

Missouri City Clerks Finance Officer's Association  
2016-2017 PROPOSED BUDGET

	ADOPTED BUDGET 2014- 2015	ACTUAL 4/30/15	ADOPTED BUDGET 2015/2016	YTD 01/31/16	BUDGET ADJUSTMENTS MARCH 2016	EXPECTED 4/30/16	ADOPTED 2016/2017	BUDGET JUSTIFICATION 2016/2017
<b>REVENUES</b>								
<b>Transfer FROM and/or TO Reserves</b>	(\$13,050.00)	\$ -	\$1,150.00	\$0.00		\$0.00	\$0.00	Recommend that no transfer be made. Allow time to analyze the contract with MSU to determine transfer if any.
				\$0.00				
<b>Dues</b>	\$ 12,700.00	\$ 13,625.00	\$ 14,000.00	\$12,875.00		\$ 14,000.00	\$ 14,000.00	Based on previous year's dues paid
<b>MSU/Outreach</b>	\$ 25,000.00	\$ 24,226.57	\$ 13,600.00	\$10,933.94		\$ 10,933.94	\$ 13,500.00	
<b>MML Silent Auction</b>	\$ 2,300.00	\$ 3,057.62	\$ 2,700.00	\$2,913.50		\$ 2,913.50	\$ 2,700.00	
<b>Region VII Meeting</b>				\$0.00		\$ -	\$ 5,000.00	Will be transferred from savings to cover expenses. (Any donations will be used to offset this line item)
<b>Interest</b>		\$ -		\$0.00				No interest pd on checking acct
<b>CD/Money Market Savings Interest</b>	\$ 195.00	\$ 181.46	\$ 195.00	\$118.24		\$ 160.00	\$ 160.00	
<b>Transfer to 2020 IIMC Conference</b>					\$ (7,500.00)			Start up money for 2020 IIMC conference to be hosted in St Louis
<b>Miscellaneous</b>	\$ 500.00	\$ 1,742.61	\$ 500.00	\$1,705.98		\$ 1,705.98	\$ 500.00	Anticipated scholarship donations are paid directly to MSU
<b>TOTAL INCOME</b>	<b>\$ 27,645.00</b>	<b>\$ 42,833.26</b>	<b>\$ 32,145.00</b>	<b>\$ 28,546.66</b>	<b>\$ (7,500.00)</b>	<b>\$29,713.42</b>	<b>\$ 35,860.00</b>	

Missouri City Clerks Finance Officer's Association  
2016-2017 PROPOSED BUDGET

	ADOPTED BUDGET 2014- 2015	ACTUAL 4/30/15	ADOPTED BUDGET 2015/2016	YTD 01/31/16	BUDGET ADJUSTMENTS MARCH 2016	EXPECTED 4/30/16	ADOPTED 2016/2017	BUDGET JUSTIFICATION 2016/2017
<b>EXPENDITURES</b>								
<b>Conference/Meetings</b>								
<b>MML Conference</b>								
Silent Auction	\$ 1,500.00	\$ 1,549.90	\$ 1,600.00	\$ 1,459.35		\$ 1,459.35	\$ 1,600.00	Booth, 3 tables, vendor registration, startup money
<b>Region VII</b>		\$ -	\$ -	\$ -		\$ -	\$ 5,000.00	Region VII
<b>Spring Institute</b>		\$ -		\$ -				All speaker fees, etc. are listed in the Education Committee Line Item
<b>Summer Retreat</b>		\$ -		\$ -				Meeting Room, Meals, Misc. Paid through MSU
<b>Membership Pins, Plaques, Awards</b>	\$ 3,000.00	\$ 1,565.30	\$ 3,000.00	\$ 887.00		\$ 3,000.00	\$ 3,000.00	yearly MoCCFOA pins (800), outgoing Pres. plaque, new Pres. gavel, flowers, sponsor awards/gifts
<b>Newsletter</b>	\$ -	\$ -	\$ -	\$ -			\$ -	Newsletter sent out by email and uploaded to website
<b>Postage</b>	\$ 200.00	\$ -	\$ 200.00	\$ 19.11		\$ 100.00	\$ 100.00	Mail dues/delinquent notices
<b>Printing, Office Supplies</b>	\$ 300.00	\$ -	\$ 200.00	\$ -		\$ 200.00	\$ 200.00	certificates/covers for cmttee chairs; paper, envelopes
<b>President's Travel</b>								
<b>IIMC Conference</b>	\$ 2,500.00	\$ 2,343.73	\$ 2,633.00	\$ 2,093.98		\$ 2,093.98	\$ 2,345.00	Conference in Omaha NE: Regis \$550; hotel \$1000; food per diem \$310; misc travel \$485
<b>Spring Institute</b>				\$ -				
Registration	\$ 280.00	\$ 280.00	\$ 280.00			\$ 280.00	\$ 280.00	Extra Master Academy
Lodging		\$ -						Lodging Complimentary
Mileage	\$ 250.00	\$ 276.00	\$ 160.00			\$ 160.00	\$ 160.00	IRS Rate \$0.54
Meals	\$ 120.00	\$ 44.31	\$ 120.00			\$ 120.00	\$ 120.00	Meals not included in registration fee



Missouri City Clerks Finance Officer's Association  
2016-2017 PROPOSED BUDGET

	ADOPTED BUDGET 2014- 2015	ACTUAL 4/30/15	ADOPTED BUDGET 2015/2016	YTD 01/31/16	BUDGET ADJUSTMENTS MARCH 2016	EXPECTED 4/30/16	ADOPTED 2016/2017	BUDGET JUSTIFICATION 2016/2017
Lodging	\$ 1,500.00	\$ 1,772.97	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	1/2 cost of room rate (3 nights/\$100 est. per nt)
Registration (\$205)	\$ 2,050.00	\$ 2,665.00	\$ 2,050.00			\$ 2,050.00	\$ 2,050.00	\$205 per scholarship
Travel (Up to \$50)	\$ 500.00	\$ 300.00	\$ 500.00			\$ 500.00	\$ 500.00	Up to \$50 per scholarship budget amend from 9/12
<b>New Clerks Conference (10)</b>								
Lodging	\$ 500.00	\$ 441.86	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	1/2 cost of room rate (1 night/\$100 est. per nt)
Registration (\$125)	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00			\$ 1,250.00	\$ 1,250.00	\$125 per scholarship
Travel (Up to \$50)	\$ 500.00	\$ 366.66	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	Up to \$50 per scholarship
<b>Regional Conference (6) 2 from each division</b>								
Lodging	\$ 300.00	\$ 135.14	\$ 300.00			\$ 300.00	\$ 300.00	1/2 cost of room (1 nt/ \$100 avg/nt)
Registration (\$165)	\$ 990.00	\$ 330.00	\$ 990.00	\$ -		\$ 990.00	\$ 990.00	\$165 per scholarship
Travel (Up to \$50)	\$ 300.00	\$ 150.00	\$ 300.00	\$ -		\$ 300.00	\$ 300.00	Up to \$50 per applicant
<b>IIMC - Nebraska (2) only this year</b>								
Lodging (1)					\$ -		\$ 1,200.00	It has been asked that we add 2 IIMC scholarships/
Registration (2)			\$ 1,150.00		\$ 1,150.00			add 2 IIMC scholarships/This line item was approved in 09/2015
								since it is so close to MO this year and take it out of our surplus funds.
<b>Committee Expenses</b>								
Audit	\$ -	\$ -	\$ -				\$ -	
Budget/Finance	\$ -	\$ -	\$ -				\$ -	
By-Laws	\$ -	\$ -	\$ -				\$ -	
Education	\$ -	\$ -	\$ -				\$ 200.00	Meals and If bylaws are changed, would allow fee for Education Committee Chair to attend IIMC Conference
Historian	\$ 200.00	\$ -	\$ 2,400.00			\$ 2,400.00	\$ 2,400.00	Microfilming/digitizing/cloud storage old archives

Missouri City Clerks Finance Officer's Association  
2016-2017 PROPOSED BUDGET

	ADOPTED BUDGET 2014- 2015	ACTUAL 4/30/15	ADOPTED BUDGET 2015/2016	YTD 01/31/16	BUDGET ADJUSTMENTS MARCH 2016	EXPECTED 4/30/16	ADOPTED 2016/2017	BUDGET JUSTIFICATION 2016/2017
Hospitality Suite	\$ 2,000.00	\$ 3,700.00	\$ 2,000.00			\$ 2,000.00	\$ 2,000.00	
Legislative	\$ -	\$ -	\$ -				\$ -	
Membership/Mentoring	\$ 600.00	\$ 131.46	\$ 600.00			\$ 600.00	\$ 600.00	Dinner for new clerks.
Newsletter	\$ -	\$ -	\$ -				\$ -	
Nomination	\$ -		\$ -				\$ -	
Outstanding City Clerk	\$ 700.00		\$ 700.00	\$ -		\$ 700.00	\$ 500.00	postage/supplies to mail ltrs to Mayors/ Admin.; engraving/award
Photography		\$ -	\$ 30.00			\$ 30.00	\$ 30.00	For Photobucket Acct
Scholarship	\$ 50.00	\$ -	\$ 50.00			\$ 50.00	\$ 50.00	Copies/Postage/Faxes
Technology	\$ 1,800.00	\$ 1,214.98	\$ 2,800.00	\$ 2,497.00		\$ 3,000.00	\$ 1,200.00	Web site-monthly fee; annual domain registration; annual training
Public Relations	\$ -	\$ -	\$ -				\$ -	
Certification	\$ 100.00		\$ 100.00			\$ 100.00	\$ 100.00	Meals/Refreshments
Circle of Friends/Retirement (15)	\$ 500.00	\$ 40.00	\$ 500.00			\$ 500.00	\$ 1,000.00	Invitations/Postage/Banquet tickets @ \$40/each for Retired Clerks reduced on previous expenditures
Oversight Committee	\$ -	\$ -	\$ -				\$ -	
<b>Miscellaneous</b>								
Flowers/Gifts, Etc.	\$ 600.00	\$ 206.56	\$ 600.00	\$ -		\$ 600.00	\$ 600.00	Misc. flowers, gifts; /certification pmts to MSU (increased to include outgoing President gift)
Refund Checks	\$ 100.00	\$ 10.00	\$ 100.00	\$ 50.00		\$ 100.00	\$ 100.00	Refunds of overpayments of dues
Bank Charges	\$ 50.00	\$ 40.51	\$ 50.00	\$ -		\$ 50.00	\$ 50.00	No bank charges if don't exceed monthly withdrawals; buy chks
President & Treasurer's Bond	\$ 650.00	\$ 638.00	\$ 650.00	\$ 638.00		\$ 650.00	\$ 650.00	
Outstanding Clerk Banquet Tickets-8	\$ 320.00	\$ 320.00	\$ 320.00			\$ 320.00	\$ 320.00	8 tickets @ \$40.00/each
President Elect Banquet Tickets-8	\$ 320.00	\$ 520.00	\$ 320.00			\$ 320.00	\$ 320.00	8 tickets @ \$40.00/each
<b>Total Expenses</b>	<b>\$ 27,645.00</b>	<b>\$ 22,003.85</b>	<b>\$ 32,145.00</b>	<b>\$ 9,755.65</b>	<b>\$ 1,150.00</b>	<b>\$ 30,167.29</b>	<b>\$ 35,605.00</b>	