

Missouri City Clerks Finance Officer's Association
2015-2016 PROPOSED BUDGET

	ADOPTED BUDGET 2013/2014	ACTUAL 4/30/14	ADOPTED BUDGET 2014- 2015	BUDGET ADJUSTMENTS SEPT 2014	YTD 02/28/15	ACTUAL 4/30/2015	PROPOSED 2015/2016	BUDGET JUSTIFICATION 2015/2016
REVENUES								
Transfer TO Reserves	\$ 4,248.50	\$ (9,677.64)	(\$13,050.00)		\$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.
Dues	\$ 12,700.00	\$ 12,655.00	\$ 12,700.00		\$ 13,625.00	\$ 13,625.00	\$ 13,000.00	Based on previous year's dues paid
MSU/Outreach	\$ 5,000.00	\$ 13,212.90	\$ 25,000.00		\$ 24,226.57	\$ 24,226.57	\$ 13,600.00	Decreased for addtl speaker
MML Silent Auction	\$ 2,700.00	\$ 2,372.00	\$ 2,300.00		\$ 3,057.62	\$ 3,057.62	\$ 2,700.00	Slight increase
Region VII Meeting	\$ -					\$ -		No regional mtg 2015-16
Interest	\$ -				\$ 181.46			No interest pd on checking acct
CD/Money Market Savings Interest	\$ 90.00	\$ 177.20	\$ 195.00		\$ -	\$ 195.00	\$ 195.00	
Miscellaneous	\$ 250.00	\$ 800.00	\$ 500.00		\$ 1,742.61	\$ 1,700.00	\$ 500.00	Anticipated scholarship donations are paid directly to MSU
TOTAL INCOME	\$ 24,988.50	\$ 19,539.46	\$ 27,645.00		\$ 42,833.26	\$42,804.19	\$ 29,995.00	

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EXPENDITURES								
Conference/Meetings								
MML Conference								
Silent Auction	\$ 1,200.00	\$ 787.47	\$ 1,500.00		\$ 1,549.90	\$ 1,241.00	\$ 1,600.00	Booth, 3 tables, Vendor Registration. Anticipated higher costs for MML Conference in Kansas City; startup money
Region VII	\$ -	\$ 1,250.00			\$ -	\$ 50.00	\$ -	No Region VII
Spring Institute	\$ -	\$ -			\$ -			All speaker fees, etc. are listed in the Education Committee Line Item
Summer Retreat	\$ 1,500.00	\$ -						Meeting Room, Meals, Misc. Paid through MSU
Membership Pins, Plaques, Awards	\$ 3,000.00	\$ 1,039.58	\$ 3,000.00		\$ 1,565.30		\$ 3,000.00	yearly MoCCFOA pins (800), outgoing Pres. plaque, new Pres. gavel, flowers, sponsor awards/gifts
Newsletter	\$ -	\$ -	\$ -				\$ -	Newsletter sent out by email and uploaded to website
Postage	\$ 200.00	\$ 90.00	\$ 200.00		\$ -	\$ 150.00	\$ 200.00	Mail dues/delinquent notices
Printing, Office Supplies	\$ 300.00	\$ 15.81	\$ 300.00		\$ -	\$ 300.00	\$ 200.00	certificates/covers for cmttee chairs; paper, envelopes Recommend reducing to \$200
President's Travel								
IIMC Conference	\$ 2,500.00	\$ 2,046.95	\$ 2,500.00		\$ 2,343.73	\$ 2,206.00	\$ 2,633.00	Conference in Hartford, CT: Regis \$575; hotel \$1000; air \$600; food per diem \$308; misc travel \$200
Spring Institute								
Registration	\$ 205.00	\$ 280.00	\$ 280.00		\$ 280.00	\$ 280.00	\$ 280.00	Extra Master Academy

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Lodging	\$ -	\$ -						Lodging Complimentary
Mileage	\$ 130.00	\$ 103.85	\$ 250.00		\$ 276.00	\$ 250.00	\$ 160.00	IRS Rate \$.56
Meals	\$ 120.00	\$ 72.46	\$ 120.00		\$ 44.31	\$ 120.00	\$ 120.00	Meals not included in registration fee
MML								
Registration	\$ 350.00	\$ 402.50	\$ 425.00		\$ 362.00	\$ 400.00	\$ 425.00	Registration, including Master Academy registration
Lodging	\$ 450.00	\$ 493.80	\$ 550.00		\$ 477.00	\$ 493.20	\$ 600.00	\$200/night estimate (3 nghts)+lodging tax+ daily parking; Hyatt Regency, Kansas City
Mileage	\$ 275.00	\$ 159.20	\$ 190.00		\$ 151.20	\$ 178.54	\$ 25.00	IRS Rate \$.56
Meals	\$ 100.00	\$ 107.00	\$ 125.00		\$ 2.98	\$ 173.86	\$ 75.00	Meals not included in Registration Fee;
Regionals								
Registration	\$ 165.00	\$ 82.50	\$ 165.00		\$ 165.00	\$ 215.00	\$ 215.00	
Lodging	\$ -	\$ -	\$ 125.00		\$ -	\$ 178.92	\$ -	No hotel needed
Mileage	\$ 75.00	\$ 36.85	\$ 160.00		\$ 126.56	\$ 262.16	\$ 30.00	IRS Rate \$.56
Meals	\$ 30.00	\$ -	\$ 50.00		\$ -	\$ 20.61	\$ 30.00	Two lunch meal
Summer Retreat								
Lodging	\$ 110.00	\$ 115.06	\$ 115.00		\$ 138.31	\$ 98.62	\$ 115.00	1 night, Columbia MO
Mileage	\$ 170.00	\$ 189.26	\$ 260.00		\$ 247.52	\$ 135.60	\$ 160.00	IRS.56 IncForDistance
Meals	\$ -	\$ 23.31	\$ 50.00				\$ 30.00	Dinner, breakfast
Region VII								
Conference Fee	\$ 200.00	\$ 115.06	\$ -		\$ -	\$ 98.62	\$ 100.00	Estimated Conference Fee
Lodging	\$ 110.00	\$ 115.06	\$ -		\$ -	\$ 98.62	\$ 115.00	1 night, Grafton IL
Mileage	\$ 170.00	\$ 189.26	\$ -		\$ -	\$ 135.60	\$ 282.00	IRS.56 IncForDistance
Meals	\$ -	\$ 23.31	\$ -				\$ 90.00	Dinner, breakfast
President/President Elect Travel								
Division/Other	\$ 200.00	\$ 107.35	\$ 400.00		\$ 40.90	\$ 262.61	\$ 400.00	Division mtgs (previously no
Region VII Director Travel								
Division/Other	\$ 500.00		\$ 500.00				\$ 500.00	Set by By-Laws
MML Director Travel								

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Division/Other	\$ 500.00		\$ 500.00				\$ 500.00	Set by By-Laws
Scholarships								
Spring Institute (10)								
Lodging	\$ 1,479.27	\$ 1,430.51	\$ 1,500.00		\$ 1,772.97	\$ 1,500.00	\$ 1,500.00	1/2 cost of room rate (3 nights/\$100 est. per nt)
Registration (\$205)	\$ 2,050.00	\$ 1,845.00	\$ 2,050.00		\$ 2,665.00	\$ 2,050.00	\$ 2,050.00	\$205 per scholarship
Travel (Up to \$50)	\$ 464.23	\$ 309.23	\$ 500.00		\$ 300.00	\$ 500.00	\$ 500.00	Up to \$50 per scholarship budget amend from 9/12
New Clerks Conference (10)								
Lodging	\$ 485.00	\$ 388.66	\$ 500.00	\$ 193.34	\$ 441.86	\$ 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	\$ 1,250.00	\$125 per scholarship
Travel (Up to \$50)	\$ 400.00	\$ 360.00	\$ 500.00	\$ 40.00	\$ 366.66	\$ 500.00	\$ 500.00	Up to \$50 per scholarship
Regional Conference (6) 2 from each division								
Lodging	\$ 300.00	\$ 77.00	\$ 300.00		\$ 135.14		\$ 300.00	1/2 cost of room (1 nt/ \$100 avg/nt)
Registration (\$165)	\$ 990.00	\$ 990.00	\$ 990.00		\$ 330.00	\$ 990.00	\$ 990.00	\$165 per scholarship
Travel (Up to \$50)	\$ 240.00	\$ 200.00	\$ 300.00		\$ 150.00	\$ 240.00	\$ 300.00	Up to \$50 per applicant
Committee Expenses								
Audit	\$ -	\$ -	\$ -				\$ -	
Budget/Finance	\$ -	\$ -	\$ -				\$ -	
By-Laws	\$ -	\$ -	\$ -				\$ -	
Education	\$ 200.00	\$ -	\$ -				\$ -	
Historian	\$ -	\$ -	\$ 200.00				\$ 2,400.00	Archival Supplies, etc.
Hospitality Suite	\$ 2,895.20	\$ 3,308.21	\$ 2,000.00		\$ 3,700.00	\$ 2,000.00	\$ 2,000.00	
Legislative	\$ -	\$ -	\$ -				\$ -	
Membership/Mentoring	\$ 400.00	\$ 451.20	\$ 600.00		\$ 131.46	\$ 600.00	\$ 600.00	Dinner for new clerks. Committee request to increase by \$200 for printing/postage of new brochures
Newsletter	\$ -	\$ -	\$ -				\$ -	
Nomination	\$ -	\$ -	\$ -				\$ -	

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Outstanding City Clerk	\$ 300.00		\$ 700.00		\$ -	\$ 500.00	\$ 700.00	postage/supplies to mail ltrs to Mayors/ Admin.; engraving-replish supply of vases (3) @\$100 each
Photography		\$ -					\$ 30.00	For Photobucket Acct
Scholarship	\$ 50.00	\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00	Copies/Postage/Faxes
Technology	\$ 150.00	\$ 1,800.00	\$ 1,800.00		\$ 1,214.96	\$ 1,800.00	\$ 1,800.00	Web site-monthly fee;
Public Relations	\$ -	\$ -	\$ -				\$ -	
Certification	\$ 100.00		\$ 100.00			\$ 100.00	\$ 100.00	Meals/Refreshments
Circle of Friends/Retirement	\$ 500.00		\$ 500.00		\$ 580.00	\$ 500.00	\$ 500.00	Invitations/Postage/Banquet tickets @ \$40/each for Retired Clerks reduced on previous expenditures
Oversight Committee	\$ -	\$ -	\$ -				\$ -	
Miscellaneous					\$ 206.56			
Flowers/Gifts, Etc.	\$ 400.00	\$ 600.00	\$ 600.00		\$ 389.66	\$ 600.00	\$ 600.00	Misc. flowers, gifts; /certification pmts to MSU (increased to include outgoing President gift)
Refund Checks	\$ 100.00	\$ 100.00	\$ 100.00		\$ 10.00	\$ 50.00	\$ 100.00	Refunds of overpayments of dues
Bank Charges	\$ 50.00	\$ 50.00	\$ 50.00		\$ 40.51	\$ 50.00	\$ 50.00	No bank charges if don't exceed monthly withdrawals; buy chks
President & Treasurer's Bond	\$ 640.00	\$ 650.00	\$ 650.00		\$ 638.00	\$ 638.00	\$ 650.00	
Outstanding Clerk Banquet Tickets-8	\$ 240.00	\$ 320.00	\$ 320.00		\$ 320.00	\$ 320.00	\$ 320.00	8 tickets @ \$40.00/each
President Elect Banquet Tickets-8	\$ 240.00	\$ 240.00	\$ 320.00		\$ -	\$ 320.00	\$ 320.00	8 tickets @ \$40.00/each
Total Expenses	\$ 26,483.70	\$ 22,265.45	\$ 27,645.00	\$ 233.34	\$ 22,413.49	\$ 22,406.96	\$ 29,995.00	

*Hospitality Suite, \$1700 was offsetting, sponsors paid for casino night