · Overhead Allocation - Seminars	-	20,000	20,000	20,000	-	0%
Total Program Services Expenses	179,651	169,341	239,898	233,611	(6,287)	-3%
Salaries & Benefits						
5510 · Salaries/Wages	30,211	19,385	22,759	23,000	241	1%
5605 · Payroll Taxes	2,222	1,437	1,682	2,300	618	37%
5650 · Retirement Plan Contributions	2,889	1,933	2,057	2,300	243	12%
Total Salaries/Benefit Expenses	35,323	22,755	26,499	27,600	1,102	4%
General & Administrative						
7025 · Office Supplies	217	130	662	200	(462)	-
7035 · Postage/Mailing, net	88	34	5	88	83	1639%
7040 · Copy/Printing Expense	3,595	6,515	6,831	4,000	(2,831)	-41%
7045 · Internet Service	-	45	-	-	-	-
7055 · Computer Supplies & Small Equip	25	-	-	-	-	-
7089 · Membership Database Fees	4,000	4,000	4,000	4,000	-	0%
7100 · Telephone	375	628	433	250	(183)	-42%
7140 · Credit Card Merchant Fees	3,751	3,271	5,670	5,000	(670)	-12%
7195 · Other Gen & Adm Expense	-	66	66	-	(66)	-100%
Total General & Administrative Expenses	12,051	14,689	17,667	13,538	(4,129)	-23%
Building Overhead						
6015 · Janitorial Expense	172	175	145	-	(145)	-100%
6020 · Heat	101	102	88	-	(88)	-100%
6025 · Electricity	276	279	224	-	(224)	-100%
6030 · Water/Sewer	25	30	27	-	(27)	-100%
6035 · Outside Maintenance	74	80	40	-	(40)	-100%
6040 · Building Repairs	83	188	89	-	(89)	-100%
6045 · Bldg Mtncce Contracts	236	221	203	-	(203)	-100%
6050 · Bldg Mtncce Supplies	13	14	10	-	(10)	-100%
6065 · Bldg Insurance/Fees	144	93	79	-	(79)	-100%
6070 · Building & Improvements Depre	305	305	251	-	(251)	-100%
6075 · Furniture & Fixtures Depre	89	89	75	-	(75)	-100%
7065 · Computers, Equip & Sftwre Depre	925	965	847	-	(847)	-100%
Total Building Overhead Expenses	2,443	2,542	2,078	-	(2,078)	-100%
Total Expenses	229,468	209,328	286,141	274,749	(11,392)	-4%
Net Profit (Loss)	\$ (31,023)	\$ (19,556)	\$ (3,221)	\$ 251	\$ 3,472	-108%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
11 - Fall Forum

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4051 · Meeting - Registration	96,242	107,211	73,178	85,000	11,822	16%
4052 · Meeting - Sponsor Revenue	15,000	10,000	-	-	-	-
4053 · Meeting - Vendor Revenue	9,600	12,025	10,150	10,000	(150)	-1%
4055 · Meeting - Sp Ev Registration	150	375	-	-	-	-
Total Revenue	120,992	129,611	83,328	95,000	11,672	14%
Expenses						
Program Services						
5001 · Meeting Facility-external only	3,250	3,200	3,825	3,500	(325)	-8%
5002 · Meeting facility-internal only	875	285	475	500	25	5%
5030 · Speaker Fees & Expenses	13,000	36,710	5,460	5,000	(460)	-8%
5031 · Speaker Reimb. - Receipt Req'd	2,118	652	387	-	(387)	-100%
5035 · Awards	433	361	-	-	-	-
5064 · MCLE Fees Paid	4,006	4,110	3,728	4,000	273	7%
5070 · Equipment Rental	14,864	11,992	6,804	6,000	(804)	-12%
5075 · Food & Bev-external costs only	74,543	59,879	31,850	35,000	3,150	10%
5076 · Food & beverage - internal only	12	534	838	700	(138)	-16%
5085 · Misc. Program Expense	-	39	-	-	-	-
5703 · Travel - Transportation/Parking	259	-	-	-	-	-
5704 · Travel - Mileage Reimbursement	682	-	-	-	-	-
5960 · Overhead Allocation - Seminars	-	15,000	15,000	15,000	-	0%
Total Program Services Expenses	114,042	132,761	68,927	70,261	1,334	2%
Salaries & Benefits						
5510 · Salaries/Wages	9,833	11,458	10,353	11,000	647	6%
5605 · Payroll Taxes	715	846	803	800	(3)	0%
5650 · Retirement Plan Contributions	883	1,099	794	1,100	306	39%
Total Salaries/Benefit Expenses	11,431	13,403	11,949	12,900	951	8%
General & Administrative						
7025 · Office Supplies	442	130	-	300	300	#DIV/0!
7035 · Postage/Mailing, net	3,180	75	-	-	-	#DIV/0!
7040 · Copy/Printing Expense	5,402	5,431	5,006	5,400	394	8%
7089 · Membership Database Fees	4,000	4,000	4,000	4,000	-	0%
7100 · Telephone	280	406	292	200	(92)	-32%
7140 · Credit Card Merchant Fees	2,298	2,715	1,668	1,800	132	8%
7195 · Other Gen & Adm Expense	-	66	66	100	34	51%
Total General & Administrative Expenses	15,602	12,823	11,033	11,850	817	7%
Building Overhead						
6015 · Janitorial Expense	172	175	145	-	(145)	-100%
6020 · Heat	101	102	88	-	(88)	-100%
6025 · Electricity	276	279	224	-	(224)	-100%
6030 · Water/Sewer	25	30	27	-	(27)	-100%
6035 · Outside Maintenance	74	80	40	-	(40)	-100%
6040 · Building Repairs	83	188	89	-	(89)	-100%
6045 · Bldg Mtncn Contracts	236	221	203	-	(203)	-100%
6050 · Bldg Mtncn Supplies	13	14	10	-	(10)	-100%
6065 · Bldg Insurance/Fees	144	93	79	-	(79)	-100%
6070 · Building & Improvements Depre	305	305	251	-	(251)	-100%
6075 · Furniture & Fixtures Depre	89	89	75	-	(75)	-100%
7065 · Computers, Equip & Sftwre Depr	925	965	847	-	(847)	-100%
Total Building Overhead Expenses	2,443	2,542	2,078	-	(2,078)	-100%
Total Expenses	143,518	161,530	93,987	95,011	1,024	1%
Net Profit (Loss)	\$ (22,526)	\$ (31,919)	\$ (10,659)	\$ (11)	\$ 10,648	-100%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
12 - Spring Convention

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4051 · Meeting - Registration	104,053	131,162	98,000	115,000	17,000	17%
4052 · Meeting - Sponsor Revenue	14,850	18,650	16,000	17,000	1,000	6%
4053 · Meeting - Vendor Revenue	10,450	12,000	9,600	12,000	2,400	25%
4055 · Meeting - Sp Ev Registration	2,917	3,253	2,400	3,200	800	33%
Total Revenue	132,270	165,065	126,000	147,200	21,200	17%
Expenses						
Program Services						
5001 · Meeting Facility-external only	8,165	6,922	7,842	8,000	158	2%
5002 · Meeting facility-internal only	438	605	380	600	220	58%
5030 · Speaker Fees & Expenses	5,000	5,432	-	6,000	6,000	#DIV/0!
5031 · Speaker Reimb. - Receipt Req'd	3,023	-	2,000	1,500	(500)	-25%
5035 · Awards	-	144	216	-	(216)	-100%
5060 · Program Special Activities	250	250	-	-	-	#DIV/0!
5063 · Special Event Expense	6,200	4,906	3,629	9,000	5,371	148%
5064 · MCLE Fees Paid	3,971	5,252	5,252	4,500	(752)	-14%
5070 · Equipment Rental	2,798	3,068	4,804	3,500	(1,304)	-27%
5075 · Food & Bev-external costs only	31,384	33,316	31,727	36,400	4,673	15%
5076 · Food & beverage - internal only	1,022	1,174	988	1,500	512	52%
5085 · Misc. Program Expense	988	88	88	900	812	923%
5702 · Travel - Lodging	4,790	1,282	2,960	3,000	41	1%
5704 · Travel - Mileage Reimbursement	2,340	1,935	2,953	2,000	(953)	-32%
5705 · Travel - Per Diems	537	402	413	400	(13)	-3%
5960 · Overhead Allocation - Seminars	-	15,000	15,000	15,000	-	0%
Total Program Services Expenses	70,906	79,777	79,109	93,158	14,049	18%
Salaries & Benefits						
5510 · Salaries/Wages	13,159	18,594	18,594	22,000	3,406	18%
5605 · Payroll Taxes	1,004	1,451	1,500	1,800	300	20%
5650 · Retirement Plan Contributions	1,297	1,786	1,850	2,200	350	19%
Total Salaries/Benefit Expenses	15,460	21,831	21,951	26,008	4,056	18%
General & Administrative						
7025 · Office Supplies	217	849	849	800	(49)	-6%
7035 · Postage/Mailing, net	22	1	3	22	19	583%
7040 · Copy/Printing Expense	5,332	6,263	5,472	6,500	1,028	19%
7055 · Computer Supplies & Small Equip	90	-	-	-	-	#DIV/0!
7089 · Membership Database Fees	-	4,000	4,000	4,000	-	0%
7100 · Telephone	273	915	319	319	-	0%
7140 · Credit Card Merchant Fees	2,403	3,058	2,272	3,000	728	32%
7195 · Other Gen & Adm Expense	-	66	66	66	-	0%
Total General & Administrative Expenses	8,337	15,152	12,981	14,707	1,726	13%
Building Overhead						
6015 · Janitorial Expense	172	175	145	-	(145)	-100%
6020 · Heat	101	102	88	-	(88)	-100%
6025 · Electricity	276	279	224	-	(224)	-100%
6030 · Water/Sewer	25	30	27	-	(27)	-100%
6035 · Outside Maintenance	74	80	40	-	(40)	-100%
6040 · Building Repairs	83	188	89	-	(89)	-100%
6045 · Bldg Mtnce Contracts	236	221	203	-	(203)	-100%
6050 · Bldg Mtnce Supplies	13	14	10	-	(10)	-100%
6065 · Bldg Insurance/Fees	144	93	79	-	(79)	-100%
6070 · Building & Improvements Depre	305	305	251	-	(251)	-100%
6075 · Furniture & Fixtures Depre	89	89	75	-	(75)	-100%
7065 · Computers, Equip & Sftwre Depr	925	965	847	-	(847)	-100%
Total Building Overhead Expenses	2,443	2,542	2,078	-	(2,078)	-100%
Total Expenses	97,146	119,303	116,119	133,873	17,753	15%
Net Profit (Loss)	\$ 35,124	\$ 45,762	\$ 9,881	\$ 13,327	\$ 3,447	35%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
13 - Bar Journal

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4061 · Advertising Revenue	141,648	138,837	138,000	140,000	2,000	1%
4062 · Subscriptions	150	60	60	60	-	0%
4071 · Mem Benefits - Lexis	-	1,167	684	-	(684)	-100%
4072 · Royalty Inc - Bar J, MBNA, LM,M	5,522	6,734	6,073	4,000	(2,073)	-34%
Total Revenue	147,319	146,797	144,868	144,110	(758)	-1%
Expenses						
Program Services						
5002 · Meeting facility-internal only	963	1,045	1,140	1,140	-	0%
5076 · Food & beverage - internal only	2,966	2,510	2,953	2,500	(453)	-15%
5085 · Misc. Program Expense	-	21	-	-	-	-
5090 · Commission Expense	23,973	25,814	26,000	26,000	-	0%
Total Program Services Expenses	27,901	29,390	30,114	29,661	(453)	-2%
Salaries & Benefits						
5510 · Salaries/Wages	23,109	24,139	26,604	27,668	1,064	4%
5605 · Payroll Taxes	1,657	1,644	1,744	1,814	70	4%
5610 · Health Insurance	3,162	3,447	3,084	5,040	1,956	63%
5620 · Health Ins/Medical Reimb	-	-	1	1	-	0%
5630 · Dental Insurance	203	222	218	211	(7)	-3%
5640 · Life & LTD Insurance	203	202	197	197	-	0%
5645 · Workman's Comp Insurance	-	-	-	-	-	-
5650 · Retirement Plan Contributions	2,301	2,383	2,649	2,755	106	4%
5655 · Retirement Plan Fees & Costs	384	351	360	360	-	0%
5660 · Training/Development	-	225	175	175	-	0%
Total Salaries/Benefit Expenses	31,020	32,612	35,031	38,220	3,189	9%
General & Administrative						
7025 · Office Supplies	1	13	-	-	-	#DIV/0!
7035 · Postage/Mailing, net	29,138	29,321	29,860	29,860	-	0%
7040 · Copy/Printing Expense	76,797	70,142	73,421	73,421	-	0%
7045 · Internet Service	16	92	72	72	-	0%
7055 · Computer Supplies & Small Equip	54	-	-	-	-	-
7100 · Telephone	453	658	557	557	-	0%
7138 · Bad debt expense	1,890	-	-	-	-	-
7140 · Credit Card Merchant Fees	215	567	730	730	-	0%
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	108,564	100,793	104,640	104,640	-	0%
Building Overhead						
6015 · Janitorial Expense	112	115	124	128	4	3%
6020 · Heat	66	67	92	95	3	3%
6025 · Electricity	181	183	185	191	6	3%
6030 · Water/Sewer	16	20	21	21	1	3%
6035 · Outside Maintenance	48	52	63	64	2	3%
6040 · Building Repairs	54	124	60	62	2	3%
6045 · Bldg Mtncn Contracts	155	145	168	173	5	3%
6050 · Bldg Mtncn Supplies	9	9	30	31	1	3%
6065 · Bldg Insurance/Fees	94	61	68	70	2	3%
6070 · Building & Improvements Depre	200	200	216	222	6	3%
6075 · Furniture & Fixtures Depre	59	58	64	66	2	3%
7065 · Computers, Equip & Sftwre Depr	606	633	734	756	22	3%
Total Building Overhead Expenses	1,601	1,665	1,824	1,879	55	3%
Total Expenses	169,086	164,460	171,609	174,400	2,791	2%
Net Profit (Loss)	\$ (21,766)	\$ (17,663)	\$ (26,741)	\$ (30,290)	\$ (3,549)	13%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
14 - Committees

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4093 · Law Day Revenue	6,380	3,540	3,840	4,000	160	4%
4095 · Miscellaneous Income	50	10	40	50	10	25%
Total Revenue	6,430	3,550	3,880	4,050	170	4%
Expenses						
Program Services						
5002 · Meeting facility-internal only	2,989	3,320	3,205	3,205	-	0%
5035 · Awards	-	26	-	-	-	-
5061 · LRE - Bar Support	65,000	65,000	65,000	65,000	-	0%
5062 · Law Day	8,301	6,245	8,000	8,000	-	0%
5070 · Equipment Rental	98	-	-	-	-	-
5075 · Food & Bev-external costs only	120	-	-	-	-	-
5076 · Food & beverage - internal only	3,383	3,892	4,478	4,478	-	0%
5085 · Misc. Program Expense	84	-	-	-	-	-
5096 · UDR Support	-	10,000	-	-	-	-
Total Program Services Expenses	79,974	88,483	81,206	81,206	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	24,029	26,134	24,391	25,366	976	4%
5605 · Payroll Taxes	1,634	1,799	1,569	1,632	63	4%
5610 · Health Insurance	3,162	3,447	3,084	5,040	1,956	63%
5620 · Health Ins/Medical Reimb	-	-	2	2	-	0%
5630 · Dental Insurance	203	222	218	211	(7)	-3%
5640 · Life & LTD Insurance	203	202	197	197	-	0%
5650 · Retirement Plan Contributions	2,252	2,586	2,357	2,451	94	4%
5655 · Retirement Plan Fees & Costs	384	351	360	360	-	0%
5660 · Training/Development	-	125	75	75	-	0%
Total Salaries/Benefit Expenses	31,867	34,866	32,252	35,334	3,082	10%
General & Administrative						
7025 · Office Supplies	201	11	21	21	-	0%
7035 · Postage/Mailing, net	167	143	170	170	-	0%
7040 · Copy/Printing Expense	828	381	1,721	1,721	-	0%
7045 · Internet Service	41	-	-	-	-	-
7100 · Telephone	464	671	567	567	-	0%
7177 · UPL	3	-	-	-	-	-
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	1,705	1,206	2,479	2,479	-	0%
Building Overhead						
6015 · Janitorial Expense	112	115	124	128	4	3%
6020 · Heat	66	67	92	95	3	3%
6025 · Electricity	181	183	185	191	6	3%
6030 · Water/Sewer	16	20	21	21	1	3%
6035 · Outside Maintenance	48	52	63	64	2	3%
6040 · Building Repairs	54	124	60	62	2	3%
6045 · Bldg Mtncn Contracts	155	145	168	173	5	3%
6050 · Bldg Mtncn Supplies	9	9	30	31	1	3%
6065 · Bldg Insurance/Fees	94	61	68	70	2	3%
6070 · Building & Improvements Depre	200	200	216	222	6	3%
6075 · Furniture & Fixtures Depre	59	58	64	66	2	3%
7065 · Computers, Equip & Sftwre Depre	606	633	734	756	22	3%
Total Building Overhead Expenses	1,601	1,665	1,824	1,879	55	3%
Total Expenses	115,147	126,220	117,761	120,898	3,137	3%
Net Profit (Loss)	\$ (108,717)	\$ (122,670)	\$ (113,881)	\$ (116,848)	\$ (2,967)	3%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
15 - Member Benefits

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4071 · Mem Benefits - Lexis	2,715	-	-	-	-	
4072 · Royalty Inc - Bar J, MBNA, LM,M	839	-	73	-	(73)	-100%
Total Revenue	3,554	-	73	-	(73)	-100%
Expenses						
Program Services						
5047 · Casemaker	75,643	68,730	72,938	72,000	(938)	-1%
5099 · Blomquist Hale	73,966	73,958	73,954	75,000	1,046	1%
Total Program Services Expenses	149,609	142,688	146,892	147,000	108	0%
Salaries & Benefits						
5510 · Salaries/Wages	332	331	678	705	27	4%
5605 · Payroll Taxes	23	23	49	51	2	4%
5650 · Retirement Plan Contributions	33	33	68	70	3	4%
Total Salaries/Benefit Expenses	388	388	794	826	32	4%
General & Administrative						
7035 · Postage/Mailing, net	9	-	-	-	-	
7040 · Copy/Printing Expense	1,133	-	-	-	-	
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	1,143	-	2,750	2,750	-	0%
Building Overhead						
6015 · Janitorial Expense	104	106	87	90	3	3%
6020 · Heat	61	62	53	55	2	3%
6025 · Electricity	167	169	135	139	4	3%
6030 · Water/Sewer	15	18	16	17	0	3%
6035 · Outside Maintenance	45	48	24	25	1	3%
6040 · Building Repairs	50	114	53	55	2	3%
6045 · Bldg Mtncn Contracts	142	133	122	126	4	3%
6050 · Bldg Mtncn Supplies	8	8	6	6	0	3%
6065 · Bldg Insurance/Fees	87	56	48	49	1	3%
6070 · Building & Improvements Depre	184	184	152	156	5	3%
6075 · Furniture & Fixtures Depre	54	54	45	47	1	3%
7065 · Computers, Equip & Sftwre Depr	558	583	511	527	15	3%
Total Building Overhead Expenses	1,474	1,534	1,254	1,292	38	3%
Total Expenses	152,614	144,610	151,690	151,867	178	0%
Net Profit (Loss)	\$ (149,060)	\$ (144,610)	\$ (151,617)	\$ (151,867)	\$ (250)	0%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
16 - Section Support

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4010 · Section/Local Bar Support fees	83,223	80,997	81,837	82,000	163	0%
Total Revenue	83,223	80,997	81,837	82,000	163	0%
Expenses						
Program Services						
5002 · Meeting facility-internal only	-	113	160	160	-	0%
5076 · Food & beverage - internal only	-	271	757	757	-	0%
5703 · Travel - Transportation/Parking	2	-	-	-	-	-
Total Program Services Expenses	2	384	917	917	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	51,098	47,071	47,171	49,057	1,887	4%
5605 · Payroll Taxes	3,723	3,916	3,851	4,006	154	4%
5610 · Health Insurance	6,324	4,439	4,016	6,930	2,914	73%
5620 · Health Ins/Medical Reimb	-	-	13	13	-	0%
5630 · Dental Insurance	405	407	435	422	(13)	-3%
5640 · Life & LTD Insurance	350	306	321	321	-	0%
5650 · Retirement Plan Contributions	4,304	2,006	2,904	3,021	116	4%
5655 · Retirement Plan Fees & Costs	610	523	357	357	-	0%
5660 · Training/Development	-	650	250	250	-	0%
Total Salaries/Benefit Expenses	66,814	59,317	59,319	64,376	5,058	9%
General & Administrative						
7040 · Copy/Printing Expense	29	97	25	25	-	0%
7050 · Computer Maintenance	78	941	941	941	-	0%
7089 · Membership Database Fees	806	-	117	117	-	-
7100 · Telephone	906	1,317	1,114	1,114	-	0%
7175 · O/S Consultants	2,145	50	50	50	-	0%
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	3,965	2,405	2,247	2,247	-	0%
Building Overhead						
6015 · Janitorial Expense	189	193	198	204	6	3%
6020 · Heat	111	113	142	146	4	3%
6025 · Electricity	305	308	297	306	9	3%
6030 · Water/Sewer	28	33	34	35	1	3%
6035 · Outside Maintenance	82	88	91	94	3	3%
6040 · Building Repairs	92	208	100	103	3	3%
6045 · Bldg Mtncn Contracts	260	244	269	277	8	3%
6050 · Bldg Mtncn Supplies	14	15	41	43	1	3%
6055 · Real Property Taxes	11,578	11,299	11,311	11,651	339	3%
6060 · Personal Property Taxes	215	218	151	156	5	3%
6065 · Bldg Insurance/Fees	159	103	108	112	3	3%
6070 · Building & Improvements Depr	337	336	343	354	10	3%
6075 · Furniture & Fixtures Depr	99	98	103	106	3	3%
7065 · Computers, Equip & Sftwre Depr	1,021	1,065	1,167	1,202	35	3%
Total Building Overhead Expenses	14,489	14,322	14,355	14,786	431	3%
Total Expenses	85,271	76,429	76,838	82,326	5,488	7%
Net Profit (Loss)	\$ (2,048)	\$ 4,568	\$ 4,999	\$ (326)	\$ (5,325)	-107%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
17 - Consumer Assistance

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5704 · Travel - Mileage Reimbursement	36	-	36	36	-	0%
Total Program Services Expenses	36	-	36	36	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	83,489	90,413	93,286	95,152	1,866	2%
5605 · Payroll Taxes	5,772	6,004	6,145	6,268	123	2%
5610 · Health Insurance	6,324	8,351	10,024	8,820	(1,204)	-12%
5630 · Dental Insurance	393	443	435	422	(13)	-3%
5640 · Life & LTD Insurance	647	616	606	606	-	0%
5650 · Retirement Plan Contributions	7,978	8,534	8,964	9,143	179	2%
5655 · Retirement Plan Fees & Costs	664	702	720	720	-	0%
5660 · Training/Development	409	649	670	670	-	0%
Total Salaries/Benefit Expenses	105,676	115,712	120,850	121,801	951	1%
General & Administrative						
7025 · Office Supplies	94	121	228	228	-	0%
7035 · Postage/Mailing, net	350	296	412	412	-	0%
7040 · Copy/Printing Expense	37	31	31	31	-	0%
7055 · Computer Supplies & Small Equip	255	-	-	-	-	
7100 · Telephone	2,475	3,239	3,018	3,018	-	0%
7120 · Membership/Dues	575	570	570	570	-	0%
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	3,785	4,266	4,268	4,268	-	0%
In Kind Expenses						
7103 · InKind Contrib-UDR & all other	-	-	-	-	-	#DIV/0!
Building Overhead						
6015 · Janitorial Expense	429	437	395	407	12	3%
6020 · Heat	253	255	260	268	8	3%
6025 · Electricity	690	699	605	623	18	3%
6030 · Water/Sewer	63	75	72	74	2	3%
6035 · Outside Maintenance	185	200	142	146	4	3%
6040 · Building Repairs	208	471	224	230	7	3%
6045 · Bldg Mtncn Contracts	590	552	548	564	16	3%
6050 · Bldg Mtncn Supplies	33	35	52	54	2	3%
6065 · Bldg Insurance/Fees	359	233	217	223	6	3%
6070 · Building & Improvements Depre	763	762	687	707	21	3%
6075 · Furniture & Fixtures Depre	223	223	205	211	6	3%
7065 · Computers, Equip & Sftwre Depr	2,312	2,414	2,325	2,395	70	3%
Total Building Overhead Expenses	6,108	6,355	5,731	5,903	172	3%
Total Expenses	115,605	126,333	130,885	132,008	1,122	1%
Net Profit (Loss)	\$ (115,605)	\$ (126,333)	\$ (130,885)	\$ (132,008)	\$ (1,122)	1%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
18 - Access to Justice

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4063 · Modest Means revenue	15,945	11,800	10,775	12,000	1,225	11%
4200 · Seminar Profit/Loss	281	-	-	-	-	-
Total Revenue	16,226	11,800	10,775	12,000	1,225	11%
Expenses						
Program Services						
5002 · Meeting facility-internal only	2,773	2,060	1,805	1,805	-	0%
5035 · Awards	45	72	-	-	-	-
5037 · Grants/ contributions - general	380	1,000	4,000	1,000	(3,000)	-75%
5060 · Program Special Activities	697	-	-	-	-	-
5075 · Food & Bev-external costs only	4,734	1,544	1,815	2,000	185	10%
5076 · Food & beverage - internal only	6,705	4,710	4,523	5,000	477	11%
5085 · Misc. Program Expense	-	50	-	-	-	-
5702 · Travel - Lodging	733	-	-	-	-	-
5703 · Travel - Transportation/Parking	444	93	-	-	-	#DIV/0!
5704 · Travel - Mileage Reimbursement	3,366	2,376	963	963	-	0%
5705 · Travel - Per Diems	55	-	-	-	-	-
5706 · Travel - Meals	24	-	-	-	-	-
Total Program Services Expenses	19,955	11,905	13,106	10,768	(2,338)	-18%
Salaries & Benefits						
5510 · Salaries/Wages	89,031	78,492	90,631	97,881	7,250	8%
5605 · Payroll Taxes	6,901	6,537	7,260	7,841	581	8%
5610 · Health Insurance	13,131	9,881	7,586	13,860	6,274	83%
5620 · Health Ins/Medical Reimb	-	-	490	1,200	710	145%
5630 · Dental Insurance	841	812	801	844	44	5%
5640 · Life & LTD Insurance	738	700	677	677	-	0%
5650 · Retirement Plan Contributions	1,364	5,949	4,082	4,408	327	8%
5655 · Retirement Plan Fees & Costs	221	857	362	362	-	0%
5660 · Training/Development	390	600	500	500	-	0%
Total Salaries/Benefit Expenses	112,616	103,827	112,389	127,574	15,185	14%
General & Administrative						
7025 · Office Supplies	76	192	1,058	1,058	-	0%
7035 · Postage/Mailing, net	16	24	178	178	-	0%
7040 · Copy/Printing Expense	1,259	549	2,991	2,991	-	0%
7045 · Internet Service	-	2,083	1,429	1,429	-	0%
7050 · Computer Maintenance	707	8,483	8,483	8,500	17	0%
7055 · Computer Supplies & Small Equip	384	-	-	-	-	-
7089 · Membership Database Fees	3,930	3,218	956	1,000	45	5%
7100 · Telephone	2,853	4,090	3,253	3,253	-	0%
7115 · Public Relations	189	-	-	-	-	-
7120 · Membership/Dues	875	255	405	405	-	0%
7140 · Credit Card Merchant Fees	999	541	456	456	-	0%
7150 · E&O/Off & Dir Insurance	12,844	13,861	14,155	14,580	425	3%
7175 · O/S Consultants	3,675	938	413	413	-	0%
7195 · Other Gen & Adm Expense	750	-	-	-	-	-
Total General & Administrative Expenses	28,555	34,233	33,853	34,339	486	1%
Building Overhead						
6015 · Janitorial Expense	829	844	808	832	24	3%
6020 · Heat	488	493	554	570	17	3%
6025 · Electricity	1,333	1,349	1,225	1,262	37	3%
6030 · Water/Sewer	121	145	143	147	4	3%
6035 · Outside Maintenance	357	386	329	339	10	3%
6040 · Building Repairs	401	910	435	448	13	3%
6045 · Bldg Mtncce Contracts	1,139	1,066	1,110	1,143	33	3%
6050 · Bldg Mtncce Supplies	63	67	136	140	4	3%
6065 · Bldg Insurance/Fees	694	450	443	456	13	3%
6070 · Building & Improvements Depr	1,473	1,472	1,403	1,445	42	3%
6075 · Furniture & Fixtures Depr	431	430	419	432	13	3%
7065 · Computers, Equip & Sftwre Depr	4,465	4,661	4,759	4,902	143	3%
Total Building Overhead Expenses	11,795	12,272	11,763	12,116	353	3%
Total Expenses	172,921	162,237	171,110	184,797	13,686	8%
Net Profit (Loss)	\$ (156,695)	\$ (150,437)	\$ (160,335)	\$ (172,797)	\$ (12,461)	8%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
19 - Tuesday Night Bar

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5002 · Meeting facility-internal only	28,290	26,565	28,721	27,000	(1,721)	-6%
5075 · Food & Bev-external costs only	568	515	421	600	179	42%
5076 · Food & beverage - internal only	400	360	390	400	10	3%
5085 · Misc. Program Expense	3,648	3,498	4,458	4,458	-	0%
Total Program Services Expenses	32,906	30,938	33,991	32,458	(1,533)	-5%
Salaries & Benefits						
5510 · Salaries/Wages	3,425	3,163	2,824	2,937	113	4%
5605 · Payroll Taxes	289	262	233	243	9	4%
5620 · Health Ins/Medical Reimb	-	-	13	14	1	10%
5645 · Workman's Comp Insurance	-	100	100	100	-	0%
5650 · Retirement Plan Contributions	35	191	72	75	3	4%
Total Salaries/Benefit Expenses	3,750	3,716	3,242	3,369	126	4%
General & Administrative						
7025 · Office Supplies	19	13	-	-	-	
7110 · Publications/Subscriptions	630	218	709	709	-	0%
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	649	231	709	709	-	0%
Total Expenses	37,305	34,885	37,942	36,536	(1,406)	-4%
Net Profit (Loss)	\$ (37,305)	\$ (34,885)	\$ (37,942)	\$ (36,536)	\$ 1,406	-4%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
20 - Legislative

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5002 · Meeting facility-Internal only	1,615	1,645	1,880	1,880	-	0%
5055 · Legislative Expense	21,100	46,151	44,158	44,158	-	0%
5070 · Equipment Rental	32	414	-	-	-	
5075 · Food & Bev-external costs only	-	608	-	-	-	
5076 · Food & beverage - Internal only	5,180	3,947	5,162	5,162	-	0%
Total Program Services Expenses	27,928	52,765	51,200	51,200	-	0%
Salaries & Benefits						
5510 · Salaries/Wages	610	2,094	1,736	1,805	69	4%
5605 · Payroll Taxes	46	161	128	133	5	4%
5620 · Health Ins/Medical Reimb	-	-	2	2	0	10%
5650 · Retirement Plan Contributions	47	194	155	162	6	4%
Total Salaries/Benefit Expenses	703	2,449	2,020	2,101	81	4%
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	-	42	49	49	-	0%
Total Expenses	28,631	55,256	53,269	53,350	81	0%
Net Profit (Loss)	\$ (28,631)	\$ (55,256)	\$ (53,269)	\$ (53,350)	\$ (81)	0%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
21 - Commission/Sp Projects

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4095 · Miscellaneous Income	54	15	-	-	-	-
Total Revenue	54	15	-	-	-	-
Expenses						
Program Services						
5001 · Meeting Facility-external only	761	485	812	812	-	0%
5002 · Meeting facility-internal only	5,094	7,245	5,565	6,000	435	8%
5035 · Awards	1,349	1,251	1,445	1,000	(445)	-31%
5037 · Grants/ contributions - general	8,000	2,900	1,600	5,000	3,400	213%
5042 · Operations Audit	5,984	24,643	-	-	-	-
5045 · Bar Anniversary	15,782	-	-	-	-	-
5063 · Special Event Expense	800	407	697	2,000	1,303	187%
5070 · Equipment Rental	439	948	416	1,000	584	140%
5075 · Food & Bev-external costs only	9,778	16,526	23,055	22,000	(1,055)	-5%
5076 · Food & beverage - internal only	5,267	9,224	9,306	9,306	-	0%
5085 · Misc. Program Expense	1,216	643	-	-	-	-
5702 · Travel - Lodging	5,364	7,597	6,523	10,000	3,477	53%
5703 · Travel - Transportation/Parking	2,926	4,351	1,962	5,000	3,038	155%
5704 · Travel - Mileage Reimbursement	343	324	185	185	-	0%
5705 · Travel - Per Diems	176	1,319	1,481	1,481	-	0%
5706 · Travel - Meals	277	322	549	549	-	0%
5707 · Travel - Commission Mtgs	38,250	43,919	38,844	42,000	3,156	8%
5805 · ABA Annual Meeting	920	1,609	1,567	5,000	3,433	219%
5810 · ABA Mid Year Meeting	2,050	8,306	9,380	5,000	(4,380)	-47%
5815 · Commission/Education	8,476	23,395	23,070	22,000	(1,070)	-5%
5820 · ABA Annual Delegate	8,541	9,617	15,294	15,000	(294)	-2%
5830 · Western States Bar Conference	2,785	14,058	14,435	14,000	(435)	-3%
5840 · President's Expense	21,784	19,015	20,206	20,000	(206)	-1%
5841 · President's Reimbursement	8,845	349	4,593	4,000	(593)	-13%
5850 · Leadership Academy	6,598	11,871	20,000	20,000	-	0%
5855 · Bar Review	1,465	830	1,969	1,500	(469)	-24%
5865 · Retreat	29,840	21,080	34,356	21,000	(13,356)	-39%
Total Program Services Expenses	193,110	232,234	237,310	233,833	(3,478)	-1%
Salaries & Benefits						
5510 · Salaries/Wages	6,362	6,949	1,702	1,770	68	4%
5605 · Payroll Taxes	443	465	124	129	5	4%
5620 · Health Ins/Medical Reimb	-	-	1	1	-	0%
5650 · Retirement Plan Contributions	572	660	139	145	6	4%
Total Salaries/Benefit Expenses	7,377	8,074	1,966	2,045	79	4%
General & Administrative						
7025 · Office Supplies	-	-	301	301	-	0%
7035 · Postage/Mailing, net	233	899	619	619	-	0%
7040 · Copy/Printing Expense	15,779	4,907	5,000	5,000	-	0%
7045 · Internet Service	2,631	1,044	366	366	-	0%
7089 · Membership Database Fees	-	1,443	1,500	1,500	-	0%
7100 · Telephone	293	319	260	260	-	0%
7140 · Credit Card Merchant Fees	4	1	-	-	-	-
7145 · Commission Election Expense	3,250	3,250	4,875	3,500	(1,375)	-28%
7150 · E&O/Off & Dir Insurance	3,000	4,797	5,033	5,184	151	3%
7175 · O/S Consultants	-	6,000	-	-	-	-
7195 · Other Gen & Adm Expense	1,143	804	1,134	1,000	(134)	-12%
Total General & Administrative Expenses	26,332	23,462	19,088	17,730	(1,358)	-7%
Total Expenses	226,819	263,771	258,364	253,608	(4,757)	-2%
Net Profit (Loss)	\$ (226,765)	\$ (263,756)	\$ (258,364)	\$ (253,608)	\$ 4,757	-2%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
22 - Public Education

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5002 · Meeting facility-internal only	135	-	-	-	-	
5062 · Law Day	5,859	1,981	1,981	2,000	19	1%
5075 · Food & Bev-external costs only	22	134	285	285	-	0%
5076 · Food & beverage - internal only	232	-	-	-	-	
5702 · Travel - Lodging	898	1,276	-	-	-	#DIV/0!
5703 · Travel - Transportation/Parking	2	624	1	1	-	0%
5704 · Travel - Mileage Reimbursement	344	439	117	117	-	0%
5705 · Travel - Per Diems	270	236	-	-	-	#DIV/0!
Total Program Services Expenses	7,761	4,688	2,384	2,403	19	1%
Salaries & Benefits						
5510 · Salaries/Wages	67,298	72,450	54,302	60,000	5,698	10%
5605 · Payroll Taxes	5,325	5,666	4,485	4,800	315	7%
5610 · Health Insurance	6,324	8,351	4,966	6,930	1,964	40%
5620 · Health Ins/Medical Reimb	-	-	300	1,200	900	300%
5630 · Dental Insurance	405	443	286	422	136	48%
5640 · Life & LTD Insurance	513	503	311	311	-	0%
5650 · Retirement Plan Contributions	6,900	7,347	2,222	4,800	2,578	116%
5655 · Retirement Plan Fees & Costs	615	702	179	179	-	0%
5660 · Training/Development	524	895	430	430	-	0%
Total Salaries/Benefit Expenses	87,905	96,357	67,480	79,072	11,592	17%
General & Administrative						
7025 · Office Supplies	127	59	9	9	-	0%
7035 · Postage/Mailing, net	-	6	10	10	-	0%
7040 · Copy/Printing Expense	2,071	845	1,585	1,585	-	0%
7045 · Internet Service	-	891	1,188	1,188	-	0%
7055 · Computer Supplies & Small Equip	35	266	-	-	-	
7100 · Telephone	906	1,320	1,118	1,118	-	0%
7105 · Advertising	-	12,603	39,000	20,000	(19,000)	-49%
7115 · Public Relations	802	1,948	50,000	12,000	(38,000)	-76%
7120 · Membership/Dues	-	420	440	440	-	0%
7175 · O/S Consultants	7,144	-	500	500	-	0%
7195 · Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	11,085	18,874	95,086	38,086	(57,000)	-60%
Building Overhead						
6015 · Janitorial Expense	311	317	321	330	10	3%
6020 · Heat	183	185	228	235	7	3%
6025 · Electricity	500	506	482	497	14	3%
6030 · Water/Sewer	45	54	55	57	2	3%
6035 · Outside Maintenance	134	145	145	150	4	3%
6040 · Building Repairs	151	341	164	169	5	3%
6045 · Bldg Mtncn Contracts	427	400	437	450	13	3%
6050 · Bldg Mtncn Supplies	24	25	65	67	2	3%
6065 · Bldg Insurance/Fees	260	169	176	181	5	3%
6070 · Building & Improvements Depre	552	552	557	573	17	3%
6075 · Furniture & Fixtures Depre	162	161	166	171	5	3%
7065 · Computers, Equip & Sftwre Depr	1,675	1,748	1,892	1,948	57	3%
Total Building Overhead Expenses	4,423	4,602	4,688	4,828	141	3%
Total Expenses	111,174	124,522	169,637	124,389	(45,248)	-27%
Net Profit (Loss)	\$ (111,174)	\$ (124,522)	\$ (169,637)	\$ (124,389)	\$ 45,248	-27%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
23 - Young Lawyers Division

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Revenue						
4052 · Meeting - Sponsor Revenue	\$ 1,000	\$ 1,000	\$ 1,050	\$ 1,050	\$ -	0%
4081 · CLE - Registrations	1,480	-	-	-	-	-
4200 · Seminar Profit/Loss	4,019	3,346	3,346	-	(3,346)	-100%
Total Revenue	6,499	4,346	4,396	1,050	(3,346)	-76%
Expenses						
Program Services						
5002 · Meeting facility-internal only	700	405	240	806	566	236%
5030 · Speaker Fees & Expenses	-	90	60	100	40	67%
5035 · Awards	895	1,300	1,415	1,500	85	6%
5037 · Grants/ contributions - general	4,091	5,550	5,900	3,500	(2,400)	-41%
5062 · Law Day	760	-	-	-	-	-
5063 · Special Event Expense	-	4,655	7,000	7,000	-	0%
5075 · Food & Bev-external costs only	17,806	9,613	15,000	14,000	(1,000)	-7%
5076 · Food & beverage - internal only	1,323	20	40	-	(40)	-100%
5085 · Misc. Program Expense	912	1,909	1,577	1,000	(577)	-37%
5702 · Travel - Lodging	4,516	1,195	5,000	5,000	-	0%
5703 · Travel - Transportation/Parking	2,262	3,394	5,000	3,000	(2,000)	-40%
5704 · Travel - Mileage Reimbursement	48	-	1,733	-	(1,733)	-100%
5705 · Travel - Per Diems	-	-	117	-	(117)	-100%
5706 · Travel - Meals	134	125	549	500	(49)	-9%
5805 · ABA Annual Meeting	6,639	5,244	5,000	5,000	-	0%
5810 · ABA Mid Year Meeting	5,340	3,456	6,000	5,000	(1,000)	-17%
5815 · Commission/Education	1,126	2,840	1,500	1,000	(500)	-33%
5855 · Bar Review	300	-	197	197	-	0%
5865 · Retreat	721	307	5,000	5,000	-	0%
Total Program Services Expenses	47,574	41,156	63,927	55,201	(8,726)	-14%
Salaries & Benefits						
5510 · Salaries/Wages	399	76	551	573	22	4%
5605 · Payroll Taxes	33	12	47	49	2	4%
5650 · Retirement Plan Contributions	31	1	55	57	2	4%
Total Salaries/Benefit Expenses	463	89	654	680	26	4%
General & Administrative						
7025 · Office Supplies	88	249	106	200	95	90%
7035 · Postage/Mailing, net	-	11	10	50	40	410%
7040 · Copy/Printing Expense	218	671	1,423	300	(1,123)	-79%
7045 · Internet Service	59	-	-	100	100	-
7105 · Advertising	588	588	694	500	(194)	-28%
7140 · Credit Card Merchant Fees	39	-	-	-	-	-
7175 · O/S Consultants	-	600	400	-	(400)	-100%
7195 · Other Gen & Adm Expense	-	-	220	220	-	0%
Total General & Administrative Expenses	993	2,119	2,991	1,508	(1,483)	-50%
Building Overhead						
Total Expenses	49,029	43,364	67,572	57,389	(10,182)	-15%
Net Profit (Loss)	\$ (42,530)	\$ (39,017)	\$ (63,175)	\$ (56,339)	\$ 6,836	-11%

Utah State Bar
Preliminary FY2019 Budget
Based on Actual Results through 3/31/18
24 - Licensed Paralegal Practit

	Actual FY 2016	Actual FY 2017	Projected FY 2018	Draft Budget FY 2019	\$ Change 2018 Projected vs 2019 Budget	% Change 2018 Projected vs 2019 Budget
Expenses						
Program Services						
5002 • Meeting facility-internal only	-	190	-	-	-	#DIV/0!
5014 • Questions	-	-	36,500	-	(36,500)	-100%
5076 • Food & beverage - Internal only	-	228	-	-	-	#DIV/0!
Total Program Services Expenses	-	418	36,500	-	(36,500)	-100%
Salaries & Benefits						
5510 • Salaries/Wages	-	297	10,000	10,400	400	4%
5605 • Payroll Taxes	-	25	1,000	1,040	40	4%
5650 • Retirement Plan Contributions	-	30	64	1,067	1,003	1556%
Total Salaries/Benefit Expenses	-	352	11,064	12,507	1,443	13%
General & Administrative						
7025 • Office Supplies	-	-	4	4	-	0%
7195 • Other Gen & Adm Expense	-	-	-	-	-	#DIV/0!
Total General & Administrative Expenses	-	-	4	4	-	0%
Building Overhead						
Total Expenses	-	770	47,568	12,511	(35,057)	-74%
Net Profit (Loss)	\$ -	\$ (770)	\$ (47,568)	\$ (12,511)	\$ 35,057	-74%

TAB
2

UTAH BAR COMMISSION MEETING AGENDA ITEM

Title: Lawyer of the Year Award Selection

Item: #2.3

Submitted by: John Baldwin

Meeting Date: May 11, 2018

ITEM/ISSUE:

To select the 2018 Lawyer of the Year Award recipient.

CRITERIA:

Awarded to a Utah State Bar member who, over a long and distinguished legal career, has by their ethical and personal conduct, commitment and activities, exemplified for their fellow attorneys the epitome of professionalism; who has also rendered extraordinary contributions to the programs and activities of the Utah State Bar in the prior year.

NOMINEES:

To be distributed by the Bar Awards Committee.

PAST RECIPIENTS AND NOMINEES:

Past Recipients	Other Nominations That Year
2017 Paul M. Simmons	Mark Moffat and Annie Taliaferro, Jeff Hunt
2016 Annette Jarvis Bruce Maak	Laura Dupaix, Kent Scott, Joan Watt, Fran Wikstrom
2015 Ron Yengich	Steven D. Peterson
2014 Charlotte Miller	Sharon Donovan, Ben Hathaway, Lyle W. Hillyard, Linda M. Jones, Janise Macanas, Karra J. Porter, Stuart H. Schultz, Jenifer L. Tomchak, Peggy A. Tomsick, Raymond Uno, Fran Wikstrom
2013 Peter Stirba	Janise Macanas, Brent Manning, Frank Carney
2012 Gary R. Crane	Brent Manning
2011 Robert B. Sykes	Francis M. Wikstrom, V. Lowry Snow
2010 Randy L. Dryer	
2009 Paul T. Moxley	Peter Stirba
2008 Charles R. Brown	Paul Felt, Dale Lambert, Reed Martineau, Lori Nelson
2007 Oscar McConkie	Charles R. Brown
2006 Max D. Wheeler	Sidney G. Baucom; Victoria Kidman, Max D. Wheeler, Ronald Yengich
2005 James S. Jardine	
2004 George B. Handy	
2003 Jay E. Jensen Rodney G. Snow	David G. Challed; David Jordan; L.S. McCullough, Jr.; John L. Valentine; Ronald J. Yengich; Stanley J. Preston; Kent B. Scott; Peter Stirba
2002 L. Brent Hoggan	
2001 Alan L. Sullivan	Stanley J. Preston; Peter Stirba; Kent B. Scott
2000 D. Frank Wilkins	
1999 Irene Warr	
1998 Leonard J. Lewis	
1997 Gayle F. McKeachnie	
1996 Dale A. Kimball	
1995 Gordon L. Roberts	
1994 Joseph Novak	
1993 William B. Bohling	
1992 Hardin A. Whitney Herschel J. Saperstein	
1990 Brian R. Florence Norman S. Johnson	

INFO ONLY:

DISCUSSION:

ACTION NEEDED: X

TAB
3

UTAH BAR COMMISSION MEETING AGENDA ITEM

Title: Judge of the Year Award Selection

Item: #2.4

Submitted by: John Baldwin

Meeting Date: May 11, 2018

ITEM/ISSUE:

To select the 2018 Judge of the Year Award recipient.

CRITERIA:

Awarded to a Utah Judge or Justice whose career exemplifies the highest standards of judicial conduct for integrity and independence; who is knowledgeable of the law and faithful to it; who is unswayed by partisan interests, public clamor or fear of criticism; patient, dignified and courteous to all who appear before the court; endeavors to improve the administration of justice and public understanding of, and respect for, the role of law in our society.

NOMINEES:

To be distributed by the Bar Awards Committee.

PAST RECIPIENTS AND NOMINEES:

Past Recipients	Other Nominations That Year
2017 Hon. Fredric Voros, Jr., Hon. Stephen Roth	Hon. Robert K. Hilder (Deceased.)
2016 Hon. C. Dane Nolan	
2015 Hon. Claudia Laycock	Hon. Brooke C. Wells, Hon. Carolyn B. McHugh, Hon. John R. Morris, Hon. Augustus Chin, Hon. Thomas L. Kay, Hon. David Nuffer, Hon. Paul M. Warner, Hon. Royal I. Hansen, Hon. Glen R. Dawson, Hon. Thomas L. Kay
2014 Hon. James Shumate	Hon. Carolyn McHugh, Hon. John Morris, Hon. Brooke Wells
2013 Hon. Michael D. Lyon	Hon. Thomas L. Kay
2012 Hon. Royal I. Hansen	Hon. Thomas L. Kay
2011 Hon. Dee Benson	Hon. Randall Skanchy
2010 Hon. Robert K. Hilder	
2009 Hon. Judith S. Atherton	
2008 Hon. Glenn K. Iwasaki	Hon. Glenn K. Iwasaki
2007 Hon Sandra Peuler Hon. Gregory K. Orme	
2006 Hon. Gordon J. Low	Hon. Glen K. Iwasaki Hon. Sandra Peuler
2005 Hon. Andrew Valdez	
2004 Hon. William B. Bohling	
2003 Hon. Ronald N. Boyce (posthumously)	Hon. Sandra Peuler; Hon. Sheila McCleve; Hon. Glen K. Iwasaki
2002 Hon. Stephen H. Anderson Hon. Jeril B. Wilson	Hon. Sheila McCleve; Hon. Glen K. Iwasaki
2001 Hon. Raymond M. Harding, Sr. Hon. Sharon P. McCully Hon. Anne M. Stirba	
2000 Hon. Guy R. Burningham	
1999 Hon. David Sam Hon. Lynn W. Davis	
1998 Hon. Tyrone E. Medley	
1997 Hon. W. Brent West	
1996 Hon. Leslie A. Lewis	
1995 Hon. J. Thomas Green, Jr.	
1994 Hon. John A. Rokich	
1993 Hon. Bruce S. Jenkins	
1991 Hon. Cullen Y. Christensen	

INFO ONLY:

DISCUSSION:

ACTION NEEDED: X

TAB
4

**UTAH BAR COMMISSION MEETING
AGENDA ITEM**

Title: Committee of the Year Award Selection

Item: #2.5

Submitted by: John Baldwin

Meeting Date: May 11, 2018

ITEM/ISSUE:

To select the 2018 Committee of the Year Award recipient.

CRITERIA:

Awarded to a Committee of the Utah State Bar that has made outstanding contributions of time and talents to Bar activities as well as provided outstanding services, programs and/or activities for Bar members. The Committee serves the Utah State Bar mission of being a united, inclusive organization - serving the legal profession and the public.

NOMINEES:

To be distributed by the Bar Awards Committee.

PAST RECIPIENTS AND NOMINEES:

Past Recipients	Other Nominations That Year
2017 Governmental Relations Committee	
2016 Utah State Bar Leadership Academy	
2015 Disaster Legal Response Committee	
2014 Civics Education Committee	Disaster Legal Response Committee
2013 Budget and Finance Committee	
2012 Pro Bono Commission	
2011 Unauthorized Practice of Law	
2010 Bar Examiner Committee	
2009 New Lawyer Training Program	
2008 Admissions Committee	
2007 Bar Journal Committee	Unauthorized Practice of Law Committee, New Lawyer CLE Committee
2006 Ethics Advisory Opinion Committee	New Lawyer CLE Committee, Governmental Relations Committee, UPL Committee
2005 Governmental Relations Committee	
2004 Unauthorized Practice of Law Committee	
2003 Needs of the Elderly Committee	Client Security Fund Committee; Ethics Advisory Opinion Committee
2002 Character & Fitness Committee	Client Security Fund Committee
2001 No Award	
2000 Admissions Committee	
1999 Client Security Fund Committee	
1998 Courts & Judges Committee	
1997 UPL Committee	
1996 Need of Children Committee	
1995 Delivery of Legal Services Committee	
1994 Ethics Advisory Opinion Committee	
1993 Legislative Affairs Committee	
1992 Ethics & Discipline Committee	
1990 Bar Examiner Committee	

INFO ONLY:

DISCUSSION:

ACTION NEEDED: X

TAB
5

UTAH BAR COMMISSION MEETING AGENDA ITEM

Title: Section of the Year Award Selection

Item: #2.6

Submitted by: John Baldwin

Meeting Date: May 11, 2017

ITEM/ISSUE:

To select the 2018 Section of the Year Award recipient.

CRITERIA:

Awarded to a Section of the Utah State Bar that has made outstanding contributions of time and talents to Bar activities as well as provided outstanding services, programs and/or activities for Bar members and the public at large during the past year. The Section serves the Utah State Bar mission of being a united, inclusive organization - serving the legal profession and the public.

NOMINEES:

To be distributed by the Bar Awards Committee.

PAST RECIPIENTS AND NOMINEES:

Past Recipients	Other Nominations That Year
2017 Limited Scope Section	LGBT & Allied Lawyers, IP Section, Family Law Section
2016 Bankruptcy Section	Estate Planning Section
2015 Young Lawyers Division	
2014 Intellectual Property Section	Young Lawyers' Division
2013 Solo, Small Firm, and Rural Practice Section	Appellate Practice Section, Juvenile Law Section, Young Lawyers' Division
2012 Estate Planning Section	Elder Law Section, Young Lawyers Division
2011 Elder Law Section, Young Lawyers Division	
2010 Military Law Section	
2009 Appellate Practice	Constitutional Law Section, Solo, Small Firm and Rural Practice Section
2008 Young Lawyers Division	Young Lawyers Division, Estate Planning Section, IP Section
2007 Paralegal Division	Banking and Finance Section
2006 Litigation Section	Banking & Finance Section, Paralegal Division
2005 ADR Section	
2004 Young Lawyers Division	
2003 Family Law Section	Governmental Law Section; Real Property Section; Young Lawyer's Division
2002 Young Lawyers Division	Real Property Section; Young Lawyer's Division; Governmental Law Section
2001 Legal Assistants Division	
1998 Legal Assistants Division	
1997 Young Lawyers Division	
1996 No Award	
1995 Litigation Section	
1994 No Award	
1993 Litigation Section	
1992 No Award	
1991 Family Law Section	
1990 Litigation Section	

INFO ONLY:

DISCUSSION:

ACTION NEEDED: X

TAB
6

Meeting the Market for Legal Services ***The Jury is In: Legal Services are a Tough Sell***

by John R. Lund

Over 3 million people now call Utah home and over 250,000 small businesses operate in our state. Those businesses employ over 500,000 people, which is nearly half of the private workforce. <https://www.sba.gov/sites/default/files/advocacy/Utah.pdf>. These numbers are from 2013. They are probably higher today as a result of Utah having one of the strongest economies in the nation since then. <http://www.businessinsider.com/the-15-us-states-with-the-strongest-economies-2017-3>. That is a lot of prospective clients and upside potential for lawyers, right? Well, maybe.

Of course there are thousands of us Utah lawyers who are ready, willing and able to provide legal services to these Utahns and Utah businesses. And we lawyers know that there is an abundance of good advice and valuable assistance that we can provide to them. Hey, we are educated. We are smart. We know the law. We work hard.

Yet, very few of these people and businesses routinely use legal services. Indeed, the vast majority have never used a lawyer for anything. They look for solutions online. They buy forms. They go it alone in court. Even larger businesses increasingly try to solve legal issues on their own and only bring in outside counsel as a last resort.

Why? Why don't they call on us? We have nice websites describing our accomplishments, listing our specialties and even offering free initial consultations. Did I mention that we are smart and could provide valuable assistance? Yet, people and businesses in all economic strata simply don't call, except maybe when they have been injured and know, from exhaustive advertising, that they should.

I wrote about this in my first President's Message in the Sep/Oct 2017 *Bar Journal* and suggested that one way to find answers is to get proximate to the people involved. We've done that now. At least we've started. We have actually asked numerous Utahns and Utah businesses why they don't utilize legal services and

similar questions. I write to report some of those results to you. They present both opportunities and challenges for anyone seeking to be gainfully employed by practicing law in Utah.

The research was conducted by Lighthouse Research, a well-regarded market research firm based here in Salt Lake City. These are people with degrees in statistics and marketing who have conducted both quantitative and qualitative research in Utah on a wide range of issues for a wide range of clients. We asked them to quantitatively research the Utah market for legal services. We asked them to focus on individuals and small businesses, where the potential to expand the demand for lawyers seemed most promising.

Specifically, Lighthouse Research was asked to determine:

- Why individuals and small businesses do or do not use lawyers.
- What obstacles or barriers prevent them from using lawyers.
- What value do legal services have to clients and what they are willing to pay for those services.
- What sort of fee arrangements were more or less appealing to them.

Lighthouse started with phone surveys to get its answers. Statewide, they conducted 808 surveys of individuals about their legal needs. They did another 217 phone surveys of businesses, most with between three and forty-nine employees, about business-related legal needs like contracting and compliance issues. Lighthouse has tabulated the results of these surveys and has presented them with a confidence level of 95% and a margin of error of 3.45% for the individuals and of 6.64% for the businesses.



Then, based on those results, Lighthouse also conducted four focus groups, two of individuals and two of business owners and managers. Those evening efforts each involved 10–12 participants, led by a moderator, who dug more deeply into the issues identified by the phone surveys. A subcommittee of the Commission, led by Mark Morris, was able to observe these discussions from behind a one-way glass wall.

Lighthouse now has produced reports for the Commission with the results of these efforts. Lighthouse has also provided some analysis of the data. Those reports are now available to all Bar members via their member log in to the Practice Portal. Here is the link: <http://www.utahbar.org/practice-portal/>.

So, what is the verdict? Well, most individuals only think they need a lawyer for things like divorce or a criminal charge. And even for those problems, many would turn instead to a friend or family member. As for other sorts of help, only 4% would go to a lawyer about problems buying or selling a home, only 9% would go to a lawyer for a personal finance matter such as tax issue and only 25% would go to a lawyer for help with estate planning.

In the focus groups, individuals explained a bit more of the reasoning behind this. Here are some of the comments:

"I would try to do everything on my own at first. I feel like there are a lot of things you can do on your own."

"For me to engage a lawyer, it would take a lot."

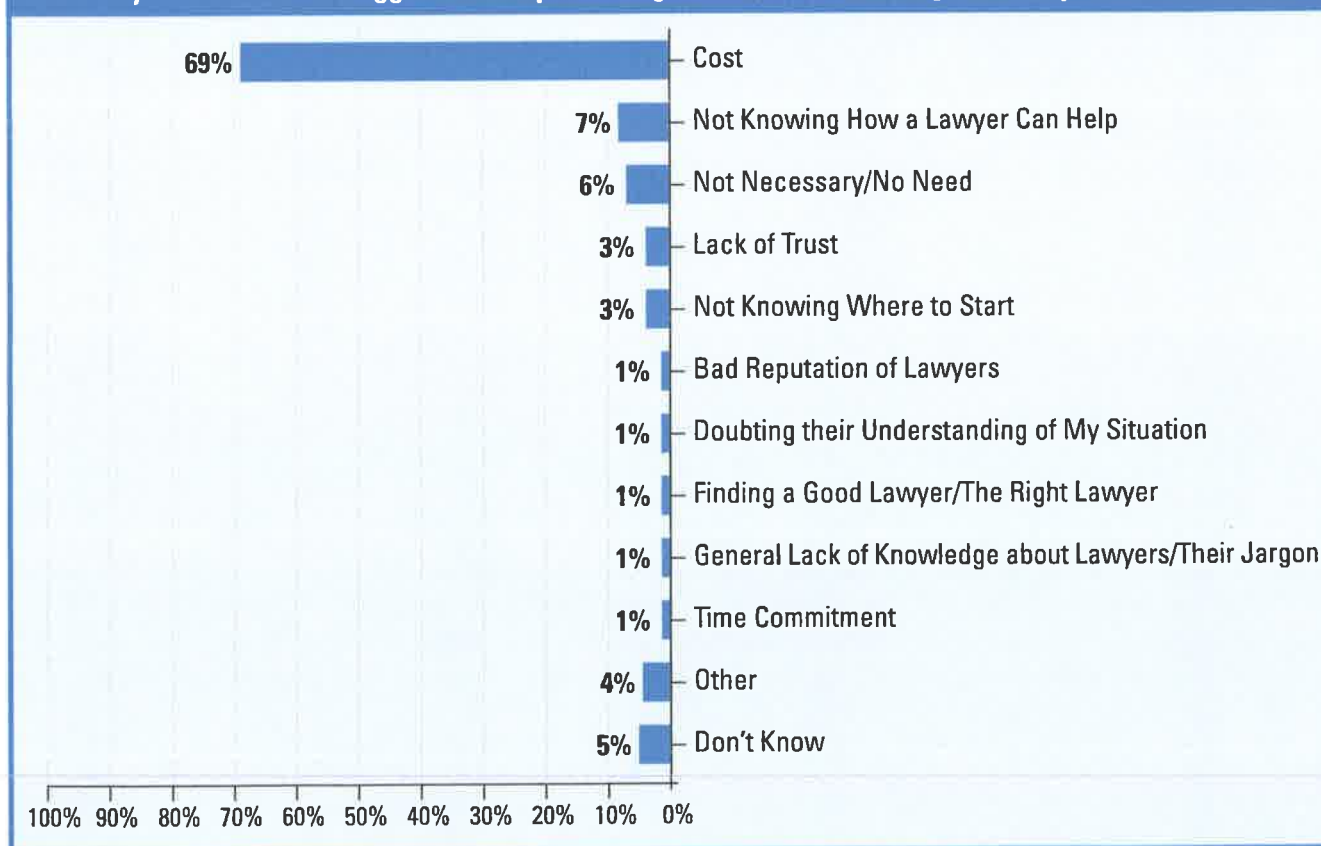
"I think mine would be probably quite a ways down the line before I get a lawyer because of the expense. The only time we ever had a lawyer they billed by the minute and it was very expensive."

Among businesses, 59% would go to a lawyer for help writing or negotiating a contract. But only 33% would go for the purchase, sale or creation of a new business. Only 25% would go for employee procedures or problems and only 11% would go for help with tax rules and requirements.

As for the "why," I suspect most of you could guess at the top reason the most people don't call us, even in circumstances that cry out for legal advice and counsel. But for those of us who learn visually, here is Figure 14 from the phone survey of businesses:

FIGURE 14

What do you believe is the biggest barrier preventing businesses from using services provided by a lawyer?



Lighthouse anticipated that cost was going to be the top of the list, so they asked a follow up question as to the next biggest barrier. And nearly 25% of the people surveyed said they did not even know what the next barrier might be! What of the few who had not listed cost as the biggest barrier? Many of them listed it as the next biggest barrier.

There are certainly other reasons shown, such as not knowing how a lawyer can help or where to start looking for one. But when you combine the biggest and the next biggest reasons given by businesses for not using lawyer services, they are telling us that a whopping 82% of the reason is cost. And the data are similar for individuals.

There is no avoiding this message. It is not only statistically valid, it is shown forcefully. Moreover, it doesn't matter whether we, the sellers, consider our services to be cost-effective or "worth it." The clear perception and, I dare say, the reality for the buyers in our market is that we are offering them a Ferrari when they can only afford a Hyundai. They fear we will tell them they need a complete engine rebuild, when they only wanted an oil change. Most are really only going to hire a lawyer if they feel they are forced to do so. They have a very limited understanding of what a lawyer might

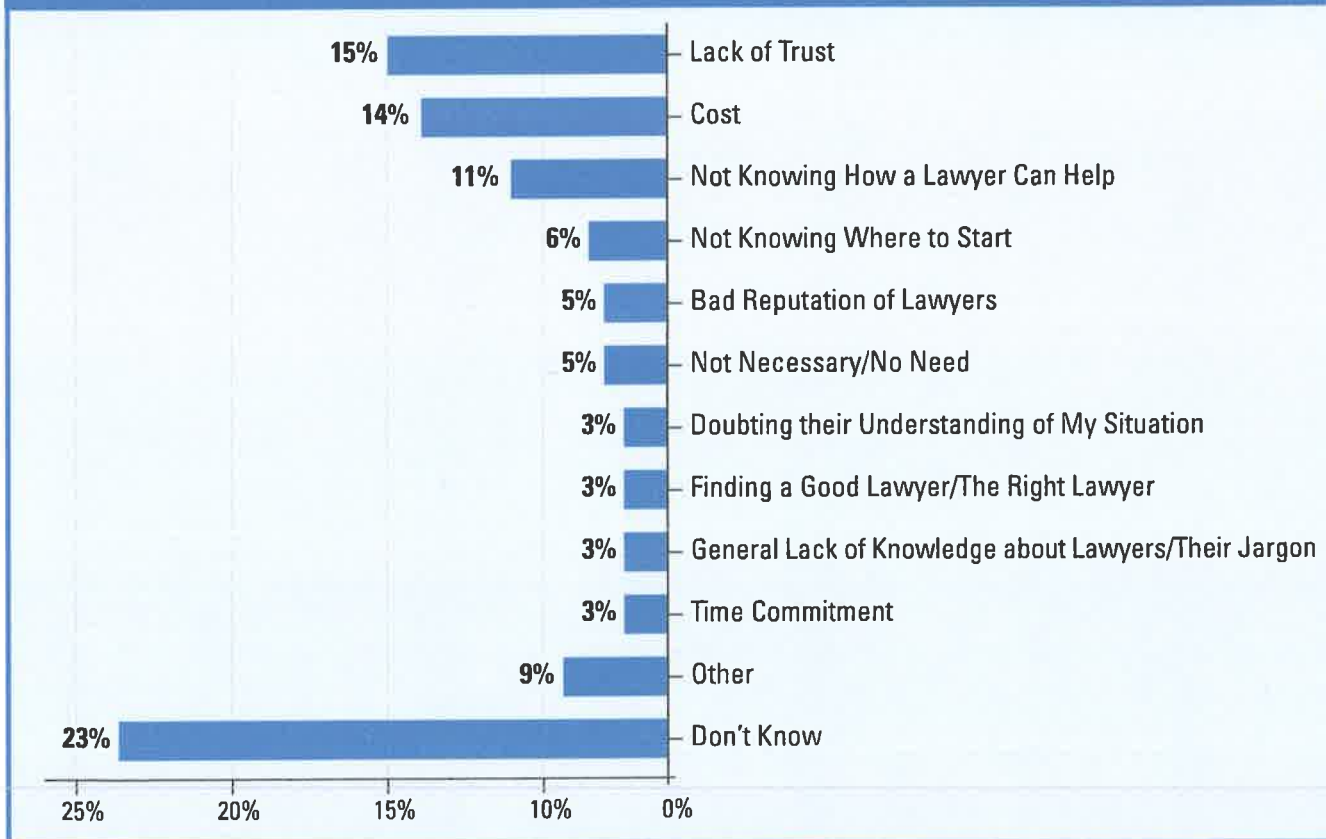
do, how much it will cost and whether it will be worth the price.

How did we get here? Was it driven by the "hours x hourly rate = income" model used by the vast majority of private practitioners for the past 50 years? Did we decide litigation had to be more complex because it really is more complex or because we can make a good living writing motions and exchanging discovery documents? (I certainly don't claim innocence on the charge of undue motion practice.) But, for those of you lamenting the disappearance of jury trials in civil litigation, consider whether part of that is due to us fatiguing clients with endless extensions and motions, making the prospect of trial completely unappetizing.

Relatedly, why is information about the cost of legal services so obscure? I have scoured the internet for instances where a Utah lawyer is actually setting out the prices for certain tasks or for even estimates of the likely cost and I have found precious little. To be clear, no you won't find my rate posted on my firm's website. But what is it we have to hide? Every customer, including us, wants to know up front what they will have to pay and what they will get for that payment. Perhaps our prospective buyers would be more inclined to consider using our services if they had that basic information.

FIGURE 15

What do you believe is the NEXT biggest barrier?



Committee Report on Lighthouse Research

04 May 2018

Submitted by: Mark O. Morris, Cara Tangaro, Liisa Hancock, Matthew Page, Tonia Hashimoto, and Carl Hernandez

EXECUTIVE SUMMARY

Abraham Lincoln is often quoted as saying, "A lawyer's time and advice is his stock and trade." After surveying members of Utah's public and business community, we believe the nuances of this concept are largely unknown and unappreciated by people who likely should, but do not consume legal services. It is also undisputed that there is a gigantic swath of potential consumers of legal services whose needs have gone, and continue to be, unmet. Yet strangely, the market is not responding to meet this acknowledged consumer demand.

Armed with the data provided by the Lighthouse Survey, we believe the Bar can be instrumental in educating, and in fact has a duty to educate the public about the benefits of obtaining a lawyer's time and advice. The Bar also is probably best suited to educate its members about the opportunities of not just serving unmet legal needs, but profiting thereby. Because the market is not organically reacting to meet this need, doing so may require some thinking outside the box that the Bar could help facilitate.

PROJECT SUMMARY

The Utah State Bar Commission selected Lighthouse Research to conduct a market survey to help determine the public's usage and perception of legal services and attorneys, and identify perceived barriers to the public using those services. This is a summary of the data developed by Lighthouse and some thoughts on how to use this data.

METHOD

The survey was conducted in two parts, a telephone survey and two focus groups. One survey focused on the general public, and the other on businesses of varied types and sizes. The full data derived will be published on the Bar's website following discussion with the Commission.

SUMMARY OF THE PUBLIC TELEPHONE SURVEY

The public telephone survey sought to identify reasons why the public would most readily use an attorney, and the perceived barriers discouraging potential clients from choosing to see an attorney.

When asked where they would go for assistance with specific matters, participants were most likely to use an attorney for Family Law—divorce, separation or custody (59%). The second most frequent was for a serious traffic citation or criminal charge (58%). Farther back was estate and retirement planning (25%).

When facing other challenges, many people turn first to a family member or friend. For example, when facing bankruptcy or tax issues 19 percent said they would seek advice from a family member or a friend, as opposed to just nine percent who said they would consult an attorney.

Interesting to note are the differences between the situations where individuals said they might use an attorney, and those when they actually used an attorney. Of those who used an attorney, 27 percent said they would consult an attorney for advice on family law matters, yet only 18 percent did so. Of the 19 percent who said they would use an attorney if faced with a serious traffic or criminal charge, only eight percent had in fact sought legal counsel. Conversely, of the 20 percent who said they would use an attorney for estate planning, 22 percent of respondents indicated they had done so.

The public's perception of attorneys was mid-range, coming in at 4.74 on a seven-point scale. On the positive side, 27 percent of respondents gave attorneys a rating of six or seven, while only five percent gave a rating of one or two.

The key barriers to the public's use of attorneys identified by the survey contained few surprises. The number one barrier is cost, with 88 percent naming pricing as the biggest factor in choosing not to seek legal counsel. The second barrier was lack of trust, at 23 percent, with "not knowing how an attorney can help" and "not knowing where to start" coming in at 13 and 11 percent respectively.

As to fee structures, 28 percent of respondents said they would prefer a "firm quote for an entire case or project," with 24 percent saying they would prefer a fee based in part or whole on the result. The third highest fee preference was "a set amount for a specific task," with 23 percent of respondents preferring this billing method.

Some other items:

- Utah County had a higher perception of attorneys than the Wasatch Front
- Women have a higher perception of attorneys than men.
- Household incomes over \$50,000 are more likely to use attorneys.

SUMMARY OF THE PUBLIC FOCUS GROUPS

Lighthouse Research conducted two public focus groups representing a cross section of the community. These groups were gathered and observed at Lighthouse's offices in Salt Lake City on February 6, 2018. Each group consisted of 12 individuals from Salt Lake, Davis, Summit and Utah counties. Incomes ranged from under \$30,000 per year to over \$150,000 per year. Education ranged from high school graduate to post-graduate education.

The focus groups rated their perception of attorneys at 4.92 on the one-to-seven rating scale. Participants described attorneys as powerful and knowledgeable advocates for their clients. Many

participants had negative perceptions of attorneys in general, perceiving them as aggressive, contentious, argumentative and dishonest. Most of the group who had used an attorney or who knew attorneys in their personal life had a positive perception of that individual attorney.

Participants who had not used attorneys saw little value in hiring an attorney. Participants who had used attorneys overwhelmingly stated that using an attorney had been worth it. The value of a perceived cost or loss was a key factor in choosing to use an attorney.

Participants indicated if they needed an attorney, the first step would be to consult family and friends, with 44 percent relying on a referral. Another 30 percent said they would use the internet to search for an attorney.

Perceived barriers to seeking legal services mirrored the phone survey: Cost, fear of attorneys and not knowing how to engage an attorney.

Participants in general demonstrated only a basic knowledge of what an attorney could do for them. There was a general lack of knowledge of what attorneys do, how they operate, and what they charge.

Nearly three-fifths of participants said they would prefer to pay an income-based sliding fee for legal services, while two-fifths preferred a flat fee. The largest concern about costs was the idea of an open-ended, hourly rate for a case that would not be known until the end.

At the end of each focus group, participants offered suggestions for making legal services more attainable and appealing to the public. The top suggestion was free consultations, clinics or seminars highlighting specific areas of expertise.

SUMMARY OF THE BUSINESS TELEPHONE SURVEY

The business telephone survey highlighted some key differences between business and the general public. The perception of attorneys is similar to the public perception, with a 4.78 overall rating. Respondents said the biggest value of attorneys for a business is to advise and to protect the business assets. Respondents gave a six or seven rating 35 percent of the time, and a negative (1 or 2) rating only 7 percent of the time.

Businesses are most likely to use attorneys for writing or negotiating contracts (59%) and purchasing or selling a business. Of those starting a new business, 22 percent said they would not seek the advice of an attorney, and 26 percent said they would not seek legal advice when facing employee specific issues, including problems.

Overall, 71 percent of respondents said their company had previously used an attorney, 52 percent of those found their attorney through "recommendations or referrals," and 29 percent said their attorney was someone they personally knew.

Again, there was a significant difference between businesses who said they MIGHT use an attorney for situations and those who actually did. Companies that said they might use an attorney if they were sued (24 percent) indicated they actually used an attorney only 5 percent of the time when faced with that situation. This was very surprising. Of the 18 percent of businesses who said they would use an attorney to write or negotiate a contract, only 8 percent actually used attorneys. However, although

only 11 percent of respondents said they would use an attorney for debt related issues, 13 percent did so when faced with that situation.

The most likely uses of attorneys for businesses were copyright, trademark or patent issues, the purchase or sale of a business, and to write or negotiate a contract.

The top barrier to businesses using legal services was cost, named by 82 percent of respondents. Lack of trust was second at 18 percent, and not knowing how an attorney can help third at 17 percent.

SUMMARY OF THE BUSINESS FOCUS GROUPS

Lighthouse Research conducted two business focus groups representing a variety of businesses in the community. These groups were gathered and observed at Lighthouse's office in Salt Lake City on February 7, 2018. One group consisted of nine business owners and the other had eight. The businesses were based in Salt Lake and Davis counties. The businesses employed from 1-2, to 50-99 people, with sales from under \$1 million to \$50 million per year.

The focus groups rated their perception of attorneys at 4.88 on the one-to-seven rating scale. Positive aspects of attorneys included saving businesses from trouble and saving money. Negative aspects included dishonesty and too expensive for the services received.

Participants in these groups fell into two categories: those who have attorneys on retainer and utilize their services frequently and those who would engage an attorney only if the need arises.

Participants indicated if they needed an attorney, the first step would be to consult family and friends or ask other attorneys they know for a recommendation. The top factors for businesses in choosing an attorney are experience and area of expertise.

Perceived barriers to seeking legal service focused on cost. A close second was businesses not seeing a need for an attorney as they felt they could handle many situations on their own, and hiring an attorney wasn't "worth it."

When asked why cost is such a barrier, participants said:

- Legal services are far too expensive
- Small and new businesses can't justify the cost
- Business owners feel they can handle the situation on their own
- Less expensive to pay a claim than hire an attorney
- Don't recognize the value—"There's a lot of different things competing for my money."

Most business participants were aware attorneys charged by the hour and indicated they would be willing to pay \$100-\$200 per hour if the need arises. Some participants indicated they would be willing to pay a small retainer (\$100-\$200 per month) that would allow them to call an attorney with a question on an as-needed basis.

Half of the participants said they preferred flat-fee pricing for services as opposed to a sliding income-based scale.

Participants recommended that attorneys educate business owners on the benefits attorneys can provide to businesses. As with the public, many business owners had relatively vague ideas of the benefits an attorney could provide.

OPPORTUNITIES

The results of these surveys point out a few key things. First, people think legal services are too expensive. We have a 20th Century cost structure in a 21st Century world. Second, people don't understand the value of hiring an attorney *before* trouble arises. Third, people are afraid of hiring attorneys because of cost, and fear of uncertain outcomes. The following are opportunities presented by these challenges:

1. Educate the public and business consumers on the prophylactic as well as remedial services an attorney can provide.
2. Show the value of attorney services to the public and to business owners—introduce and demonstrate the concept of “preventive lawyering.”
3. Encourage development of specific service/price packages that fit a variety of needs and budgets. Create a commodity of legal services.
4. Improve the perception of attorneys, with a focus on honesty, integrity and community service. Many are not aware of how much attorneys serve in the community outside of their jobs, and without charging for their time.
5. Formulate and disseminate a “marketing menu” of suggestions for solo attorneys and law firms.

BARRIERS TO OPPORTUNITIES

There are barriers to maximizing the opportunities and increasing the use of legal services by the business community and the public. These include, but are not limited to:

- Disagreement among Bar members about the need for change.
- Perceptions that making changes would cheapen or commercialize the profession.
- Cost and time.
- Geographical challenges between rural/urban clients.
- Process: How to best tell the story of what attorneys do, and where.
- Increased risk of malpractice claims without a commensurate margin of profit.

ACTION PLAN FOR THE BAR

Based upon what we have learned, the Bar can do several things to assist in achieving its goals of increasing the public's access to the legal system and improving the practices of Bar members. Here are some first steps for the Bar Commission to consider:

1. **Educate the Bar by contracting with an outside marketing firm or business school to develop a set of packages and products that attorneys may choose to offer.** Offering more services at lower prices could nevertheless translate into significant revenue. Consult with outside sources to develop specific "products" attorneys sell. The best product attorneys sell is peace of mind. Discuss with people at the University of Utah and BYU how they would communicate the advantages of hiring an attorney to the public. Assuming that small or solo firms are the most likely candidates to offer services to those who do not currently use attorneys, offer a seminar to small/solo firms to show them some ideas on how to market their practice. Sell value.
2. **Address the intimidation/fear factor.** Give attorneys the opportunity to be seen in public in relaxed settings. Partner with local media providers to broadcast regular "Legal Panels" where a group of alternating or randomly selected attorneys get together to discuss legal issues that are common among members of society and businesses. This is not an original idea—several state Bars already do this, including Florida and Texas. Have public seminars about things like estate planning and wills, starting your own business, and tax law.
3. **Educate the public.** The average person has no idea what an attorney can do for them and no idea of the programs the Bar offers people of limited or modest means. More particularly, the average person or business does not see the potential for *avoiding* problems, rather than solving them once they arise, if only they were to seek counsel up front and regularly. Revive the "Have You Heard the One About the Attorney" campaign from several years ago. Show the public the good that attorneys do in the community. Tell stories of how attorneys have helped business and individuals.
4. **Offer more visible public support.** Fund a Scott M. Matheson scholarship for legal education, a Christine M. Durham "Women in Legal Education," and Raymond S. Uno "Minority in Legal Education" Scholarship for high school seniors. These would not have to be huge, full ride-scholarships, but smaller \$1-\$3,000 awards given to students who intend to pursue a legal career. Set aside a portion of revenues to sponsor community events, especially in outlying areas. It's amazing how much a small donation can mean to a community theater, or a rodeo, or a band that's going on a once-in-a-lifetime trip. Get involved with women's shelters like Safe Harbor and others, and the education foundation of the State's largest school districts.
5. **Increasing bar governance (board or subcommittee) to include more members of the public** from the business, technology, education and nonprofit sectors.

6. **Inviting our local universities to partner with the Bar to analyze the Lighthouse Research data** and to provide separate public relations and marketing proposals for Bar consideration which might include a public relations strategy and alternative service provision and fee structure proposals.
7. **Being more aggressive in being made aware of, partnering with and supporting existing clinics** and nonprofits that are providing services to underserved populations.
8. **Review and suggest potential changes to ethical rules and even statutes** that would provide protections to attorneys offering more accessible legal services, such that malpractice premiums and exposure can still be reasonably accommodated.

ACTIONS SPECIFIC TO LARGER FIRMS

Depending on practice areas, there are many things large firms can do to help grow their practice.

--Use social media and "Facebook Live" events to host legal Q&A's on a regular basis. Although there are some liability concerns, keeping questions general and avoiding specific legal advice make these a good way to attract clients. For example, an immigration attorney could use Facebook Live to discuss the ramifications of what is happening with DACA without giving specific legal advice. Or a tax attorney could discuss the top 10 mistakes he/she sees in tax returns.

--Buy into different fee structures. Although the hourly rate will work for some clients some of the time, there is an incredibly large pool of clients who have money they would be willing to spend on an attorney if they are shown the value in legal advice and they know those costs are fixed. Educate the public that going to an attorney and spending an hour to ask for advice will save time, money and stress in the future.

--Offer an initial consultation for a fixed amount and duration, and tell people about it. Most firms offer consultations for free or at a reduced rate, yet fail to notify potential clients of this great resource.

CONCLUSION

The Bar has dual obligations, to the public and to the profession. They are not necessarily in conflict, or mutually exclusive. The survey highlights opportunities to serve both.

TAB
7

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

**APRIL 6, 2018
LAW AND JUSTICE CENTER**

In Attendance: President John Lund and President-elect H. Dickson Burton. Commissioners: John Bradley, Heather Farnsworth, Mary Kay Griffin, Liisa Hancock, Mark Morris, Herm Olsen, Michelle Quist, Cara Tangaro, and Heather Thuet.

Ex-Officio Members: Acting Dean Bob Keiter, Nate Alder, Rob Rice, and Jamie Sorenson.

Not in Attendance: Grace Acosta, Steven Burt, Kate Conyers, Katie Woods, and Ex-Officio members: Erik Christiansen, Julie Emery, Amy Fowler, Dani Cepernich, Diana Hagen, Margaret Plane, Dean Gordon Smith, and Bebe Vanek.

Also in Attendance: Executive Director John C. Baldwin, Assistant Executive Director Richard Dibblee and General Counsel Elizabeth A. Wright.

Minutes: 9:10 a.m. start

1. President's Report: John Lund

- 1.1 Report on Large Firm Breakfast to Discuss Lighthouse Survey.** John Lund reported on the March 28, 2018 breakfast with representatives from large firms. The representatives discussed the Lighthouse survey and focus group findings and how the legal profession needs to work to make sure the public understands the value of legal services and that legal needs are being met.
- 1.2 New Item. Dickson Burton reported on Expungement Day.** Dickson Burton reported of the tremendous success of Expungement Day. The Bar donated money to support the event which took place on April 5, 2018 and resulted in 470 expungements. Multiple entities came together to assist individuals in obtaining expungements of criminal records in order to remove barriers to work, housing and education. The program was made possible by private donations to cover the costs of application and certification fees, along with 40 volunteer attorneys.

2. Information Items

- 2.1 Technology in The Practice of Law Committee.** Committee Co-Chairs Heather White and John Rees reported on the work of the Committee in the two years since its inception. Current work includes seeking an Ethics Opinion regarding technology issues for lawyers, an all-day practice management CLE, Practice Portal and Bar website input and monitoring and succession planning for the Committee leadership. John Rees will

rotate off as Co-Chair and Greg Hoole will replace him with Heather White rotating off the following year.

- 2.2 Malpractice Insurance Endorsement.** Elizabeth Wright reported that the Bar sent RFPs to various lawyer professional liability providers requesting broad coverage policies for members and various risk management services in exchange for endorsement of a provider. The Commission agreed to endorse a provider but would like more information from the providers that submitted responses. **Liisa Hancock moved that the Bar move forward with endorsing a provider and seek additional information. Heather Farnsworth seconded the motion which passed unopposed.**
- 2.3 Western States Bar Conference.** Dickson Burton reported on the Western States Bar Conference that took place in March in California.
- 2.4 Draft 2018-2019 Budget.** Bar Financial Director Kellie Bartz joined the Commission to present and discuss the draft budget for 2018-2019. Dickson Burton gave the Commissioners a page-by-page explanation of the draft budget and tasked the Commission with reviewing the draft in preparation for final approval of the budget at the May meeting.

3. Discussion Items

- 3.1 Introduction of Bar Commissioners & 2018 Leadership Academy.** Members of the Leadership Academy joined the meeting and introduced themselves. The Commissioners also introduced themselves to the members of the Leadership Academy.
- 3.2 How to Use the Lighthouse Surveys and Focus Groups to Benefit Bar Membership.** John Lund summarized the results of the Lighthouse survey and focus groups on small business and individual perceptions of lawyers and use of legal services. The Commission and the Leadership Academy members discussed the findings.

4. Action Items

- 4.1 Nominate 3rd District Judicial Nominating Commissioners.** After discussing the applicants, Michelle Quist moved to nominate Lesley Manley, Sarah Starkey, Marco Brown and Greg Hoole to serve on the Third District Judicial Nominating Commission.
- 4.2 Appoint Representative to Utah Sentencing Commission.** After discussing the applicants, Michelle Quist moved to appoint Debra Nelson to serve on the Sentencing Commission. Herm Olsen seconded the motion which passed unopposed. (Subsequently the Commission was notified that Ms. Nelson does not qualify for the appointment because she is not in private practice. On April 12, 2018 a second email vote was taken Ed Brass was appointed).

4.3 Adopt Awards Committee Recommendations. Heather Farnsworth presented the Awards Committee recommendations for improving the Bar's award selection criteria and process. **Michelle Quist moved that the Commission adopt the Awards Committee recommendations. John Bradley seconded the motion which passed unopposed.**

5. Other Business. No other business.

The meeting adjourned at 12:15 p.m.

Consent Agenda

1. Approved Minutes from the March 8, 2018 Commission Meeting.
2. Approved 2018-2019 \$5 Client Security Assessment.

Handouts:

1. Additional resumes/applications for 3rd District Judicial Nominating Commission and Sentencing Commission.
2. Awards Committee recommendations.