

OREGON ASSOCIATION OF MUNICIPAL RECORDERS BUDGET NARRATIVES 2008-09

REVENUES

ACADEMY/EDUCATION SESSIONS

- **Annual** - Registration fees paid by persons attending the OAMR Annual Conference Academy Session.
- **Education/On-The-Road Workshops** - Registration fees paid by persons attending OAMR On-The-Road Workshops.
- **Midyear** – Registration fees paid by persons attending the OAMR Mid-year Academy Session.

CONFERENCE

- **Registration** – Fees paid to attend the OAMR Annual Conference.
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Annual Conference in exchange for advertising in conference brochures and at some events.
- **Store Sales** – Money earned from the sale of OAMR logo and other items.
- **Vendors** – Fees paid by business organizations to be a vendor during the OAMR Annual Conference.

EDUCATION-SCHOLARSHIP FUND RAISERS

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
- **Donations General** – Money received with or without a designation through private donation and used for scholarships. .
- **Kathy Ishiara Scholarship Fund** – Money received through private donations, Kathy Walk participation and sponsorships at conference, and other fundraisers and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder, Kathy Ishiara who passed away in August 1998 after a long battle with breast cancer.
- **Raffle** – Revenue earned from the sale of OAMR Conference Regional Raffle tickets, which are usually sold at \$1.00 each, or 6 for \$5.00. The tickets typically consist of 4-5 items that have been donated by businesses through solicitation by each region of OAMR. Drawing for this raffle is held at the Annual Conference.

This line item also includes proceeds from any additional raffles such as the Trip Raffle (vacation package). Tickets for this raffle are limited to a specific number at \$5.00 each. Other raffles have included afghans, quilts and accommodations during conference. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.

IIMC 2012 FUND RAISING Money earned from fund raising efforts and/or donations received for 2012 IIMC Conference.

INTEREST Money OAMR earns from investment of funds.

MEMBERSHIP DUES Money received directly from payment of membership dues.

MISCELLANEOUS Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

NEWSLETTER ADVERTISING Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

CASH CARRY OVER The amount of money anticipated as the beginning fund balance for the next fiscal year.

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EXPENDITURES

ANNUAL CONFERENCE

- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President’s Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs; corsages/boutonnieres for current president, incoming board members, host clerk(s), and installing officer. (Does not include dinner costs)
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, host Recorder, conference committee members, and others as appropriate. It also covers travel expenses related to preparation for current conference siting that are unrelated to committee meetings.
- **Freebie/Conference Bag Expense** – This line item covers the cost of conference bags and small “freebie” items purchased by the Special Events/Fund Raising Committee Chair or Conference Chair for registration packets and gifts for conference attendees. It also includes give-away items for the Kathy Walk.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the expense policy.
- **Meals** – This line item is used to pay for the on-site meals and breaks during the Annual Conference. Sponsor money may offset some costs.
- **Miscellaneous** – This line item is used to cover any unanticipated conference-related expense.
- **Photography** – This line item is for expenses incurred by the Historical Preservation Committee for pictures and film development at the Annual Conference.
- **Postage** – Conference related postage costs, including mailing of registration materials.
- **President’s Reception/Special Event** – Cost of hosting the President’s Reception and/or special event (includes meal if one is part of the event). Sponsor money may offset some of these expenses.
- **Printing** – The cost of printing and producing the Annual Conference handbooks and conference registration materials.
- **Speaker Expenses** – Expenses associated with the speakers at the Annual Conference.
- **Store Merchandise** – Money set aside for the Special Events/Fund Raising Committee Chair to purchase OAMR logo items to sell during the Mid-Year Academy and Annual Conference.

ACADEMY/EDUCATION SESSIONS

- **Annual Conference Academy** – This line item will cover speaker costs, attendee and speaker meals, or any other expenses associated with the academy session held prior to the Annual Conference.
- **Midyear Academy** – This line item will cover speaker costs, attendee and speaker meals, or any other expense associated with the academy session held in the spring. It also includes monies to host a hospitality room the night prior to the academy session, if so desired by the OAMR President.
- **On-the-Road Workshops** – This line item will cover expenses such as mileage and teaching materials for OAMR’s On-the-Road workshops.

IIMC 2012 EXPENSES Provides for expenses related to the IIMC 2012 Annual Conference, hosted by OAMR in Portland, Oregon in May, 2012.

INTERNET/WEB PAGE Provides for the annual cost of maintaining an OAMR web page on the internet.

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EXPENDITURES (cont.)

MCEF ANNUAL DONATION Annual donation to the Municipal Clerks Education Foundation, Schwarzkopf Society. The Foundation provides scholarships for Municipal Clerks.

MEMBERSHIP

- **Postage** – The cost of mailing OAMR information to new members.
- **Printing** – The cost of printing items for the general membership.
- **Supplies** – Supplies needed for such things as OAMR membership binders, dividers for the binders, etc.

MISCELLANEOUS -- This line item is used to cover any miscellaneous expenses, such as flowers and other unanticipated expenses.

OAMR AMBASSADORS – This line item will cover expenses of designated OAMR members to make presentations on behalf of OAMR or to attend events such as the Northwest Clerks Institute meetings, and other events on behalf of OAMR as approved by the OAMR President.

NEWSLETTER

- **Postage** – This line item reflects the average cost of mailing our newsletter to the membership.
- **Printing** – The cost of printing the newsletter.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter.

NW CLERKS DIRECTOR – This line item assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk's Institute. Each of the three states (OR, WA and AK) contributes \$700 each for the director to attend the IIMC Annual Conference. OAMR agreed to cover the costs associated with travel and lodging for the director to attend the OAMR Annual Conference. The cost associated with attending this conference will vary depending on the location of the conference and should be included in each year's budget.

OFFICER SUPPLIES

- **Miscellaneous/Equipment** – This line item is meant to cover any unanticipated expense incurred by an OAMR Officer.
- **Postage** – This money is to be used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Printing** – This money is used to pay for the printing materials sent to the general membership by any OAMR Officer.
- **Supplies** – The cost of supplies, such as stationery and envelopes.

OFFICERS

1ST VICE-PRESIDENT

- **IIMC Conference** – This line item covers the cost of event-related travel, accommodations, and meals, as outlined in the OAMR Expense Policy, for the 1st Vice-President to attend the IIMC Annual Conference.

2ND VICE-PRESIDENT

- **Future Conference Site Tours** – This line item covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. *Note: The room cost should be complimentary.

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EXPENDITURES (cont.)

REGION IX DIRECTOR

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a \$4.00 per IIMC member donation to IIMC Region IX Director Travel fund annually, which covers attendance at the Region IX state conferences. For years, when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the IIMC Annual Conference, as outlined in OAMR’s expense policy. This line item also covers OAMR’s share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

PRESIDENT

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Expense Policy, for the OAMR President to attend the IIMC Annual Conference. This line item covers the cost of an item for the MCEF Auction, if unable to obtain through donation.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy for the President’s attendance at all Region IX state conferences.
- **OAMR Representation** – The costs associated with the President, or the President’s designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference, Oregon City/County Management Association Conference, Oregon Mayor’s Association Conference, or other professional organizations or meetings as determined necessary by the President.

REGIONAL DIRECTORS - This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings, cover the cost of printing and postage for notices of regional meetings, and other supplies as necessary. Each region is allotted \$50.00.

PHOTOGRAPHY/HISTORICAL RECORDS -This line item covers costs associated with the supplies for the annual scrapbook costs.

SCHOLARSHIPS

- **IIMC Certification Programs** – Scholarships will be awarded for attendance at the IIMC certification program, as budget allows.
- **Kathy Ishiara Scholarship** – One scholarship of \$1,000 awarded annually for a member to attend the IIMC Annual Conference in honor of Kathy Ishiara, former Medford City Recorder.
- **Marge Price Scholarship** – One scholarship of \$1,000 awarded annually for a member to attend IIMC Annual Conference in honor of Marge Price, the “Mother” of OAMR.
- **Mid Year Academy Session** – Scholarships to be awarded for members’ attendance at an OAMR academy session as budget allows.
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows.
- **President Awarded Scholarships** – This represents the scholarship to the following year’s conference to the recipients of the “President’s Award of Distinction” and the “Recorder of the Year.”

OAMR RAFFLE

- **Printing** – The cost of printing trip and regional basket raffle tickets.
- **Postage and Supplies** – The cost of mailing raffle tickets; and possibly costs for quilt materials and supplies.
- **Trip Expense** – The cost of the trip to be raffled.

CONTINGENCY Funds set aside to cover emergency expenses.