

# WASHINGTON STATE BAR ASSOCIATION

## Budget and Audit Committee – Meeting Agenda January 4, 2018 | 10:00 am – 1:00 pm WSBA Offices

---

### TAB

### Page

1. Agenda .....2
2. Minutes of October 26, 2017 Meeting (action).....4

### NEW BUSINESS

3. FY 2017 Audited Financial Statements and meeting with Auditors.....6
  - a. Clark Nuber presentation
  - b. Financial Report for FY 2017
  - c. Special Report on the FY 2017 Budget Summary
4. Internal Financial Reports .....60
  - a. FY 2017:
    - Statements of Financial Position (by fund type) as of September 30, 2017
    - Summary of Budget Variances for FY 2017
    - 4<sup>th</sup> Quarter Fiscal Update Memo
    - Statement of Activities as of September 30, 2017
  - b. FY 2018:
    - Financial Statements as of October 31, 2017 and November 30, 2017
5. Investment Updates as of October 31 and November 30, 2017 .....196
6. FY18 Proposed Budget Amendment (Executive Session/action).....199
7. WSBA Expense Reimbursement .....201
8. Washington State Bar Foundation (materials provided at meeting) .....N/A

## **AGENDA ITEM 2.**

**DRAFT MINUTES**  
**Washington State Bar Association**  
**Budget and Audit Committee**  
**Seattle, WA**  
**October 26, 2017**

Treasurer Risenmay called the meeting to order at 10:11 a.m. Committee members present were President Brad Furlong, Past President Bill Hyslop, President-Elect Bill Pickett, Governors Dan Bridges, James Doane, and Athan Papailiou; Executive Director Paula Littlewood, and Chief Operations Officer Ann Holmes. Committee members Alec Stephens and Kim Hunter participated by telephone along with Governors Dan Clark and Jean Kang. Also present were Controller Mark Hayes, Chief Disciplinary Counsel Doug Ende, Director of Advancement/Chief Development Officer Terra Nevitt, General Counsel Sean Davis, Chief Regulatory Counsel Jean McElroy, and Human Resources Director Frances Dujon-Reynolds.

**Minutes of September 12, 2017 Meeting**

The minutes of the September 12, 2017 meeting were approved.

**Orientation to Budget & Audit Committee and WSBA Finances**

Kim Risenmay welcomed members to the Budget & Audit Committee. Ann Holmes presented a “Fiscal Primer” training, which included an overview of WSBA finances, including the shared Board and management responsibilities related to fiscal oversight, the scope of the Committee’s responsibilities, the budget, reserve balances, classification of funds (General Fund, CLE Fund, Sections Fund, and Client Protection Fund), Investment Policy, WSBA’s annual external audit process and Significant WSBA Fiscal Policies and Procedures. Mark Hayes provided a brief tutorial on how to read WSBA financial statements.

**WSBA Expense Reimbursement**

Ann Holmes drew the Committee’s attention to the WSBA expense reimbursement policy, and a letter request asking the Committee to consider changing the current policy parameters regarding expense reimbursement. Kim Risenmay advised that the Committee will consider this issue at its January meeting.

**September 30 Investment Update**

Mark Hayes highlighted the year-end results of the WSBA’s investment portfolio, which reflect a gain on investments since inception of 6.88%.

**August 31 Financial Statements**

Mark Hayes provided an overview of the financial statement, noting the anticipation that WSBA will beat its budget by \$1.0-\$1.1 million in FY17. It is expected that General Fund reserves at the end of FY17 will be around \$3.1 million; if we spend to budget in FY18, General Fund reserves will likely be \$2.4-\$2.5 million. Discussion ensued about the sources of higher than budgeted revenue and lower than budgeted expenses.

**Washington State Bar Foundation**

Kim Risenmay introduced the standing agenda item topic. Terra Nevitt provided an update on expected year end results for the Foundation.

**FY18 Proposed Budget Amendment**

Paula Littlewood provided an overview of the recently conducted compensation study and findings. Referring to meeting materials, Paula Littlewood stated that a potential budget amendment of \$138,000 could be necessary to bring the affected salaries in line with the market. Kim Risenmay polled Committee members as to whether to extend the meeting and address a proposed budget amendment or table the discussion until the January 4<sup>th</sup> 2018 meeting. The Committee voted to table this agenda item, and to address it in January.

Kim Risenmay adjourned the meeting at 12:05 p.m.

## **AGENDA ITEM 3a.**

# Presentation to the Budget and Audit Committee of



January 4, 2018

Mitch Hansen  
mhansen@clarknuber.com  
425.709.6697

Joe Purvis  
jpurvis@clarknuber.com  
425.709.4804



## Service Scope and Deliverables For the Year Ended September 30, 2017

- Financial statement audit
- Agreed-upon procedures over the Special Report on Budget Summary
- Other services
  - Preparation of draft financial statements in conjunction with the audit
  - Routine management advice, as requested

# Financial Statement Audit

## Purpose

- Issue an opinion (“*audit report*”) that accompanies your annual financial statements
- Gives assurance to users of the financial statements (*lenders, funders, Board of Directors, etc.*) that the information you have reported in the financial statements is materially correct

## Process

### PLANNING

- Operating environment
- Organization
- Internal controls

### RISK ASSESSMENT

- Internal control evaluation
- Brainstorming
- Develop audit plan

### TESTING PROCEDURES

- Internal control testing
- Testing of financial statement balances and disclosures
- Fraud procedures
- Complete all audit steps

### COMPLETION

- Finalize audit
- Discuss results
- Issue reports
- Discuss required communications



# Areas of Financial Statement Audit Emphasis

- Critical Audit Areas
  - Revenue recognition
- Financial Statement Estimates
  - Fixed asset lives
  - Functional allocation of expenses
- Internal Controls in the Following Areas
  - Revenue, receivables, and cash receipts
  - Accounts payable, payroll, and related disbursements
  - Information technology
  - Financial reporting and closing
  - Entity level controls

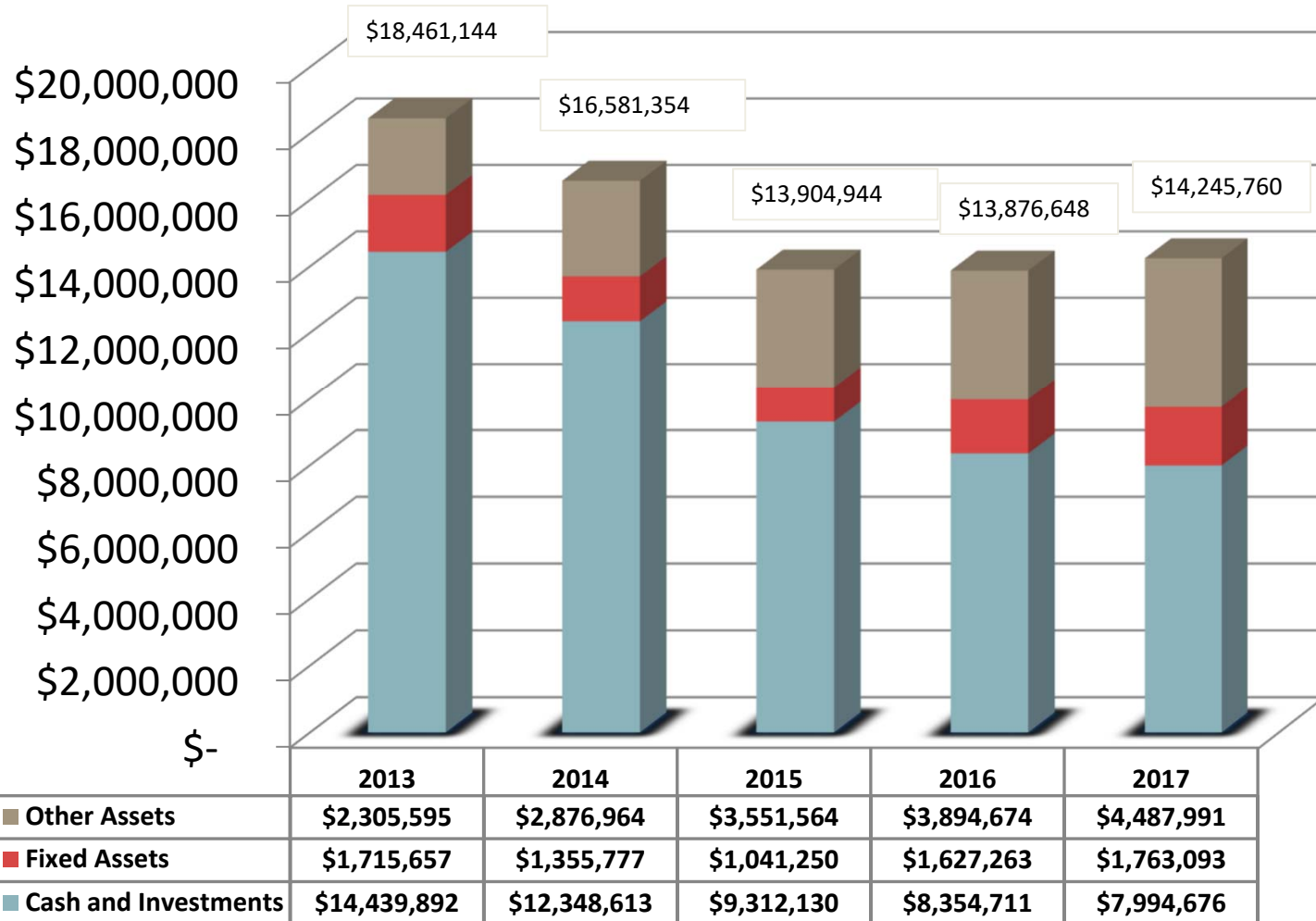




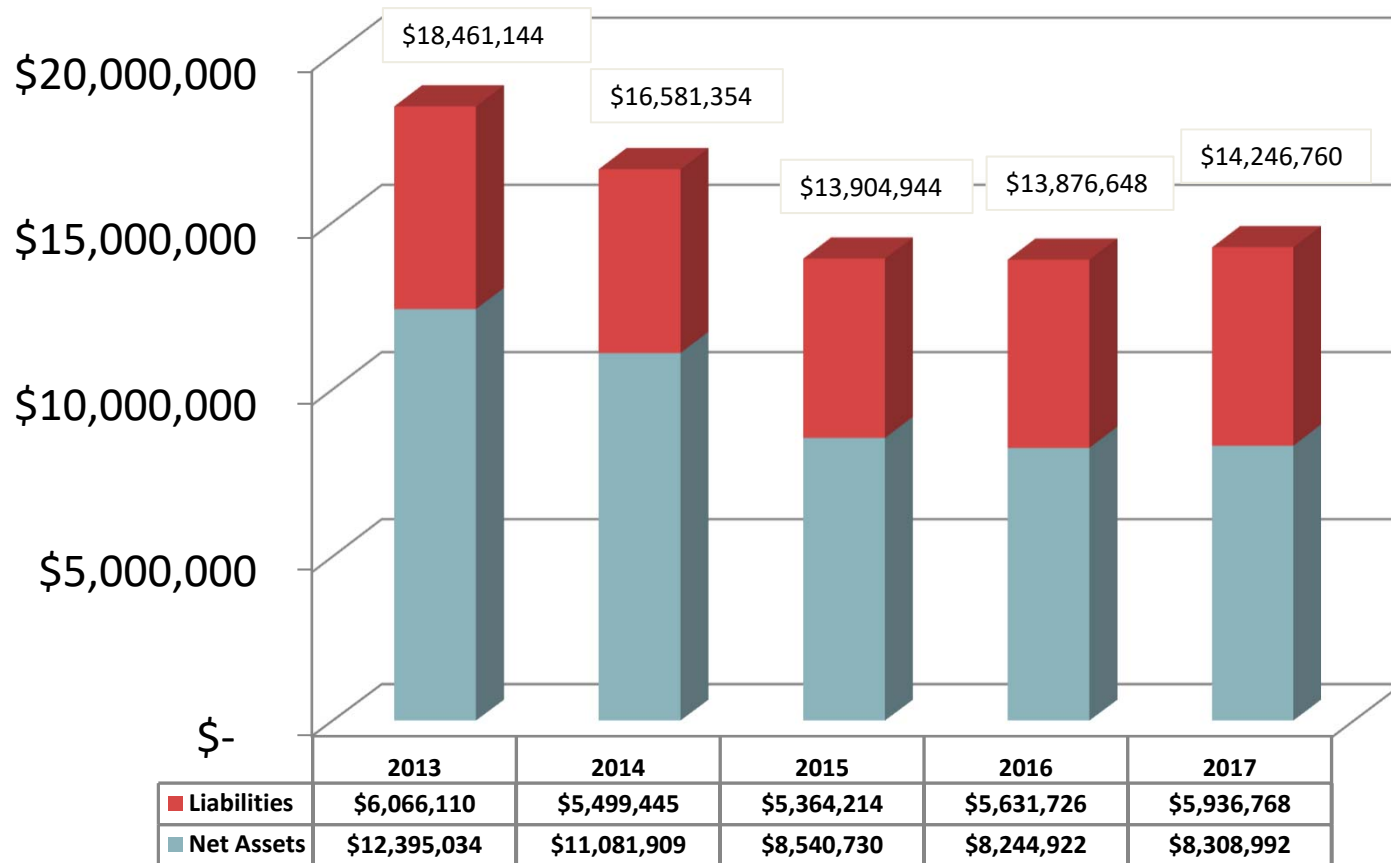
# Financial Statement Audit Results This Year

- “Unmodified” opinion issued
  - Indicates the financial statements are materially correct and we did not find any reason to modify our opinion
- Audit adjustments
  - No auditor-proposed adjustments or uncorrected misstatements
- Internal control deficiencies
  - No material weaknesses in accounting controls or information systems noted

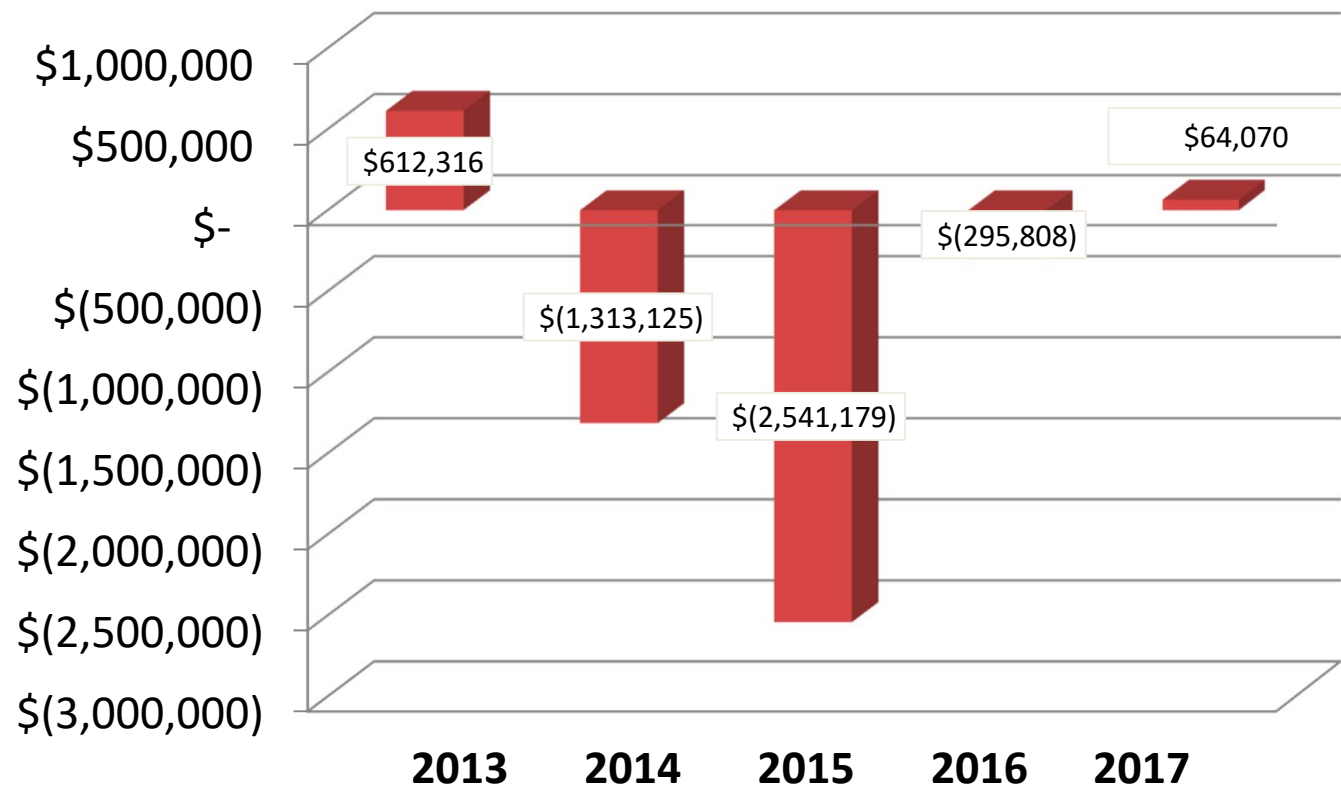
# Total Assets



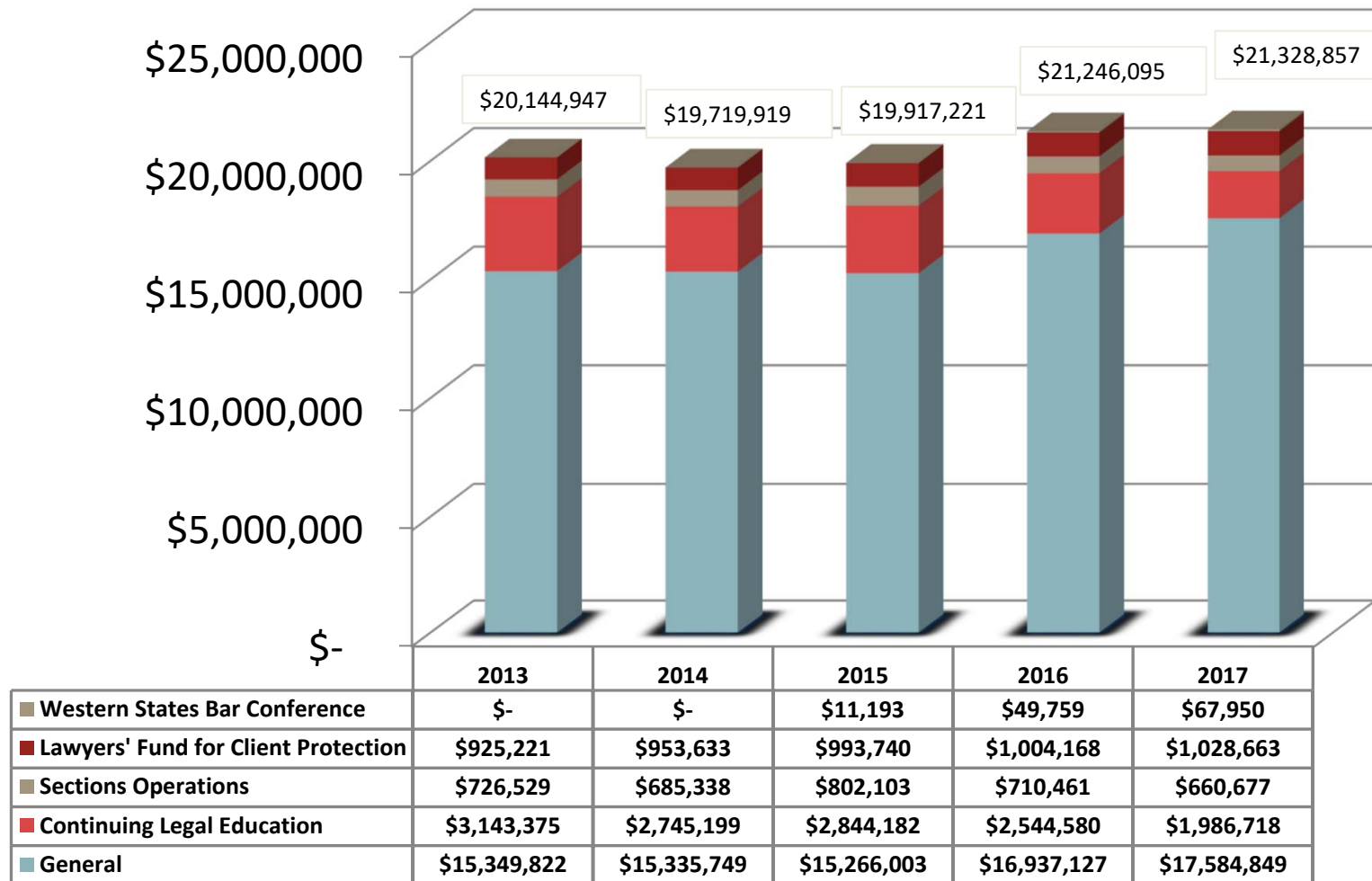
# Liabilities & Net Assets



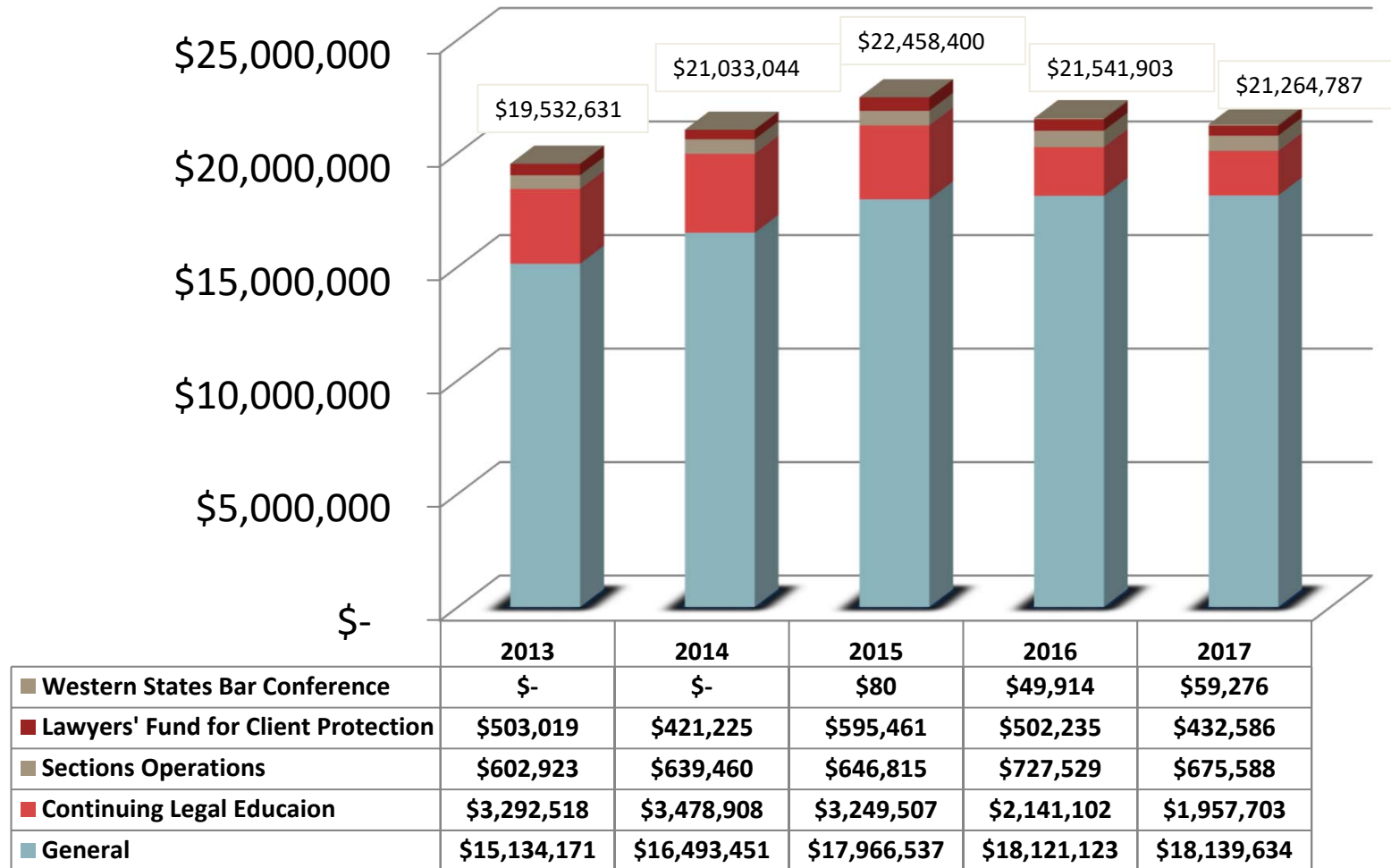
# Change in Net Assets



# Revenues



# Expenses



# Other Required Communications

Professional standards established by the AICPA require independent auditors to communicate certain matters directly to those charged with governance. This report presents a brief explanation of each of the communication requirements and our response as it relates to your organization.

Items to be Communicated	Auditor's Response
Auditor's responsibility under U.S. Auditing Standards.	Communicated in engagement letter.
Representations requested from management.	Communicated in representation letter.
Significant difficulties encountered during audit.	None.
Disagreements with management.	None.
Major issues discussed prior to retention.	None.
Consultation with other accountants.	None we are aware of.
Fraud or noncompliance with laws and regulations.	No such matters came to our attention.

## Other Required Communications

Items to be Communicated	Auditor's Response
Consideration of entity's ability to continue as a going concern.	No such matters require disclosure.
Other information in documents containing audited financial statements.	We are not aware of any plans to include the audited financial statements in other documents.
Qualitative aspects of accounting practices.	Policies and procedures and estimates are consistent with prior years and with practices we see at similar organizations.
Significant audit issues.	No matters were discussed.
Significant audit adjustments or uncorrected misstatements.	None were identified.



# Looking Ahead: New FASB Standards

New Standard	Key Impacts
Not-for-Profit Financial Reporting – effective calendar year ending 2018 (FY 2019)	<ul style="list-style-type: none"><li>• Revenues and net assets classified using two classes of net assets, based on donor restrictions</li><li>• Disclose any board designations of net assets</li><li>• Disclose information about managing liquidity</li><li>• Present statement of functional expenses, or equivalent</li></ul>
Revenue Recognition – effective calendar year ending 2019 (FY 2020)	<ul style="list-style-type: none"><li>• Applies to contracts with customers</li><li>• Recognizes revenue when (or as) the entity satisfies a performance obligation in the contract</li><li>• Applicability to Federal awards is being examined by standard setters and AICPA</li></ul>
Leases – effective calendar year ending 2020 (FY 2021)	<ul style="list-style-type: none"><li>• Elimination of operating type leases. All but short-term leases will be recorded on the balance sheet.</li></ul>

# Emerging Issues: Risk Management

## 2017 TOP 10 RISK ISSUES (Source: Protiviti ERM Survey)

Economic conditions

Regulatory changes and scrutiny

Cyber threats

Rapid speed of disruptive innovations and new technologies

Privacy or identity management and information security

Succession challenges, ability to attract and retain talent

Global market and currency volatility

Organization culture hindering escalation of risk issues

Resistance to change in operations

Sustaining customer (donor) loyalty and retention

# Your Engagement Team

**Mitch Hansen, CPA**  
**Shareholder**  
**mhansen@clarknuber.com**  
**425.709.6697**

**Joe Purvis, CPA**  
**Manager**  
**jpurvis@clarknuber.com**  
**425.709.4804**

**Laura Becker, CPA**  
**Senior**  
**lbecker@clarknuber.com**  
**425.709.5843**

**Madeleine Bergeron, CPA**  
**Associate**  
**mbergeron@clarknuber.com**  
**425.709.4808**

**Mariah Katzberg**  
**Associate**  
**mkatzberg@clarknuber.com**  
**425.709.4864**

# Opportunities for Continuing Education

We offer external educational opportunities, including a variety of events and training sessions that can provide added benefit to you.

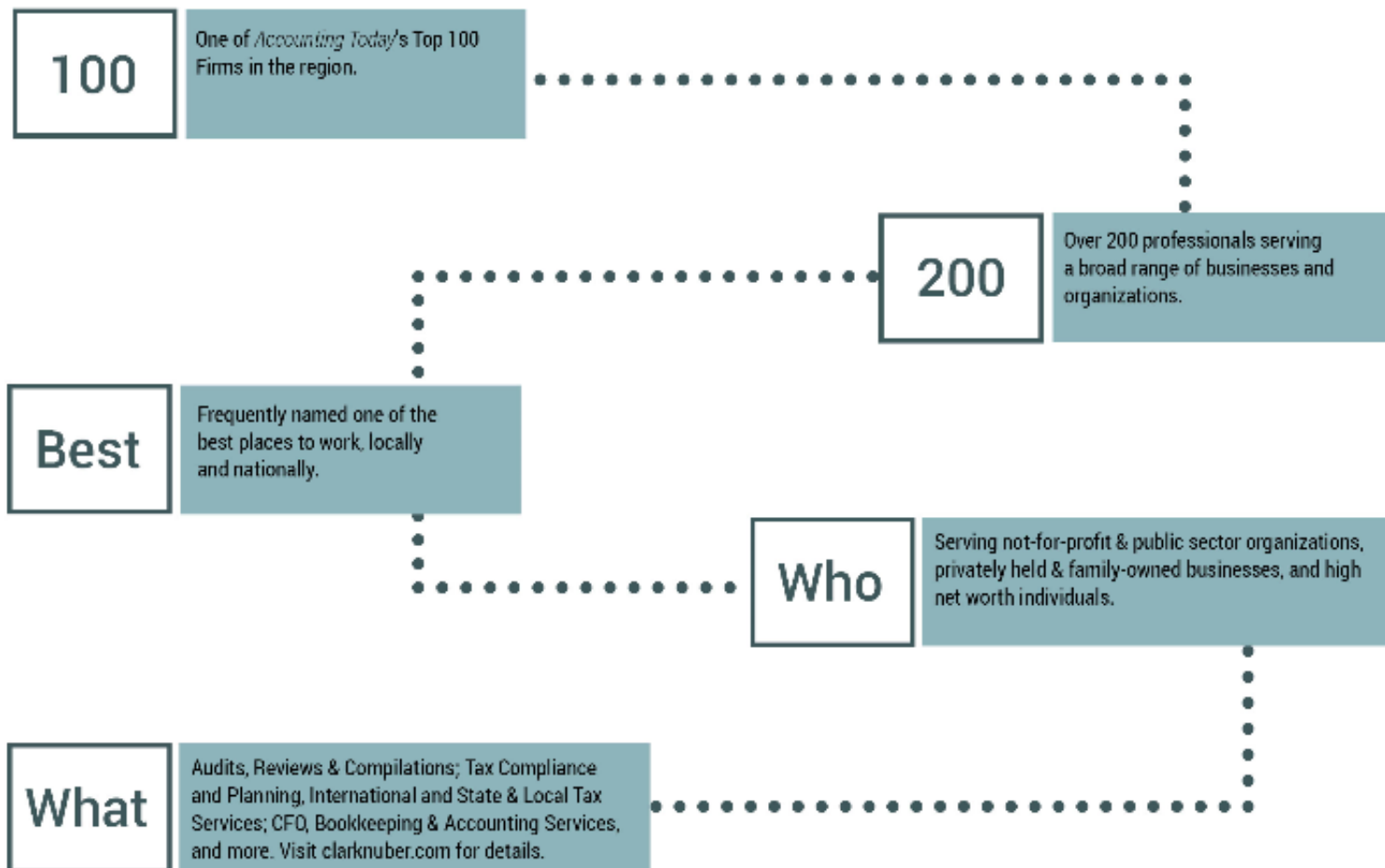


## Upcoming Events

- Not-for-Profit Basics (for accountants): January 16 - 18, 2018
- Not-for-Profit Board Essentials: Spring 2018

For more information visit [www.clarknuber.com/news](http://www.clarknuber.com/news)

# About Clark Nuber



## **AGENDA ITEM 3b.**

**WASHINGTON STATE BAR ASSOCIATION**

Financial Statements

For the Years Ended September 30, 2017 and 2016

## Table of Contents

---

	Page
<b>Independent Auditor's Report</b>	1 - 2
<b>Financial Statements:</b>	
Statements of Financial Position	3
Statements of Activities	4 - 5
Statements of Changes in Net Assets	6
Statements of Cash Flows	7
Notes to Financial Statements	8 - 16



## **Independent Auditor's Report**

**To the Board of Governors  
Washington State Bar Association  
Seattle, Washington**

We have audited the accompanying financial statements of Washington State Bar Association (WSBA), which comprise the statements of financial position as of September 30, 2017 and 2016, and the related statements of activities, changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of WSBA as of September 30, 2017 and 2016, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Certified Public Accountants  
January 4, 2018

**WASHINGTON STATE BAR ASSOCIATION**

**Statements of Financial Position  
September 30, 2017 and 2016**

	2017	2016
<b>Assets</b>		
Cash and cash equivalents	\$ 3,804,955	\$ 4,244,364
Restricted cash and cash equivalents	3,773,689	3,110,208
Receivables, net	44,432	59,984
Prepaid expenses	273,599	321,110
Desk and course books	396,271	403,372
Investments	4,189,721	4,110,347
Property and equipment, net	1,763,093	1,627,263
<b>Total Assets</b>	<b>\$ 14,245,760</b>	<b>\$ 13,876,648</b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 554,433	\$ 629,769
Accrued expenses	525,182	444,177
Lawyers' Fund for Client Protection, committed gifts	409,411	344,425
Deferred licensing fees	3,304,049	3,247,447
Deferred lease obligation and incentive	921,042	761,627
Other deferred revenue	222,651	204,281
<b>Total Liabilities</b>	<b>5,936,768</b>	<b>5,631,726</b>
<b>Net Assets:</b>		
Unrestricted-		
General	3,363,750	3,918,535
Continuing legal education	485,583	456,568
Sections operations	1,197,727	1,212,638
Western States Bar Conference	19,632	10,958
Client Protection Fund	3,242,300	2,646,223
<b>Total Net Assets</b>	<b>8,308,992</b>	<b>8,244,922</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 14,245,760</b>	<b>\$ 13,876,648</b>

See accompanying notes.

# WASHINGTON STATE BAR ASSOCIATION

## Statements of Activities For the Years Ended September 30, 2017 and 2016

	2017			2016		
	Revenues	Expenses	Revenues Over (Under) Expenses	Revenues	Expenses	Revenues Over (Under) Expenses
<b>Unrestricted - General:</b>						
Access to justice board	\$ 9,785	\$ 284,444	\$ (274,659)	\$ 1,400	\$ 231,652	\$ (230,252)
Administration	118,824	1,021,674	(902,850)	185,558	1,006,069	(820,511)
Admissions/bar exam	1,359,865	1,110,933	248,932	1,297,048	1,150,944	146,104
Board of governors and office of the executive director		774,927	(774,927)		779,044	(779,044)
Communications	19,309	1,582,412	(1,563,103)	25,290	1,599,578	(1,574,288)
Discipline	111,472	5,374,154	(5,262,682)	155,100	5,485,110	(5,330,010)
Diversity	90,275	381,269	(290,994)	93,719	401,809	(308,090)
Foundation		154,243	(154,243)		145,243	(145,243)
Human resources		372,786	(372,786)		353,185	(353,185)
Law clerk program	108,050	85,399	22,651	104,825	66,600	38,225
Law office management assistance program	3,510	188,311	(184,801)	6,199	299,228	(293,029)
Lawyer assistance program	8,560	178,314	(169,754)	12,080	159,210	(147,130)
Legislative		198,102	(198,102)		226,436	(226,436)
Licensing fees	13,512,188		13,512,188	12,819,376		12,819,376
Licensing and membership records	333,582	585,230	(251,648)	265,784	532,204	(266,420)
Limited license legal technician	13,448	202,956	(189,508)	11,706	207,684	(195,978)
Limited practice officers	146,986	157,599	(10,613)	134,903	194,286	(59,383)
Mandatory continuing legal education administration	722,297	718,481	3,816	835,160	618,358	216,802
Member benefits	25,870	73,540	(47,670)	16,753	72,098	(55,345)
Mentorship program		155,219	(155,219)		138,543	(138,543)
New lawyer education	36,217	284,623	(248,406)	61,403	295,225	(233,822)
NW Lawyer	544,535	613,747	(69,212)	519,051	607,861	(88,810)
Office of general counsel	150	797,513	(797,363)	414	671,211	(670,797)
Office of general counsel disciplinary board		256,269	(256,269)		361,943	(361,943)
Practice of law board		120,785	(120,785)		96,488	(96,488)
Professional responsibility program		247,054	(247,054)		162,009	(162,009)
Public service programs	94,271	408,451	(314,180)	72,833	470,800	(397,967)
Sections administration	325,655	458,771	(133,116)	318,525	401,628	(83,103)
Technology		1,352,428	(1,352,428)		1,386,677	(1,386,677)
<b>Total Unrestricted - General</b>	<b>\$ 17,584,849</b>	<b>\$ 18,139,634</b>	<b>\$ (554,785)</b>	<b>\$ 16,937,127</b>	<b>\$ 18,121,123</b>	<b>\$ (1,183,996)</b>

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

Statements of Activities (Continued)  
For the Years Ended September 30, 2017 and 2016

	2017			2016		
	Revenues	Expenses	Revenues Over (Under) Expenses	Revenues	Expenses	Revenues Over (Under) Expenses
<b>Unrestricted - Continuing Legal Education:</b>						
Products	\$ 1,105,317	\$ 633,418	\$ 471,899	\$ 1,048,818	\$ 663,101	\$ 385,717
Seminars	881,401	1,324,285	(442,884)	1,495,762	1,478,001	17,761
<b>Total Unrestricted - Continuing Legal Education</b>	<b>\$ 1,986,718</b>	<b>\$ 1,957,703</b>	<b>\$ 29,015</b>	<b>\$ 2,544,580</b>	<b>\$ 2,141,102</b>	<b>\$ 403,478</b>
<b>Unrestricted - Sections Operations</b>	<b>\$ 660,677</b>	<b>\$ 675,588</b>	<b>\$ (14,911)</b>	<b>\$ 710,461</b>	<b>\$ 727,529</b>	<b>\$ (17,068)</b>
<b>Western States Bar Conference</b>	<b>\$ 67,950</b>	<b>\$ 59,276</b>	<b>\$ 8,674</b>	<b>\$ 49,759</b>	<b>\$ 49,914</b>	<b>\$ (155)</b>
<b>Lawyers' Fund for Client Protection</b>	<b>\$ 1,028,663</b>	<b>\$ 432,586</b>	<b>\$ 596,077</b>	<b>\$ 1,004,168</b>	<b>\$ 502,235</b>	<b>\$ 501,933</b>
Unrestricted - General	\$ 17,584,849	\$ 18,139,634	\$ (554,785)	\$ 16,937,127	\$ 18,121,123	\$ (1,183,996)
Unrestricted - Continuing Legal Education	1,986,718	1,957,703	29,015	2,544,580	2,141,102	403,478
	19,571,567	20,097,337	(525,770)	19,481,707	20,262,225	(780,518)
Unrestricted - Sections Operations	660,677	675,588	(14,911)	710,461	727,529	(17,068)
Western States Bar Conference	67,950	59,276	8,674	49,759	49,914	(155)
Client Protection Fund	1,028,663	432,586	596,077	1,004,168	502,235	501,933
<b>Total Change in Net Assets - All Activities</b>	<b>\$ 21,328,857</b>	<b>\$ 21,264,787</b>	<b>\$ 64,070</b>	<b>\$ 21,246,095</b>	<b>\$ 21,541,903</b>	<b>\$ (295,808)</b>

See accompanying notes.

**WASHINGTON STATE BAR ASSOCIATION**

**Statements of Changes in Net Assets  
For the Years Ended September 30, 2017 and 2016**

	Unrestricted					
	General	Continuing Legal Education	Sections Operations	Western States Bar Conference	Lawyers' Fund for Client Protection	Total
Balance, September 30, 2015	\$ 5,102,531	\$ 53,090	\$ 1,229,706	\$ 11,113	\$ 2,144,290	\$ 8,540,730
Unrestricted revenues over (under) expenses	(1,183,996)	403,478	(17,068)	(155)	501,933	(295,808)
<b>Balance, September 30, 2016</b>	<b>3,918,535</b>	<b>456,568</b>	<b>1,212,638</b>	<b>10,958</b>	<b>2,646,223</b>	<b>8,244,922</b>
Unrestricted revenues over (under) expenses	(554,785)	29,015	(14,911)	8,674	596,077	64,070
<b>Balance, September 30, 2017</b>	<b>\$ 3,363,750</b>	<b>\$ 485,583</b>	<b>\$ 1,197,727</b>	<b>\$ 19,632</b>	<b>\$ 3,242,300</b>	<b>\$ 8,308,992</b>

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

Statements of Cash Flows  
For the Years Ended September 30, 2017 and 2016

	2017	2016
<b>Cash Flows From Operating Activities:</b>		
Cash received from licensing fees	\$ 13,568,790	\$ 13,343,130
Cash received from CLE products and seminars	1,995,134	2,528,848
Cash received from other activities	5,782,954	5,786,230
Cash paid to employees	(10,779,027)	(10,528,374)
Cash paid to vendors	(9,854,372)	(10,835,517)
Interest received	72,503	40,744
<b>Net Cash Provided by Operating Activities</b>	<b>785,982</b>	<b>335,061</b>
<b>Cash Flows From Investing Activities:</b>		
Change in restricted cash and cash equivalents	(663,481)	(343,756)
Proceeds from sale of investments	5,349,257	7,816,710
Purchase of investments	(5,354,748)	(6,670,344)
Acquisition of property and equipment	(556,419)	(1,106,932)
<b>Net Cash Used in Investing Activities</b>	<b>(1,225,391)</b>	<b>(304,322)</b>
<b>Net Change in Cash and Cash Equivalents</b>	<b>(439,409)</b>	<b>30,739</b>
Cash and cash equivalents, beginning of year	4,244,364	4,213,625
<b>Cash and Cash Equivalents, End of Year</b>	<b>\$ 3,804,955</b>	<b>\$ 4,244,364</b>
<b>Reconciliation of Change in Net Assets to Net Cash Flows</b>		
<b>From Operating Activities:</b>		
Change in net assets	\$ 64,070	\$ (295,808)
Adjustments to reconcile change in net assets to net cash flows from operating activities-		
Depreciation	420,589	454,292
Unrealized gain on investments	(73,883)	(158,208)
Change in operating assets and liabilities:		
Receivables	15,552	(21,000)
Desk and course books	7,101	(2,027)
Prepaid expenses	47,511	23,673
Accounts payable and accrued expenses	70,655	(348,907)
Deferred licensing fees	56,602	523,754
Deferred lease obligation and incentive	159,415	209,189
Other deferred revenue	18,370	(49,897)
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 785,982</b>	<b>\$ 335,061</b>

See accompanying notes.

**WASHINGTON STATE BAR ASSOCIATION**

**Notes to Financial Statements  
For the Years Ended September 30, 2017 and 2016**

---

**Note 1 - Nature of Operations and Significant Accounting Policies**

**Nature of Operations** - The Washington State Bar Association (“the WSBA”) is an instrumentality of the Supreme Court of the State of Washington operating under the supervisory authority of the Washington Supreme Court. Operations consist of regulating the practice of law in the state under delegated authority of the Washington Supreme Court, and providing various law-related services to the members and public. Lawyers, Limited License Legal Technicians and Limited Practice Officers must be active members of the WSBA in order to practice law in Washington State. A primary source of revenues of the WSBA is license fees which members must pay in order to maintain their membership. License fees follow a pro-rated schedule based on the attorney member’s years of practice. For 2017 and 2016, the license fee was set at \$385 for all attorneys in practice for three years or more, and a pro-rated lower fee for those in practice for fewer than three years. For 2017 and 2016, the license fee was set at \$175 for Limited License Legal Technicians and \$110 for all Limited Practice Officers. The WSBA members are primarily Washington State residents.

The WSBA’s financial statements are not consolidated with those of the Washington State Bar Foundation (“the Foundation”), as the organizations are not financially interrelated.

**Cash and Cash Equivalents and Investments** - Cash and cash equivalents include money market funds and bank deposits. Bank deposits are maintained for ongoing operating expenses and are sometimes in excess of federally insured limits. Certificates of deposit are all federally insured. The WSBA maintains its cash and cash equivalents in bank accounts that may exceed federally insured limits at times during the year. The WSBA has not experienced any losses in these accounts.

Unrealized gains and losses, if any, are reported in the statements of activities as increases or decreases in net assets. Investment balances include federally insured certificates of deposit, corporate bonds and municipal bond funds.

Restricted cash and cash equivalents relate to funds restricted for the Western States Bar Conference and for the Client Protection Fund (see Note 2). Part of the restricted cash and cash equivalents are amounts paid into the Client Protection Fund.

The composition of cash balances and investments are included in Notes 3 and 4, respectively.

**Receivables** - Receivables are generally from members and result from *NW Lawyer* advertising, consulting fees and unpaid fees related to continuing legal education programs. Receivables are unsecured and do not bear interest. Management reviews receivables on a periodic basis and determines the amount estimated to be uncollectible. A reserve for doubtful accounts is then established. Accounts that are determined to be uncollectible are written off against this reserve.

**Desk and Course Books** - Inventory of desk books and audio compact discs is stated at lower of cost (first-in, first-out method) or market.

**Property and Equipment** - Property and equipment is stated at cost. Depreciation and amortization is computed over the estimated useful lives of the assets, using the straight-line method. The capitalization policy threshold is \$2,500.

Leasehold improvements	Life of lease
Equipment, furniture, software and fixtures	1 to 10 years



## WASHINGTON STATE BAR ASSOCIATION

### Notes to Financial Statements

For the Years Ended September 30, 2017 and 2016

#### Note 1 - Continued

The WSBA follows the provisions outlined by accounting standards to account for costs of computer software developed or obtained for internal use. The WSBA capitalizes certain direct costs incurred in developing internal use software.

**Deferred Licensing Fees** - Licensing fees are recognized ratably over the applicable calendar year membership period. Accordingly, fees collected during the WSBA's fiscal year that relate to the fourth quarter of the calendar membership period are included as deferred revenue in these financial statements.

**Income Taxes** - The WSBA is an organization exempt from federal income taxes because it is an instrumentality of the Supreme Court of the State of Washington exercising a governmental function.

**Classification of Expenses** - The accompanying statements of activities present expenses by natural classification. The classification of expenses into program and general and administrative is based upon FTE allocation, direct program expenses, and estimates made by the management of WSBA. The classification of expenses by function is as follows for the years ended September 30:

	2017	2016
Program services	\$ 19,095,400	\$ 19,403,604
Management and general	2,169,387	2,138,299
	<u><u>\$ 21,264,787</u></u>	<u><u>\$ 21,541,903</u></u>

**Net Assets** - The WSBA Board of Governors has directed that portions of the WSBA's unrestricted net assets be designated for Sections Operations and for Continuing Legal Education. The total of revenues over expenses for all sections (which represent specialized legal interests) is included in the Sections Operations designated balance. The difference between revenues and expenses for Continuing Legal Education products and seminars is included in the Continuing Legal Education designated balance ("CLE Reserve Fund").

The WSBA has also designated a portion of its general unrestricted net assets at September 30 as follows:

	2017	2016
Operating reserve fund	\$ 1,500,000	\$ 1,500,000
Facilities reserve fund	200,000	2,114,427
Unrestricted general fund	1,663,750	
Capital reserve fund		250,316
Board program reserve fund		53,793
	<u><u>\$ 3,363,750</u></u>	<u><u>\$ 3,918,536</u></u>

## WASHINGTON STATE BAR ASSOCIATION

### Notes to Financial Statements For the Years Ended September 30, 2017 and 2016

---

#### Note 1 - Continued

The Operating Reserve Fund provides unrestricted funds for any general, unanticipated, but necessary, expenses that may be incurred throughout the year. The goal is to ensure that funds are available in the event of an emergency or an unanticipated decline in revenue.

The Facilities Reserve Fund was used for refurbishment of existing leased space or costs to move to another space after the prior lease ended. In FY 2015 and 2016, the WSBA extended its lease on space at the Puget Sound Plaza building and made leasehold improvements. Effective October 2016 the minimum reserve of this fund was designated by the board to be \$200,000 to fund refurbishment of existing leased space or costs to move to another space when the current lease expires in December 2026.

The Capital Reserve Fund was established to fund short and long-term capital expenditures such as computers, office equipment and replacement of major software. Effective October 1, 2016, this fund is eliminated as WSBA builds capital needs in to the annual operating budget.

The Board Program Reserve Fund was established to fund new programs established by Presidents in conjunction with the Board of Governors that may not have been included in the annual budget. Effective October 2016, this fund is eliminated.

Effective October 2016 the Unrestricted General Fund was established to accumulate net reserves above the Capital Reserve Fund and Facilities Reserve Fund.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Reclassifications of Prior Year Balances** - Certain reclassifications have been made to prior year accounts to conform to the presentation in the current year consolidated financial statements. The reclassifications have no effect on the previously reported change in net assets or net asset balances.

**Subsequent Events** - The WSBA has evaluated subsequent events through January 4, 2018, the date on which the financial statements were available to be issued.

#### Note 2 - Client Protection Fund

In 1995, the Washington Supreme Court and the WSBA created the Client Protection Fund ("the Fund"). The Fund currently receives a \$30 mandatory annual assessment from each active attorney member of the WSBA. The Fund may be used only for the purpose of relieving or mitigating a loss sustained by any person due to the dishonesty of, or failure to account for money or property entrusted to, any attorney member of the WSBA in connection with the member's practice of law, or while acting as a fiduciary in a matter related to the member's practice of law. The Fund receives a mandatory annual assessment from each active attorney member of the WSBA. As the WSBA's use of the funds is restricted as described above, it is shown as restricted cash and cash equivalents in the assets section of the statements of financial position.

# WASHINGTON STATE BAR ASSOCIATION

## Notes to Financial Statements For the Years Ended September 30, 2017 and 2016

### Note 3 - Cash and Cash Equivalents

Cash and cash equivalents consist of the following at September 30:

	<u>2017</u>	<u>2016</u>
<b>Unrestricted Cash and Cash Equivalents:</b>		
Bank deposits	\$ 619,266	\$ 591,897
Money market funds	<u>3,185,689</u>	<u>3,652,467</u>
	<b><u>\$ 3,804,955</u></b>	<b><u>\$ 4,244,364</u></b>
<b>Restricted Cash and Cash Equivalents:</b>		
Bank deposits	\$ 1,430,451	\$ 784,535
Money market funds	<u>2,343,238</u>	<u>2,325,673</u>
	<b><u>\$ 3,773,689</u></b>	<b><u>\$ 3,110,208</u></b>

### Note 4 - Investments

Investments consist of the following at September 30:

	<u>2017</u>	<u>2016</u>
Certificates of deposit	\$ 750,000	\$ 750,000
Bonds	498,902	494,757
Mutual bond funds	<u>2,940,819</u>	<u>2,865,590</u>
	<b><u>\$ 4,189,721</u></b>	<b><u>\$ 4,110,347</u></b>

The following schedule summarizes the returns from investments (and cash balances):

	<u>2017</u>	<u>2016</u>
Interest income - unrestricted	\$ 55,663	\$ 32,388
Interest income - restricted	19,722	6,460
Realized and unrealized gains	73,883	163,798
Fees	<u>(6)</u>	<u>(5,590)</u>
<b>Total Investment Return</b>	<b><u>\$ 149,262</u></b>	<b><u>\$ 197,056</u></b>

## WASHINGTON STATE BAR ASSOCIATION

### Notes to Financial Statements For the Years Ended September 30, 2017 and 2016

#### Note 4 - Continued

Investment income is included as revenue in the following categories in the statements of activities:

	2017	2016
Administration	\$ 118,818	\$ 185,241
Sections operations	10,722	5,355
Client Protection Fund	19,722	6,460
	<u>\$ 149,262</u>	<u>\$ 197,056</u>

#### Note 5 - Property and Equipment

Property and equipment consist of the following at September 30:

	2017	2016
Leasehold improvements	\$ 663,252	\$ 663,252
Furniture	1,045,074	1,045,074
Office equipment	1,929,731	1,825,596
Software	3,750,033	3,584,899
	7,388,090	7,118,821
Less accumulated depreciation and amortization	(6,131,770)	(5,711,183)
Website development and software not yet placed into service	506,773	219,625
	<u>\$ 1,763,093</u>	<u>\$ 1,627,263</u>

#### Note 6 - Qualified Employee Benefit Plan

The WSBA participates in the Washington State Public Employees' Retirement System ("PERS"), a series of defined benefit/defined contribution employee benefit plans sponsored and managed by the State of Washington Department of Retirement Systems ("DRS"). The funding of the plan is analyzed and rates are proposed by the Office of the State Actuary ("OSA") per RCW, Chapter 41.45, and all rates are approved by the legislature. There is a pension funding council that consults with the economic and revenue forecast supervisor and the executive director of the state investment board, for guidance on long-term economic assumptions that are proposed by the OSA. In accordance with PERS, the WSBA and the WSBA's employees make contributions to the plan based on rates established by DRS. Employer contributions for the years ended September 30, 2017 and 2016, were \$1,185,716 and \$1,139,017, respectively.

## WASHINGTON STATE BAR ASSOCIATION

### Notes to Financial Statements

For the Years Ended September 30, 2017 and 2016

---

#### Note 7 - Fair Value Measurements

Accounting standards establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3).

The three levels of the fair value hierarchy are described as follows:

Level 1 - Unadjusted quoted prices available in active markets for identical assets or liabilities;

Level 2 - Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities; or

Level 3 - Unobservable inputs that are significant to the fair value measurement.

A financial instrument's level within the fair value hierarchy is based upon the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets and liabilities measured at fair value. There have been no changes in the methodologies used at September 30, 2017 and 2016.

Mutual Bond Funds - Mutual bonds are valued at closing prices in active markets, which represent the net asset value of shares held by WSBA at year end.

Bonds - Bonds are valued using bid evaluations from similar instruments in actively quoted markets.

**Fair Values Measured on a Recurring Basis** - Fair values of assets measured on a recurring basis at September 30, 2017 and 2016, were as follows:

	Fair Value Measurements at September 30, 2017			
	Level 1	Level 2	Level 3	Total
Mutual bond funds	\$ 2,940,819	\$ -	\$ -	\$ 2,940,819
Bonds		498,902		498,902
	<u>\$ 2,940,819</u>	<u>\$ 498,902</u>	<u>\$ -</u>	<u>\$ 3,439,721</u>

**WASHINGTON STATE BAR ASSOCIATION**

**Notes to Financial Statements  
For the Years Ended September 30, 2017 and 2016**

**Note 7 - Continued**

Fair Value Measurements at September 30, 2016			
	Level 1	Level 2	Level 3
Mutual bond funds	\$ 2,865,590		\$ -
Bonds		494,757	
	<u>\$ 2,865,590</u>	<u>\$ 494,757</u>	<u>\$ -</u>
			<u>\$ 3,360,347</u>

A reconciliation of the investment assets measured at fair value on a recurring basis to total investments follows as of September 30:

	2017	2016
Investments recorded at fair value on a recurring basis	\$ 3,439,721	\$ 3,360,347
Investments recorded at cost	750,000	750,000
<b>Total Investments</b>	<u><b>\$ 4,189,721</b></u>	<u><b>\$ 4,110,347</b></u>

**Note 8 - Lease Commitments**

The WSBA signed a lease extension for office space effective March 1, 2015. The lease is an operating lease agreement expiring during the year ending September 30, 2027. The lease calls for escalating rent payments each year, resulting in a liability for the differences between the rent payments and rent calculated on a straight-line basis.

In FY 2011, the WSBA signed a lease for office space in Olympia, Washington to house the WSBA's legislative division. The lease is an operating lease agreement that expired in September 30, 2016.

Future minimum rental payments under noncancelable operating leases are as follows:

For the Years Ended September 30,

2018	\$ 1,554,579
2019	1,605,169
2020	1,655,759
2021	1,706,349
2022	1,749,571
Thereafter	7,997,436
<b>Total Minimum Rental Payments</b>	<u><b>\$ 16,268,863</b></u>

Rent expense (net of amortization of deferred lease incentive) under all lease agreements totaled \$1,809,002 and \$1,682,460 for the years ended September 30, 2017 and 2016, respectively.

## WASHINGTON STATE BAR ASSOCIATION

### Notes to Financial Statements For the Years Ended September 30, 2017 and 2016

---

#### Note 9 - Commitments and Contingencies

**Contingencies** - The WSBA is subject to various legal proceedings and claims which arise in the ordinary course of its business. Management believes that the final disposition of such matters will not have a material adverse effect on the financial position or results of operations of the WSBA.

**Commitments** - The WSBA is obligated to provide counsel for respondents in disability proceedings, pursuant to the Rule for Enforcement of Lawyer Conduct (ELC) 8.3. Legal fees are incurred as a result of this obligation. In FY 2017 and 2016, the WSBA paid a total of \$58,119 and \$133,570, respectively, for outside counsel to represent various respondents in disability proceedings. The WSBA has liability for future legal fees related to ongoing and new disability proceedings, but the future cost is not determinable due to the nature of the proceedings. However, the liability is significant enough to mention in the Notes to Financial Statements.

As of September 30, 2017, approximately \$265,000 has been budgeted for FY 2018 as grants payable to various organizations, including approximately \$205,000 to Gonzaga University School of Law and Seattle University School of Law for the Moderate Means Program.

# WASHINGTON STATE BAR ASSOCIATION

## Notes to Financial Statements For the Years Ended September 30, 2017 and 2016

### Note 10 - Indirect Expenses

The WSBA programs, services and functions are assigned to functional categories for purposes of budgeting and reporting revenues and expenses. Each category includes direct revenues and expenses for activities within that category and an allocation of indirect expenses which are broken down into three areas: salaries, benefits and overhead. Salaries are allocated based on the categories in which the employees work. The allocation of benefit expenses are based on the total salaries allocated to the category, and the allocation of expenses for overhead is based on the number of full time equivalent employees assigned to each category. The composition of indirect expenses and total direct expenses is as follows:

	<u>2017</u>	<u>2016</u>
Indirect expenses-		
Salaries	\$ 10,671,394	\$ 10,503,069
Employee benefits and payroll taxes	3,673,481	3,571,781
Rent (net of amortization of deferred lease incentive)	1,729,618	1,587,480
Technology and telephone	579,381	816,000
Depreciation and amortization	154,517	281,931
Insurance	131,782	103,136
Human resources	113,293	108,432
Professional fees	88,311	120,616
Supplies and equipment	83,606	78,558
Postage	35,096	36,221
Furniture, maintenance, and leasehold improvements	32,046	23,027
Bank fees	30,910	17,167
Meeting supports expenses	12,258	14,658
Copying and production services	11,639	9,736
Business taxes	9,400	12,923
Remodel expense	<u>78,149</u>	<u>78,149</u>
	17,356,732	17,362,884
Direct expenses	<u>3,908,055</u>	<u>4,179,019</u>
<b>Total Expenses</b>	<b><u>\$ 21,264,787</u></b>	<b><u>\$ 21,541,903</u></b>



## **AGENDA ITEM 3c.**

**WASHINGTON STATE BAR ASSOCIATION**

Special Report on the Fiscal Year 2018 Budget Summary

DRAFT

## Table of Contents

---

	Page
<b>Independent Accountant's Report on Applying Agreed-Upon Procedures</b>	1 - 8
<b>Exhibit A:</b> Fiscal Year 2018 Budget Summary - Final	9
<b>Exhibit B:</b> Fiscal Year 2017 Budget Summary - Final Amended	10
<b>Exhibit C:</b> Fiscal Year 2016 Statement of Activities	11

DRAFT

## **Independent Accountant's Report on Applying Agreed-Upon Procedures**

**To the Board of Governors  
Washington State Bar Association  
Seattle, Washington**

At your request, we have performed certain agreed-upon procedures, as enumerated below, with respect to the Washington State Bar Association (WSBA) Fiscal Year 2018 Budget Summary for the year ending September 30, 2018. These procedures, which were agreed to by management of the WSBA, were performed solely to assist you in evaluating the consistency of the presentation of the Fiscal Year 2018 Budget Summary of revenues and expenses by budget category (2018 Budget) included in Exhibit A, with presentation of the Fiscal Year 2017 Budget Summary of revenues and expenses for the fiscal year ended September 30, 2017 (2017 Budget) included in Exhibit B, and the presentation of revenues and expenses in the audited Statement of Activities for the fiscal year ended September 30, 2016 (2016 Statement of Activities) included in Exhibit C. This report is prepared to comply with Keller vs. State Bar of California, 496 U.S. 1 (1990) which prohibits using compulsory fees of any member who objects to that use for political or ideological activities that are not germane, or reasonably related, to regulating the legal profession or improving the quality of legal services ("nonchargeable" activities). Objecting members are offered a "Keller deduction" that represents the estimated portion of fees that is used for "nonchargeable" activities. The Keller deduction is calculated prospectively based on the coming year's budget and the previous year's political activity. The Special Report on the Budget Summary reports on the presentation of the coming year's budget, which is used to compute the Keller deduction, with the previous year's financial statements and current year budget by explaining differences in categories, budgeting methodologies, and significant revenues and expenses. The WSBA's management is responsible for the 2018 and 2017 Budgets and the 2016 Statement of Activities.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the WSBA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We totaled all columns and rows of the 2018 and 2017 Budgets and the 2016 Statement of Activities to verify the mathematical accuracy.

### Findings

None.

2. We compared the 2018 Budget category descriptions to the 2017 Budget and the 2016 Statement of Activities category descriptions and explained differences.

#### Findings

The WSBA changed the following categories in the 2018 Budget compared to the 2017 Budget:

Deskbooks - In fiscal year 2017 the CLE cost center included revenue and expenses related to conducting in person and webcast CLE Seminars and producing the online sale of desk-books, course-books and recorded CLE seminars. In 2018, Deskbooks is its own cost center to better reflect that desk-books are distinct from other CLE products.

Communications Strategies, Outreach and Engagement, Conference and Broadcast Services, and Publications and Design Services - In fiscal year 2017, the Communications and Legislative cost centers included revenues and expenses related to all functions performed by the Communications Department. In 2018, for greater transparency, and to better reflect the department's restructuring this year, these cost centers have been replaced with: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publications and Design Services. In 2018, .85 FTE was allocated from Legislative to Outreach and Engagement, because the legislative functions are now incorporated into the Outreach and Engagement Division of the Communications and Outreach Department.

Limited License Legal Technicians and Limited Practice Officers - Effective September 1, 2017, the Washington Supreme Court approved amendments to the Admission and Practice (APR) rules establishing the coordinated admissions and licensing system for lawyers, Limited Practice Officers (LPO), and Limited License Legal Technicians (LLLT). Historically, WSBA has included all revenues and costs associated with these programs in the LPO and LLLT costs centers. To reflect this rule change in fiscal year 2018, WSBA has drafted the budget such that LPO and LLLT exam and waiver revenue, and exam writing costs, are identified and accounted for in the Admissions cost center; and LPO and LLLT license fee revenue are identified and accounted for in the Licensing cost center.

Practice Management Assistance - The Law Office Management Assistance Program cost center has been retitled Practice Management Assistance. Additionally, revenues from royalties earned from member participation in discounted third-party services have been moved from the Member Benefits cost center to the Practice Management Assistance cost center.

The WSBA added the following categories in the 2018 Budget compared to the 2016 Statement of Activities:

Deskbooks - In fiscal year 2016 the CLE cost center included revenue and expenses related to conducting in person and webcast CLE Seminars and producing and the online sale of desk-books, course-books, recorded CLE seminars. In 2018, Deskbooks is its own cost center to better reflect that desk-books are distinct from other CLE products.

Communications Strategies, Outreach and Engagement, Conference and Broadcast Services, and Publications and Design Services - In fiscal year 2017, the Communications and Legislative cost centers included revenues and expenses related to all functions performed by the Communications Department. In 2018, for greater transparency, and to better reflect the department's restructuring this year, these cost centers have been replaced with: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publications and Design Services.

Limited License Legal Technicians and Limited Practice Officers - Effective September 1, 2017, the Supreme Court approved amendments to the Admission and Practice (APR) rules establishing the coordinated admissions and licensing system for lawyers, Limited Practice Officers (LPO), and Limited License Legal Technicians (LLLT). Historically, WSBA has included all revenues and costs associated with these programs in the LPO and LLLT costs centers. To reflect this rule change in fiscal year 2018, WSBA has drafted the budget such that LPO and LLLT exam and waiver revenue, and exam writing costs, are identified and accounted for in the Admissions cost center; and LPO and LLLT license fee revenue are identified and accounted for in the Licensing cost center.

Practice Management Assistance - The Law Office Management Assistance Program cost center has been retitled Practice Management Assistance. Additionally, revenues from royalties earned from member participation in discounted third-party services have been moved from the Member Benefits cost center to the Practice Management Assistance cost center.

3. We inquired of management if there were any differences in the methodology used to budget for revenue and expense amounts for each category for the 2018 Budget as compared to the methodology used to budget for revenue and expense amounts for each category for the 2017 Budget and to account for revenue and expenses in the 2016 Statement of Activities.

#### Findings

The WSBA noted no differences in the methodology used to budget for revenue or expense amounts for each category for the 2018 Budget as compared to the methodology used to budget for revenue and expense amounts for each category for the 2017 Budget and to account for revenues and expenses in the 2016 Statement of Activities.

4. We compared total revenues and total expenses by category in the 2018 Budget to the total revenues and total expenses by category in the 2017 Budget and noted differences in amounts both greater than \$100,000 and 20%. We also compared the total revenues and total expenses by category in the 2018 Budget to total revenues and total expenses by category reported on the 2016 Statement of Activities and noted differences in amounts both greater than \$100,000 and 20%. We inquired of management for an explanation of those differences.

### Findings

The following categories showed differences greater than \$100,000 and 20%:

#### **Comparison of 2018 Budget to 2017 Budget**

	2018 Budget	2017 Budget	Difference	
			Amount	Percentage
Admissions / Bar Exam				
a. Revenue	\$ 1,327,400	\$ 1,070,000	\$ 257,400	24%
Limited Practice Officers				
b. Revenue	\$ -	\$ 132,700	\$ (132,700)	-100%
Continuing Legal Education				
c. Revenue	\$ 1,862,235	\$ 2,574,800	\$ (712,565)	-28%
d. Expense	\$ 1,699,431	\$ 2,302,587	\$ (603,156)	-26%
Deskbooks (formerly in CLE-Products)				
e. Revenue	\$ 170,000	\$ -	\$ 170,000	100%
f. Expense	\$ 340,905	\$ -	\$ 340,905	100%
Communications Strategies (formerly Communications)				
g. Expense	\$ 636,530	\$ 1,700,658	\$ (1,064,128)	-63%
Conference and Broadcast Services (formerly Communications)				
h. Expense	\$ 738,960	\$ -	\$ 738,960	100%
Legislative				
i. Expense	\$ 151,840	\$ 263,265	\$ (111,425)	-42%
Outreach and Engagement (formerly Communications)				
j. Expense	\$ 385,421	\$ -	\$ 385,421	100%
Publication and Design Services (formerly Communications)				
k. Expense	\$ 156,000	\$ -	\$ 156,000	100%

Management's explanations for the differences are as follows:

- a. The increase in revenue is to bring Bar Exam Fees in line with historical trends.
- b. The decrease in revenue is due to the late 2017 amendments to the Admission and Practice (APR) rules establishing the coordinated admissions and licensing system for lawyers, Limited Practice Officers (LPO), and Limited License Legal Technicians (LLLT). To reflect this rule change in fiscal year 2018, LPO and LLLT license fee revenue are identified and accounted for in the Licensing cost center.

- c. Due to the break-out of desk-book revenue from the rest of the Continuing Legal Education (CLE) cost center, the CLE cost center revenue decreased \$170,000. The remainder of the decrease in revenue reflects the decline in live seminar registrations partially offset by increased MP3 and video product sales.
- d. In addition to reducing revenue, CLE expense was reduced by \$340,905 due to the break-out of desk-book revenue. This break-out transferred 2.15 full-time employees (FTE) to the Deskbook cost center. The remaining decrease reflects the reduction in live seminar costs due to the decline in demand.
- e. The new Deskbook revenue is due to the creation of the desk-book specific cost center.
- f. The new Deskbook expense is due to the creation of the desk-book specific cost center.
- g. The decrease in expense is due to the replacement of Communication and Legislative cost centers with the following categories: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publications and Design Services. The fiscal year 2017 expense budget for Communications and Legislative was \$1,963,923. The fiscal year 2018 budget for the five replacement cost centers is \$2,068,715. This an increase of \$104,828 or 5.4%, which is related to annual increases in salaries and benefits.
- h. The new Conference and Broadcast Service expense is due to the action taken in fiscal year 2018 as described in note g. above.
- i. The decrease in Legislative expense is due to a shift in .85 FTE from this cost center to Outreach and Engagement to better represent both cost centers.
- j. The new Outreach and Engagement expense is due to the action taken in fiscal year 2018 as described in note g. above.
- k. The new Publication and Design Services expense is due to the action taken in fiscal year 2018 as described in note g. above.



### Comparison of 2018 Budget to 2016 Statement of Activities

	2018 Budget	2016 SOA	Difference	
			Amount	Percentage
Administration				
a. Revenue	\$ 55,000	\$ 185,558	\$ (130,558)	-70.4%
Limited Practice Officers				
b. Revenue	\$ -	\$ 134,903	\$ (134,903)	-100.0%
Continuing Legal Education				
c. Revenue	\$ 1,862,235	\$ 2,544,580	\$ (682,345)	-26.8%
d. Expense	\$ 1,699,431	\$ 2,141,102	\$ (441,671)	-20.6%
Deskbooks (formerly in CLE-Products)				
e. Revenue	\$ 170,000	\$ -	\$ 170,000	100.0%
f. Expense	\$ 340,905	\$ -	\$ 340,905	100.0%
Communications Strategies (formerly Communications)				
g. Expense	\$ 636,530	\$ 1,599,578	\$ (963,048)	-60.2%
Conference and Broadcast Services (formerly Communications)				
h. Expense	\$ 738,960	\$ -	\$ 738,960	100.0%
Licensing and Membership Records				
i. Expense	\$ 697,145	\$ 532,204	\$ 164,941	31.0%
Mandatory CLE Administration				
j. Expense	\$ 777,340	\$ 618,358	\$ 158,982	25.7%
Outreach and Engagement (formerly Communications)				
k. Expense	\$ 385,421	\$ -	\$ 385,421	100.0%
Professional Responsibility Program				
l. Expense	\$ 284,096	\$ 162,009	\$ 122,087	75.4%
Publication and Design Services (formerly Communications)				
m. Expense	\$ 156,000	\$ -	\$ 156,000	100.0%
Sections Operations				
n. Expense	\$ 901,606	\$ 727,529	\$ 174,077	23.9%

Management's explanations for the differences are as follows:

- a. Most of the decrease in Administration revenue is related to WSBA's investment portfolio outperforming WSBA's expectations in fiscal year 2016. This figure varies considerably from year to year and as a result, WSBA budgets conservatively as it is difficult to predict what the market will do from year to year.

- b. The decrease in revenue is due to the late 2017 amendments to the Admission and Practice (APR) rules establishing the coordinated admissions and licensing system for lawyers, Limited Practice Officers (LPO), and Limited License Legal Technicians (LLLT). To reflect this rule change in fiscal year 2018, LPO and LLLT license fee revenue are identified and accounted for in the Licensing cost center.
- c. Due to the break-out of desk-book revenue from the rest of the Continuing Legal Education (CLE) cost center, the CLE cost center has had a reduction in revenue. The remainder of the decrease in revenue is reflects the decline in live seminar registrations offset by increased MP3 and video product sales.
- d. In addition to reducing revenue, CLE expense was reduced due to the break-out of desk-book revenue. This break-out transferred 2.15 FTEs to the Deskbook cost center. The remaining decrease reflects the reduction in live seminar costs due to the decline in demand.
- e. The new Deskbook revenue is due to the creation of the desk-book specific cost center.
- f. The new Deskbook expense is due to the creation of the desk-book specific cost center.
- g. The decrease in expense is due to the replacement of Communication cost center with the following categories: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publications and Design Services. The actual fiscal year 2016 expenses for Communications and Legislative was \$1,826,014. The fiscal year 2018 budget for the five replacement cost centers is \$2,068,715. This an increase of \$242,737 or 13.3%. The increase includes the salary, benefits, and overhead of an additional 1.05 FTE because of the reallocation of staff time from other cost centers to support communications and outreach programs as well as annual salary and benefits increases.
- h. The new Conference and Broadcast Service expense is due to the action taken in fiscal year 2018 as described in note g. above.
- i. The increase in Licensing and Membership Records expense is related to the salary, benefits and overhead of an additional .49 FTE. A portion of this is the additional allocated time of Chief Regulatory Counsel, following Budget and Audit's agreement to split the General Counsel and Chief Regulatory Counsel into two positions. The fiscal year 2018 budget also includes the depreciation of the new licensing software for LLLTs and LPOs.
- j. The increase in expense is related to depreciation on the new continuing legal education tracking and reporting software.
- k. The new Outreach and Engagement expense is due to the action taken in fiscal year 2018 as described in note g. above.

- l. The increase in expense is related to salaries, benefits, and overhead. Professional Responsibility Program increased staffing by .59 FTE, consistent with an increase in time demands for this program.
- m. The new Publication and Design Services expense is due to the action taken in fiscal year 2018 as described in note g. above.
- n. Section budgets and actual spending are linked to work plans, which can differ each year. For 2018, the expenses have increased because of normal changes in Section work plans through direct expenses.

We were not engaged to and did not conduct an examination; the objective of which would be the expression of an opinion on the accompanying 2018 and 2017 Budgets. Accordingly, we do not express an opinion on whether the budgets are presented in conformity with AICPA presentation guidelines or on whether the underlying assumptions provide a reasonable basis for the presentation. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Furthermore, there will usually be differences between the budgets and actual results as events and circumstances frequently do not occur as expected and those differences may be material. We expressed an unmodified opinion on the WSBA's financial statements as of and for the year ended September 30, 2016. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

This report is intended solely for the information and use of management and members of the WSBA and is not intended to be and should not be used by anyone other than these specified parties.

Certified Public Accountants

DATE

**EXHIBIT A**

DRAFT

# WASHINGTON STATE BAR ASSOCIATION

## Fiscal Year 2018 Budget Summary - Final

Cost Centers	Revenue	Expense	Net
Access to Justice	\$ -	\$ 305,327	\$ (305,327)
Administration	55,000	1,050,999	(995,999)
Admissions / Bar Exam	1,327,400	1,169,438	157,962
Board of Governors and Office of the Executive Director		802,546	(802,546)
Communications Strategies	44,750	636,530	(591,780)
Conference and Broadcast Services		738,960	(738,960)
Discipline	130,300	5,767,755	(5,637,455)
Diversity	100,374	442,633	(342,259)
Foundation		164,730	(164,730)
Human Resources		269,931	(269,931)
Law Clerk Program	112,000	112,617	(617)
Legislative		151,840	(151,840)
Licensing	15,068,125		15,068,125
Licensing and Membership Records	284,700	697,145	(412,445)
Limited License Legal Technician		254,748	(254,748)
Limited Practice Officers		159,182	(159,182)
Mandatory CLE Administration	761,000	777,340	(16,340)
Member Assistance Program	10,000	133,105	(123,105)
Member Benefits		166,530	(166,530)
Mentorship Program		115,842	(115,842)
New Member Programs	53,200	297,863	(244,663)
NW Lawyer	538,350	661,305	(122,955)
Office of General Counsel		795,748	(795,748)
Office of General Counsel Disciplinary Board		303,963	(303,963)
Outreach and Engagement		385,421	(385,421)
Practice of Law Board		111,234	(111,234)
Practice Management Assistance	15,000	211,569	(196,569)
Professional Responsibility Program		284,096	(284,096)
Public Service Programs	105,000	449,548	(344,548)
Publication and Design Services		156,000	(156,000)
Sections Administration	308,000	472,903	(164,903)
Technology		1,468,042	(1,468,042)
<b>Total General Fund</b>	<b>18,913,199</b>	<b>19,514,890</b>	<b>(601,691)</b>
<b>Operating Loss for FY 2018</b>			<b>(601,691)</b>
Percent Increase Over FY17 Budget	12%	3%	
Depreciation			315,638
Straight Line Rent			143,635
Capital Labor			(194,000)
<b>Net Cash Flow From FY 2018 Operations</b>			<b>(336,418)</b>
Continuing Legal Education	1,862,235	1,699,431	162,804
Deskbooks	170,000	340,905	(170,905)
<b>Continuing Legal Education</b>	<b>2,032,235</b>	<b>2,040,336</b>	<b>(8,101)</b>
<b>Operating Gain for FY 2018</b>			<b>(8,101)</b>
Percent Increase Over FY 2017 Budget	-21%	-11%	
<b>Sections Operations</b>	<b>611,335</b>	<b>901,606</b>	<b>(290,271)</b>
<b>Lawyers Fund for Client Protection</b>	<b>992,500</b>	<b>565,720</b>	<b>426,780</b>
<b>Western States Bar Conference</b>	<b>49,900</b>	<b>46,860</b>	<b>3,040</b>
	<b>\$ 22,599,169</b>	<b>\$ 23,069,412</b>	<b>\$ (470,243)</b>

**EXHIBIT B**

DRAFT

# WASHINGTON STATE BAR ASSOCIATION

## Fiscal Year 2017 Budget Summary - Final Amended

Cost Centers	Revenue	Expense	Net
Access to Justice Board	\$ 8,000	\$ 259,763	\$ (249,146)
Administration	55,000	1,029,756	(974,756)
Admissions/Bar Exam	1,070,000	1,161,290	(91,290)
Board of Governors and Office of the Executive Director		782,596	(782,596)
Communications	44,250	1,700,658	(1,656,408)
Discipline	140,000	5,602,671	(5,462,671)
Diversity	100,374	394,269	(293,895)
Foundation		167,949	(167,949)
Human Resources		257,819	(257,819)
Law Clerk Program	97,000	106,435	(9,435)
Law Office Management Assistance Program	2,500	202,902	(200,402)
Lawyer Assistance Program	15,750	174,202	(158,452)
Legislative		263,265	(263,265)
Licensing	13,204,000		13,204,000
Licensing and Membership Records	247,800	587,467	(339,667)
Limited License Legal Technician	13,400	235,064	(221,664)
Limited Practice Officers	132,700	202,487	(69,787)
Mandatory CLE Administration	711,000	735,390	(24,390)
Member Benefits	3,000	75,000	(72,000)
Mentorship Program		201,473	(201,473)
New Lawyer Education	80,000	307,891	(227,891)
NW Lawyer	573,450	624,208	(50,758)
Office of General Counsel		792,970	(792,970)
Office of General Counsel Disciplinary Board		257,747	(257,747)
Practice of Law Board		115,371	(115,371)
Professional Responsibility Program		280,851	(280,851)
Public Service Programs	85,000	432,000	(347,000)
Sections Administration	307,000	460,156	(153,156)
Technology		1,475,919	(1,475,919)
<b>Total General Fund</b>	<b>16,890,224</b>	<b>18,887,569</b>	<b>(1,997,345)</b>
<b>Operating Loss for FY 2017</b>			<b>(1,997,345)</b>
Percent Increase Over FY16 Budget	2.9%	1.4%	
Depreciation			(12,257)
Straight Line Rent			194,225
Capital Labor			(140,700)
<b>Net Cash Flow From FY 2017 Operations</b>			<b>(1,956,077)</b>
<b>Continuing Legal Education</b>	<b>2,574,800</b>	<b>2,302,587</b>	<b>272,213</b>
<b>Operating Gain for FY 2017</b>			<b>272,213</b>
Percent Decrease Over FY16 Budget	5.6%	-5.2%	
<b>Sections Operations</b>	<b>688,611</b>	<b>904,833</b>	<b>(216,222)</b>
<b>Lawyers Fund for Client Protection</b>	<b>986,000</b>	<b>616,221</b>	<b>369,779</b>
<b>Western States Bar Conference</b>	<b>50,000</b>	<b>50,000</b>	
	<b>\$ 21,189,635</b>	<b>\$ 22,761,210</b>	<b>\$ (1,571,575)</b>

**EXHIBIT C**

DRAFT



WASHINGTON STATE BAR ASSOCIATION

Statement of Activities  
For the Year Ended September 30, 2016

	Revenues	Expenses	Revenues Over (Under) Expenses
<b>Unrestricted - General:</b>			
Access to Justice Board	\$ 1,400	\$ 231,652	\$ (230,252)
Administration	185,558	1,006,069	(820,511)
Admissions / Bar Exam	1,297,048	1,150,944	146,104
Board of Governors and Office of the Executive Director		779,044	(779,044)
Communications	25,290	1,599,578	(1,574,288)
Discipline	155,100	5,485,110	(5,330,010)
Diversity	93,719	401,809	(308,090)
Foundation		145,243	(145,243)
Human Resources		353,185	(353,185)
Law Clerk Program	104,825	66,600	38,225
Law Office Management Assistance Program	6,199	299,228	(293,029)
Lawyer Assistance Program	12,080	159,210	(147,130)
Legislative		226,436	(226,436)
Licensing Fees	12,819,376		12,819,376
Licensing and Membership Records	265,784	532,204	(266,420)
Limited License Legal Technician	11,706	207,684	(195,978)
Limited Practice Officers	134,903	194,286	(59,383)
Mandatory Continuing Legal Education Administration	835,160	618,358	216,802
Member Benefits	16,753	72,098	(55,345)
Mentorship Program		138,543	(138,543)
New Lawyer Education	61,403	295,225	(233,822)
NW Lawyer	519,051	607,861	(88,810)
Office of General Counsel	414	671,211	(670,797)
Office of General Counsel Disciplinary Board		361,943	(361,943)
Practice of Law Board		96,488	(96,488)
Professional Responsibility Program		162,009	(162,009)
Public Service Programs	72,833	470,800	(397,967)
Sections Administration	318,525	401,628	(83,103)
Technology		1,386,677	(1,386,677)
<b>Total Unrestricted - General</b>	<b>\$ 16,937,127</b>	<b>\$ 18,121,123</b>	<b>\$ (1,183,996)</b>
<b>Unrestricted - Continuing Legal Education:</b>			
Products	\$ 1,048,818	\$ 663,101	\$ 385,717
Seminars	1,495,762	1,478,001	17,761
<b>Total Unrestricted - Continuing Legal Education</b>	<b>\$ 2,544,580</b>	<b>\$ 2,141,102</b>	<b>\$ 403,478</b>
<b>Unrestricted - Sections Operations</b>	<b>\$ 710,461</b>	<b>\$ 727,529</b>	<b>\$ (17,068)</b>
<b>Western States Bar Conference</b>	<b>\$ 49,759</b>	<b>\$ 49,914</b>	<b>\$ (155)</b>
<b>Lawyers' Fund for Client Protection</b>	<b>\$ 1,004,168</b>	<b>\$ 502,235</b>	<b>\$ 501,933</b>

## **AGENDA ITEM 4a.**

ASSETS	General	CLE	Sections	CPF	Western States Bar Conference	TOTAL
Cash & cash equivalents	182,801.39	29,341.70	235,044.09			447,187.18
Investments- money market + CDs	2,925,245.77		1,000,000.00			3,925,245.77
Investments- equities/bond funds	3,450,166.69					3,450,166.69
Restricted Cash	135.60			1,420,317.85	9,995.38	1,430,448.83
Restricted Investments- money market + CDs				2,343,238.74		2,343,238.74
Due to/from GF-LFCP	110,774.51			(110,774.51)		-
Due to/from GF-WSBC	(9,636.49)				9,636.49	-
<i>Receivables</i>						
Accounts Receivable	9,843.59	1,552.75				11,396.34
A/R Misc	31,514.96					31,514.96
Accrued Interest Receivables	5,297.26			2,155.70		7,452.96
Allowance for Bad Debt	(5,932.00)					(5,932.00)
OP Backorders		8,478.46				8,478.46
Unapplied receipts	(9,478.30)					(9,478.30)
CLE inventory		396,271.22				396,271.22
Deferred seminar costs		10,775.03				10,775.03
Prepaid expenses	347,724.31	88,655.05	2,108.43			438,487.79
Other inventory	-					-
Property & equipment, net	1,583,582.82	3,844.12				1,587,426.94
<b>TOTAL ASSETS</b>	<b>8,622,040.11</b>	<b>538,918.33</b>	<b>1,237,152.52</b>	<b>3,654,937.78</b>	<b>19,631.87</b>	<b>14,072,680.61</b>
<b>LIABILITIES</b>						
Accounts payable	344,324.34	6,575.09	22,615.95	119.98		373,635.36
Accounts payable-year end/misc	2,946.00					2,946.00
Refunds payable	5,724.91					5,724.91
Due to/from GF-WSBC						-
LFCP committed gifts				409,410.78		409,410.78
Accrued expenses	478,699.74	40,766.49	11,084.96	3,108.31		533,659.50
Future rent obligations	921,042.43					921,042.43
Unearned seminar/other revenue		5,994.93				5,994.93
Deferred licensing fees	3,304,049.10					3,304,049.10
Other deferred revenue	153,497.17		5,725.00			159,222.17
Deferred grant revenue	47,869.89					47,869.89
LAW Fund/WSBF Contributions	-					-
BOG Special Fund	135.60					135.60
<b>TOTAL LIABILITIES</b>	<b>5,258,289.18</b>	<b>53,336.51</b>	<b>39,425.91</b>	<b>412,639.07</b>	<b>-</b>	<b>5,763,690.67</b>
<b>FUND BALANCE</b>	<b>3,363,750.93</b>	<b>485,581.82</b>	<b>1,197,726.61</b>	<b>3,242,298.71</b>	<b>19,631.87</b>	<b>8,308,989.94</b>
check	-	-	-	-	-	-
<b><u>Allocation of Fund Balances</u></b>						
<b>Restricted Funds:</b>						
LFCP Fund				3,242,298.71		3,242,298.71
Western States Bar Conference					19,631.87	19,631.87
<b>Board-Designated Funds:</b>						
CLE Fund		485,581.82				485,581.82
Section Fund			1,197,726.61			1,197,726.61
Operating Reserve Fund	1,500,000.00					1,500,000.00
Facilities Reserve Fund	200,000.00					200,000.00
Capital Reserve Fund	1,663,750.93					1,663,750.93
<b>Fund Balance</b>	<b>3,363,750.93</b>	<b>485,581.82</b>	<b>1,197,726.61</b>	<b>3,242,298.71</b>	<b>19,631.87</b>	<b>8,308,989.94</b>

**WSBA**  
**Significant Variances in Budget to Actual Revenue and Expenses**  
**General Fund- FY 2017**

<b>FY17 Budgeted Loss</b>	<b>\$ (1,997,345)</b>
<b>FY 17 Actual Loss</b>	<b>\$ (554,785)</b>

<i>Revenue: Over or (Under) Projected Amounts</i>	<i>Budget</i>	<i>Actual</i>	<i>Dollar Difference</i>	<i>Percentage Difference</i>
License Fees	\$ 13,204,000	\$ 13,512,192	\$ 308,192	2.33%
Bar Exam Fees & Special Admissions	\$ 1,030,000	\$ 1,320,945	\$ 290,945	28.25%
Pro Hac Vice	\$ 170,000	\$ 252,560	\$ 82,560	48.56%
Gain/Loss on Investments	\$ 30,000	\$ 73,883	\$ 43,883	146.28%
NW Lawyer revenue (aggregate)	\$ 573,450	\$ 544,535	\$ (28,915)	-5.04%
Recovery of Discipline Costs	\$ 125,000	\$ 95,491	\$ (29,509)	-23.61%
New Lawyer Programs (aggregate)	\$ 80,000	\$ 36,217	\$ (43,783)	-54.73%
Other line-item variances	\$ 1,677,774	\$ 1,749,028	\$ 71,254	4.25%
<b>Net surplus revenue</b>		<b>\$ 694,627</b>		

<i>Indirect Expenses: Over or (Under) Projected Amounts</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>	<i>Percentage Difference</i>
Salaries	\$ 10,825,411	\$ 10,671,395	\$ (154,016)	-1.42%
Benefits (taxes & insurance)	\$ 977,000	\$ 899,489	\$ (77,511)	-7.93%
Benefits (retirement)	\$ 1,252,000	\$ 1,185,716	\$ (66,284)	-5.29%
Benefits (misc/other)	\$ 132,135	\$ 119,436	\$ (12,699)	-9.61%
Benefits (medical)	\$ 1,335,000	\$ 1,358,964	\$ 23,964	1.80%
Net savings from salaries and benefits (all funds)			\$ (286,546)	
Other indirect expenses (Computer Pooled Expense)	\$ 723,610	\$ 538,365	\$ (185,245)	-25.60%
Other indirect expenses (Computer Software Depreciation)	\$ 94,500	\$ 22,522	\$ (71,978)	-76.17%
Other indirect expenses (Rent)	\$ 1,645,000	\$ 1,729,618	\$ 84,618	5.14%
Other line-item variances in other Indirect Expenses	\$ 900,956	\$ 831,229	\$ (69,727)	-7.74%
Net overage from other indirect expenses (all funds)			\$ (242,332)	
Plus CLE & CPF fund variances	\$ 1,550,074	\$ 1,497,011	\$ 53,063	
<b>Total net savings in indirect expenses</b>			<b>\$ (475,815)</b>	

<i>Direct Expenses: Over or (Under) Projected Amounts</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>	<i>Percentage Difference</i>
Consulting (IT)	\$ 212,000	\$ 149,493	\$ (62,507)	-29.48%
Software Manintence & Licensing	\$ 286,500	\$ 229,277	\$ (57,223)	-19.97%
Depreciation (MCLE)	\$ 261,000	\$ 224,281	\$ (36,719)	-14.07%
Outside Sales Expense (NW Lawyer)	\$ 80,000	\$ 45,990	\$ (34,010)	-42.51%
Court Reporter & Litigation (Discipline)	\$ 95,000	\$ 64,035	\$ (30,965)	-32.59%
BOG (Aggregate)	\$ 294,650	\$ 270,843	\$ (23,807)	-8.08%
Court Reporters (Discipline)	\$ 65,000	\$ 44,999	\$ (20,001)	-30.77%
Printing, Copy , Mailing (NW Lawyer)	\$ 220,000	\$ 257,197	\$ 37,197	16.91%
Other line-item variances	\$ 1,037,881	\$ 993,798	\$ (44,083)	-4.25%
<b>Total net savings in direct expenses</b>			<b>\$ (272,118)</b>	

**Total reduction in budgeted deficit      \$ 1,442,560**

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Mark Hayes, Controller  
Ann Holmes, Chief Operations Officer

Re: FY 2017 Budget to Actual Variances

Date: December 8, 2017

---

As part of the year-end review of WSBA financials, we have provided the attached itemized list of General Fund budget variances for both revenue and expense categories. The WSBA General Fund assumed a budgeted net loss of (\$1,997,345) for FY 2017. The actual net loss was (\$554,785); \$1,442,560 better than anticipated. Below is a narrative that highlights the major variances and background surrounding the year-end results.

## REVENUE AND EXPENSE ANALYSIS

### General Fund Revenues

- *Licensing revenue* is over budget by \$308,192 or 2.33%. We experienced higher new admittee and late fee revenue than anticipated.
- *Bar Exam Fees & Special Admissions* revenue, which includes all types of application fees, came in over budget by \$290,945. We budgeted a slight decrease in exam takers from 2016. The number of applicants, however, was 7% higher than the prior year.
- *Pro hac vice* revenue came in \$82,460 better than budget. This is a 34% increase over the prior year. The presence of large tech companies and Amazon, in particular, contributed to this phenomenon.
- *Gain/Loss on Investments* came in over budget by \$43,883. Because the market can be quite volatile, we conservatively budgeted for a \$30,000 gain. The portfolio performed better than expected for FY 2017.
- *NW Lawyer* revenue came in under budget by (\$28,915). This is due to a reduction in Display Advertising revenue, which has continued to decline over time as a result of lower demand for print advertisements. A new ad agency has been hired, which we anticipate will lead to an overall increase in revenue.
- *Recovery of Discipline Costs* came in under budget by (\$29,509). This revenue is mainly based on when attorneys choose to pay costs in order to resume practicing, which can be difficult to predict.
- *New Lawyer Programs* came in (\$43,783) under budget. The number of seminars for FY 2017 was less than anticipated due to staff transitions and scheduling issues. For the seminars that were put on, attendance was down similar to what we saw across our entire live seminar portfolio.

## **Indirect Expenses**

*Salaries* for employees (regular and temporary) are under budget by (\$154,016) for all WSBA funds (General, CLE, and CPF). The budget includes a line item titled "Allowance for Open Positions" of (\$120,000), which is a placeholder to account for lower indirect costs as a result of unfilled positions throughout the year. In FY 2017, WSBA had a higher number of position vacancies than budgeted, which resulted in the savings. Our overall turnover rate, however, held constant with FY 2016 at 16%.

*Benefits* came in (\$132,530) under budget. This was the result of the higher number of vacancies referenced above.

Overall, *Other Indirect Expenses* came in (\$475,815) under budget or 97.1% of what was anticipated with variances as follows: *Computer Pooled* expenses came in (\$185,245) below budget. This was driven by a review of our software maintenance and licensing needs resulting in less than budgeted spend and lower than anticipated consulting costs due to the IT department becoming fully staffed. *Computer Software Depreciation* came in (\$71,978) under budget due to moving the completion dates of a few projects into FY 2018. *Rent* came in \$84,618 over budget due to a higher than expected adjustment for 2016 building operating expenses and for the monthly allocation of 2017 operating expenses.

## **General Fund Direct Expenses**

Direct expenses are under budget in a variety of areas. In total, Direct Expenses are (\$272,118) under budget or 89.3% of what was anticipated. Some key areas follow:

- *IT Consulting* expense came in (\$62,507) under budget. As mentioned above, this was due to the IT department becoming fully staffed reducing the need for outside consulting services.
- *Software Maintenance and Licensing* expenses were under budget by (\$57,223). As mentioned above, this was driven by a review of our software maintenance and licensing needs resulting in less than budgeted spend.
- *Depreciation (MCLE)* expense was (\$36,719) under budget. The reason for this is that the Phase II software development for the MCLE tracking software took less time than anticipated resulting in a lower asset value against which depreciation is calculated.
- *Outside sales* expense for NW Lawyer came in under budget by (\$34,010). We discontinued use outside sales assistance for NW Lawyer following the June issue and our ad revenue was less than budget.
- *BOG/Office of the Executive Director* total expenses were under budget by (\$23,807). This was mainly due to lower than budgeted BOG Committee costs (\$13,327) and BOG travel and outreach costs (\$14,225) lower than budgeted.
- *Court Reports & Litigation Expenses* in the Discipline cost center came in under budget by (\$30,965). These expenses are difficult to predict since they are incurred based on the needs of each case.
- *Printing, Copy and Mailing* expenses for NW Lawyer were \$37,197 over budget due to the production of more magazines than was anticipated.

### **Continuing Legal Education (CLE)**

Overall CLE revenue of \$1,986,717 came in (\$588,083) below budget, which was 77.2% of what was planned. CLE experienced market impacts that appear to be tied to the MCLE rules changes effective January 1, 2016, which eliminated the requirement of live attendance at CLEs. The drop in live registrations began in August 2016 and increased dramatically between October and December 2016, which is typically our best performing period for CLEs. Registration for live attendance is down 48%. As a result, CLE seminar revenue was below budget at 48.0%. However, while the rule changes are contributing to this negative impact to live seminar registrations, they seem to have had a positive impact on recorded product sales. Product sales for FY 2017 were 25.6% better than budget.

CLE Indirect expenses finished the year right on budget at 100.05%. CLE Direct expenses are below budget by (\$293,378) which is 66.1% of what was anticipated. With the decrease in attendance, the costs to put on seminars was managed carefully and we did not spend as much as budgeted, especially in facilities costs, which was (\$93,836) lower than budget. Also, with the decrease in revenue, the splits to sections was impacted and came in (\$77,875) below budget.

Overall total CLE assumed a budgeted surplus of \$272,213. The final results for FY 2017 was a surplus of \$29,014.

### **Client Protection Fund (CPF)**

CPF assumed a budgeted surplus of \$369,779 for FY 2017. Actual surplus was \$596,077; \$226,298 better than anticipated. Revenue came in over budget by \$42,663, mainly from higher member assessment revenue than budgeted. Total CPF direct expenses came in under budget by (\$182,076), the majority of which is related to Gifts to Injured Clients, which are hard to predict and depend on the amounts awarded to individuals by the CPF Board and Board of Governors. Indirect expenses came in slightly below budget (\$1,559).



# **WSBA Financial Reports**

**(Audited)**

## **Year to Date September 30, 2017**

**Prepared by Mark Hayes, Controller**

**Submitted by**

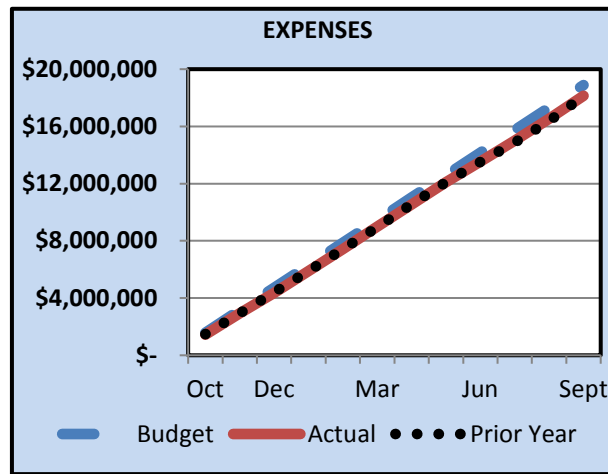
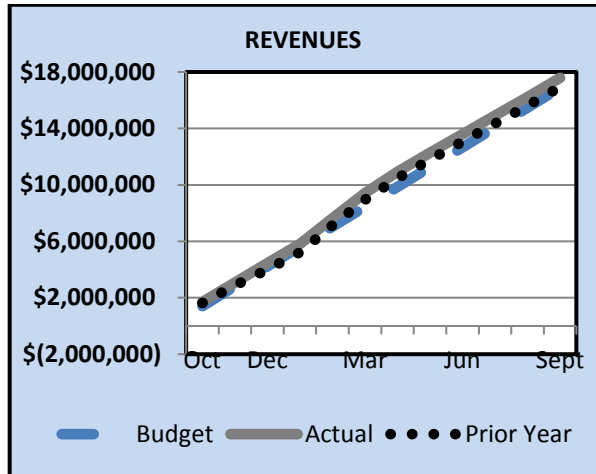
**Ann Holmes, Chief Operations Officer**

**December 15, 2017**



## KEY FINANCIAL BENCHMARKS THROUGH SEPTEMBER 30, 2017 (100.0% of the year)

### GENERAL FUND *(Supports regulatory functions and most services to members and the public)*



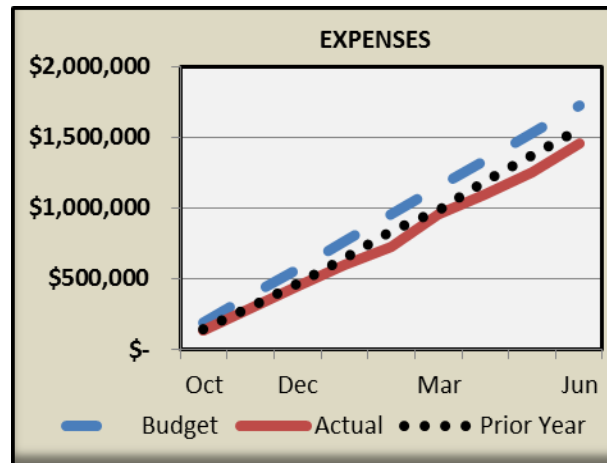
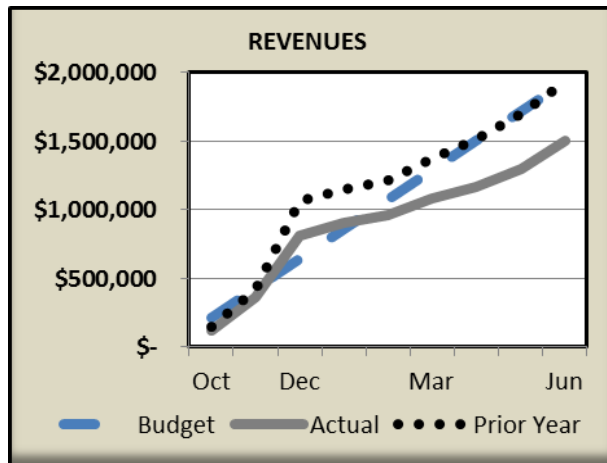
**REVENUES:** The majority of revenues collected for FY 2017 are from license fees, which came in **2.33%** better than budget. Additional items that were higher than budget include interest, gain on investments, bar exam and pro hac vice fees.

**EXPENSES:** Indirect expenses (salaries, benefits, overhead) finished the year under budget due to staff transitions, open positions, and lower than anticipated software license and IT consulting expenses. Direct expenses for the year were under budget as anticipated.

**NET RESULT:** For FY 2017, we finished the year better than budgeted.

	<u>FY17 Budget</u>	<u>FY17 Actuals</u>	<u>Variance</u>
Revenues	\$16,890,224	\$17,584,849	<b>\$694,625</b>
Expenses	<u>\$18,887,569</u>	<u>\$18,139,634</u>	<b>\$747,935</b>
Profit/(Loss)	<u>(\$1,997,345)</u>	<u>(\$554,785)</u>	<b>\$1,442,560</b>
<b>GF Balance</b>	<b>\$1,921,191</b>	<b>\$3,363,751</b>	<b>\$1,442,560</b>

### CLE FUND



**REVENUES:** Actual revenue came in less than budget due to seminar registrations dropping 48% from prior year. Product revenue was up, but not enough to cover the seminar shortfall.

**EXPENSES:** Indirect expenses finished the year slightly below budget due to employee transitions and open positions. Direct expenses were lower than budget because seminar-related expenses were lower in alignment with the lower attendance.

**NET RESULT:** For FY 2017, CLE came in under budget as anticipated.

	<u>FY17 Budget</u>	<u>FY17 Actuals</u>	<u>Variance</u>
Revenues	\$2,574,800	\$1,986,718	<b>(\$588,082)</b>
Expenses	<u>\$2,302,587</u>	<u>\$1,957,703</u>	<b>\$344,884</b>
Profit/(Loss)	<u>\$272,213</u>	<u>\$29,015</u>	<b>(\$243,198)</b>
<b>GF Balance</b>	<b>\$728,780</b>	<b>\$485,582</b>	<b>(\$243,198)</b>

### CLIENT PROTECTION FUND

**REVENUES:** Actual revenues for FY 2017 came in **\$42,663** or **4.33%** ahead of budget.

**EXPENSES:** Actual expenses finished the year under budget by **\$183,635** as the number of gifts to injured clients came in lower than anticipated.

**NET RESULT:** The Client Protection Fund came in **\$226,298** under budget for FY 2017.

**FUND BALANCE:** The FY 2017 year end fund balance for the Client Protection Fund was \$3,242,299 versus a budget of \$3,016,001

### SECTIONS OPERATIONS

**REVENUES:** The majority of revenue collected by Sections is from member dues, which came in as projected for FY17 at **3.97%** better than budget. Overall revenue for Sections Operations was **(\$27,934)** or **4.06%** below budget as profit shares through CLE seminars came in lower than anticipated.

**EXPENSES:** Actual direct expenses finished the year **\$262,915** below budget driven by lower than anticipated seminars and special projects.

**NET RESULT:** For the year, Sections Operations finished the year **\$234,918** better than budget.

**FUND BALANCE:** The Sections Operations year end fund balance \$1,197,727, **\$234,918** better than budget.



To: Board of Governors  
Budget and Audit Committee

From: Mark Hayes, Controller

Re: Key Financial Benchmarks for the Fiscal Year to Date (YTD) through September 30, 2017

Date: November 14, 2017

---

	% of Year	Current Year % YTD	Current Year \$ Difference <sup>1</sup>	Prior Year YTD	Comments
Salaries	100%	98.58%	\$154,016 (Under budget)	96.58%	Under budget (Due to open positions)
Benefits	100%	96.41%	\$132,530 (Under budget)	92.19%	Under budget (Due to open positions)
Other Indirect Expenses	100%	92.80%	\$242,334 (Under budget)	98.54%	Under budget (Due to lower IT consulting costs and software depreciation)
Total Indirect Expenses	100%	97.04%	\$528,880 (Under budget)	96.05%	Under budget overall

General Fund Revenues	100%	104.11%	\$694,427 (Over budget)	103.15%	Over budget (Due to license fees and bar exam fees)
General Fund Direct Expenses	100%	89.39%	\$270,699 (Under budget)	95.65%	Under budget

CLE Revenue	100%	77.16%	\$588,083 (Under budget)	104.36%	Under budget (Due to reduction in seminar attendance)
CLE Direct Expenses	100%	66.13%	\$293,378 (Under budget)	86.59%	Under budget (Due to reduced seminar costs)
CLE Indirect Expenses	100%	96.41%	\$51,506 (Under budget)	88.43%	Under budget (Due to open positions)

---

<sup>1</sup> Dollar difference is calculated based on pro-rated budget figures (total annual budget figures divided by 12 months) minus actual revenue and expense amounts as of September 30, 2017 (12 months into the fiscal year).

Washington State Bar Association Financial Summary  
Year to Date as of September 30, 2017 100.00% of Year  
Compared to Fiscal Year 2017 Budget

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice	9,785	8,000.00	235,263	197,913	49,181	61,850	284,444	259,763	(274,659)	(251,763)
Administration	118,824	55,000	1,019,148	1,026,621	2,526	3,135	1,021,674	1,029,756	(902,850)	(974,756)
Admissions/Bar Exam	1,359,865	1,070,000	763,058	784,390	347,875	376,900	1,110,933	1,161,290	248,932	(91,290)
Board of Governors	-	-	504,085	487,946	270,843	294,650	774,927	782,596	(774,927)	(782,596)
Communications	19,309	44,250	1,474,081	1,570,598	108,331	130,060	1,582,412	1,700,658	(1,563,103)	(1,656,408)
Discipline	111,472	140,000	5,167,220	5,335,003	206,934	267,668	5,374,154	5,602,671	(5,262,682)	(5,462,671)
Diversity	90,275	100,374	361,486	365,119	19,783	29,150	381,269	394,269	(290,994)	(293,895)
Foundation	-	-	147,241	148,649	7,002	19,300	154,243	167,949	(154,243)	(167,949)
Human Resources	-	-	372,786	257,819	-	-	372,786	257,819	(372,786)	(257,819)
Law Clerk Program	108,050	97,000	81,339	101,085	4,060	5,350	85,399	106,435	22,651	(9,435)
Law Office Management Asst.Prog	3,510	2,500	184,347	198,202	3,964	4,700	188,311	202,902	(184,801)	(200,402)
Lawyers Assistance Program	8,560	15,750	119,423	127,432	58,891	46,770	178,314	174,202	(169,754)	(158,452)
Legislative	-	-	167,745	220,465	30,357	42,800	198,102	263,265	(198,102)	(263,265)
Licensing Fees	13,512,192	13,204,000	-	-	-	-	-	-	13,512,192	13,204,000
License and Membership Records	333,582	247,800	554,390	559,967	30,844	27,500	585,234	587,467	(251,653)	(339,667)
Limited License Legal Technician	13,448	13,400	169,246	175,010	33,711	60,054	202,956	235,064	(189,508)	(221,664)
Limited Practice Officers	146,986	132,700	147,897	189,203	9,701	13,284	157,599	202,487	(10,613)	(69,787)
Mandatory CLE	722,297	711,000	491,534	468,890	226,947	266,500	718,481	735,390	3,816	(24,390)
Member Benefits	25,870	3,000	-	-	73,540	75,000	73,540	75,000	(47,671)	(72,000)
Mentorship Program	-	-	150,806	177,973	4,413	23,500	155,219	201,473	(155,219)	(201,473)
New Lawyer Program	36,217	80,000	258,551	275,191	26,072	32,700	284,623	307,891	(248,406)	(227,891)
NW Lawyer	544,535	573,450	204,294	221,408	409,454	402,800	613,747	624,208	(69,212)	(50,758)
Office of General Counsel	150	-	789,383	777,270	8,130	15,700	797,513	792,970	(797,363)	(792,970)
OGC-Disciplinary Board	-	-	153,913	154,747	102,356	103,000	256,269	257,747	(256,269)	(257,747)
Practice of Law Board	-	-	100,443	101,271	20,341	14,100	120,785	115,371	(120,785)	(115,371)
Professional Responsibility Program	-	-	240,832	272,851	6,221	8,000	247,054	280,851	(247,054)	(280,851)
Public Service Programs	94,271	85,000	197,660	216,540	210,791	215,460	408,451	432,000	(314,180)	(347,000)
Sections Administration	325,655	307,000	451,126	448,056	7,645	12,100	458,771	460,156	(133,117)	(153,156)
Technology	-	-	1,352,428	1,475,919	-	-	1,352,428	1,475,919	(1,352,428)	(1,475,919)
<b>Subtotal General Fund</b>	<b>17,584,851</b>	<b>16,890,224</b>	<b>15,859,723</b>	<b>16,335,538</b>	<b>2,279,913</b>	<b>2,552,031</b>	<b>18,139,636</b>	<b>18,887,569</b>	<b>(554,785)</b>	<b>(1,997,345)</b>
Expenses using reserve funds							<b>18,139,636</b>		-	-
<b>Total General Fund - Net Result from Operations</b>									<b>(554,785)</b>	<b>(1,997,345)</b>
<b>Percentage of Budget</b>	<b>104.11%</b>		<b>97.09%</b>		<b>89.34%</b>		<b>96.04%</b>			
CLE-Products	1,105,317	879,800	513,081	512,809	120,338	144,865	633,418	657,674	471,898	222,126
CLE-Seminars	881,401	1,695,000	871,767	923,544	452,518	721,369	1,324,285	1,644,913	(442,884)	50,087
Total CLE	1,986,717	2,574,800	1,384,847	1,436,353	572,856	866,234	1,957,703	2,302,587	29,014	272,213
<b>Percentage of Budget</b>	<b>77.16%</b>		<b>96.41%</b>		<b>66.13%</b>		<b>85.02%</b>			
Total All Sections	660,677	688,611	-	-	675,588	938,503	675,588	938,503	(14,911)	(249,892)
Lawyers Fund for Client Protection-Restricted	1,028,663	986,000	112,162	113,721	320,424	502,500	432,586	616,221	596,077	369,779
Management Western States Bar Conference (No WSBA Funds)	67,950	50,000	-	-	59,276	50,000	59,276	50,000.00	8,674	-
<b>Totals</b>	<b>21,328,859</b>	<b>21,189,635</b>	<b>17,356,732</b>	<b>17,885,612</b>	<b>3,908,058</b>	<b>4,909,267.75</b>	<b>21,264,790</b>	<b>22,794,880</b>	<b>64,068</b>	<b>(1,605,245)</b>
<b>Percentage of Budget</b>	<b>100.66%</b>		<b>97.04%</b>		<b>79.61%</b>		<b>93.29%</b>			

Summary of Fund Balances:	Fund Balances Sept. 30, 2016	2017 Budgeted Fund Balances	Fund Balances YTD Actuals
<b>Restricted Funds:</b>			
Client Protection Fund	2,646,222	3,016,001	3,242,298.71
Western States Bar Conference (No WSBA Funds)	10,958	10,958	19,631.87
<b>Board-Designated Funds (Non-General Fund):</b>			
CLE Fund Balance	456,568	728,781	485,581.82
Section Funds	1,212,637	962,746	1,197,726.51
<b>Board-Designated Funds (General Fund):</b>			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000.00
Facilities Reserve Fund	200,000	200,000	200,000.00
<b>Unrestricted Funds (General Fund):</b>			
Unrestricted General Fund	2,218,536	221,191	1,663,750.93
<b>Total Genreal Fund Balance</b>	<b>3,918,536</b>	<b>1,921,191</b>	<b>3,363,750.93</b>
<b>Net Change In General Fund Balance</b>		<b>(1,997,345)</b>	<b>(554,785.07)</b>
<b>Total Fund Balance</b>	<b>8,244,921</b>	<b>6,639,677</b>	<b>8,308,990</b>
<b>Net Change In Fund Balance</b>		<b>(1,605,245)</b>	<b>64,068.45</b>

Net Change in Non-Genral Funds 618,853.52  
Net Change in Genral Funds (554,785.07)  
Net Change in All Funds 64,068.45

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LICENSE FEES</b>					
<b>REVENUE:</b>					
LICENSE FEES	<u>13,204,000.00</u>	<u>1,120,601.64</u>	<u>13,512,192.45</u>	<u>(308,192.45)</u>	<u>102.33%</u>
<b>TOTAL REVENUE:</b>	<u><b>13,204,000.00</b></u>	<u><b>1,120,601.64</b></u>	<u><b>13,512,192.45</b></u>	<u><b>(308,192.45)</b></u>	<u><b>102.33%</b></u>

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ACCESS TO JUSTICE</b>					
<b>REVENUE:</b>					
CONFERENCES & INSTITUTES	8,000.00	9,785.00	9,785.00	(1,785.00)	122%
<b>TOTAL REVENUE:</b>	<b>8,000.00</b>	<b>9,785.00</b>	<b>9,785.00</b>	<b>(1,785.00)</b>	<b>122%</b>
<b>DIRECT EXPENSES:</b>					
ATJ BOARD RETREAT	2,000.00	-	1,661.99	338.01	83.10%
LEADERSHIP TRAINING	2,000.00	327.00	327.00	1,673.00	16.35%
ATJ BOARD EXPENSE	15,100.00	1,733.32	13,984.40	1,115.60	92.61%
ATJ BOARD COMMITTEES EXPENSE	5,000.00	275.81	3,748.09	1,251.91	74.96%
STAFF TRAVEL/PARKING	1,200.00	203.47	957.11	242.89	79.76%
STAFF MEMBERSHIP DUES	150.00	-	-	150.00	0.00%
PUBLIC DEFENSE	8,400.00	300.73	5,033.16	3,366.84	59.92%
CONFERENCE/INSTITUTE EXPENSE	23,000.00	(15,744.27)	22,570.48	429.52	98%
RECEPTION/FORUM EXPENSE	5,000.00	-	899.00	4,101.00	18%
<b>TOTAL DIRECT EXPENSES:</b>	<b>61,850.00</b>	<b>(12,903.94)</b>	<b>49,181.23</b>	<b>12,668.77</b>	<b>79.52%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.10 FTE)	105,884.00	11,427.71	148,848.61	(42,964.61)	140.58%
BENEFITS EXPENSE	42,244.00	3,232.34	40,141.56	2,102.44	95.02%
OTHER INDIRECT EXPENSE	49,785.00	4,272.29	46,272.43	3,512.57	92.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>197,913.00</b>	<b>18,932.34</b>	<b>235,262.60</b>	<b>(37,349.60)</b>	<b>118.87%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>259,763.00</b>	<b>6,028.40</b>	<b>284,443.83</b>	<b>(24,680.83)</b>	<b>109.50%</b>
<b>NET INCOME (LOSS):</b>	<b>(251,763.00)</b>	<b>3,756.60</b>	<b>(274,658.83)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ADMINISTRATION</b>					
<b>REVENUE:</b>					
INTEREST INCOME	25,000.00	(6,078.55)	44,934.91	(19,934.91)	179.74%
GAIN/LOSS ON INVESTMENTS	30,000.00	(2,289.41)	73,883.01	(43,883.01)	246.28%
MISCELLANEOUS	-	-	6.00	(6.00)	
<b>TOTAL REVENUE:</b>	<b>55,000.00</b>	<b>(8,367.96)</b>	<b>118,823.92</b>	<b>(63,823.92)</b>	<b>216.04%</b>
<b>DIRECT EXPENSES:</b>					
CREDIT CARD MERCHANT FEES	-	94.60	(508.97)	508.97	
STAFF TRAVEL/PARKING	2,500.00	852.00	2,574.00	(74.00)	102.96%
STAFF MEMBERSHIP DUES	635.00	-	266.00	369.00	41.89%
MISCELLANEOUS	-	-	195.27	(195.27)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,135.00</b>	<b>946.60</b>	<b>2,526.30</b>	<b>608.70</b>	<b>80.58%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE ( 7.92 FTE)	632,169.00	46,701.12	642,368.64	(10,199.64)	101.61%
BENEFITS EXPENSE	206,690.00	14,379.94	202,313.28	4,376.72	97.88%
OTHER INDIRECT EXPENSE	187,762.00	16,107.67	174,466.08	13,295.92	92.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,026,621.00</b>	<b>77,188.73</b>	<b>1,019,148.00</b>	<b>7,473.00</b>	<b>99.27%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,029,756.00</b>	<b>78,135.33</b>	<b>1,021,674.30</b>	<b>8,081.70</b>	<b>99.22%</b>
<b>NET INCOME (LOSS):</b>	<b>(974,756.00)</b>	<b>(86,503.29)</b>	<b>(902,850.38)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ADMISSIONS/BAR EXAMS</b>					
<b>REVENUE:</b>					
EXAM SOFT REVENUE	40,000.00	-	38,920.00	1,080.00	97.30%
BAR EXAM FEES	1,000,000.00	44,935.00	1,254,780.00	(254,780.00)	125.48%
SPECIAL ADMISSIONS	30,000.00	4,340.00	66,165.00	(36,165.00)	220.55%
<b>TOTAL REVENUE:</b>	<b>1,070,000.00</b>	<b>49,275.00</b>	<b>1,359,865.00</b>	<b>(289,865.00)</b>	<b>127.09%</b>
<b>DIRECT EXPENSES:</b>					
FACILITY, PARKING, FOOD	65,000.00	(19.38)	73,417.80	(8,417.80)	112.95%
EXAMINER FEES	32,500.00	-	26,000.00	6,500.00	80.00%
UBE EXMINATIONS	136,000.00	87,418.00	127,760.00	8,240.00	93.94%
BOARD OF BAR EXAMINERS	30,000.00	1,081.77	25,398.80	4,601.20	84.66%
BAR EXAM PROCTORS	33,000.00	-	31,551.00	1,449.00	95.61%
CHARACTER & FITNESS BOARD	20,000.00	1,756.45	13,437.05	6,562.95	67.19%
DISABILITY ACCOMMODATIONS	25,000.00	9,505.17	25,278.04	(278.04)	101.11%
CHARACTER & FITNESS INVESTIGATIONS	1,000.00	-	152.32	847.68	15.23%
LAW SCHOOL VISITS	1,000.00	33.25	117.25	882.75	11.73%
COURT REPORTERS	15,000.00	1,071.22	8,166.66	6,833.34	54.44%
POSTAGE	4,000.00	1,055.97	4,269.25	(269.25)	106.73%
PRINTING & COPYING	-	-	351.00	(351.00)	
STAFF TRAVEL/PARKING	13,000.00	4,765.95	11,125.38	1,874.62	85.58%
STAFF MEMBERSHIP DUES	200.00	-	200.00	-	100.00%
SUPPLIES	1,200.00	-	650.23	549.77	54.19%
<b>TOTAL DIRECT EXPENSES:</b>	<b>376,900.00</b>	<b>106,668.40</b>	<b>347,874.78</b>	<b>29,025.22</b>	<b>92.30%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (6.48 FTE)	465,903.00	38,386.78	457,675.76	8,227.24	98.23%
BENEFITS EXPENSE	164,864.00	12,333.33	162,494.86	2,369.14	98.56%
OTHER INDIRECT EXPENSE	153,623.00	13,192.14	142,887.29	10,735.71	93.01%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>784,390.00</b>	<b>63,912.25</b>	<b>763,057.91</b>	<b>21,332.09</b>	<b>97.28%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,161,290.00</b>	<b>170,580.65</b>	<b>1,110,932.69</b>	<b>50,357.31</b>	<b>95.66%</b>
<b>NET INCOME (LOSS):</b>	<b>(91,290.00)</b>	<b>(121,305.65)</b>	<b>248,932.31</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>BOG/OED</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
BOG MEETINGS	125,000.00	19,032.65	129,130.34	(4,130.34)	103.30%
BOG COMMITTEES' EXPENSES	30,000.00	1,899.67	16,672.65	13,327.35	55.58%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	60,000.00	-	100.00%
BOG CONFERENCE ATTENDANCE	17,500.00	-	17,037.22	462.78	97.36%
BOG TRAVEL & OUTREACH	45,000.00	2,708.35	30,774.80	14,225.20	68.39%
ED TRAVEL & OUTREACH	5,000.00	755.36	3,289.28	1,710.72	65.79%
BOG ELECTIONS	5,000.00	-	6,818.43	(1,818.43)	136.37%
STAFF TRAVEL/PARKING	4,000.00	328.00	4,192.40	(192.40)	104.81%
STAFF MEMBERSHIP DUES	1,850.00	-	2,028.70	(178.70)	109.66%
TELEPHONE	1,300.00	155.12	898.70	401.30	69.13%
<b>TOTAL DIRECT EXPENSES:</b>	<b>294,650.00</b>	<b>24,879.15</b>	<b>270,842.52</b>	<b>23,807.48</b>	<b>91.92%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.45 FTE)	336,231.00	24,028.47	359,448.55	(23,217.55)	106.91%
BENEFITS EXPENSE	93,632.00	6,605.39	90,536.79	3,095.21	96.69%
OTHER INDIRECT EXPENSE	58,083.00	4,993.97	54,099.48	3,983.52	93.14%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>487,946.00</b>	<b>35,627.83</b>	<b>504,084.82</b>	<b>(16,138.82)</b>	<b>103.31%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>782,596.00</b>	<b>60,506.98</b>	<b>774,927.34</b>	<b>7,668.66</b>	<b>99.02%</b>
<b>NET INCOME (LOSS):</b>	<b>(782,596.00)</b>	<b>(60,506.98)</b>	<b>(774,927.34)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>COMMUNICATIONS</b>					
<b>REVENUE:</b>					
AWARDS LUNCH/DINNER	44,000.00	16,784.80	17,438.96	26,561.04	39.63%
50 YEAR MEMBER TRIBUTE LUNCH	250.00	-	1,170.00	(920.00)	468.00%
WSBA LOGO MERCHANDISE SALES	-	140.00	700.00	(700.00)	
<b>TOTAL REVENUE:</b>	<b>44,250.00</b>	<b>16,924.80</b>	<b>19,308.96</b>	<b>24,941.04</b>	<b>43.64%</b>
<b>DIRECT EXPENSES:</b>					
IMAGE LIBRARY	4,100.00	-	3,999.00	101.00	97.54%
BAR OUTREACH	2,500.00	30.00	1,380.94	1,119.06	55.24%
ABA DELEGATES	5,600.00	1,694.18	3,244.18	2,355.82	57.93%
ANNUAL CHAIR MTGS	600.00	-	877.32	(277.32)	146.22%
AWARDS DINNER	63,000.00	48,976.54	66,986.33	(3,986.33)	106.33%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	-	9,374.15	(1,374.15)	117.18%
JUD RECOMMEND COMMITTEE	4,500.00	-	1,603.93	2,896.07	35.64%
PROFESSIONALISM	750.00	-	1,206.20	(456.20)	160.83%
COMMUNICATIONS OUTREACH	15,000.00	-	1,837.52	13,162.48	12.25%
TRANSLATION SERVICES	3,500.00	177.75	3,400.95	99.05	97.17%
DEPRECIATION	2,300.00	-	2,260.38	39.62	98.28%
EQUIPMENT, HARDWARE & SOFTWARE	-	-	79.47	(79.47)	
STAFF TRAVEL/PARKING	4,000.00	-	1,053.00	2,947.00	26.33%
STAFF MEMBERSHIP DUES	1,960.00	-	585.00	1,375.00	29.85%
SUBSCRIPTIONS	10,050.00	15.96	6,287.55	3,762.45	62.56%
DIGITAL/ONLINE DEVELOPMENT	4,000.00	256.60	4,122.19	(122.19)	103.05%
CONFERENCE CALLS	200.00	-	33.00	167.00	16.50%
<b>TOTAL DIRECT EXPENSES:</b>	<b>130,060.00</b>	<b>51,151.03</b>	<b>108,331.11</b>	<b>21,728.89</b>	<b>83.29%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (14.64 FTE)	896,797.00	76,204.86	852,033.87	44,763.13	95.01%
BENEFITS EXPENSE	326,726.00	21,732.19	300,021.91	26,704.09	91.83%
OTHER INDIRECT EXPENSE	347,075.00	29,619.60	322,025.40	25,049.60	92.78%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,570,598.00</b>	<b>127,556.65</b>	<b>1,474,081.18</b>	<b>96,516.82</b>	<b>93.85%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,700,658.00</b>	<b>178,707.68</b>	<b>1,582,412.29</b>	<b>118,245.71</b>	<b>93.05%</b>
<b>NET INCOME (LOSS):</b>	<b>(1,656,408.00)</b>	<b>(161,782.88)</b>	<b>(1,563,103.33)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DISCIPLINE</b>					
<b>REVENUE:</b>					
AUDIT REVENUE	2,000.00	446.25	2,990.00	(990.00)	149.50%
RECOVERY OF DISCIPLINE COSTS	125,000.00	11,015.70	95,490.74	29,509.26	76.39%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,025.86	12,990.99	9.01	99.93%
<b>TOTAL REVENUE:</b>	<b>140,000.00</b>	<b>12,487.81</b>	<b>111,471.73</b>	<b>28,528.27</b>	<b>79.62%</b>
<b>DIRECT EXPENSES:</b>					
COURT REPORTERS	65,000.00	5,111.90	44,999.23	20,000.77	69.23%
OUTSIDE COUNSEL/AIC	3,500.00	-	996.99	2,503.01	28.49%
LITIGATION EXPENSES	30,000.00	1,143.71	19,036.16	10,963.84	63.45%
DISABILITY EXPENSES	15,000.00	2,100.00	7,176.45	7,823.55	47.84%
ONLINE LEGAL RESEARCH	65,900.00	5,718.05	65,502.44	397.56	99.40%
LAW LIBRARY	13,075.00	380.94	5,788.08	7,286.92	44.27%
TRANSLATION SERVICES	3,000.00	529.76	2,099.76	900.24	69.99%
DEPRECIATION-SOFTWARE	25,200.00	858.00	19,720.08	5,479.92	78.25%
PUBLICATIONS PRODUCTION	250.00	221.55	433.78	(183.78)	173.51%
STAFF TRAVEL/PARKING	38,500.00	2,293.16	33,531.95	4,968.05	87.10%
STAFF MEMBERSHIP DUES	3,243.00	-	2,410.38	832.62	74.33%
TELEPHONE	5,000.00	181.96	5,238.44	(238.44)	104.77%
<b>TOTAL DIRECT EXPENSES:</b>	<b>267,668.00</b>	<b>18,539.03</b>	<b>206,933.74</b>	<b>60,734.26</b>	<b>77.31%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (37.77 FTE)	3,370,608.00	245,771.95	3,294,878.70	75,729.30	97.75%
BENEFITS EXPENSE	1,068,970.00	76,291.50	1,040,009.15	28,960.85	97.29%
OTHER INDIRECT EXPENSE	895,425.00	76,843.41	832,332.53	63,092.47	92.95%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>5,335,003.00</b>	<b>398,906.86</b>	<b>5,167,220.38</b>	<b>167,782.62</b>	<b>96.86%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>5,602,671.00</b>	<b>417,445.89</b>	<b>5,374,154.12</b>	<b>228,516.88</b>	<b>95.92%</b>
<b>NET INCOME (LOSS):</b>	<b>(5,462,671.00)</b>	<b>(404,958.08)</b>	<b>(5,262,682.39)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

### 100.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>DIVERSITY</b>					
<b>REVENUE:</b>					
DONATIONS & GRANTS	90,000.00	-	90,000.00	-	100.00%
SEMINAR REGISTRATIONS	-	-	275.00	(275.00)	
WORK STUDY GRANTS	10,374.00	-	-	10,374.00	0.00%
<b>TOTAL REVENUE:</b>	<b>100,374.00</b>	<b>-</b>	<b>90,275.00</b>	<b>10,099.00</b>	<b>89.94%</b>
<b>DIRECT EXPENSES:</b>					
STAFF MEMBERSHIP DUES	350.00	-	531.00	(181.00)	151.71%
STAFF TRAVEL/PARKING	8,600.00	1,793.24	5,855.97	2,744.03	68.09%
SUPPLIES	2,000.00	-	-	2,000.00	0.00%
COMMITTEE FOR DIVERSITY	6,200.00	782.14	4,939.09	1,260.91	79.66%
DIVERSITY EVENTS & PROJECTS	5,500.00	1,929.60	7,504.79	(2,004.79)	136.45%
SPECIAL EVENTS	5,000.00	-	927.12	4,072.88	18.54%
MISCELLANEOUS	-	-	(8.00)	8.00	
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	-	1,000.00	0.00%
INTERNAL DIVERSITY OUTREACH	500.00	10.00	32.96	467.04	6.59%
<b>TOTAL DIRECT EXPENSE:</b>	<b>29,150.00</b>	<b>4,514.98</b>	<b>19,782.93</b>	<b>9,367.07</b>	<b>67.87%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.97 FTE)	222,565.00	17,161.32	224,721.25	(2,156.25)	100.97%
BENEFITS EXPENSE	72,143.00	5,370.75	71,418.58	724.42	99.00%
OTHER INDIRECT EXPENSE	70,411.00	6,033.17	65,345.85	5,065.15	92.81%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>365,119.00</b>	<b>28,565.24</b>	<b>361,485.68</b>	<b>3,633.32</b>	<b>99.00%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>394,269.00</b>	<b>33,080.22</b>	<b>381,268.61</b>	<b>13,000.39</b>	<b>96.70%</b>
<b>NET INCOME (LOSS):</b>	<b>(293,895.00)</b>	<b>(33,080.22)</b>	<b>(290,993.61)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>FOUNDATION</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
BOARD OF TRUSTEES	5,000.00	189.51	2,134.46	2,865.54	42.69%
GRAPHIC DESIGN	1,500.00	-	-	1,500.00	0.00%
CONSULTING SERVICES	3,000.00	-	2,600.00	400.00	86.67%
POSTAGE	500.00	-	-	500.00	0.00%
PRINTING & COPYING	1,500.00	-	717.26	782.74	47.82%
STAFF TRAVEL/PARKING	1,700.00	216.73	286.84	1,413.16	16.87%
STAFF MEMBERSHIP DUES	600.00	-	363.00	237.00	60.50%
SUPPLIES	500.00	56.27	172.85	327.15	34.57%
SPECIAL EVENTS	5,000.00	-	727.24	4,272.76	14.54%
<b>TOTAL DIRECT EXPENSES:</b>	<b>19,300.00</b>	<b>462.51</b>	<b>7,001.65</b>	<b>12,298.35</b>	<b>36.28%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.25 FTE)	88,294.00	6,651.80	89,443.67	(1,149.67)	101.30%
BENEFITS EXPENSE	30,721.00	2,273.70	30,284.87	436.13	98.58%
OTHER INDIRECT EXPENSE	29,634.00	2,540.30	27,512.54	2,121.46	92.84%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>148,649.00</b>	<b>11,465.80</b>	<b>147,241.08</b>	<b>1,407.92</b>	<b>99.05%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>167,949.00</b>	<b>11,928.31</b>	<b>154,242.73</b>	<b>13,706.27</b>	<b>91.84%</b>
<b>NET INCOME (LOSS):</b>	<b>(167,949.00)</b>	<b>(11,928.31)</b>	<b>(154,242.73)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>HUMAN RESOURCES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAINING- GENERAL	35,000.00	4,659.50	16,933.44	18,066.56	48.38%
RECRUITING AND ADVERTISING	7,000.00	410.39	5,754.19	1,245.81	82.20%
PAYROLL PROCESSING	55,000.00	4,413.21	48,618.08	6,381.92	88.40%
SALARY SURVEYS	2,700.00	3,336.35	4,526.99	(1,826.99)	167.67%
DEPRECIATION	835.00	-	835.21	(0.21)	100.03%
CONSULTING SERVICES	9,000.00	-	19,797.50	(10,797.50)	219.97%
STAFF TRAVEL/PARKING	250.00	35.00	66.00	184.00	26.40%
STAFF MEMBERSHIP DUES	1,378.00	-	1,291.00	87.00	93.69%
SUBSCRIPTIONS	1,993.00	-	2,044.95	(51.95)	102.61%
THIRD PARTY SERVICES	13,500.00	-	13,426.00	74.00	99.45%
TRANSFER TO INDIRECT EXPENSE	(126,656.00)	(12,854.45)	(113,293.36)	(13,362.64)	89.45%
<b>TOTAL DIRECT EXPENSES:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.48 FTE)	244,580.00	25,338.18	246,260.35	(1,680.35)	100.69%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
BENEFITS EXPENSE	74,445.00	5,396.08	71,807.30	2,637.70	96.46%
OTHER INDIRECT EXPENSE	58,794.00	5,051.69	54,718.04	4,075.96	93.07%
<b>TOTAL INDIRECT EXPENSES:</b>	<u>257,819.00</u>	<u>35,785.95</u>	<u>372,785.69</u>	<u>(114,966.69)</u>	<u>144.59%</u>
<b>TOTAL ALL EXPENSES:</b>	<u>257,819.00</u>	<u>35,785.95</u>	<u>372,785.69</u>	<u>(114,966.69)</u>	<u>144.59%</u>
<b>NET INCOME (LOSS):</b>	<u>(257,819.00)</u>	<u>(35,785.95)</u>	<u>(372,785.69)</u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LAW CLERK PROGRAM</b>					
<b>REVENUE:</b>					
LAW CLERK FEES	95,000.00	2,625.00	104,350.00	(9,350.00)	109.84%
LAW CLERK APPLICATION FEES	2,000.00	-	3,700.00	(1,700.00)	185.00%
<b>TOTAL REVENUE:</b>	<b>97,000.00</b>	<b>2,625.00</b>	<b>108,050.00</b>	<b>(11,050.00)</b>	<b>111.39%</b>
<b>DIRECT EXPENSES:</b>					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	5,000.00	776.72	4,059.85	940.15	81.20%
<b>TOTAL DIRECT EXPENSES:</b>	<b>5,350.00</b>	<b>776.72</b>	<b>4,059.85</b>	<b>1,290.15</b>	<b>75.89%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.89 FTE)	59,025.00	2,491.18	43,081.14	15,943.86	72.99%
BENEFITS EXPENSE	20,961.00	1,313.00	18,560.56	2,400.44	88.55%
OTHER INDIRECT EXPENSE	21,099.00	1,818.62	19,697.27	1,401.73	93.36%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>101,085.00</b>	<b>5,622.80</b>	<b>81,338.97</b>	<b>19,746.03</b>	<b>80.47%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>106,435.00</b>	<b>6,399.52</b>	<b>85,398.82</b>	<b>21,036.18</b>	<b>80.24%</b>
<b>NET INCOME (LOSS):</b>	<b>(9,435.00)</b>	<b>(3,774.52)</b>	<b>22,651.18</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LAW OFFICE MNGT ASSISTANCE PROGRAM</b>					
<b>REVENUE:</b>					
LAW OFFICE IN A BOX SALES	2,500.00	180.00	3,510.04	(1,010.04)	140.40%
<b>TOTAL REVENUE:</b>	<b>2,500.00</b>	<b>180.00</b>	<b>3,510.04</b>	<b>(1,010.04)</b>	<b>140.40%</b>
<b>DIRECT EXPENSES:</b>					
LIBRARY MATERIALS/RESOURCES	1,500.00	835.29	1,488.64	11.36	99.24%
LAW OFFICE IN A BOX	500.00	13.34	695.20	(195.20)	139.04%
STAFF TRAVEL/PARKING	2,000.00	-	1,375.85	624.15	68.79%
STAFF MEMBERSHIP DUES	600.00	-	389.00	211.00	64.83%
CONFERENCE CALLS	100.00	6.69	15.22	84.78	15.22%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,700.00</b>	<b>855.32</b>	<b>3,963.91</b>	<b>736.09</b>	<b>84.34%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.50 FTE)	122,445.00	9,265.08	113,206.06	9,238.94	92.45%
BENEFITS EXPENSE	40,196.00	2,944.71	37,996.08	2,199.92	94.53%
OTHER INDIRECT EXPENSE	35,561.00	3,059.89	33,144.54	2,416.46	93.20%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>198,202.00</b>	<b>15,269.68</b>	<b>184,346.68</b>	<b>13,855.32</b>	<b>93.01%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>202,902.00</b>	<b>16,125.00</b>	<b>188,310.59</b>	<b>14,591.41</b>	<b>92.81%</b>
<b>NET INCOME (LOSS):</b>	<b>(200,402.00)</b>	<b>(15,945.00)</b>	<b>(184,800.55)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LAWYER ASSISTANCE PROGRAM</b>					
<b>REVENUE:</b>					
DIVERSIONS	15,750.00	1,500.00	6,125.00	9,625.00	38.89%
LAP CLIENT FEES	-	-	255.00	(255.00)	
LAP GROUPS REVENUE	-	1,750.00	2,130.00	(2,130.00)	
MEMB HEALTH CARE INSUR REBATE	-	-	49.50	(49.50)	
<b>TOTAL REVENUE:</b>	<b>15,750.00</b>	<b>3,250.00</b>	<b>8,559.50</b>	<b>7,190.50</b>	<b>54.35%</b>
<b>DIRECT EXPENSES:</b>					
PROF LIAB INSURANCE	850.00	-	825.00	25.00	97.06%
WSBA CONNECTS	45,120.00	11,640.00	57,840.00	(12,720.00)	128.19%
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	350.00	-	226.00	124.00	64.57%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
MISCELLANEOUS	150.00	-	-	150.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>46,770.00</b>	<b>11,640.00</b>	<b>58,891.00</b>	<b>(12,121.00)</b>	<b>125.92%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.87 FTE)	77,476.00	5,755.60	75,463.03	2,012.97	97.40%
BENEFITS EXPENSE	29,331.00	1,807.86	24,887.37	4,443.63	84.85%
OTHER INDIRECT EXPENSE	20,625.00	1,760.89	19,072.39	1,552.61	92.47%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>127,432.00</b>	<b>9,324.35</b>	<b>119,422.79</b>	<b>8,009.21</b>	<b>93.71%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>174,202.00</b>	<b>20,964.35</b>	<b>178,313.79</b>	<b>(4,111.79)</b>	<b>102.36%</b>
<b>NET INCOME (LOSS):</b>	<b>(158,452.00)</b>	<b>(17,714.35)</b>	<b>(169,754.29)</b>		



# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>LEGISLATIVE</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	-	-	-	-	
<b>DIRECT EXPENSES:</b>					
OLYMPIA RENT	5,000.00	150.00	1,384.02	3,615.98	27.68%
CONTRACT LOBBYIST	20,000.00	-	20,000.00	-	100.00%
LOBBYIST CONTACT COSTS	1,600.00	-	96.22	1,503.78	6.01%
LEGISLATIVE COMMITTEE	2,500.00	-	2,415.42	84.58	96.62%
BOG LEGISLATIVE COMMITTEE	250.00	31.31	251.82	(1.82)	100.73%
STAFF TRAVEL/PARKING	8,000.00	-	3,443.92	4,556.08	43.05%
STAFF MEMBERSHIP DUES	450.00	-	142.17	307.83	31.59%
SUBSCRIPTIONS	2,000.00	-	1,972.80	27.20	98.64%
TELEPHONE	3,000.00	26.63	650.56	2,349.44	21.69%
<b>TOTAL DIRECT EXPENSES:</b>	<b>42,800.00</b>	<b>207.94</b>	<b>30,356.93</b>	<b>12,443.07</b>	<b>70.93%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.85 FTE)	131,303.00	3,982.61	86,860.41	44,442.59	66.15%
BENEFITS EXPENSE	45,303.00	2,472.09	40,238.35	5,064.65	88.82%
OTHER INDIRECT EXPENSE	43,859.00	3,752.67	40,646.02	3,212.98	92.67%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>220,465.00</b>	<b>10,207.37</b>	<b>167,744.78</b>	<b>52,720.22</b>	<b>76.09%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>263,265.00</b>	<b>10,415.31</b>	<b>198,101.71</b>	<b>65,163.29</b>	<b>75.25%</b>
<b>NET INCOME (LOSS):</b>	<b>(263,265.00)</b>	<b>(10,415.31)</b>	<b>(198,101.71)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LICENSING &amp; MEMBERSHIP RECORDS</b>					
<b>REVENUE:</b>					
STATUS CERTIFICATE FEES	22,000.00	1,314.99	20,822.02	1,177.98	94.65%
RULE 9/LEGAL INTERN FEES	11,000.00	800.00	11,800.00	(800.00)	107.27%
INVESTIGATION FEES	20,000.00	1,400.00	24,700.00	(4,700.00)	123.50%
PRO HAC VICE	170,000.00	19,635.00	252,560.00	(82,560.00)	148.56%
MEMBER CONTACT INFORMATION	24,000.00	3,881.33	23,387.69	612.31	97.45%
PHOTO BAR CARD SALES	800.00	24.00	312.00	488.00	39.00%
<b>TOTAL REVENUE:</b>	<b>247,800.00</b>	<b>27,055.32</b>	<b>333,581.71</b>	<b>(85,781.71)</b>	<b>134.62%</b>
<b>DIRECT EXPENSES:</b>					
LICENSING FORMS	2,500.00	-	2,659.92	(159.92)	106.40%
POSTAGE	25,000.00	-	27,290.05	(2,290.05)	109.16%
SUPPLIES - BAR CARDS	-	-	800.00	(800.00)	
MISCELLANEOUS	-	-	94.15	(94.15)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>27,500.00</b>	<b>-</b>	<b>30,844.12</b>	<b>(3,344.12)</b>	<b>112.16%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.29 FTE)	346,073.00	25,976.79	349,427.08	(3,354.08)	100.97%
BENEFITS EXPENSE	112,190.00	8,238.25	110,538.66	1,651.34	98.53%
OTHER INDIRECT EXPENSE	101,704.00	8,717.79	94,424.36	7,279.64	92.84%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>559,967.00</b>	<b>42,932.83</b>	<b>554,390.10</b>	<b>5,576.90</b>	<b>99.00%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>587,467.00</b>	<b>42,932.83</b>	<b>585,234.22</b>	<b>2,232.78</b>	<b>99.62%</b>
<b>NET INCOME (LOSS):</b>	<b>(339,667.00)</b>	<b>(15,877.51)</b>	<b>(251,652.51)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>					
<b>REVENUE:</b>					
LLLT LICENSE FEES	5,950.00	349.92	4,198.41	1,751.59	70.56%
LLLT EXAM FEES	7,150.00	(150.00)	5,250.00	1,900.00	73.43%
LLLT EDUCATION APPROVAL FEES	-	-	2,500.00	(2,500.00)	
LLLT WAIVER FEES	300.00	-	1,500.00	(1,200.00)	500.00%
<b>TOTAL REVENUE:</b>	<b>13,400.00</b>	<b>199.92</b>	<b>13,448.41</b>	<b>(48.41)</b>	<b>100.36%</b>
<b>DIRECT EXPENSES:</b>					
CHRACTER & FITNESS INVESTIGATIONS	700.00	456.00	570.00	130.00	81.43%
LLLT BOARD	18,000.00	1,953.92	15,154.06	2,845.94	84.19%
LLLT OUTREACH	8,000.00	161.65	3,989.34	4,010.66	49.87%
DEPRECIATION	3,354.00	-	-	3,354.00	0.00%
POSTAGE	-	-	10.58	(10.58)	
LLLT EXAM WRITING	29,600.00	-	13,650.00	15,950.00	46.11%
STAFF TRAVEL/PARKING	400.00	-	226.74	173.26	56.69%
STAFF MEMBERSHIP DUES	-	-	110.00	(110.00)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>60,054.00</b>	<b>2,571.57</b>	<b>33,710.72</b>	<b>26,343.28</b>	<b>56.13%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.39 FTE)	106,271.00	7,765.90	103,203.66	3,067.34	97.11%
BENEFITS EXPENSE	35,786.00	2,643.13	35,400.90	385.10	98.92%
OTHER INDIRECT EXPENSE	32,953.00	2,828.92	30,641.13	2,311.87	92.98%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>175,010.00</b>	<b>13,237.95</b>	<b>169,245.69</b>	<b>5,764.31</b>	<b>96.71%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>235,064.00</b>	<b>15,809.52</b>	<b>202,956.41</b>	<b>32,107.59</b>	<b>86.34%</b>
<b>NET INCOME (LOSS):</b>	<b>(221,664.00)</b>	<b>(15,609.60)</b>	<b>(189,508.00)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED PRACTICE OFFICERS</b>					
<b>REVENUE:</b>					
LPO EXAMINATION FEES	17,000.00	100.00	35,400.00	(18,400.00)	208.24%
LPO LICENSE FEES	108,000.00	8,702.16	106,361.00	1,639.00	98.48%
LPO LATE LICENSE FEES	1,000.00	440.00	1,265.00	(265.00)	126.50%
LPO CEU & TA LATE FEES	4,000.00	550.00	1,700.00	2,300.00	42.50%
LPO LICENSE FEES - REINSTATES	-	-	110.00	(110.00)	
LPO CONTINUING ED ACCRED FEE	2,700.00	150.00	2,150.00	550.00	79.63%
<b>TOTAL REVENUE:</b>	<b>132,700.00</b>	<b>9,942.16</b>	<b>146,986.00</b>	<b>(14,286.00)</b>	<b>110.77%</b>
<b>DIRECT EXPENSES:</b>					
LPO EXAM FACILITIES	800.00	-	639.16	160.84	79.90%
LPO BOARD	3,000.00	14.86	2,494.21	505.79	83.14%
LPO DISCIPLINE EXPENSES	500.00	-	-	500.00	0.00%
FINGERPRINT CARD PROCESSING	3,230.00	-	4,788.00	(1,558.00)	148.24%
DEPRECIATION	3,354.00	-	-	3,354.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
POSTAGE	2,300.00	46.77	1,607.48	692.52	69.89%
PRINTING & COPYING	-	117.17	117.17	(117.17)	
SUPPLIES	-	55.45	55.45	(55.45)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>13,284.00</b>	<b>234.25</b>	<b>9,701.47</b>	<b>3,582.53</b>	<b>73.03%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.47 FTE)	115,843.00	4,463.80	82,482.51	33,360.49	71.20%
BENEFITS EXPENSE	38,510.00	2,273.13	32,896.04	5,613.96	85.42%
OTHER INDIRECT EXPENSE	34,850.00	3,002.16	32,518.60	2,331.40	93.31%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>189,203.00</b>	<b>9,739.09</b>	<b>147,897.15</b>	<b>41,305.85</b>	<b>78.17%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>202,487.00</b>	<b>9,973.34</b>	<b>157,598.62</b>	<b>44,888.38</b>	<b>77.83%</b>
<b>NET INCOME (LOSS):</b>	<b>(69,787.00)</b>	<b>(31.18)</b>	<b>(10,612.62)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MANDATORY CLE ADMINISTRATION</b>					
<b>REVENUE:</b>					
ACCREDITED PROGRAM FEES	300,000.00	24,000.00	267,850.00	32,150.00	89.28%
FORM 1 LATE FEES	75,000.00	9,345.00	121,520.00	(46,520.00)	162.03%
MEMBER LATE FEES	150,000.00	(575.00)	173,925.00	(23,925.00)	115.95%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	-	28,250.00	(1,250.00)	104.63%
ATTENDANCE FEES	70,000.00	2,872.00	49,262.00	20,738.00	70.37%
COMITY CERTIFICATES	29,000.00	250.00	26,644.83	2,355.17	91.88%
ATTENDANCE LATE FEES	60,000.00	3,745.00	54,845.00	5,155.00	91.41%
<b>TOTAL REVENUE:</b>	<b>711,000.00</b>	<b>39,637.00</b>	<b>722,296.83</b>	<b>(11,296.83)</b>	<b>101.59%</b>
<b>DIRECT EXPENSES:</b>					
MCLE BOARD	3,000.00	231.42	2,166.48	833.52	72.22%
POSTAGE	2,000.00	-	-	2,000.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	500.00	-	100.00%
DEPRECIATION	261,000.00	18,996.00	224,281.00	36,719.00	85.93%
<b>TOTAL DIRECT EXPENSES:</b>	<b>266,500.00</b>	<b>19,227.42</b>	<b>226,947.48</b>	<b>39,552.52</b>	<b>85.16%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.72 FTE)	257,805.00	28,084.52	287,684.93	(29,879.93)	111.59%
BENEFITS EXPENSE	99,187.00	7,566.80	99,734.16	(547.16)	100.55%
OTHER INDIRECT EXPENSE	111,898.00	9,612.63	104,114.48	7,783.52	93.04%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>468,890.00</b>	<b>45,263.95</b>	<b>491,533.57</b>	<b>(22,643.57)</b>	<b>104.83%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>735,390.00</b>	<b>64,491.37</b>	<b>718,481.05</b>	<b>16,908.95</b>	<b>97.70%</b>
<b>NET INCOME (LOSS):</b>	<b>(24,390.00)</b>	<b>(24,854.37)</b>	<b>3,815.78</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MEMBER BENEFITS</b>					
<b>REVENUE:</b>					
ROYALTIES	3,000.00	6,104.20	25,869.58	(22,869.58)	862.32%
<b>TOTAL REVENUE:</b>	<b>3,000.00</b>	<b>6,104.20</b>	<b>25,869.58</b>	<b>(22,869.58)</b>	<b>862.32%</b>
<b>DIRECT EXPENSES:</b>					
CASEMAKER	75,000.00	6,144.47	73,540.12	1,459.88	98.05%
<b>TOTAL DIRECT EXPENSES:</b>	<b>75,000.00</b>	<b>6,144.47</b>	<b>73,540.12</b>	<b>1,459.88</b>	<b>98.05%</b>
<b>INDIRECT EXPENSES:</b>					
<b>TOTAL INDIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL ALL EXPENSES:</b>	<b>75,000.00</b>	<b>6,144.47</b>	<b>73,540.12</b>	<b>1,459.88</b>	<b>98.05%</b>
<b>NET INCOME (LOSS):</b>	<b>(72,000.00)</b>	<b>(40.27)</b>	<b>(47,670.54)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MENTORSHIP PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
MENTORSHIP PROGRAM EXPENSES	15,000.00	-	1,379.21	13,620.79	9.19%
RECEPTION/FORUM EXPENSE	4,800.00	608.16	2,768.32	2,031.68	57.67%
CONSULTING SERVICES	1,000.00	-	-	1,000.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
SUBSCRIPTIONS	500.00	-	224.00	276.00	44.80%
CONFERENCE CALLS	200.00	-	41.40	158.60	20.70%
<b>TOTAL DIRECT EXPENSES:</b>	<b>23,500.00</b>	<b>608.16</b>	<b>4,412.93</b>	<b>19,087.07</b>	<b>18.78%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.40 FTE)	108,515.00	5,807.05	84,661.20	23,853.80	78.02%
BENEFITS EXPENSE	36,268.00	2,699.62	35,190.16	1,077.84	97.03%
OTHER INDIRECT EXPENSE	33,190.00	2,857.80	30,954.37	2,235.63	93.26%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>177,973.00</b>	<b>11,364.47</b>	<b>150,805.73</b>	<b>27,167.27</b>	<b>84.74%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>201,473.00</b>	<b>11,972.63</b>	<b>155,218.66</b>	<b>46,254.34</b>	<b>77.04%</b>
<b>NET INCOME (LOSS):</b>	<b>(201,473.00)</b>	<b>(11,972.63)</b>	<b>(155,218.66)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>NEW LAWYER PROGRAM</b>					
<b>REVENUE:</b>					
DONATIONS	-	-	1,200.00	(1,200.00)	
SEMINAR REGISTRATIONS	55,000.00	14,216.92	17,783.92	37,216.08	32.33%
TRIAL ADVOCACY PROGRAM	25,000.00	-	17,233.00	7,767.00	68.93%
<b>TOTAL REVENUE:</b>	<b>80,000.00</b>	<b>14,216.92</b>	<b>36,216.92</b>	<b>43,783.08</b>	<b>45.27%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,000.00	48.00	1,191.08	(191.08)	119.11%
STAFF MEMBERSHIP DUES	200.00	-	-	200.00	0.00%
ONLINE EXPENSES	2,500.00	(483.20)	279.00	2,221.00	11.16%
NEW LAWYER OUTREACH EVENTS	1,000.00	-	1,000.00	-	100.00%
NEW LAWYERS COMMITTEE	15,000.00	138.75	13,459.62	1,540.38	89.73%
OPEN SECTIONS NIGHT	3,500.00	-	3,577.78	(77.78)	102.22%
TRIAL ADVOCACY PROGRAM	3,500.00	605.00	2,029.77	1,470.23	57.99%
SEMINAR BROCHURES	2,000.00	-	68.18	1,931.82	3.41%
SPEAKERS & PROGRAM DEVELOPMENT	2,000.00	1,957.24	2,966.56	(966.56)	148.33%
SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	500.00	1,500.00	500.00	75.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>32,700.00</b>	<b>2,765.79</b>	<b>26,071.99</b>	<b>6,628.01</b>	<b>79.73%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.25 FTE)	165,467.00	11,793.10	154,475.23	10,991.77	93.36%
BENEFITS EXPENSE	56,383.00	4,195.55	54,360.03	2,022.97	96.41%
OTHER INDIRECT EXPENSE	53,341.00	4,589.86	49,715.89	3,625.11	93.20%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>275,191.00</b>	<b>20,578.51</b>	<b>258,551.15</b>	<b>16,639.85</b>	<b>93.95%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>307,891.00</b>	<b>23,344.30</b>	<b>284,623.14</b>	<b>23,267.86</b>	<b>92.44%</b>
<b>NET INCOME (LOSS):</b>	<b>(227,891.00)</b>	<b>(9,127.38)</b>	<b>(248,406.22)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>NORTHWEST LAWYER</b>					
<b>REVENUE:</b>					
ROYALTIES	-	-	1,133.91	(1,133.91)	
DISPLAY ADVERTISING	440,000.00	39,631.25	388,376.50	51,623.50	88.27%
SUBSCRIPT/SINGLE ISSUES	450.00	-	251.82	198.18	55.96%
CLASSIFIED ADVERTISING	89,000.00	11,377.56	124,927.63	(35,927.63)	140.37%
GEN ANNOUNCEMENTS	17,000.00	2,000.00	10,800.00	6,200.00	63.53%
PROF ANNOUNCEMENTS	27,000.00	1,850.00	19,045.00	7,955.00	70.54%
<b>TOTAL REVENUE:</b>	<b>573,450.00</b>	<b>54,858.81</b>	<b>544,534.86</b>	<b>28,915.14</b>	<b>94.96%</b>
<b>DIRECT EXPENSES:</b>					
GRAPHICS/ARTWORK	3,500.00	-	1,583.80	1,916.20	45.25%
OUTSIDE SALES EXPENSE	80,000.00	-	45,989.86	34,010.14	57.49%
EDITORIAL ADVISORY COMMITTEE	800.00	17.43	210.74	589.26	26.34%
DIGITAL/ONLINE DEVELOPMENT	8,400.00	800.00	6,700.00	1,700.00	79.76%
BAD DEBT EXPENSE	1,000.00	2,237.00	6,057.00	(5,057.00)	605.70%
POSTAGE	89,100.00	-	91,714.92	(2,614.92)	102.93%
PRINTING, COPYING & MAILING	220,000.00	50,026.09	257,197.34	(37,197.34)	116.91%
<b>TOTAL DIRECT EXPENSES:</b>	<b>402,800.00</b>	<b>53,080.52</b>	<b>409,453.66</b>	<b>(6,653.66)</b>	<b>101.65%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.72 FTE)	131,759.00	9,755.69	126,951.31	4,807.69	96.35%
BENEFITS EXPENSE	48,872.00	2,658.13	39,511.39	9,360.61	80.85%
OTHER INDIRECT EXPENSE	40,777.00	3,492.88	37,830.83	2,946.17	92.77%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>221,408.00</b>	<b>15,906.70</b>	<b>204,293.53</b>	<b>17,114.47</b>	<b>92.27%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>624,208.00</b>	<b>68,987.22</b>	<b>613,747.19</b>	<b>10,460.81</b>	<b>98.32%</b>
<b>NET INCOME (LOSS):</b>	<b>(50,758.00)</b>	<b>(14,128.41)</b>	<b>(69,212.33)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OFFICE OF GENERAL COUNSEL</b>					
<b>REVENUE:</b>					
COPY FEES	-	20.03	149.50	(149.50)	
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>20.03</b>	<b>149.50</b>	<b>(149.50)</b>	
<b>DIRECT EXPENSES:</b>					
AMICUS BRIEF COMMITTEE	100.00	-	83.63	16.37	83.63%
COURT RULES COMMITTEE	5,000.00	0.06	1,353.36	3,646.64	27.07%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	-	-	1,500.00	0.00%
LITIGATION EXPENSES	-	-	237.88	(237.88)	
CUSTODIANSHIPS	5,000.00	312.04	1,348.14	3,651.86	26.96%
STAFF TRAVEL/PARKING	2,600.00	228.00	3,568.26	(968.26)	137.24%
STAFF MEMBERSHIP DUES	1,500.00	-	1,539.00	(39.00)	102.60%
<b>TOTAL DIRECT EXPENSES:</b>	<b>15,700.00</b>	<b>540.10</b>	<b>8,130.27</b>	<b>7,569.73</b>	<b>51.79%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (5.7 FTE)	484,565.00	45,045.06	511,310.60	(26,745.60)	105.52%
BENEFITS EXPENSE	157,573.00	12,023.43	152,379.49	5,193.51	96.70%
OTHER INDIRECT EXPENSE	135,132.00	11,604.45	125,692.60	9,439.40	93.01%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>777,270.00</b>	<b>68,672.94</b>	<b>789,382.69</b>	<b>(12,112.69)</b>	<b>101.56%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>792,970.00</b>	<b>69,213.04</b>	<b>797,512.96</b>	<b>(4,542.96)</b>	<b>100.57%</b>
<b>NET INCOME (LOSS):</b>	<b>(792,970.00)</b>	<b>(69,193.01)</b>	<b>(797,363.46)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OGC-DISCIPLINARY BOARD</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSE:</b>					
DISCIPLINARY BOARD EXPENSES	7,500.00	650.35	8,684.71	(1,184.71)	115.80%
CHIEF HEARING OFFICER	33,000.00	2,500.00	30,000.00	3,000.00	90.91%
HEARING OFFICER EXPENSES	5,000.00	-	2,733.26	2,266.74	54.67%
HEARING OFFICER TRAINING	2,000.00	-	1,926.98	73.02	96.35%
OUTSIDE COUNSEL	55,000.00	22,134.00	58,119.00	(3,119.00)	105.67%
DISCIPLINARY SELECTION PANEL	-	-	526.24	(526.24)	
STAFF MEMBERSHIP DUES	500.00	-	366.00	134.00	73.20%
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,000.00</b>	<b>25,284.35</b>	<b>102,356.19</b>	<b>643.81</b>	<b>99.37%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.30 FTE)	92,118.00	6,946.12	93,494.90	(1,376.90)	101.49%
BENEFITS EXPENSE	31,810.00	2,368.00	31,651.36	158.64	99.50%
OTHER INDIRECT EXPENSE	30,819.00	2,655.73	28,766.89	2,052.11	93.34%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>154,747.00</b>	<b>11,969.85</b>	<b>153,913.15</b>	<b>833.85</b>	<b>99.46%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>257,747.00</b>	<b>37,254.20</b>	<b>256,269.34</b>	<b>1,477.66</b>	<b>99.43%</b>
<b>NET INCOME (LOSS):</b>	<b>(257,747.00)</b>	<b>(37,254.20)</b>	<b>(256,269.34)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PRACTICE OF LAW BOARD</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
PRACTICE OF LAW BOARD	14,000.00	3,483.04	20,191.10	(6,191.10)	144.22%
TRANSLATION SERVICES	100.00	-	150.00	(50.00)	150.00%
LITIGATION EXPENSES	-	-	0.38	(0.38)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>14,100.00</b>	<b>3,483.04</b>	<b>20,341.48</b>	<b>(6,241.48)</b>	<b>144.27%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.81 FTE)	61,398.00	4,654.65	62,078.18	(680.18)	101.11%
BENEFITS EXPENSE	20,670.00	1,536.86	20,544.59	125.41	99.39%
OTHER INDIRECT EXPENSE	19,203.00	1,645.42	17,820.52	1,382.48	92.80%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>101,271.00</b>	<b>7,836.93</b>	<b>100,443.29</b>	<b>827.71</b>	<b>99.18%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>115,371.00</b>	<b>11,319.97</b>	<b>120,784.77</b>	<b>(5,413.77)</b>	<b>104.69%</b>
<b>NET INCOME (LOSS):</b>	<b>(115,371.00)</b>	<b>(11,319.97)</b>	<b>(120,784.77)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PROFESSIONAL RESPONSIBILITY PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
CPE COMMITTEE	6,000.00	73.93	3,838.18	2,161.82	63.97%
STAFF TRAVEL/PARKING	1,500.00	445.76	1,967.12	(467.12)	131.14%
STAFF MEMBERSHIP DUES	500.00	-	416.00	84.00	83.20%
<b>TOTAL DIRECT EXPENSES:</b>	<b>8,000.00</b>	<b>519.69</b>	<b>6,221.30</b>	<b>1,778.70</b>	<b>77.77%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.07 FTE)	165,405.00	10,438.25	142,136.97	23,268.03	85.93%
BENEFITS EXPENSE	58,372.00	3,944.76	53,045.97	5,326.03	90.88%
OTHER INDIRECT EXPENSE	49,074.00	4,214.54	45,649.44	3,424.56	93.02%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>272,851.00</b>	<b>18,597.55</b>	<b>240,832.38</b>	<b>32,018.62</b>	<b>88.27%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>280,851.00</b>	<b>19,117.24</b>	<b>247,053.68</b>	<b>33,797.32</b>	<b>87.97%</b>
<b>NET INCOME (LOSS):</b>	<b>(280,851.00)</b>	<b>(19,117.24)</b>	<b>(247,053.68)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PUBLIC SERVICE PROGRAMS</b>					
<b>REVENUE:</b>					
DONATIONS & GRANTS	85,000.00	-	85,000.00	-	100.00%
PSP PRODUCT SALES	-	-	9,271.00	(9,271.00)	
<b>TOTAL REVENUE:</b>	<b>85,000.00</b>	<b>-</b>	<b>94,271.00</b>	<b>(9,271.00)</b>	<b>110.91%</b>
<b>DIRECT EXPENSES:</b>					
DONATIONS/SPONSORSHIPS/GRANTS	203,915.00	29,333.84	205,648.04	(1,733.04)	100.85%
SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	-	-	1,500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	812.97	1,474.06	525.94	73.70%
STAFF MEMBERSHIP DUES	95.00	-	-	95.00	0.00%
VOLUNTEER RECRUITMENT & OUTREACH	2,100.00	-	28.55	2,071.45	1.36%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	338.46	877.40	1,122.60	43.87%
VOLUNTEER RECRUITMENT & APPREC	500.00	-	969.99	(469.99)	194.00%
DAY OF SERVICE	3,150.00	1,019.99	1,792.47	1,357.53	56.90%
<b>TOTAL DIRECT EXPENSES:</b>	<b>215,460.00</b>	<b>31,505.26</b>	<b>210,790.51</b>	<b>4,669.49</b>	<b>97.83%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.70 FTE)	132,099.00	8,662.02	117,690.63	14,408.37	89.09%
BENEFITS EXPENSE	44,139.00	3,250.94	42,448.27	1,690.73	96.17%
OTHER INDIRECT EXPENSE	40,302.00	3,464.03	37,521.19	2,780.81	93.10%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>216,540.00</b>	<b>15,376.99</b>	<b>197,660.09</b>	<b>18,879.91</b>	<b>91.28%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>432,000.00</b>	<b>46,882.25</b>	<b>408,450.60</b>	<b>23,549.40</b>	<b>94.55%</b>
<b>NET INCOME (LOSS):</b>	<b>(347,000.00)</b>	<b>(46,882.25)</b>	<b>(314,179.60)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>SECTIONS ADMINISTRATION</b>					
<b>REVENUE:</b>					
REIMBURSEMENTS FROM SECTIONS	307,000.00	79.66	325,654.66	(18,654.66)	106.08%
<b>TOTAL REVENUE:</b>	<b>307,000.00</b>	<b>79.66</b>	<b>325,654.66</b>	<b>(18,654.66)</b>	<b>106.08%</b>
<b>DIRECT EXPENSES:</b>					
DUES STATEMENTS	9,500.00	-	5,416.72	4,083.28	57.02%
STAFF TRAVEL/PARKING	1,000.00	-	836.07	163.93	83.61%
SECTION/COMMITTEE CHAIR MTGS	1,000.00	-	879.38	120.62	87.94%
CONFERENCE CALLS	300.00	2.58	206.76	93.24	68.92%
MISCELLANEOUS	300.00	41.00	306.14	(6.14)	102.05%
<b>TOTAL DIRECT EXPENSES:</b>	<b>12,100.00</b>	<b>43.58</b>	<b>7,645.07</b>	<b>4,454.93</b>	<b>63.18%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.03 FTE)	259,395.00	16,517.92	269,490.65	(10,095.65)	103.89%
BENEFITS EXPENSE	93,121.00	6,989.00	92,842.19	278.81	99.70%
OTHER INDIRECT EXPENSE	95,540.00	8,198.18	88,793.32	6,746.68	92.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>448,056.00</b>	<b>31,705.10</b>	<b>451,126.16</b>	<b>(3,070.16)</b>	<b>100.69%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>460,156.00</b>	<b>31,748.68</b>	<b>458,771.23</b>	<b>1,384.77</b>	<b>99.70%</b>
<b>NET INCOME (LOSS):</b>	<b>(153,156.00)</b>	<b>(31,669.02)</b>	<b>(133,116.57)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>TECHNOLOGY</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
COMPUTER HARDWARE	29,000.00	2,649.97	12,418.73	16,581.27	42.82%
COMPUTER SOFTWARE	28,000.00	2,995.00	15,494.65	12,505.35	55.34%
SOFTWARE MAINTENANCE & LICENSING	286,500.00	36,254.68	229,277.18	57,222.82	80.03%
HARDWARE SERVICE & WARRANTIES	41,000.00	16,572.57	48,360.47	(7,360.47)	117.95%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	-	16,896.74	9,103.26	64.99%
COMPUTER SUPPLIES	34,000.00	2,830.22	12,909.81	21,090.19	37.97%
THIRD PARTY SERVICES	40,500.00	1,182.25	35,304.75	5,195.25	87.17%
CONSULTING SERVICES	212,000.00	20,656.76	149,492.95	62,507.05	70.52%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,775.63	18,209.50	5,790.50	75.87%
TRANSFER TO INDIRECT EXPENSES	(723,610.00)	(84,917.08)	(538,364.78)	(185,245.22)	74.40%
<b>TOTAL DIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (12.10 FTE)	1,002,250.00	74,667.34	927,694.43	74,555.57	92.56%
BENEFITS EXPENSE	327,511.00	24,020.86	309,705.55	17,805.45	94.56%
CAPITAL LABOR & OVERHEAD	(140,700.00)	(18,098.24)	(150,736.70)	10,036.70	107.13%
OTHER INDIRECT EXPENSE	286,858.00	24,536.78	265,764.24	21,093.76	92.65%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,475,919.00</b>	<b>105,126.74</b>	<b>1,352,427.52</b>	<b>123,491.48</b>	<b>91.63%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,475,919.00</b>	<b>105,126.74</b>	<b>1,352,427.52</b>	<b>123,491.48</b>	<b>91.63%</b>
<b>NET INCOME (LOSS):</b>	<b>(1,475,919.00)</b>	<b>(105,126.74)</b>	<b>(1,352,427.52)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>SECTIONS OPERATIONS</b>					
<b>REVENUE:</b>					
SECTION DUES	475,770.00	(70.00)	494,681.50	(18,911.50)	103.97%
SEMINAR PROFIT SHARE	151,310.00	18,398.46	106,741.21	44,568.79	70.54%
INTEREST INCOME	1,406.00	10,722.20	10,722.20	(9,316.20)	762.60%
PUBLICATIONS REVENUE	5,000.00	-	5,389.80	(389.80)	107.80%
OTHER	55,125.00	670.00	43,142.71	11,982.29	78.26%
<b>TOTAL REVENUE:</b>	<b>688,611.00</b>	<b>29,720.66</b>	<b>660,677.42</b>	<b>27,933.58</b>	<b>95.94%</b>
<b>DIRECT EXPENSES:</b>					
DIRECT EXPENSES OF SECTION ACTIVITIES	627,684.00	41,768.95	350,050.71	277,633.29	55.77%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	310,818.75	(37.50)	325,537.50	(14,718.75)	104.74%
<b>TOTAL DIRECT EXPENSES:</b>	<b>938,502.75</b>	<b>41,731.45</b>	<b>675,588.21</b>	<b>262,914.54</b>	<b>71.99%</b>
<b>NET INCOME (LOSS):</b>	<b>(249,891.75)</b>	<b>(12,010.79)</b>	<b>(14,910.79)</b>		

# Washington State Bar Association

Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100% OF YEAR COMPLETE**

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>CONTINUING LEGAL EDUCATION (CLE)</b>					
<b>REVENUE:</b>					
SEMINAR REGISTRATIONS	1,670,000.00	75,956.25	841,185.50	828,814.50	50.37%
SEMINAR-EXHIB/SPNSR/ETC	25,000.00	2,500.00	40,215.00	(15,215.00)	160.86%
SHIPPING & HANDLING	4,600.00	227.00	3,896.28	703.72	84.70%
DESKBOOK SALES	80,000.00	2,107.91	71,591.17	8,408.83	89.49%
COURSEBOOK SALES	20,000.00	825.00	15,187.78	4,812.22	75.94%
SECTION PUBLICATION SALES	15,200.00	508.50	10,913.33	4,286.67	71.80%
ROYALTIES	-	-	180.00	(180.00)	
CASEMAKER ROYALTIES	60,000.00	-	41,747.41	18,252.59	69.58%
MP3 AND VIDEO SALES	700,000.00	42,616.74	961,800.53	(261,800.53)	137.40%
<b>TOTAL REVENUE:</b>	<b>2,574,800.00</b>	<b>124,741.40</b>	<b>1,986,717.00</b>	<b>588,083.00</b>	<b>77.16%</b>
<b>DIRECT EXPENSES:</b>					
COURSEBOOK PRODUCTION	4,000.00	80.88	1,414.66	2,585.34	35.37%
POSTAGE - FLIERS/CATALOGS	40,000.00	442.69	18,192.71	21,807.29	45.48%
POSTAGE - MISC./DELIVERY	2,500.00	35.00	629.00	1,871.00	25.16%
DEPRECIATION	19,000.00	560.53	18,974.90	25.10	99.87%
ONLINE EXPENSES	82,000.00	6,589.97	84,928.24	(2,928.24)	103.57%
ACCREDITATION FEES	6,500.00	382.00	5,805.00	695.00	89.31%
SEMINAR BROCHURES	65,000.00	19.08	27,005.07	37,994.93	41.55%
FACILITIES	285,988.00	22,535.03	192,152.04	93,835.96	67.19%
SPEAKERS & PROGRAM DEVELOP	55,000.00	3,666.41	51,101.14	3,898.86	92.91%
SPLITS TO SECTIONS	167,456.00	18,398.46	89,581.21	77,874.79	53.50%
SPLITS TO CO-SPONSORS	7,500.00	-	-	7,500.00	0.00%
HONORARIA	20,250.00	-	-	20,250.00	0.00%
CLE SEMINAR COMMITTEE	1,500.00	11.05	200.10	1,299.90	13.34%
BAD DEBT EXPENSE	600.00	-	-	600.00	0.00%
STAFF TRAVEL/PARKING	6,500.00	52.76	4,436.67	2,063.33	68.26%
STAFF MEMBERSHIP DUES	1,550.00	-	1,652.00	(102.00)	106.58%
SUPPLIES	2,000.00	198.38	1,489.05	510.95	74.45%
COST OF SALES - DESKBOOKS	56,000.00	1,581.89	50,120.03	5,879.97	89.50%
COST OF SALES - COURSEBOOKS	1,400.00	101.87	1,316.06	83.94	94.00%
COST OF SALES SECTION PUBLICATION	2,800.00	78.04	1,857.43	942.57	66.34%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
DESKBOOK ROYALTIES	1,000.00	-	570.72	429.28	57.07%
RECORDED SEMINAR ROYALTIES	-	55.00	247.50	(247.50)	
ONLINE EXPENSES	-	180.00	180.00	(180.00)	
SHIPPING SUPPLIES	250.00	-	-	250.00	0.00%
POSTAGE & DELIVERY-DESKBOOKS	4,000.00	90.99	3,861.32	138.68	96.53%
POSTAGE & DELIVERY-COURSEBOOKS	3,000.00	38.65	469.22	2,530.78	15.64%
SPLITS WITH SECTIONS	4,800.00	-	2,007.87	2,792.13	41.83%
FLIERS/CATALOGS	7,500.00	-	3,645.60	3,854.40	48.61%
POSTAGE - FLIERS/CATALOGS	5,000.00	-	2,794.57	2,205.43	55.89%
COMPLIMENTARY BOOK PROGRAM	4,000.00	-	1,404.15	2,595.85	35.10%
RECORDS STORAGE - OFF SITE	7,440.00	620.00	6,820.00	620.00	91.67%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>866,234.00</b>	<b>55,718.68</b>	<b>572,856.26</b>	<b>293,377.74</b>	<b>66.13%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (12.77 FTE)	837,663.00	67,437.95	808,554.02	29,108.98	96.52%
BENEFITS EXPENSE	295,948.00	21,932.33	292,408.81	3,539.19	98.80%
OTHER INDIRECT EXPENSE	302,742.00	26,151.07	283,884.26	18,857.74	93.77%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,436,353.00</b>	<b>115,521.35</b>	<b>1,384,847.09</b>	<b>51,505.91</b>	<b>96.41%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>2,302,587.00</b>	<b>171,240.03</b>	<b>1,957,703.35</b>	<b>344,883.65</b>	<b>85.02%</b>
<b>NET INCOME (LOSS):</b>	<b>272,213.00</b>	<b>(46,498.63)</b>	<b>29,013.65</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CLIENT PROTECTION FUND</b>					
<b>REVENUE:</b>					
CPF RESTITUTION	1,000.00	142.04	3,708.69	(2,708.69)	370.87%
CPF MEMBER ASSESSMENTS	982,000.00	9,165.00	1,005,232.50	(23,232.50)	102.37%
INTEREST INCOME	3,000.00	2,436.15	19,721.98	(16,721.98)	657.40%
<b>TOTAL REVENUE:</b>	<b>986,000.00</b>	<b>11,743.19</b>	<b>1,028,663.17</b>	<b>(42,663.17)</b>	<b>104.33%</b>
<b>DIRECT EXPENSES:</b>					
GIFTS TO INJURED CLIENTS	500,000.00	109,450.38	318,583.50	181,416.50	63.72%
CPF BOARD EXPENSES	1,500.00	41.38	1,509.54	(9.54)	100.64%
BANK FEES - WELLS FARGO	1,000.00	(58.95)	131.24	868.76	13.12%
STAFF MEMBERSHIP DUES	-	-	200.00	(200.00)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>502,500.00</b>	<b>109,432.81</b>	<b>320,424.28</b>	<b>182,075.72</b>	<b>63.77%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.01 FTE)	66,205.00	4,986.80	66,504.95	(299.95)	100.45%
BENEFITS EXPENSE	23,572.00	1,767.97	23,460.22	111.78	99.53%
OTHER INDIRECT EXPENSE	23,944.00	2,049.54	22,196.85	1,747.15	92.70%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>113,721.00</b>	<b>8,804.31</b>	<b>112,162.02</b>	<b>1,558.98</b>	<b>98.63%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>616,221.00</b>	<b>118,237.12</b>	<b>432,586.30</b>	<b>183,634.70</b>	<b>70.20%</b>
<b>NET INCOME (LOSS):</b>	<b>369,779.00</b>	<b>(106,493.93)</b>	<b>596,076.87</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from September 1, 2017 to September 30, 2017

**100.00% OF YEAR COMPLETE**

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)</b>					
<b>REVENUE:</b>					
REGISTRATION REVENUE	25,600.00	-	30,150.00	(4,550.00)	117.77%
OTHER ACTIVITIES REGISTRATION REVENUE	13,000.00	-	23,200.00	(10,200.00)	178.46%
WESTERN STATES BAR MEMBERSHIP DUES	2,400.00	-	2,400.00	-	100.00%
SPONSORSHIPS	9,000.00	-	12,200.00	(3,200.00)	135.56%
<b>TOTAL REVENUE:</b>	<b>50,000.00</b>	<b>-</b>	<b>67,950.00</b>	<b>(17,950.00)</b>	<b>135.90%</b>
<b>DIRECT EXPENSES:</b>					
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	600.81	399.19	60.08%
FACILITIES	44,000.00	-	52,315.50	(8,315.50)	118.90%
STAFF TRAVEL/PARKING	2,300.00	-	1,932.61	367.39	84.03%
BANK FEES	560.00	46.58	560.88	(0.88)	100.16%
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	1,200.00	-	3,130.58	(1,930.58)	260.88%
MARKETING EXPENSE	440.00	-	735.83	(295.83)	167.23%
<b>TOTAL DIRECT EXPENSES:</b>	<b>50,000.00</b>	<b>46.58</b>	<b>59,276.21</b>	<b>(9,276.21)</b>	<b>118.55%</b>
<b>INDIRECT EXPENSES:</b>					
<b>TOTAL INDIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL ALL EXPENSES:</b>	<b>50,000.00</b>	<b>46.58</b>	<b>59,276.21</b>	<b>(9,276.21)</b>	<b>118.55%</b>
<b>NET INCOME (LOSS):</b>	<b>-</b>	<b>(46.58)</b>	<b>8,673.79</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>INDIRECT EXPENSES:</b>					
SALARIES	10,987,791.00	841,759.62	10,720,395.75	267,395.25	97.57%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
TEMPORARY SALARIES	98,320.00	4,410.00	101,735.54	(3,415.54)	103.47%
CAPITAL LABOR & OVERHEAD	(140,700.00)	(18,098.24)	(150,736.70)	10,036.70	107.13%
EMPLOYEE ASSISTANCE PLAN	4,800.00	-	3,600.00	1,200.00	75.00%
EMPLOYEE SERVICE AWARDS	1,970.00	790.00	2,440.00	(470.00)	123.86%
FICA (EMPLOYER PORTION)	823,000.00	30,632.97	774,844.84	48,155.16	94.15%
L&I INSURANCE	48,000.00	9,047.69	37,155.11	10,844.89	77.41%
MEDICAL (EMPLOYER PORTION)	1,335,000.00	114,004.38	1,358,964.26	(23,964.26)	101.80%
RETIREMENT (EMPLOYER PORTION)	1,252,000.00	108,583.93	1,185,715.52	66,284.48	94.71%
TRANSPORTATION ALLOWANCE	118,500.00	125.00	106,619.50	11,880.50	89.97%
UNEMPLOYMENT INSURANCE	106,000.00	1,077.67	87,489.22	18,510.78	82.54%
STAFF DEVELOPMENT-GENERAL	6,865.00	1,656.71	6,776.70	88.30	98.71%
<b>TOTAL SALARY &amp; BENEFITS EXPENSE:</b>	<b>14,521,546.00</b>	<b>1,093,989.73</b>	<b>14,234,999.74</b>	<b>286,546.26</b>	<b>98.03%</b>
WORKPLACE BENEFITS	42,000.00	3,435.86	36,932.05	5,067.95	87.93%
HUMAN RESOURCES POOLED EXP	126,656.00	12,854.45	113,293.36	13,362.64	89.45%
MEETING SUPPORT EXPENSES	15,000.00	1,029.97	12,258.45	2,741.55	81.72%
RENT	1,645,000.00	127,856.42	1,729,618.32	(84,618.32)	105.14%
PERSONAL PROP TAXES-WSBA	12,500.00	701.08	9,399.93	3,100.07	75.20%
FURNITURE, MAINT, LH IMP	38,000.00	14,043.17	32,045.52	5,954.48	84.33%
OFFICE SUPPLIES & EQUIPMENT	50,000.00	2,227.87	45,972.66	4,027.34	91.95%
FURN & OFFICE EQUIP DEPRECIATION	74,000.00	3,287.00	70,275.56	3,724.44	94.97%
COMPUTER HARDWARE DEPRECIATION	63,000.00	4,830.04	61,718.55	1,281.45	97.97%
COMPUTER SOFTWARE DEPRECIATION	94,500.00	1,826.00	22,522.01	71,977.99	23.83%
INSURANCE	130,400.00	11,514.77	131,782.04	(1,382.04)	101.06%
PROFESSIONAL FEES-AUDIT	31,000.00	-	37,662.06	(6,662.06)	121.49%
PROFESSIONAL FEES-LEGAL	60,000.00	-	50,648.87	9,351.13	84.41%
TELEPHONE & INTERNET	38,000.00	3,541.23	41,016.29	(3,016.29)	107.94%
POSTAGE - GENERAL	45,000.00	3,510.36	35,095.77	9,904.23	77.99%
RECORDS STORAGE	40,000.00	4,081.79	37,633.34	2,366.66	94.08%
STAFF TRAINING	75,000.00	1,882.13	72,943.22	2,056.78	97.26%
BANK FEES	35,400.00	1,619.52	30,909.98	4,490.02	87.32%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	3,852.64	11,639.37	13,360.63	46.56%
COMPUTER POOLED EXPENSES	723,610.00	84,917.08	538,364.78	185,245.22	74.40%
<b>TOTAL OTHER INDIRECT EXPENSES:</b>	<b>3,364,066.00</b>	<b>287,011.38</b>	<b>3,121,732.13</b>	<b>242,333.87</b>	<b>92.80%</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<b>17,885,612.00</b>	<b>1,381,001.11</b>	<b>17,356,731.87</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from September 1, 2017 to September 30, 2017  
**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2017 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>
<b>SUMMARY PAGE</b>				
LICENSE FEES	13,204,000.00	1,120,601.64	13,512,192.45	(308,192.45)
ACCESS TO JUSTICE	(251,763.00)	3,756.60	(274,658.83)	22,895.83
ADMINISTRATION	(974,756.00)	(86,503.29)	(902,850.38)	(71,905.62)
ADMISSIONS/BAR EXAM	(91,290.00)	(121,305.65)	248,932.31	(340,222.31)
BOARD OF GOVERNORS	(782,596.00)	(60,506.98)	(774,927.34)	(7,668.66)
COMMUNICATIONS	(1,656,408.00)	(161,782.88)	(1,563,103.33)	(93,304.67)
DISCIPLINE	(5,462,671.00)	(404,958.08)	(5,262,682.39)	(199,988.61)
DIVERSITY	(293,895.00)	(33,080.22)	(290,993.61)	(2,901.39)
FOUNDATION	(167,949.00)	(11,928.31)	(154,242.73)	(13,706.27)
HUMAN RESOURCES	(257,819.00)	(35,785.95)	(372,785.69)	114,966.69
PUBLIC SERVICE PROGRAMS	(347,000.00)	(46,882.25)	(314,179.60)	(32,820.40)
LOMAP	(200,402.00)	(15,945.00)	(184,800.55)	(15,601.45)
LAP	(158,452.00)	(17,714.35)	(169,754.29)	11,302.29
LEGISLATIVE	(263,265.00)	(10,415.31)	(198,101.71)	(65,163.29)
LICENSING AND MEMBERSHIP	(339,667.00)	(15,877.51)	(251,652.51)	(88,014.49)
LIMITED LICENSE LEGAL TECHNICIAN	(221,664.00)	(15,609.60)	(189,508.00)	(32,156.00)
LIMITED PRACTICE OFFICERS	(69,787.00)	(31.18)	(10,612.62)	(59,174.38)
MANDATORY CLE ADMINISTRATION	(24,390.00)	(24,854.37)	3,815.78	(28,205.78)
MEMBER BENEFITS	(72,000.00)	(40.27)	(47,670.54)	(24,329.46)
MENTORSHIP PROGRAM	(201,473.00)	(11,972.63)	(155,218.66)	(46,254.34)
NEW LAWYER PROGRAM	(227,891.00)	(9,127.38)	(248,406.22)	20,515.22
NW LAWYER	(50,758.00)	(14,128.41)	(69,212.33)	18,454.33
OFFICE OF GENERAL COUNSEL	(792,970.00)	(69,193.01)	(797,363.46)	4,393.46
OGC-DISCIPLINARY BOARD	(257,747.00)	(37,254.20)	(256,269.34)	(1,477.66)
PRACTICE OF LAW BOARD	(115,371.00)	(11,319.97)	(120,784.77)	5,413.77
PROFESSIONAL RESPONSIBILITY	(280,851.00)	(19,117.24)	(247,053.68)	(33,797.32)
LAW CLERK PROGRAM	(9,435.00)	(3,774.52)	22,651.18	(32,086.18)
SECTIONS ADMINISTRATION	(153,156.00)	(31,669.02)	(133,116.57)	(20,039.43)
TECHNOLOGY	(1,475,919.00)	(105,126.74)	(1,352,427.52)	(123,491.48)
CLE - PRODUCTS	222,126.00	(4,060.77)	471,898.12	(249,772.12)
CLE - SEMINARS	50,087.00	(42,437.86)	(442,884.47)	492,971.47
SECTIONS OPERATIONS	(249,891.75)	(12,010.79)	(14,910.79)	(234,980.96)
LFCP	369,779.00	(106,493.93)	596,076.87	(226,297.87)
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	-	(46.58)	8,673.79	(8,673.79)
INDIRECT EXPENSES	(17,885,612.00)	(1,381,001.11)	(17,356,731.87)	(528,880.13)
<b>TOTAL OF ALL</b>	<b>19,490,856.75</b>	<b>1,797,597.12</b>	<b>17,292,663.30</b>	<b>2,198,193.45</b>
<b>NET INCOME (LOSS)</b>	<b>(1,605,244.75)</b>	<b>(416,596.01)</b>	<b>64,068.57</b>	

**Washington State Bar Association  
Analysis of Cash Investments  
As of September 30, 2017**

**Checking & Savings Accounts**

**General Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Account</u></b>		<b><u>Amount</u></b>
Wells Fargo	General	\$	444,149
Total		\$	444,149

<b><u>Investments</u></b>	<b><u>Rate</u></b>		<b><u>Amount</u></b>
Wells Fargo Money Market	1.17%	\$	425,550
UBS Financial Money Market	1.22%	\$	841,354
Morgan Stanley Money Market	0.69%	\$	25,770
Merrill Lynch Money Market	1.19%	\$	1,882,572
Long Term Investments	Varies	\$	3,450,164
Short Term Investments	Varies	\$	750,000
General Fund Total		\$	<u><u>7,819,559</u></u>

**Client Protection Fund**

**Checking**

<b><u>Bank</u></b>		<b><u>Amount</u></b>
Wells Fargo	\$	1,420,319

<b><u>Investments</u></b>	<b><u>Rate</u></b>		<b><u>Amount</u></b>
Wells Fargo Money Market	1.17%	\$	2,240,414
Morgan Stanley Money Market	0.69%	\$	102,824
Wells Fargo Investments	Varies	\$	-
Lawyers' Fund for Client Protection Total		\$	<u><u>3,763,558</u></u>

Grand Total Cash & Investments	\$	<u><u>11,583,117</u></u>
--------------------------------	----	--------------------------

**Washington State Bar Association  
Analysis of Cash Investments  
As of September 30, 2017**

**Long Term Investments- General Fund**

**UBS Financial Long Term Investments**

Nuveen 3-7 year Municipal Bond Portfolio

**Value as of 9/30/2017**

\$ 509,344.99

**Morgan Stanley Long Term Investments**

Lord Abbett Short Term Duration Income Fund

Guggenheim Total Return Bond Fund

Virtus Multi-Sector Short Term Bond Fund

**Value as of 9/30/2017**

\$ 779,314.56

\$ 1,083,916.14

\$ 1,077,588.14

**\$ 2,940,818.84**

**Total Long Term Investments- General Fund 3,450,163.83**

**Short Term Investments- General Fund**

**Bank**

Bank of China NY

Bank of Baroda

ZB NA

**Interest**

**Rate**

**Yield**

**Term**

**Maturity**

**Date**

**Amount**

0.85%

0.85%

9 months

10/30/2017

250,000.00

0.90%

0.90%

9 months

10/31/2017

250,000.00

0.80%

0.80%

9 months

11/1/2017

250,000.00

**Total Short Term Investments- General Fund 750,000.00**

**Lawyer's Fund for Client Protection**

**Bank**

**Interest**

**Rate**

**Yield**

**Term**

**Mths**

**Maturity**

**Date**

**Amount**

**Total LFCP -**



## **AGENDA ITEM 4b.**



# **WSBA Financial Reports**

**(Unaudited)**

## **Year to Date October 31, 2017**

**Prepared by Mark Hayes, Controller**

**Submitted by**

**Ann Holmes, Chief Operations Officer**

**December 15, 2017**

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Mark Hayes, Controller

Re: Key Financial Benchmarks for the Fiscal Year to Date (YTD) through October 31, 2017

Date: December 13, 2017

	% of Year	Current Year % YTD	Current Year \$ Difference <sup>1</sup>	Prior Year YTD	Comments
Salaries	8.33%	8.28%	\$5,291 (Under budget)	8.69%	Expected to be on budget
Benefits	8.33%	7.51%	\$32,985 (Under budget)	7.61%	Expected to be on budget
Other Indirect Expenses	8.33%	7.93%	\$13,560 (Under budget)	7.12%	Expected to be on budget
Total Indirect Expenses	8.33%	8.05%	\$51,386 (Under budget)	8.17%	Expected to be on budget

General Fund Revenues	8.33%	9.31%	\$186,136 (Over budget)	10.06%	Expected to be on budget
General Fund Direct Expenses	8.33%	4.19%	\$103,113 (Under budget)	3.92%	Expected to be on or slightly under budget

CLE Revenue	8.33%	7.18%	\$23,318 (Under budget)	4.59%	Expected to be on budget
CLE Direct Expenses	8.33%	3.34%	\$33,514 (Under budget)	2.82%	Expected to be on or slightly under budget
CLE Indirect Expenses	8.33%	8.16%	\$2,344 (Under budget)	7.73%	Expected to be on budget

<sup>1</sup> Dollar difference is calculated based on pro-rated budget figures (total annual budget figures divided by 12 months) minus actual revenue and expense amounts as of October 31, 2017 (1 month into the fiscal year).

**Washington State Bar Association Financial Summary**  
**Year to Date as of October 31, 2017 8.33% of Year**  
**Compared to Fiscal Year 2018 Budget**

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice		-	20,869	253,727	2,426	51,600	23,295	305,327	(23,295)	(305,327)
Administration	7,365	55,000	83,947	1,047,954	(272)	3,045	83,675	1,050,999	(76,310)	(995,999)
Admissions/Bar Exam	243,610	1,327,400	62,843	777,321	4,038	392,117	66,881	1,169,438	176,729	157,962
Board of Governors		-	56,849	522,466	4,746	280,080	61,595	802,546	(61,595)	(802,546)
Communications Strategies	520	44,750	42,861	533,090	13,709	103,440	56,570	636,530	(56,050)	(591,780)
Conference & Broadcast Services		0	59,063	734,260	407	4,700	59,470	738,960	(59,470)	(738,960)
Discipline	6,248	130,300	440,532	5,510,929	13,081	256,826	453,613	5,767,755	(447,365)	(5,637,455)
Diversity	97,500	100,374	32,959	417,383	1,603	25,250	34,562	442,633	62,938	(342,259)
Foundation		-	12,773	147,130	320	17,600	13,093	164,730	(13,093)	(164,730)
Human Resources		-	30,089	269,931		-	30,089	269,931	(30,089)	(269,931)
Law Clerk Program	6,200	112,000	8,149	108,267	39	4,350	8,188	112,617	(1,988)	(617)
Legislative		-	5,568	127,140		24,700	5,568	151,840	(5,568)	(151,840)
Licensing and Membership Records	36,120	284,700	52,092	651,149	10,961	45,996	63,053	697,145	(26,933)	(412,445)
Licensing Fees	1,132,943	15,068,125					0		1,132,943	15,068,125
Limited License Legal Technician			16,415	229,148	374	25,600	16,790	254,748	(16,790)	(254,748)
Limited Practice Officers			11,272	156,182	513	3,000	11,785	156,182	(11,785)	(159,182)
Mandatory CLE	47,061	761,000	44,828	538,896	19,144	238,444	63,972	777,340	(16,911)	(16,340)
Member Assistance Program	2,625	10,000	10,324	131,605		1,500	10,324	133,105	(7,699)	(123,105)
Member Benefits			3,473	42,770,000	1,087	123,760	4,560	166,530	(4,560)	(166,530)
Mentorship Program			8,722	104,617	502	11,225	9,224	115,842	(9,224)	(115,842)
New Member Program	23,012	53,200	19,220	262,083	2,712	35,780	21,932	297,863	1,080	(244,663)
NW Lawyer	53,051	538,350	13,455	226,805	10,616	434,500	24,070	661,305	28,980	(122,955)
Office of General Counsel			62,895	782,452	1,341	13,296	64,236	795,748	(64,236)	(795,748)
OGC-Disciplinary Board			15,119	200,463	6,266	103,500	21,385	303,963	(21,385)	(303,963)
Outreach and Engagement			23,729	362,671	619	22,750	24,348	385,421	(24,348)	(385,421)
Practice Management Assistance	2,408	15,000.00	16,464	205,719	49	5,850	16,513	211,569	(14,105)	(196,569)
Practice of Law Board			7,811	96,034	211	15,200	8,022	111,234	(8,022)	(111,234)
Professional Responsibility Program			21,194	277,796	842	6,300	22,037	284,096	(22,037)	(284,096)
Public Service Programs	102,943	105,000	19,693	224,933	431	224,615	20,124	449,548	82,819	(344,548)
Publication and Design Services			12,017	151,900	8,099	4,100	20,116	156,000	(20,116)	(156,000)
Sections Administration		308,000	34,424	462,803	376	10,100	34,800	472,903	(34,800)	(164,903)
Technology		-	119,369	1,468,042	0		119,369	1,468,042	(119,369)	(1,468,042)
<b>Subtotal General Fund</b>	<b>1,761,605</b>	<b>18,913,199</b>	<b>1,369,016</b>	<b>17,025,666</b>	<b>104,239</b>	<b>2,489,224</b>	<b>1,473,255</b>	<b>19,514,890</b>	<b>288,350</b>	<b>(601,691)</b>
Expenses using reserve funds							<b>1,473,255</b>		-	-
<b>Total General Fund - Net Result from Operations</b>									<b>288,350</b>	<b>(601,691)</b>
<b>Percentage of Budget</b>	<b>9.31%</b>		<b>8.04%</b>		<b>4.19%</b>		<b>7.55%</b>			
CLE-Seminars and Products	136,722	1,862,235	91,585	1,121,849	20,573	577,582	112,159	1,699,431	24,563	162,804
CLE - Deskbooks	9,246	170,000	20,030	246,210	1,913	94,695	21,943	340,905	(12,697)	(170,905)
Total CLE	145,968	2,032,235	111,615	1,368,059	22,486	672,277	134,102	2,040,336	11,866	(8,101)
<b>Percentage of Budget</b>	<b>7.18%</b>		<b>8.16%</b>		<b>3.34%</b>		<b>6.57%</b>			
Total All Sections	5,794	613,210	-	-	20,493	903,363	20,493	903,363	(14,700)	(290,152)
Client Protection Fund-Restricted	14,476	992,500	13,284	162,720	(23)	403,000	13,261	565,720	1,215	426,780
Management of Western States Bar Conference (No WSBA Funds)		49,900			15,847	46,860	15,847	46,860	(15,847)	3,040
<b>Totals</b>	<b>1,927,842</b>	<b>22,601,044</b>	<b>1,493,916</b>	<b>18,556,445</b>	<b>163,043</b>	<b>4,514,723.50</b>	<b>1,656,959</b>	<b>23,071,169</b>	<b>270,883</b>	<b>(470,124)</b>
<b>Percentage of Budget</b>	<b>8.53%</b>		<b>8.05%</b>		<b>3.61%</b>		<b>7.18%</b>			

Summary of Fund Balances:	Fund Balances Sept. 30, 2017	2018 Budgeted Fund Balances	Fund Balances Year to date
<b>Restricted Funds:</b>			
Client Protection Fund	3,242,299	3,669,079	3,243,513.59
Western States Bar Conference	19,632	22,672	3,784.48
<b>Board-Designated Funds (Non-General Fund):</b>			
CLE Fund Balance	485,582	477,481	497,447.68
Section Funds	1,197,727	907,575	1,183,026.87
<b>Board-Designated Funds (General Fund):</b>			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000.00
Facilities Reserve Fund	200,000	200,000	200,000.00
<b>Unrestricted Funds (General Fund):</b>			
Unrestricted General Fund	1,663,751	1,062,060	1,952,100.51
<b>Total General Fund Balance</b>	<b>3,363,751</b>	<b>2,762,060</b>	<b>3,652,100.51</b>
<b>Net Change in general Fund Balance</b>		<b>(601,691)</b>	<b>288,350</b>
<b>Total Fund Balance</b>	<b>8,308,990</b>	<b>7,838,866</b>	<b>8,579,873.13</b>
<b>Net Change In Fund Balance</b>		<b>(470,124)</b>	<b>270,883</b>

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ACCESS TO JUSTICE</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
ATJ BOARD RETREAT	2,000.00	-	-	2,000.00	0.00%
LEADERSHIP TRAINING	2,000.00	52.74	52.74	1,947.26	2.64%
ATJ BOARD EXPENSE	24,000.00	991.79	991.79	23,008.21	4.13%
ATJ BOARD COMMITTEES EXPENSE	3,000.00	59.53	59.53	2,940.47	1.98%
STAFF TRAVEL/PARKING	2,700.00	31.00	31.00	2,669.00	1.15%
PUBLIC DEFENSE	8,400.00	423.13	423.13	7,976.87	5.04%
RECEPTION/FORUM EXPENSE	9,500.00	868.25	868.25	8,631.75	9%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>51,600.00</b></u>	<u><b>2,426.44</b></u>	<u><b>2,426.44</b></u>	<u><b>49,173.56</b></u>	<u><b>4.70%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.10 FTE)	148,145.00	12,554.02	12,554.02	135,590.98	<b>8.47%</b>
BENEFITS EXPENSE	54,588.00	4,262.58	4,262.58	50,325.42	<b>7.81%</b>
OTHER INDIRECT EXPENSE	50,994.00	4,052.12	4,052.12	46,941.88	<b>7.95%</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>253,727.00</b></u>	<u><b>20,868.72</b></u>	<u><b>20,868.72</b></u>	<u><b>232,858.28</b></u>	<u><b>8.22%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>305,327.00</b></u>	<u><b>23,295.16</b></u>	<u><b>23,295.16</b></u>	<u><b>282,031.84</b></u>	<u><b>7.63%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(305,327.00)</b></u></u>	<u><u><b>(23,295.16)</b></u></u>	<u><u><b>(23,295.16)</b></u></u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ADMINISTRATION</b>					
<b>REVENUE:</b>					
INTEREST INCOME	25,000.00	3,076.62	3,076.62	21,923.38	12.31%
GAIN/LOSS ON INVESTMENTS	30,000.00	6,287.97	6,287.97	23,712.03	20.96%
MISCELLANEOUS	-	(2,000.00)	(2,000.00)	2,000.00	
<b>TOTAL REVENUE:</b>	<b>55,000.00</b>	<b>7,364.59</b>	<b>7,364.59</b>	<b>47,635.41</b>	<b>13.39%</b>
<b>DIRECT EXPENSES:</b>					
CREDIT CARD MERCHANT FEES	-	(272.30)	(272.30)	272.30	
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	545.00	-	-	545.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,045.00</b>	<b>(272.30)</b>	<b>(272.30)</b>	<b>3,317.30</b>	<b>-8.94%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE ( 7.88 FTE)	636,186.00	51,672.24	51,672.24	584,513.76	8.12%
BENEFITS EXPENSE	220,418.00	17,099.68	17,099.68	203,318.32	7.76%
OTHER INDIRECT EXPENSE	191,350.00	15,175.01	15,175.01	176,174.99	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,047,954.00</b>	<b>83,946.93</b>	<b>83,946.93</b>	<b>964,007.07</b>	<b>8.01%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,050,999.00</b>	<b>83,674.63</b>	<b>83,674.63</b>	<b>967,324.37</b>	<b>7.96%</b>
<b>NET INCOME (LOSS):</b>	<b>(995,999.00)</b>	<b>(76,310.04)</b>	<b>(76,310.04)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ADMISSIONS/BAR EXAMS</b>					
<b>REVENUE:</b>					
EXAM SOFT REVENUE	35,000.00	-	-	35,000.00	0.00%
BAR EXAM FEES	1,200,000.00	235,490.00	235,490.00	964,510.00	19.62%
SPECIAL ADMISSIONS	60,000.00	6,820.00	6,820.00	53,180.00	11.37%
LLLT EXAM FEES	7,500.00	1,400.00	1,400.00	6,100.00	18.67%
LLLT WAIVER FEES	900.00	-	-	900.00	0.00%
LPO EXAMINATION FEES	24,000.00	(100.00)	(100.00)	24,100.00	-0.42%
<b>TOTAL REVENUE:</b>	<b>1,327,400.00</b>	<b>243,610.00</b>	<b>243,610.00</b>	<b>1,083,790.00</b>	<b>18.35%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	2,222.00	-	-	2,222.00	0.00%
POSTAGE	4,000.00	545.86	545.86	3,454.14	13.65%
STAFF TRAVEL/PARKING	10,240.00	228.00	228.00	10,012.00	2.23%
STAFF MEMBERSHIP DUES	400.00	-	-	400.00	0.00%
SUPPLIES	1,000.00	-	-	1,000.00	0.00%
FACILITY, PARKING, FOOD	66,000.00	244.58	244.58	65,755.42	0.37%
EXAMINER FEES	35,000.00	-	-	35,000.00	0.00%
UBE EXMINATIONS	130,000.00	-	-	130,000.00	0.00%
BOARD OF BAR EXAMINERS	25,000.00	-	-	25,000.00	0.00%
BAR EXAM PROCTORS	30,000.00	-	-	30,000.00	0.00%
CHARACTER & FITNESS BOARD	20,000.00	3,019.41	3,019.41	16,980.59	15.10%
DISABILITY ACCOMMODATIONS	20,000.00	-	-	20,000.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	900.00	-	-	900.00	0.00%
LAW SCHOOL VISITS	1,000.00	-	-	1,000.00	0.00%
EXAM WRITING	28,355.00	-	-	28,355.00	0.00%
COURT REPORTERS	18,000.00	-	-	18,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>392,117.00</b>	<b>4,037.85</b>	<b>4,037.85</b>	<b>388,079.15</b>	<b>1%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (6.20 FTE)	454,259.00	38,057.82	38,057.82	416,201.18	8.38%
BENEFITS EXPENSE	172,508.00	12,846.25	12,846.25	159,661.75	7.45%
OTHER INDIRECT EXPENSE	150,554.00	11,938.79	11,938.79	138,615.21	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>777,321.00</b>	<b>62,842.86</b>	<b>62,842.86</b>	<b>714,478.14</b>	<b>8.08%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,169,438.00</b>	<b>66,880.71</b>	<b>66,880.71</b>	<b>1,102,557.29</b>	<b>5.72%</b>
<b>NET INCOME (LOSS):</b>	<b>157,962.00</b>	<b>176,729.29</b>	<b>176,729.29</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>NORTHWEST LAWYER</b>					
<b>REVENUE:</b>					
ROYALTIES	-	1,148.80	1,148.80	(1,148.80)	
DISPLAY ADVERTISING	400,000.00	38,916.25	38,916.25	361,083.75	9.73%
SUBSCRIPT/SINGLE ISSUES	350.00	-	-	350.00	0.00%
CLASSIFIED ADVERTISING	100,000.00	10,363.04	10,363.04	89,636.96	10.36%
GEN ANNOUNCEMENTS	15,000.00	700.00	700.00	14,300.00	4.67%
PROF ANNOUNCEMENTS	23,000.00	1,922.50	1,922.50	21,077.50	8.36%
<b>TOTAL REVENUE:</b>	<b>538,350.00</b>	<b>53,050.59</b>	<b>53,050.59</b>	<b>485,299.41</b>	<b>9.85%</b>
<b>DIRECT EXPENSES:</b>					
BAD DEBT EXPENSE	6,000.00	-	-	6,000.00	0.00%
POSTAGE	89,000.00	9,915.83	9,915.83	79,084.17	11.14%
PRINTING, COPYING & MAILING	250,000.00	-	-	250,000.00	0.00%
DIGITAL/ONLINE DEVELOPMENT	10,200.00	700.00	700.00	9,500.00	6.86%
GRAPHICS/ARTWORK	3,500.00	-	-	3,500.00	0.00%
OUTSIDE SALES EXPENSE	75,000.00	-	-	75,000.00	0.00%
EDITORIAL ADVISORY COMMITTEE	800.00	-	-	800.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>434,500.00</b>	<b>10,615.83</b>	<b>10,615.83</b>	<b>423,884.17</b>	<b>2.44%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.80 FTE)	130,495.00	6,921.84	6,921.84	123,573.16	5.30%
BENEFITS EXPENSE	52,601.00	3,051.68	3,051.68	49,549.32	5.80%
OTHER INDIRECT EXPENSE	43,709.00	3,481.01	3,481.01	40,227.99	7.96%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>226,805.00</b>	<b>13,454.53</b>	<b>13,454.53</b>	<b>213,350.47</b>	<b>5.93%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>661,305.00</b>	<b>24,070.36</b>	<b>24,070.36</b>	<b>637,234.64</b>	<b>3.64%</b>
<b>NET INCOME (LOSS):</b>	<b>(122,955.00)</b>	<b>28,980.23</b>	<b>28,980.23</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>BOG/OED</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	4,700.00	328.00	328.00	4,372.00	6.98%
STAFF MEMBERSHIP DUES	1,880.00	-	-	1,880.00	0.00%
TELEPHONE	1,000.00	78.78	78.78	921.22	7.88%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	-	60,000.00	0.00%
BOG MEETINGS	115,000.00	(520.65)	(520.65)	115,520.65	-0.45%
BOG COMMITTEES' EXPENSES	30,000.00	1,653.13	1,653.13	28,346.87	5.51%
BOG CONFERENCE ATTENDANCE	17,500.00	-	-	17,500.00	0.00%
BOG TRAVEL & OUTREACH	45,000.00	2,827.60	2,827.60	42,172.40	6.28%
ED TRAVEL & OUTREACH	5,000.00	378.80	378.80	4,621.20	7.58%
<b>TOTAL DIRECT EXPENSES:</b>	<b>280,080.00</b>	<b>4,745.66</b>	<b>4,745.66</b>	<b>275,334.34</b>	<b>0.02</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.45 FTE)	357,509.00	44,115.55	44,115.55	313,393.45	12.34%
BENEFITS EXPENSE	105,464.00	8,001.25	8,001.25	97,462.75	7.59%
OTHER INDIRECT EXPENSE	59,493.00	4,732.04	4,732.04	54,760.96	7.95%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>522,466.00</b>	<b>56,848.84</b>	<b>56,848.84</b>	<b>465,617.16</b>	<b>10.88%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>802,546.00</b>	<b>61,594.50</b>	<b>61,594.50</b>	<b>740,951.50</b>	<b>7.67%</b>
<b>NET INCOME (LOSS):</b>	<b>(802,546.00)</b>	<b>(61,594.50)</b>	<b>(61,594.50)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>COMMUNICATION STRATEGIES</b>					
<b>REVENUE:</b>					
AWARDS LUNCH/DINNER	44,000.00	100.00	100.00	43,900.00	0.23%
50 YEAR MEMBER TRIBUTE LUNCH	750.00	-	-	750.00	0.00%
WSBA LOGO MERCHANDISE SALES	-	420.00	420.00	(420.00)	
<b>TOTAL REVENUE:</b>	<b>44,750.00</b>	<b>520.00</b>	<b>520.00</b>	<b>44,230.00</b>	<b>1.16%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	2,640.00	762.09	762.09	1,877.91	28.87%
STAFF MEMBERSHIP DUES	1,700.00	-	-	1,700.00	0.00%
SUBSCRIPTIONS	10,050.00	15.96	15.96	10,034.04	0.16%
DIGITAL/ONLINE DEVELOPMENT	1,450.00	256.60	256.60	1,193.40	17.70%
AWARDS DINNER	63,000.00	6,917.09	6,917.09	56,082.91	10.98%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	5,756.98	5,756.98	2,243.02	71.96%
COMMUNICATIONS OUTREACH	15,000.00	-	-	15,000.00	0.00%
SPEAKERS & PROGRAM DEVELOP	1,600.00	-	-	1,600.00	
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,440.00</b>	<b>13,708.72</b>	<b>13,708.72</b>	<b>89,731.28</b>	<b>13.25%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.68 FTE)	304,516.00	26,607.05	26,607.05	277,908.95	8.74%
BENEFITS EXPENSE	114,930.00	7,225.35	7,225.35	107,704.65	6.29%
OTHER INDIRECT EXPENSE	113,644.00	9,028.87	9,028.87	104,615.13	7.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>533,090.00</b>	<b>42,861.27</b>	<b>42,861.27</b>	<b>490,228.73</b>	<b>8.04%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>636,530.00</b>	<b>56,569.99</b>	<b>56,569.99</b>	<b>579,960.01</b>	<b>8.89%</b>
<b>NET INCOME (LOSS):</b>	<b>(591,780.00)</b>	<b>(56,049.99)</b>	<b>(56,049.99)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CONFERENCE &amp; BROADCAST SERVICES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,200.00	-	-	1,200.00	0.00%
TRANSLATION SERVICES	3,500.00	406.85	406.85	3,093.15	11.62%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,700.00</b>	<b>406.85</b>	<b>406.85</b>	<b>4,293.15</b>	<b>8.66%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (7.15 FTE)	398,693.00	32,751.60	32,751.60	365,941.40	8.21%
BENEFITS EXPENSE	161,944.00	12,624.58	12,624.58	149,319.42	7.80%
OTHER INDIRECT EXPENSE	173,623.00	13,686.48	13,686.48	159,936.52	7.88%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>734,260.00</b>	<b>59,062.66</b>	<b>59,062.66</b>	<b>675,197.34</b>	<b>8.04%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>738,960.00</b>	<b>59,469.51</b>	<b>59,469.51</b>	<b>679,490.49</b>	<b>8.05%</b>
<b>NET INCOME (LOSS):</b>	<b>(738,960.00)</b>	<b>(59,469.51)</b>	<b>(59,469.51)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DISCIPLINE</b>					
<b>REVENUE:</b>					
AUDIT REVENUE	2,300.00	850.00	850.00	1,450.00	36.96%
RECOVERY OF DISCIPLINE COSTS	115,000.00	4,005.00	4,005.00	110,995.00	3.48%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,393.00	1,393.00	11,607.00	10.72%
<b>TOTAL REVENUE:</b>	<b>130,300.00</b>	<b>6,248.00</b>	<b>6,248.00</b>	<b>124,052.00</b>	<b>4.80%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION-SOFTWARE	17,028.00	858.00	858.00	16,170.00	5.04%
PUBLICATIONS PRODUCTION	330.00	-	-	330.00	0.00%
STAFF TRAVEL/PARKING	39,460.00	2,731.47	2,731.47	36,728.53	6.92%
STAFF MEMBERSHIP DUES	3,308.00	1,425.00	1,425.00	1,883.00	43.08%
TELEPHONE	2,800.00	-	-	2,800.00	0.00%
COURT REPORTERS	65,000.00	152.00	152.00	64,848.00	0.23%
OUTSIDE COUNSEL/AIC	2,000.00	-	-	2,000.00	0.00%
LITIGATION EXPENSES	30,000.00	1,223.51	1,223.51	28,776.49	4.08%
DISABILITY EXPENSES	15,000.00	-	-	15,000.00	0.00%
ONLINE LEGAL RESEARCH	66,900.00	50.00	50.00	66,850.00	0.07%
LAW LIBRARY	12,000.00	6,556.44	6,556.44	5,443.56	54.64%
TRANSLATION SERVICES	3,000.00	85.00	85.00	2,915.00	2.83%
<b>TOTAL DIRECT EXPENSES:</b>	<b>256,826.00</b>	<b>13,081.42</b>	<b>13,081.42</b>	<b>243,744.58</b>	<b>5.09%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (36.89 FTE)	3,465,982.00	282,542.91	282,542.91	3,183,439.09	8.15%
BENEFITS EXPENSE	1,149,149.00	86,900.14	86,900.14	1,062,248.86	7.56%
OTHER INDIRECT EXPENSE	895,798.00	71,088.78	71,088.78	824,709.22	7.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>5,510,929.00</b>	<b>440,531.83</b>	<b>440,531.83</b>	<b>5,070,397.17</b>	<b>7.99%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>5,767,755.00</b>	<b>453,613.25</b>	<b>453,613.25</b>	<b>5,314,141.75</b>	<b>7.86%</b>
<b>NET INCOME (LOSS):</b>	<b>(5,637,455.00)</b>	<b>(447,365.25)</b>	<b>(447,365.25)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DIVERSITY</b>					
<b>REVENUE:</b>					
DONATIONS & GRANTS	90,000.00	97,500.00	97,500.00	(7,500.00)	108.33%
WORK STUDY GRANTS	10,374.00	-	-	10,374.00	0.00%
<b>TOTAL REVENUE:</b>	<b>100,374.00</b>	<b>97,500.00</b>	<b>97,500.00</b>	<b>2,874.00</b>	<b>97.14%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	8,000.00	350.00	350.00	7,650.00	4.38%
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
COMMITTEE FOR DIVERSITY	6,200.00	256.58	256.58	5,943.42	4.14%
DIVERSITY EVENTS & PROJECTS	10,000.00	996.79	996.79	9,003.21	9.97%
INTERNAL DIVERSITY OUTREACH	200.00	-	-	200.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	500.00	-	-	500.00	0.00%
<b>TOTAL DIRECT EXPENSE:</b>	<b>25,250.00</b>	<b>1,603.37</b>	<b>1,603.37</b>	<b>23,646.63</b>	<b>6.35%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (3.21 FTE)	253,236.00	20,087.72	20,087.72	233,148.28	7.93%
BENEFITS EXPENSE	86,199.00	6,697.70	6,697.70	79,501.30	7.77%
OTHER INDIRECT EXPENSE	77,948.00	6,173.35	6,173.35	71,774.65	7.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>417,383.00</b>	<b>32,958.77</b>	<b>32,958.77</b>	<b>384,424.23</b>	<b>7.90%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>442,633.00</b>	<b>34,562.14</b>	<b>34,562.14</b>	<b>408,070.86</b>	<b>7.81%</b>
<b>NET INCOME (LOSS):</b>	<b>(342,259.00)</b>	<b>62,937.86</b>	<b>62,937.86</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>FOUNDATION</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
CONSULTING SERVICES	3,000.00	-	-	3,000.00	0.00%
PRINTING & COPYING	1,500.00	129.37	129.37	1,370.63	8.62%
STAFF TRAVEL/PARKING	1,500.00	64.85	64.85	1,435.15	4.32%
STAFF MEMBERSHIP DUES	600.00	-	-	600.00	0.00%
SUPPLIES	500.00	-	-	500.00	0.00%
SPECIAL EVENTS	5,000.00	-	-	5,000.00	0.00%
BOARD OF TRUSTEES	5,000.00	126.18	126.18	4,873.82	2.52%
GRAPHIC DESIGN	500.00	-	-	500.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>17,600.00</b>	<b>320.40</b>	<b>320.40</b>	<b>17,279.60</b>	<b>1.82%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.20 FTE)	85,993.00	8,002.45	8,002.45	77,990.55	9.31%
BENEFITS EXPENSE	31,997.00	2,458.78	2,458.78	29,538.22	7.68%
OTHER INDIRECT EXPENSE	29,140.00	2,311.61	2,311.61	26,828.39	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>147,130.00</b>	<b>12,772.84</b>	<b>12,772.84</b>	<b>134,357.16</b>	<b>8.68%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>164,730.00</b>	<b>13,093.24</b>	<b>13,093.24</b>	<b>151,636.76</b>	<b>7.95%</b>
<b>NET INCOME (LOSS):</b>	<b>(164,730.00)</b>	<b>(13,093.24)</b>	<b>(13,093.24)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>HUMAN RESOURCES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	-	-	-	-	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	150.00	-	-	150.00	0.00%
STAFF MEMBERSHIP DUES	1,188.00	-	-	1,188.00	0.00%
SUBSCRIPTIONS	1,938.00	-	-	1,938.00	0.00%
STAFF TRAINING- GENERAL	29,400.00	1,594.00	1,594.00	27,806.00	5.42%
RECRUITING AND ADVERTISING	7,000.00	274.55	274.55	6,725.45	3.92%
PAYROLL PROCESSING	55,000.00	4,045.95	4,045.95	50,954.05	7.36%
SALARY SURVEYS	2,900.00	-	-	2,900.00	0.00%
THIRD PARTY SERVICES	22,500.00	13,487.25	13,487.25	9,012.75	59.94%
TRANSFER TO INDIRECT EXPENSE	(120,076.00)	(19,401.75)	(19,401.75)	(100,674.25)	16.16%
<b>TOTAL DIRECT EXPENSES:</b>	-	-	-	-	
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.48 FTE)	249,508.00	19,118.82	19,118.82	230,389.18	7.66%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
BENEFITS EXPENSE	80,201.00	6,183.27	6,183.27	74,017.73	7.71%
OTHER INDIRECT EXPENSE	60,222.00	4,786.41	4,786.41	55,435.59	7.95%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>269,931.00</b>	<b>30,088.50</b>	<b>30,088.50</b>	<b>239,842.50</b>	<b>11.15%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>269,931.00</b>	<b>30,088.50</b>	<b>30,088.50</b>	<b>239,842.50</b>	<b>11.15%</b>
<b>NET INCOME (LOSS):</b>	<b>(269,931.00)</b>	<b>(30,088.50)</b>	<b>(30,088.50)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LAW CLERK PROGRAM</b>					
<b>REVENUE:</b>					
LAW CLERK FEES	110,000.00	6,200.00	6,200.00	103,800.00	5.64%
LAW CLERK APPLICATION FEES	2,000.00	-	-	2,000.00	0.00%
<b>TOTAL REVENUE:</b>	<b>112,000.00</b>	<b>6,200.00</b>	<b>6,200.00</b>	<b>105,800.00</b>	<b>5.54%</b>
<b>DIRECT EXPENSES:</b>					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	4,000.00	39.00	39.00	3,961.00	0.98%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,350.00</b>	<b>39.00</b>	<b>39.00</b>	<b>4,311.00</b>	<b>0.90%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.85 FTE)	64,505.00	4,721.85	4,721.85	59,783.15	7.32%
BENEFITS EXPENSE	23,122.00	1,795.65	1,795.65	21,326.35	7.77%
OTHER INDIRECT EXPENSE	20,640.00	1,631.73	1,631.73	19,008.27	7.91%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>108,267.00</b>	<b>8,149.23</b>	<b>8,149.23</b>	<b>100,117.77</b>	<b>7.53%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>112,617.00</b>	<b>8,188.23</b>	<b>8,188.23</b>	<b>104,428.77</b>	<b>7.27%</b>
<b>NET INCOME (LOSS):</b>	<b>(617.00)</b>	<b>(1,988.23)</b>	<b>(1,988.23)</b>		



# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>LEGISLATIVE</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	-	-	-	-	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	8,000.00	-	-	8,000.00	0.00%
STAFF MEMBERSHIP DUES	450.00	-	-	450.00	0.00%
SUBSCRIPTIONS	2,000.00	-	-	2,000.00	0.00%
TELEPHONE	3,000.00	-	-	3,000.00	0.00%
OLYMPIA RENT	2,500.00	-	-	2,500.00	0.00%
CONTRACT LOBBYIST	5,000.00	-	-	5,000.00	0.00%
LOBBYIST CONTACT COSTS	1,000.00	-	-	1,000.00	0.00%
LEGISLATIVE COMMITTEE	2,500.00	-	-	2,500.00	0.00%
BOG LEGISLATIVE COMMITTEE	250.00	-	-	250.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>24,700.00</b>	<b>-</b>	<b>-</b>	<b>24,700.00</b>	<b>0.00%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.00 FTE)	75,697.00	2,041.67	2,041.67	73,655.33	2.70%
BENEFITS EXPENSE	27,160.00	1,595.33	1,595.33	25,564.67	5.87%
OTHER INDIRECT EXPENSE	24,283.00	1,930.87	1,930.87	22,352.13	7.95%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>127,140.00</b>	<b>5,567.87</b>	<b>5,567.87</b>	<b>121,572.13</b>	<b>4.38%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>151,840.00</b>	<b>5,567.87</b>	<b>5,567.87</b>	<b>146,272.13</b>	<b>3.67%</b>
<b>NET INCOME (LOSS):</b>	<b>(151,840.00)</b>	<b>(5,567.87)</b>	<b>(5,567.87)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LICENSING &amp; MEMBERSHIP RECORDS</b>					
<b>REVENUE:</b>					
STATUS CERTIFICATE FEES	22,000.00	1,644.39	1,644.39	20,355.61	7.47%
RULE 9/LEGAL INTERN FEES	11,000.00	250.00	250.00	10,750.00	2.27%
INVESTIGATION FEES	20,000.00	1,000.00	1,000.00	19,000.00	5.00%
PRO HAC VICE	210,000.00	29,260.00	29,260.00	180,740.00	13.93%
MEMBER CONTACT INFORMATION	21,000.00	3,941.71	3,941.71	17,058.29	18.77%
PHOTO BAR CARD SALES	700.00	24.00	24.00	676.00	3.43%
<b>TOTAL REVENUE:</b>	<b>284,700.00</b>	<b>36,120.10</b>	<b>36,120.10</b>	<b>248,579.90</b>	<b>12.69%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	11,496.00	-	-	11,496.00	0.00%
POSTAGE	31,500.00	8,806.25	8,806.25	22,693.75	27.96%
LICENSING FORMS	3,000.00	2,154.79	2,154.79	845.21	71.83%
<b>TOTAL DIRECT EXPENSES:</b>	<b>45,996.00</b>	<b>10,961.04</b>	<b>10,961.04</b>	<b>35,034.96</b>	<b>23.83%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.65 FTE)	402,984.00	32,679.16	32,679.16	370,304.84	8.11%
BENEFITS EXPENSE	135,249.00	10,465.39	10,465.39	124,783.61	7.74%
OTHER INDIRECT EXPENSE	112,916.00	8,947.27	8,947.27	103,968.73	7.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>651,149.00</b>	<b>52,091.82</b>	<b>52,091.82</b>	<b>599,057.18</b>	<b>8.00%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>697,145.00</b>	<b>63,052.86</b>	<b>63,052.86</b>	<b>634,092.14</b>	<b>9.04%</b>
<b>NET INCOME (LOSS):</b>	<b>(412,445.00)</b>	<b>(26,932.76)</b>	<b>(26,932.76)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LICENSE FEES</b>					
<b>REVENUE:</b>					
LICENSE FEES	14,953,000.00	1,122,795.69	1,122,795.69	13,830,204.31	7.51%
LLTLICENSE FEES	6,125.00	583.26	583.26	5,541.74	9.52%
LPO LICENSE FEES	109,000.00	9,563.87	9,563.87	99,436.13	8.77%
<b>TOTAL REVENUE:</b>	<b>15,068,125.00</b>	<b>1,132,942.82</b>	<b>1,132,942.82</b>	<b>13,935,182.18</b>	<b>7.52%</b>

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	600.00	-	-	600.00	0.00%
LLLT BOARD	17,000.00	374.29	374.29	16,625.71	2.20%
LLLT OUTREACH	8,000.00	-	-	8,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>25,600.00</b></u>	<u><b>374.29</b></u>	<u><b>374.29</b></u>	<u><b>25,225.71</b></u>	<u><b>1.46%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.70 FTE)	138,305.00	9,290.66	9,290.66	129,014.34	6.72%
BENEFITS EXPENSE	48,348.00	3,752.36	3,752.36	44,595.64	7.76%
OTHER INDIRECT EXPENSE	42,495.00	3,372.23	3,372.23	39,122.77	7.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>229,148.00</b></u>	<u><b>16,415.25</b></u>	<u><b>16,415.25</b></u>	<u><b>212,732.75</b></u>	<u><b>7.16%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>254,748.00</b></u>	<u><b>16,789.54</b></u>	<u><b>16,789.54</b></u>	<u><b>237,958.46</b></u>	<u><b>6.59%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(254,748.00)</b></u></u>	<u><u><b>(16,789.54)</b></u></u>	<u><u><b>(16,789.54)</b></u></u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED PRACTICE OFFICERS</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
LPO BOARD	3,000.00	512.91	512.91	2,487.09	17.10%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>3,000.00</b></u>	<u><b>512.91</b></u>	<u><b>512.91</b></u>	<u><b>2,487.09</b></u>	<u><b>17.10%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.16 FTE)	94,904.00	6,467.91	6,467.91	88,436.09	6.82%
BENEFITS EXPENSE	33,110.00	2,574.26	2,574.26	30,535.74	7.77%
OTHER INDIRECT EXPENSE	28,168.00	2,230.01	2,230.01	25,937.99	7.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>156,182.00</b></u>	<u><b>11,272.18</b></u>	<u><b>11,272.18</b></u>	<u><b>144,909.82</b></u>	<u><b>7.22%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>159,182.00</b></u>	<u><b>11,785.09</b></u>	<u><b>11,785.09</b></u>	<u><b>147,396.91</b></u>	<u><b>7.40%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(159,182.00)</b></u></u>	<u><u><b>(11,785.09)</b></u></u>	<u><u><b>(11,785.09)</b></u></u>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MANDATORY CLE ADMINISTRATION</b>					
<b>REVENUE:</b>					
ACCREDITED PROGRAM FEES	282,000.00	23,600.00	23,600.00	258,400.00	8.37%
FORM 1 LATE FEES	100,000.00	11,515.00	11,515.00	88,485.00	11.52%
MEMBER LATE FEES	203,000.00	1,400.00	1,400.00	201,600.00	0.69%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	-	-	27,000.00	0.00%
ATTENDANCE FEES	60,000.00	4,696.00	4,696.00	55,304.00	7.83%
ATTENDANCE LATE FEES	60,000.00	4,725.00	4,725.00	55,275.00	7.88%
COMITY CERTIFICATES	29,000.00	1,125.05	1,125.05	27,874.95	3.88%
<b>TOTAL REVENUE:</b>	<b>761,000.00</b>	<b>47,061.05</b>	<b>47,061.05</b>	<b>713,938.95</b>	<b>6.18%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	235,944.00	18,995.00	18,995.00	216,949.00	8.05%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
MCLE BOARD	2,000.00	148.50	148.50	1,851.50	7.43%
<b>TOTAL DIRECT EXPENSES:</b>	<b>238,444.00</b>	<b>19,143.50</b>	<b>19,143.50</b>	<b>219,300.50</b>	<b>8.03%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.80 FTE)	310,624.00	27,667.18	27,667.18	282,956.82	8.91%
BENEFITS EXPENSE	112,928.00	7,996.24	7,996.24	104,931.76	7.08%
OTHER INDIRECT EXPENSE	115,344.00	9,164.85	9,164.85	106,179.15	7.95%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>538,896.00</b>	<b>44,828.27</b>	<b>44,828.27</b>	<b>494,067.73</b>	<b>8.32%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>777,340.00</b>	<b>63,971.77</b>	<b>63,971.77</b>	<b>713,368.23</b>	<b>8.23%</b>
<b>NET INCOME (LOSS):</b>	<b>(16,340.00)</b>	<b>(16,910.72)</b>	<b>(16,910.72)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>MEMBER ASSISTANCE PROGRAM</b>					
<b>REVENUE:</b>					
DIVERSIONS	10,000.00	2,625.00	2,625.00	7,375.00	26.25%
<b>TOTAL REVENUE:</b>	<b>10,000.00</b>	<b>2,625.00</b>	<b>2,625.00</b>	<b>7,375.00</b>	<b>26.25%</b>
<b>DIRECT EXPENSES:</b>					
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
PROF LIAB INSURANCE	850.00	-	-	850.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>1,500.00</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>	<b>0.00%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.87 FTE)	78,885.00	6,576.02	6,576.02	72,308.98	8.34%
BENEFITS EXPENSE	31,594.00	2,061.65	2,061.65	29,532.35	6.53%
OTHER INDIRECT EXPENSE	21,126.00	1,686.10	1,686.10	19,439.90	7.98%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>131,605.00</b>	<b>10,323.77</b>	<b>10,323.77</b>	<b>121,281.23</b>	<b>7.84%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>133,105.00</b>	<b>10,323.77</b>	<b>10,323.77</b>	<b>122,781.23</b>	<b>7.76%</b>
<b>NET INCOME (LOSS):</b>	<b>(123,105.00)</b>	<b>(7,698.77)</b>	<b>(7,698.77)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MEMBER BENEFITS</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	-	-	-	-	
<b>DIRECT EXPENSES:</b>					
LEGAL LUNCHBOX COURSEBOOK PRODUCTION	500.00	-	-	500.00	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	1,700.00	1,086.52	1,086.52	613.48	63.91%
WSBA CONNECTS	46,560.00	-	-	46,560.00	0.00%
CASEMAKER	75,000.00	-	-	75,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>123,760.00</b>	<b>1,086.52</b>	<b>1,086.52</b>	<b>122,673.48</b>	<b>0.88%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.40 FTE)	23,685.00	1,977.12	1,977.12	21,707.88	8.35%
BENEFITS EXPENSE	9,372.00	734.73	734.73	8,637.27	7.84%
OTHER INDIRECT EXPENSE	9,713.00	761.47	761.47	8,951.53	7.84%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>42,770.00</b>	<b>3,473.32</b>	<b>3,473.32</b>	<b>39,296.68</b>	<b>8.12%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>166,530.00</b>	<b>4,559.84</b>	<b>4,559.84</b>	<b>161,970.16</b>	<b>2.74%</b>
<b>NET INCOME (LOSS):</b>	<b>(166,530.00)</b>	<b>(4,559.84)</b>	<b>(4,559.84)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MENTORSHIP PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
SUBSCRIPTIONS	125.00	-	-	125.00	0.00%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
MENTORSHIP PROGRAM EXPENSES	2,500.00	-	-	2,500.00	0.00%
RECEPTION/FORUM EXPENSE	6,500.00	502.29	502.29	5,997.71	7.73%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>11,225.00</b></u>	<u><b>502.29</b></u>	<u><b>502.29</b></u>	<u><b>10,722.71</b></u>	<u><b>4.47%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.90 FTE)	60,292.00	5,214.98	5,214.98	55,077.02	8.65%
BENEFITS EXPENSE	22,470.00	1,766.39	1,766.39	20,703.61	7.86%
OTHER INDIRECT EXPENSE	21,855.00	1,740.52	1,740.52	20,114.48	7.96%
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>104,617.00</b></u>	<u><b>8,721.89</b></u>	<u><b>8,721.89</b></u>	<u><b>95,895.11</b></u>	<u><b>8.34%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>115,842.00</b></u>	<u><b>9,224.18</b></u>	<u><b>9,224.18</b></u>	<u><b>106,617.82</b></u>	<u><b>7.96%</b></u>
<b>NET INCOME (LOSS):</b>	<u><b>(115,842.00)</b></u>	<u><b>(9,224.18)</b></u>	<u><b>(9,224.18)</b></u>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>NEW MEMBER PROGRAM</b>					
<b>REVENUE:</b>					
NLE PRODUCT SALES	15,000.00	238.00	238.00	14,762.00	1.59%
SPONSORSHIPS	1,200.00	-	-	1,200.00	0.00%
SEMINAR REGISTRATIONS	20,000.00	14,362.10	14,362.10	5,637.90	71.81%
TRIAL ADVOCACY PROGRAM	17,000.00	8,412.00	8,412.00	8,588.00	49.48%
<b>TOTAL REVENUE:</b>	<b>53,200.00</b>	<b>23,012.10</b>	<b>23,012.10</b>	<b>30,187.90</b>	<b>43.26%</b>
<b>DIRECT EXPENSES:</b>					
YLL SECTION PROGRAM	1,500.00	828.17	828.17	671.83	55.21%
CLE COMPS	1,500.00	-	-	1,500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	40.00	40.00	1,960.00	2.00%
STAFF MEMBERSHIP DUES	30.00	-	-	30.00	0.00%
ONLINE EXPENSES	2,250.00	-	-	2,250.00	0.00%
SEMINAR BROCHURES	1,500.00	-	-	1,500.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	413.41	413.41	1,086.59	27.56%
NEW LAWYER OUTREACH EVENTS	3,000.00	-	-	3,000.00	0.00%
NEW LAWYERS COMMITTEE	15,000.00	282.17	282.17	14,717.83	1.88%
OPEN SECTIONS NIGHT	3,000.00	650.23	650.23	2,349.77	21.67%
TRIAL ADVOCACY PROGRAM	2,500.00	498.51	498.51	2,001.49	19.94%
SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	-	-	2,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>35,780.00</b>	<b>2,712.49</b>	<b>2,712.49</b>	<b>33,067.51</b>	<b>7.58%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.20 FTE)	152,325.00	10,578.63	10,578.63	141,746.37	6.94%
BENEFITS EXPENSE	56,336.00	4,398.47	4,398.47	51,937.53	7.81%
OTHER INDIRECT EXPENSE	53,422.00	4,242.48	4,242.48	49,179.52	7.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>262,083.00</b>	<b>19,219.58</b>	<b>19,219.58</b>	<b>242,863.42</b>	<b>7.33%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>297,863.00</b>	<b>21,932.07</b>	<b>21,932.07</b>	<b>275,930.93</b>	<b>7.36%</b>
<b>NET INCOME (LOSS):</b>	<b>(244,663.00)</b>	<b>1,080.03</b>	<b>1,080.03</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OFFICE OF GENERAL COUNSEL</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	556.00	-	-	556.00	0.00%
STAFF TRAVEL/PARKING	3,240.00	1,211.15	1,211.15	2,028.85	37.38%
STAFF MEMBERSHIP DUES	1,500.00	-	-	1,500.00	0.00%
COURT RULES COMMITTEE	4,000.00	-	-	4,000.00	0.00%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	-	-	1,500.00	0.00%
CUSTODIANSHIPS	2,500.00	129.75	129.75	2,370.25	5.19%
<b>TOTAL DIRECT EXPENSES:</b>	<b>13,296.00</b>	<b>1,340.90</b>	<b>1,340.90</b>	<b>11,955.10</b>	<b>10.08%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (5.41 FTE)	484,284.00	39,947.06	39,947.06	444,336.94	8.25%
BENEFITS EXPENSE	166,797.00	12,531.83	12,531.83	154,265.17	7.51%
OTHER INDIRECT EXPENSE	131,371.00	10,415.84	10,415.84	120,955.16	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>782,452.00</b>	<b>62,894.73</b>	<b>62,894.73</b>	<b>719,557.27</b>	<b>8.04%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>795,748.00</b>	<b>64,235.63</b>	<b>64,235.63</b>	<b>731,512.37</b>	<b>8.07%</b>
<b>NET INCOME (LOSS):</b>	<b>(795,748.00)</b>	<b>(64,235.63)</b>	<b>(64,235.63)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OGC-DISCIPLINARY BOARD</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSE:</b>					
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
DISCIPLINARY BOARD EXPENSES	10,000.00	15.64	15.64	9,984.36	0.16%
CHIEF HEARING OFFICER	33,000.00	2,500.00	2,500.00	30,500.00	7.58%
HEARING OFFICER EXPENSES	3,000.00	-	-	3,000.00	0.00%
HEARING OFFICER TRAINING	2,000.00	-	-	2,000.00	0.00%
OUTSIDE COUNSEL	55,000.00	3,750.00	3,750.00	51,250.00	6.82%
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,500.00</b>	<b>6,265.64</b>	<b>6,265.64</b>	<b>97,234.36</b>	<b>6.05%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.60 FTE)	117,064.00	8,910.98	8,910.98	108,153.02	7.61%
BENEFITS EXPENSE	44,546.00	3,134.82	3,134.82	41,411.18	7.04%
OTHER INDIRECT EXPENSE	38,853.00	3,073.08	3,073.08	35,779.92	7.91%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>200,463.00</b>	<b>15,118.88</b>	<b>15,118.88</b>	<b>185,344.12</b>	<b>7.54%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>303,963.00</b>	<b>21,384.52</b>	<b>21,384.52</b>	<b>282,578.48</b>	<b>7.04%</b>
<b>NET INCOME (LOSS):</b>	<b>(303,963.00)</b>	<b>(21,384.52)</b>	<b>(21,384.52)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OUTREACH &amp; ENGAGEMENT</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSE:</b>					
STAFF TRAVEL/PARKING	400.00	-	-	400.00	0.00%
STAFF MEMBERSHIP DUES	300.00	-	-	300.00	0.00%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
ABA DELEGATES	4,500.00	-	-	4,500.00	0.00%
ANNUAL CHAIR MEETINGS	600.00	496.48	496.48	103.52	82.75%
JUDICIAL RECOMMENDATIONS COMMITTEE	4,500.00	-	-	4,500.00	0.00%
BOG ELECTIONS	6,500.00	-	-	6,500.00	0.00%
BAR OUTREACH	5,000.00	122.63	122.63	4,877.37	2.45%
PROFESSIONALISM	750.00	-	-	750.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>22,750.00</b>	<b>619.11</b>	<b>619.11</b>	<b>22,130.89</b>	<b>2.72%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.83 FTE)	216,560.00	12,961.31	12,961.31	203,598.69	5.99%
BENEFITS EXPENSE	77,390.00	5,328.14	5,328.14	72,061.86	6.88%
OTHER INDIRECT EXPENSE	68,721.00	5,439.08	5,439.08	63,281.92	7.91%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>362,671.00</b>	<b>23,728.53</b>	<b>23,728.53</b>	<b>338,942.47</b>	<b>6.54%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>385,421.00</b>	<b>24,347.64</b>	<b>24,347.64</b>	<b>361,073.36</b>	<b>6.32%</b>
<b>NET INCOME (LOSS):</b>	<b>(385,421.00)</b>	<b>(24,347.64)</b>	<b>(24,347.64)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PRACTICE MANAGEMENT ASSISTANCE</b>					
<b>REVENUE:</b>					
ROYALTIES	15,000.00	2,362.60	2,362.60	12,637.40	
LAW OFFICE IN A BOX SALES	-	45.00	45.00	(45.00)	
<b>TOTAL REVENUE:</b>	<b>15,000.00</b>	<b>2,407.60</b>	<b>2,407.60</b>	<b>12,592.40</b>	<b>16.05%</b>
<b>DIRECT EXPENSE:</b>					
STAFF TRAVEL/PARKING	2,000.00	28.99	28.99	1,971.01	1.45%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
LIBRARY MATERIALS/RESOURCES	1,000.00	19.54	19.54	980.46	1.95%
WSBA MEMBER BENEFITS OPEN HOUSE	2,250.00	-	-	2,250.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>5,850.00</b>	<b>48.53</b>	<b>48.53</b>	<b>5,801.47</b>	<b>0.83%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.50 FTE)	125,950.00	10,217.38	10,217.38	115,732.62	8.11%
BENEFITS EXPENSE	43,345.00	3,364.26	3,364.26	39,980.74	7.76%
OTHER INDIRECT EXPENSE	36,424.00	2,882.72	2,882.72	33,541.28	7.91%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>205,719.00</b>	<b>16,464.36</b>	<b>16,464.36</b>	<b>189,254.64</b>	<b>8.00%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>211,569.00</b>	<b>16,512.89</b>	<b>16,512.89</b>	<b>195,056.11</b>	<b>7.80%</b>
<b>NET INCOME (LOSS):</b>	<b>(196,569.00)</b>	<b>(14,105.29)</b>	<b>(14,105.29)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PRACTICE OF LAW BOARD</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
TRANSLATION SERVICES	200.00	-	-	200.00	0.00%
PRACTICE OF LAW BOARD	15,000.00	210.57	210.57	14,789.43	1.40%
<b>TOTAL DIRECT EXPENSES:</b>	<u>15,200.00</u>	<u>210.57</u>	<u>210.57</u>	<u>14,989.43</u>	<u>1.39%</u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.65 FTE)	60,125.00	5,010.42	5,010.42	55,114.58	8.33%
BENEFITS EXPENSE	20,125.00	1,549.90	1,549.90	18,575.10	7.70%
OTHER INDIRECT EXPENSE	15,784.00	1,250.99	1,250.99	14,533.01	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<u>96,034.00</u>	<u>7,811.31</u>	<u>7,811.31</u>	<u>88,222.69</u>	<u>8.13%</u>
<b>TOTAL ALL EXPENSES:</b>	<u>111,234.00</u>	<u>8,021.88</u>	<u>8,021.88</u>	<u>103,212.12</u>	<u>7.21%</u>
<b>NET INCOME (LOSS):</b>	<u>(111,234.00)</u>	<u>(8,021.88)</u>	<u>(8,021.88)</u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PROFESSIONAL RESPONSIBILITY PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,800.00	-	-	1,800.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
CPE COMMITTEE	4,000.00	842.23	842.23	3,157.77	21.06%
<b>TOTAL DIRECT EXPENSES:</b>	<b>6,300.00</b>	<b>842.23</b>	<b>842.23</b>	<b>5,457.77</b>	<b>13.37%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.89 FTE)	169,068.00	13,292.80	13,292.80	155,775.20	7.86%
BENEFITS EXPENSE	62,833.00	4,257.51	4,257.51	58,575.49	6.78%
OTHER INDIRECT EXPENSE	45,895.00	3,644.16	3,644.16	42,250.84	7.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>277,796.00</b>	<b>21,194.47</b>	<b>21,194.47</b>	<b>256,601.53</b>	<b>7.63%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>284,096.00</b>	<b>22,036.70</b>	<b>22,036.70</b>	<b>262,059.30</b>	<b>7.76%</b>
<b>NET INCOME (LOSS):</b>	<b>(284,096.00)</b>	<b>(22,036.70)</b>	<b>(22,036.70)</b>		



# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PUBLIC SERVICE PROGRAMS</b>					
<b>REVENUE:</b>					
DONATIONS & GRANTS	95,000.00	102,500.00	102,500.00	(7,500.00)	107.89%
PSP PRODUCT SALES	10,000.00	443.00	443.00	9,557.00	4.43%
<b>TOTAL REVENUE:</b>	<b>105,000.00</b>	<b>102,943.00</b>	<b>102,943.00</b>	<b>2,057.00</b>	<b>98.04%</b>
<b>DIRECT EXPENSES:</b>					
DONATIONS/SPONSORSHIPS/GRANTS	207,915.00	-	-	207,915.00	0.00%
POSTAGE	500.00	-	-	500.00	0.00%
PRINTING & COPYING	500.00	-	-	500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	47.56	47.56	1,952.44	2.38%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	383.56	383.56	1,616.44	19.18%
DAY OF SERVICE	11,500.00	-	-	11,500.00	0.00%
VOLUNTEER RECRUITMENT & OUTREACH	-	-	-	-	
<b>TOTAL DIRECT EXPENSES:</b>	<b>224,615.00</b>	<b>431.12</b>	<b>431.12</b>	<b>224,183.88</b>	<b>0.19%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.77 FTE)	134,349.00	12,540.51	12,540.51	121,808.49	9.33%
BENEFITS EXPENSE	47,603.00	3,753.21	3,753.21	43,849.79	7.88%
OTHER INDIRECT EXPENSE	42,981.00	3,399.44	3,399.44	39,581.56	7.91%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>224,933.00</b>	<b>19,693.16</b>	<b>19,693.16</b>	<b>205,239.84</b>	<b>8.76%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>449,548.00</b>	<b>20,124.28</b>	<b>20,124.28</b>	<b>429,423.72</b>	<b>4.48%</b>
<b>NET INCOME (LOSS):</b>	<b>(344,548.00)</b>	<b>82,818.72</b>	<b>82,818.72</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PUBLICATION &amp; DESIGN SERVICES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
IMAGE LIBRARY	<u>4,100.00</u>	<u>8,099.00</u>	<u>8,099.00</u>	<u>(3,999.00)</u>	<u>197.54%</u>
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>4,100.00</b></u>	<u><b>8,099.00</b></u>	<u><b>8,099.00</b></u>	<u><b>(3,999.00)</b></u>	<u><b>197.54%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.39 FTE)	84,975.00	6,838.57	6,838.57	78,136.43	8.05%
BENEFITS EXPENSE	33,172.00	2,485.64	2,485.64	30,686.36	7.49%
OTHER INDIRECT EXPENSE	<u>33,753.00</u>	<u>2,692.35</u>	<u>2,692.35</u>	<u>31,060.65</u>	<u>7.98%</u>
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>151,900.00</b></u>	<u><b>12,016.56</b></u>	<u><b>12,016.56</b></u>	<u><b>139,883.44</b></u>	<u><b>7.91%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>156,000.00</b></u>	<u><b>20,115.56</b></u>	<u><b>20,115.56</b></u>	<u><b>135,884.44</b></u>	<u><b>12.89%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(156,000.00)</b></u></u>	<u><u><b>(20,115.56)</b></u></u>	<u><u><b>(20,115.56)</b></u></u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>SECTIONS ADMINISTRATION</b>					
<b>REVENUE:</b>					
REIMBURSEMENTS FROM SECTIONS	308,000.00	-	-	308,000.00	0.00%
<b>TOTAL REVENUE:</b>	<b>308,000.00</b>	<b>-</b>	<b>-</b>	<b>308,000.00</b>	<b>0.00%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,200.00	124.72	124.72	1,075.28	10.39%
SUBSCRIPTIONS	300.00	-	-	300.00	0.00%
CONFERENCE CALLS	300.00	-	-	300.00	0.00%
MISCELLANEOUS	300.00	-	-	300.00	0.00%
SECTION/COMMITTEE CHAIR MTGS	2,000.00	251.16	251.16	1,748.84	12.56%
DUES STATEMENTS	6,000.00	-	-	6,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>10,100.00</b>	<b>375.88</b>	<b>375.88</b>	<b>9,724.12</b>	<b>3.72%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.00 FTE)	265,065.00	19,763.35	19,763.35	245,301.65	7.46%
BENEFITS EXPENSE	100,606.00	6,964.41	6,964.41	93,641.59	6.92%
OTHER INDIRECT EXPENSE	97,132.00	7,696.28	7,696.28	89,435.72	7.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>462,803.00</b>	<b>34,424.04</b>	<b>34,424.04</b>	<b>428,378.96</b>	<b>7.44%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>472,903.00</b>	<b>34,799.92</b>	<b>34,799.92</b>	<b>438,103.08</b>	<b>7.36%</b>
<b>NET INCOME (LOSS):</b>	<b>(164,903.00)</b>	<b>(34,799.92)</b>	<b>(34,799.92)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>TECHNOLOGY</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
CONSULTING SERVICES	110,000.00	4,081.50	4,081.50	105,918.50	3.71%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,327.90	1,327.90	22,672.10	5.53%
COMPUTER HARDWARE	29,000.00	165.25	165.25	28,834.75	0.57%
COMPUTER SOFTWARE	29,000.00	182.02	182.02	28,817.98	0.63%
HARDWARE SERVICE & WARRANTIES	47,000.00	10,241.57	10,241.57	36,758.43	21.79%
SOFTWARE MAINTENANCE & LICENSING	270,000.00	16,670.80	16,670.80	253,329.20	6.17%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	1,402.39	1,402.39	24,597.61	5.39%
COMPUTER SUPPLIES	34,000.00	2,053.12	2,053.12	31,946.88	6.04%
THIRD PARTY SERVICES	74,050.00	3,213.50	3,213.50	70,836.50	4.34%
TRANSFER TO INDIRECT EXPENSES	(645,660.00)	(39,338.05)	(39,338.05)	(606,321.95)	6.09%
<b>TOTAL DIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (12.10 FTE)	1,016,775.00	86,227.79	86,227.79	930,547.21	8.48%
BENEFITS EXPENSE	351,444.00	27,219.17	27,219.17	324,224.83	7.74%
CAPITAL LABOR & OVERHEAD	(194,000.00)	(17,384.40)	(17,384.40)	(176,615.60)	8.96%
OTHER INDIRECT EXPENSE	293,823.00	23,306.48	23,306.48	270,516.52	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,468,042.00</b>	<b>119,369.04</b>	<b>119,369.04</b>	<b>1,348,672.96</b>	<b>8.13%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,468,042.00</b>	<b>119,369.04</b>	<b>119,369.04</b>	<b>1,348,672.96</b>	<b>8.13%</b>
<b>NET INCOME (LOSS):</b>	<b>(1,468,042.00)</b>	<b>(119,369.04)</b>	<b>(119,369.04)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CONTINUING LEGAL EDUCATION (CLE)</b>					
<b>REVENUE:</b>					
SEMINAR REGISTRATIONS	864,735.00	42,725.41	42,725.41	822,009.59	4.94%
SEMINAR-EXHIB/SPNSR/ETC	29,500.00	1,500.00	1,500.00	28,000.00	5.08%
SHIPPING & HANDLING	1,000.00	63.00	63.00	937.00	6.30%
COURSEBOOK SALES	17,000.00	1,207.00	1,207.00	15,793.00	7.10%
MP3 AND VIDEO SALES	950,000.00	91,226.41	91,226.41	858,773.59	9.60%
<b>TOTAL REVENUE:</b>	<b>1,862,235.00</b>	<b>136,721.82</b>	<b>136,721.82</b>	<b>1,725,513.18</b>	<b>7.34%</b>
<b>DIRECT EXPENSES:</b>					
COURSEBOOK PRODUCTION	4,000.00	422.07	422.07	3,577.93	10.55%
POSTAGE - FLIERS/CATALOGS	30,000.00	-	-	30,000.00	0.00%
POSTAGE - MISC./DELIVERY	2,500.00	-	-	2,500.00	0.00%
DEPRECIATION	10,615.00	256.00	256.00	10,359.00	2.41%
ONLINE EXPENSES	82,000.00	2,744.13	2,744.13	79,255.87	3.35%
ACCREDITATION FEES	3,550.00	221.00	221.00	3,329.00	6.23%
SEMINAR BROCHURES	55,000.00	4,295.71	4,295.71	50,704.29	7.81%
FACILITIES	250,000.00	10,610.80	10,610.80	239,389.20	4.24%
SPEAKERS & PROGRAM DEVELOP	58,000.00	1,797.64	1,797.64	56,202.36	3.10%
SPLITS TO SECTIONS	51,777.00	(591.41)	(591.41)	52,368.41	-1.14%
SPLITS TO CO-SPONSORS	7,500.00	-	-	7,500.00	0.00%
HONORARIA	10,000.00	500.00	500.00	9,500.00	5.00%
CLE SEMINAR COMMITTEE	500.00	-	-	500.00	0.00%
BAD DEBT EXPENSE	600.00	-	-	600.00	0.00%
STAFF TRAVEL/PARKING	3,000.00	105.16	105.16	2,894.84	3.51%
STAFF MEMBERSHIP DUES	1,550.00	-	-	1,550.00	0.00%
SUPPLIES	2,000.00	17.22	17.22	1,982.78	0.86%
COST OF SALES - COURSEBOOKS	1,190.00	154.05	154.05	1,035.95	12.95%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	2,000.00	41.12	41.12	1,958.88	2.06%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>577,582.00</b>	<b>20,573.49</b>	<b>20,573.49</b>	<b>557,008.51</b>	<b>3.56%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (12.77 FTE)	636,612.00	53,398.33	53,398.33	583,213.67	8.39%
BENEFITS EXPENSE	243,865.00	19,041.53	19,041.53	224,823.47	7.81%
OTHER INDIRECT EXPENSE	241,372.00	19,145.52	19,145.52	222,226.48	7.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,121,849.00</b>	<b>91,585.38</b>	<b>91,585.38</b>	<b>1,030,263.62</b>	<b>8.16%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,699,431.00</b>	<b>112,158.87</b>	<b>112,158.87</b>	<b>1,587,272.13</b>	<b>6.60%</b>
<b>NET INCOME (LOSS):</b>	<b>162,804.00</b>	<b>24,562.95</b>	<b>24,562.95</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from October 1, 2017 to October 31, 2017

**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DESKBOOKS</b>					
<b>REVENUE:</b>					
SHIPPING & HANDLING	4,000.00	122.00	122.00	3,878.00	3.05%
DESKBOOK SALES	100,000.00	1,399.00	1,399.00	98,601.00	1.40%
SECTION PUBLICATION SALES	6,000.00	950.00	950.00	5,050.00	15.83%
CASEMAKER ROYALTIES	60,000.00	6,774.77	6,774.77	53,225.23	11.29%
<b>TOTAL REVENUE:</b>	<b>170,000.00</b>	<b>9,245.77</b>	<b>9,245.77</b>	<b>160,754.23</b>	<b>5.44%</b>
<b>DIRECT EXPENSES:</b>					
COST OF SALES - DESKBOOKS	70,000.00	973.76	973.76	69,026.24	1.39%
COST OF SALES - SECTION PUBLICATION	1,000.00	162.78	162.78	837.22	16.28%
SPLITS TO SECTIONS	2,000.00	-	-	2,000.00	0.00%
DESKBOOK ROYALTIES	1,000.00	-	-	1,000.00	0.00%
SHIPPING SUPPLIES	250.00	-	-	250.00	0.00%
POSTAGE & DELIVER-DESKBOOKS	3,000.00	132.03	132.03	2,867.97	4.40%
FLIERS/CATALOGS	5,000.00	-	-	5,000.00	0.00%
POSTAGE - FLIERS/CATALOGS	2,500.00	-	-	2,500.00	0.00%
COMPLIMENTARY BOOK PROGRAM	2,000.00	-	-	2,000.00	0.00%
BAD DEBT EXPENSE	100.00	-	-	100.00	0.00%
RECORDS STORAGE - OFF SITE	7,440.00	620.00	620.00	6,820.00	8.33%
STAFF MEMBERSHIP DUES	205.00	-	-	205.00	0.00%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
STAFF TRAVEL/PARKING	-	24.26	24.26	(24.26)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>94,695.00</b>	<b>1,912.83</b>	<b>1,912.83</b>	<b>92,782.17</b>	<b>2.02%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.15 FTE)	140,616.00	11,719.14	11,719.14	128,896.86	8.33%
BENEFITS EXPENSE	53,386.00	4,177.19	4,177.19	49,208.81	7.82%
OTHER INDIRECT EXPENSE	52,208.00	4,133.70	4,133.70	48,074.30	7.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>246,210.00</b>	<b>20,030.03</b>	<b>20,030.03</b>	<b>226,179.97</b>	<b>8.14%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>340,905.00</b>	<b>21,942.86</b>	<b>21,942.86</b>	<b>318,962.14</b>	<b>6.44%</b>
<b>NET INCOME (LOSS):</b>	<b>(170,905.00)</b>	<b>(12,697.09)</b>	<b>(12,697.09)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CLIENT PROTECTION FUND</b>					
<b>REVENUE:</b>					
CPF RESTITUTION	3,000.00	12,403.66	12,403.66	(9,403.66)	413.46%
CPF MEMBER ASSESSMENTS	982,000.00	-	-	982,000.00	0.00%
INTEREST INCOME	7,500.00	2,072.54	2,072.54	5,427.46	27.63%
<b>TOTAL REVENUE:</b>	<b>992,500.00</b>	<b>14,476.20</b>	<b>14,476.20</b>	<b>978,023.80</b>	<b>1.46%</b>
<b>DIRECT EXPENSES:</b>					
BANK FEES - WELLS FARGO	1,000.00	(26.31)	(26.31)	1,026.31	-2.63%
GIFTS TO INJURED CLIENTS	400,000.00	-	-	400,000.00	0.00%
CPF BOARD EXPENSES	2,000.00	3.15	3.15	1,996.85	0.16%
<b>TOTAL DIRECT EXPENSES:</b>	<b>403,000.00</b>	<b>(23.16)</b>	<b>(23.16)</b>	<b>403,023.16</b>	<b>-0.01%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.35 FTE)	94,918.00	7,838.34	7,838.34	87,079.66	8.26%
BENEFITS EXPENSE	35,020.00	2,733.79	2,733.79	32,286.21	7.81%
OTHER INDIRECT EXPENSE	32,782.00	2,712.35	2,712.35	30,069.65	8.27%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>162,720.00</b>	<b>13,284.48</b>	<b>13,284.48</b>	<b>149,435.52</b>	<b>8.16%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>565,720.00</b>	<b>13,261.32</b>	<b>13,261.32</b>	<b>552,458.68</b>	<b>2.34%</b>
<b>NET INCOME (LOSS):</b>	<b>426,780.00</b>	<b>1,214.88</b>	<b>1,214.88</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)</b>					
<b>REVENUE:</b>					
REGISTRATION REVENUE	25,500.00	-	-	25,500.00	0.00%
OTHER ACTIVITIES REGISTRATION REVENUE	13,000.00	-	-	13,000.00	0.00%
WESTERN STATES BAR MEMBERSHIP DUES	2,400.00	-	-	2,400.00	0.00%
SPONSORSHIPS	9,000.00	-	-	9,000.00	0.00%
<b>TOTAL REVENUE:</b>	<b>49,900.00</b>	<b>-</b>	<b>-</b>	<b>49,900.00</b>	<b>0.00%</b>
<b>DIRECT EXPENSES:</b>					
FACILITIES	40,000.00	15,750.00	15,750.00	24,250.00	39.38%
SPEAKERS & PROGRAM DEVELOPMENT	1,400.00	-	-	1,400.00	0.00%
BANK FEES	560.00	46.58	46.58	513.42	8.32%
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	1,500.00	-	-	1,500.00	0.00%
MARKETING EXPENSE	600.00	50.81	50.81	549.19	8.47%
STAFF TRAVEL/PARKING	2,300.00	-	-	2,300.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>46,860.00</b>	<b>15,847.39</b>	<b>15,847.39</b>	<b>31,012.61</b>	<b>33.82%</b>
<b>INDIRECT EXPENSES:</b>					
<b>TOTAL INDIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL ALL EXPENSES:</b>	<b>46,860.00</b>	<b>15,847.39</b>	<b>15,847.39</b>	<b>31,012.61</b>	<b>33.82%</b>
<b>NET INCOME (LOSS):</b>	<b>3,040.00</b>	<b>(15,847.39)</b>	<b>(15,847.39)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>SECTIONS OPERATIONS</b>					
<b>REVENUE:</b>					
SECTION DUES	484,380.00	-	-	484,380.00	0.00%
SEMINAR PROFIT SHARE	78,934.45	(591.41)	(591.41)	79,525.86	-0.75%
INTEREST INCOME	1,371.00	-	-	1,371.00	0.00%
PUBLICATIONS REVENUE	4,000.00	-	-	4,000.00	0.00%
OTHER	44,525.00	6,385.00	6,385.00	38,140.00	14.34%
<b>TOTAL REVENUE:</b>	<b>613,210.45</b>	<b>5,793.59</b>	<b>5,793.59</b>	<b>607,416.86</b>	<b>0.94%</b>
<b>DIRECT EXPENSES:</b>					
DIRECT EXPENSES OF SECTION ACTIVITIES	584,980.00	20,493.33	20,493.33	564,486.67	3.50%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	318,382.50	-	-	318,382.50	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>903,362.50</b>	<b>20,493.33</b>	<b>20,493.33</b>	<b>882,869.17</b>	<b>2.27%</b>
<b>NET INCOME (LOSS):</b>	<b>(290,152.05)</b>	<b>(14,699.74)</b>	<b>(14,699.74)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>INDIRECT EXPENSES:</b>					
SALARIES	11,337,279.00	931,130.93	931,130.93	10,406,148.07	8.21%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
TEMPORARY SALARIES	95,810.00	7,182.25	7,182.25	88,627.75	7.50%
CAPITAL LABOR & OVERHEAD	(194,000.00)	(17,384.40)	(17,384.40)	(176,615.60)	8.96%
EMPLOYEE ASSISTANCE PLAN	4,800.00	-	-	4,800.00	0.00%
EMPLOYEE SERVICE AWARDS	2,010.00	270.39	270.39	1,739.61	13.45%
FICA (EMPLOYER PORTION)	853,600.00	69,689.19	69,689.19	783,910.81	8.16%
L&I INSURANCE	47,000.00	-	-	47,000.00	0.00%
MEDICAL (EMPLOYER PORTION)	1,445,000.00	113,945.06	113,945.06	1,331,054.94	7.89%
RETIREMENT (EMPLOYER PORTION)	1,424,000.00	113,363.07	113,363.07	1,310,636.93	7.96%
TRANSPORTATION ALLOWANCE	118,500.00	210.00	210.00	118,290.00	0.18%
UNEMPLOYMENT INSURANCE	108,000.00	3,555.42	3,555.42	104,444.58	3.29%
STAFF DEVELOPMENT-GENERAL	6,910.00	-	-	6,910.00	0.00%
<b>TOTAL SALARY &amp; BENEFITS EXPENSE:</b>	<b>15,128,909.00</b>	<b>1,221,961.91</b>	<b>1,221,961.91</b>	<b>13,906,947.09</b>	<b>8.08%</b>
WORKPLACE BENEFITS	39,000.00	7,706.38	7,706.38	31,293.62	19.76%
HUMAN RESOURCES POOLED EXP	120,076.00	19,401.75	19,401.75	100,674.25	16.16%
MEETING SUPPORT EXPENSES	10,000.00	779.47	779.47	9,220.53	7.79%
RENT	1,750,000.00	146,880.44	146,880.44	1,603,119.56	8.39%
PERSONAL PROP TAXES-WSBA	11,000.00	701.08	701.08	10,298.92	6.37%
FURNITURE, MAINT, LH IMP	35,200.00	283.60	283.60	34,916.40	0.81%
OFFICE SUPPLIES & EQUIPMENT	46,000.00	2,560.59	2,560.59	43,439.41	5.57%
FURN & OFFICE EQUIP DEPRECIATION	51,000.00	3,287.00	3,287.00	47,713.00	6.45%
COMPUTER HARDWARE DEPRECIATION	57,000.00	4,035.74	4,035.74	52,964.26	7.08%
COMPUTER SOFTWARE DEPRECIATION	154,000.00	1,825.00	1,825.00	152,175.00	1.19%
INSURANCE	140,000.00	11,514.77	11,514.77	128,485.23	8.22%
PROFESSIONAL FEES-AUDIT	35,000.00	-	-	35,000.00	0.00%
PROFESSIONAL FEES-LEGAL	50,000.00	20,116.00	20,116.00	29,884.00	40.23%
TELEPHONE & INTERNET	49,000.00	3,545.70	3,545.70	45,454.30	7.24%
POSTAGE - GENERAL	42,000.00	1,934.50	1,934.50	40,065.50	4.61%
RECORDS STORAGE	40,000.00	2,003.59	2,003.59	37,996.41	5.01%
STAFF TRAINING	92,200.00	2,902.05	2,902.05	89,297.95	3.15%
BANK FEES	35,400.00	2,410.62	2,410.62	32,989.38	6.81%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	727.66	727.66	24,272.34	2.91%
COMPUTER POOLED EXPENSES	645,660.00	39,338.05	39,338.05	606,321.95	6.09%
<b>TOTAL OTHER INDIRECT EXPENSES:</b>	<b>3,427,536.00</b>	<b>271,953.99</b>	<b>271,953.99</b>	<b>3,155,582.01</b>	<b>7.93%</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<b>18,556,445.00</b>	<b>1,493,915.90</b>	<b>1,493,915.90</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from October 1, 2017 to October 31, 2017  
**8.33% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>
<b>SUMMARY PAGE</b>				
LICENSE FEES	15,068,125.00	1,132,942.82	1,132,942.82	13,935,182.18
ACCESS TO JUSTICE	(305,327.00)	(23,295.16)	(23,295.16)	(282,031.84)
ADMINISTRATION	(995,999.00)	(76,310.04)	(76,310.04)	(919,688.96)
ADMISSIONS/BAR EXAM	157,962.00	176,729.29	176,729.29	(18,767.29)
BOARD OF GOVERNORS	(802,546.00)	(61,594.50)	(61,594.50)	(740,951.50)
COMMUNICATIONS	(591,780.00)	(56,049.99)	(56,049.99)	(535,730.01)
CONFERENCE & BROADCAST SERVICES	(738,960.00)	(59,469.51)	(59,469.51)	(679,490.49)
DISCIPLINE	(5,637,455.00)	(447,365.25)	(447,365.25)	(5,190,089.75)
DIVERSITY	(342,259.00)	62,937.86	62,937.86	(405,196.86)
FOUNDATION	(164,730.00)	(13,093.24)	(13,093.24)	(151,636.76)
HUMAN RESOURCES	(269,931.00)	(30,088.50)	(30,088.50)	(239,842.50)
LAP	(123,105.00)	(7,698.77)	(7,698.77)	(115,406.23)
LEGISLATIVE	(151,840.00)	(5,567.87)	(5,567.87)	(146,272.13)
LICENSING AND MEMBERSHIP	(412,445.00)	(26,932.76)	(26,932.76)	(385,512.24)
LIMITED LICENSE LEGAL TECHNICIAN	(254,748.00)	(16,789.54)	(16,789.54)	(237,958.46)
LIMITED PRACTICE OFFICERS	(159,182.00)	(11,785.09)	(11,785.09)	(147,396.91)
MANDATORY CLE ADMINISTRATION	(16,340.00)	(16,910.72)	(16,910.72)	570.72
MEMBER BENEFITS	(166,530.00)	(4,559.84)	(4,559.84)	(161,970.16)
MENTORSHIP PROGRAM	(115,842.00)	(9,224.18)	(9,224.18)	(106,617.82)
NEW MEMBER PROGRAM	(244,663.00)	1,080.03	1,080.03	(245,743.03)
NW LAWYER	(122,955.00)	28,980.23	28,980.23	(151,935.23)
OFFICE OF GENERAL COUNSEL	(795,748.00)	(64,235.63)	(64,235.63)	(731,512.37)
OGC-DISCIPLINARY BOARD	(303,963.00)	(21,384.52)	(21,384.52)	(282,578.48)
OUTREACH & ENGAGEMENT	(385,421.00)	(24,347.64)	(24,347.64)	(361,073.36)
PRACTICE OF LAW BOARD	(111,234.00)	(8,021.88)	(8,021.88)	(103,212.12)
PRACTICE MANAGEMENT ASSISTANCE	(196,569.00)	(14,105.29)	(14,105.29)	(182,463.71)
PROFESSIONAL RESPONSIBILITY PROGRAM	(284,096.00)	(22,036.70)	(22,036.70)	(262,059.30)
PUBLICATION & DESIGN SERVICES	(156,000.00)	(20,115.56)	(20,115.56)	(135,884.44)
PUBLIC SERVICE PROGRAMS	(344,548.00)	82,818.72	82,818.72	(427,366.72)
LAW CLERK PROGRAM	(617.00)	(1,988.23)	(1,988.23)	1,371.23
SECTIONS ADMINISTRATION	(164,903.00)	(34,799.92)	(34,799.92)	(130,103.08)
TECHNOLOGY	(1,468,042.00)	(119,369.04)	(119,369.04)	(1,348,672.96)
CLE - PRODUCTS	737,141.00	75,332.98	75,332.98	661,808.02
CLE - SEMINARS	(574,337.00)	(50,770.03)	(50,770.03)	(523,566.97)
SECTIONS OPERATIONS	(290,152.05)	(14,699.74)	(14,699.74)	(275,452.31)
DESKBOOKS	(170,905.00)	(12,697.09)	(12,697.09)	(158,207.91)
CLIENT PROTECTION FUND	426,780.00	1,214.88	1,214.88	425,565.12
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	3,040.00	(15,847.39)	(15,847.39)	18,887.39
INDIRECT EXPENSES	(18,556,445.00)	(1,493,915.90)	(1,493,915.90)	(17,062,529.10)
<b>TOTAL OF ALL</b>	<b>19,026,569.05</b>	<b>1,223,032.71</b>	<b>1,223,032.71</b>	<b>17,803,536.34</b>
<b>NET INCOME (LOSS)</b>	<b>(470,124.05)</b>	<b>270,883.19</b>	<b>270,883.19</b>	

**Washington State Bar Association  
Analysis of Cash Investments  
As of October 31, 2017**

**Checking & Savings Accounts**

**General Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Account</u></b>	<b><u>Amount</u></b>
Wells Fargo	General	\$ 260,759
Total		\$ 260,759

<b><u>Investments</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	1.17%	\$ 26,763
UBS Financial Money Market	1.22%	\$ 841,970
Morgan Stanley Money Market	0.70%	\$ 25,791
Merrill Lynch Money Market	1.10%	\$ 1,884,255
Long Term Investments	Varies	\$ 3,456,452
Short Term Investments	Varies	\$ 250,000
General Fund Total		<b><u>\$ 6,745,989</u></b>

**Client Protection Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Amount</u></b>
Wells Fargo	\$ 1,352,182

<b><u>Investments</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	1.17%	\$ 2,244,579
Morgan Stanley Money Market	0.70%	\$ 102,888
Wells Fargo Investments	Varies	\$ -
Lawyers' Fund for Client Protection Total		<b><u>\$ 3,699,649</u></b>

Grand Total Cash & Investments	<b><u>\$ 10,445,638</u></b>
--------------------------------	-----------------------------

**Washington State Bar Association  
Analysis of Cash Investments  
As of October 31, 2017**

**Long Term Investments- General Fund**

**UBS Financial Long Term Investments**

Nuveen 3-7 year Municipal Bond Portfolio

**Value as of 10/31/2017**

\$ 509,653.37

**Morgan Stanley Long Term Investments**

Lord Abbett Short Term Duration Income Fund

**Value as of 10/31/2017**

\$ 781,486.47

Guggenheim Total Return Bond Fund

\$ 1,086,645.62

Virtus Multi-Sector Short Term Bond Fund

\$ 1,078,666.34

**\$ 2,946,798.43**

**Total Long Term Investments- General Fund 3,456,451.80**

**Short Term Investments- General Fund**

**Bank**

ZB NA

**Interest  
Rate**

0.80%

**Yield**

0.80%

**Term**

9 months

**Maturity**

**Date**

11/1/2017

**Amount**

250,000.00

**Total Short Term Investments- General Fund 250,000.00**

**Client Protection Fund**

**Bank**

**Interest  
Rate**

**Yield**

**Term  
Mths**

**Maturity  
Date**

**Amount**

**Total CPF -**



# **WSBA Financial Reports**

**(Unaudited)**

## **Year to Date November 30, 2017**

**Prepared by Mark Hayes, Controller**

**Submitted by**

**Ann Holmes, Chief Operations Officer**

**December 15, 2017**

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Mark Hayes, Controller

Re: Key Financial Benchmarks for the Fiscal Year to Date (YTD) through November 30, 2017

Date: December 14, 2017

	% of Year	Current Year % YTD	Current Year \$ Difference <sup>1</sup>	Prior Year YTD	Comments
Salaries	16.67%	16.66%	\$1,037 (Under budget)	17.11%	Expected to be on budget
Benefits	16.67%	15.16%	\$60,580 (Under budget)	15.12%	Expected to be on budget
Other Indirect Expenses	16.67%	14.90%	\$60,608 (Under budget)	14.26%	Expected to be on budget
Total Indirect Expenses	16.67%	16.01%	\$122,225 (Under budget)	16.16%	Expected to be on budget

General Fund Revenues	16.67%	16.67%	\$809 (Under budget)	18.15%	Expected to be on budget
General Fund Direct Expenses	16.67%	9.04%	\$189,882 (Under budget)	11.30%	Expected to be on or slightly under budget

CLE Revenue	16.67%	16.44%	\$4,696 (Under budget)	17.24%	Expected to be on budget
CLE Direct Expenses	16.67%	5.03%	\$78,244 (Under budget)	9.56%	Expected to be on or slightly under budget
CLE Indirect Expenses	16.67%	16.17%	\$6,797 (Under budget)	13.99%	Expected to be on budget

<sup>1</sup> Dollar difference is calculated based on pro-rated budget figures (total annual budget figures divided by 12 months) minus actual revenue and expense amounts as of October 31, 2017 (1 month into the fiscal year).

Washington State Bar Association Financial Summary  
Year to Date as of November 30, 2017 16.67% of Year  
Compared to Fiscal Year 2018 Budget

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice		-	41,675	253,727	5,339	51,600	47,015	305,327	(47,015)	(305,327)
Administration	12,378	55,000	168,324	1,047,954	(4,602)	3,045	163,721	1,050,999	(151,343)	(995,999)
Admissions/Bar Exam	332,310	1,327,400	124,940	777,321	16,117	392,117	141,057	1,169,438	191,253	157,962
Board of Governors		-	95,932	522,466	22,458	280,080	118,389	802,546	(118,389)	(802,546)
Communications Strategies	1,210	44,750	86,159	533,090	16,086	103,440	102,244	636,530	(101,034)	(591,780)
Conference & Broadcast Services		0	117,279	734,260	545	4,700	117,824	738,960	(117,824)	(738,960)
Discipline	23,443	130,300	868,998	5,510,929	27,661	256,826	896,659	5,767,755	(873,216)	(5,637,455)
Diversity	97,500	100,374	66,314	417,383	2,690	25,250	69,004	442,633	28,496	(342,259)
Foundation		-	24,915	147,130	336	17,600	25,250	164,730	(25,250)	(164,730)
Human Resources		-	60,044	269,931		-	60,044	269,931	(60,044)	(269,931)
Law Clerk Program	7,500	112,000	16,949	108,267	1,153	4,350	18,102	112,617	(10,602)	(617)
Legislative		-	11,407	127,140	2,201	24,700	13,608	151,840	(13,608)	(151,840)
Licensing and Membership Records	57,058	284,700	103,659	651,149	11,942	45,996	115,602	697,145	(58,544)	(412,445)
Licensing Fees	2,232,388	15,068,125					0		2,232,388	15,068,125
Limited License Legal Technician			34,934	229,148	2,252	25,600	37,186	254,748	(37,186)	(254,748)
Limited Practice Officers			23,815	156,182	890	3,000	24,706	156,182	(24,706)	(159,182)
Mandatory CLE	131,582	761,000	90,548	538,896	38,147	238,444	128,696	777,340	2,886	(16,340)
Member Assistance Program	3,505	10,000	20,523	131,605		1,500	20,523	133,105	(17,018)	(123,105)
Member Benefits	49		6,871.60	42,770.00	1,087	123,760	7,958	166,530	(7,909)	(166,530)
Mentorship Program			17,614	104,617	701	11,225	18,315	115,842	(18,315)	(115,842)
New Member Program	44,334	53,200	40,417	262,083	7,220	35,780	47,637	297,863	(3,303)	(244,663)
NW Lawyer	96,220	538,350	26,529	226,805	45,625	434,500	72,154	661,305	24,067	(122,955)
Office of General Counsel	3		126,751	782,452	1,570	13,296	128,322	795,748	(128,318)	(795,748)
OGC-Disciplinary Board			30,116	200,463	15,051	103,500	45,166	303,963	(45,166)	(303,963)
Outreach and Engagement			48,355	362,671	770	22,750	49,125	385,421	(49,125)	(385,421)
Practice Management Assistance	9,013	15,000.00	32,981	205,719	49	5,850	33,030	211,569	(24,016)	(196,569)
Practice of Law Board			15,900	96,034	3,341	15,200	19,241	111,234	(19,241)	(111,234)
Professional Responsibility Program			42,104	277,796	879	6,300	42,983	284,096	(42,983)	(284,096)
Public Service Programs	103,526	105,000	38,062	224,933	499	224,615	38,561	449,548	64,965	(344,548)
Publication and Design Services			24,448	151,900	4,100	4,100	28,548	156,000	(28,548)	(156,000)
Sections Administration		308,000	70,566	462,803	966	10,100	71,532	472,903	(71,532)	(164,903)
Technology		-	246,262	1,468,042			246,262	1,468,042	(246,262)	(1,468,042)
<b>Subtotal General Fund</b>	<b>3,152,021</b>	<b>18,913,199</b>	<b>2,723,391</b>	<b>17,025,666</b>	<b>225,072</b>	<b>2,489,224</b>	<b>2,948,463</b>	<b>19,514,890</b>	<b>203,558</b>	<b>(601,691)</b>
Expenses using reserve funds							<b>2,948,463</b>		-	-
<b>Total General Fund - Net Result from Operations</b>									<b>203,558</b>	<b>(601,691)</b>
<b>Percentage of Budget</b>	<b>16.67%</b>		<b>16.00%</b>		<b>9.04%</b>		<b>15.11%</b>			
CLE-Seminars and Products	322,222	1,862,235	181,606	1,121,849	27,485	577,582	209,091	1,699,431	113,131	162,804
CLE - Deskbooks	11,856	170,000	39,652	246,210	6,340	94,695	45,992	340,905	(34,136)	(170,905)
Total CLE	334,078	2,032,235	221,258	1,368,059	33,825	672,277	255,083	2,040,336	78,995	(8,101)
<b>Percentage of Budget</b>	<b>16.44%</b>		<b>16.17%</b>		<b>5.03%</b>		<b>12.50%</b>			
Total All Sections	16,341	613,210	-	-	59,504	903,363	59,504	903,363	(43,163)	(290,152)
Client Protection Fund-Restricted	137,624	992,500	26,486	162,720	35	403,000	26,521	565,720	111,103	426,780
Management of Western States Bar Conference (No WSBA Funds)		49,900			15,894	46,860	15,894	46,860	(15,894)	3,040
<b>Totals</b>	<b>3,640,064</b>	<b>22,601,044</b>	<b>2,971,135</b>	<b>18,556,445</b>	<b>334,330</b>	<b>4,514,723.50</b>	<b>3,305,464</b>	<b>23,071,169</b>	<b>334,599</b>	<b>(470,124)</b>
<b>Percentage of Budget</b>	<b>16.11%</b>		<b>16.01%</b>		<b>7.41%</b>		<b>14.33%</b>			

Summary of Fund Balances:	Fund Balances Sept. 30, 2017	2018 Budgeted Fund Balances	Fund Balances Year to date
<b>Restricted Funds:</b>			
Client Protection Fund	3,242,299	3,669,079	3,353,402
Western States Bar Conference	19,632	22,672	3,738
<b>Board-Designated Funds (Non-General Fund):</b>			
CLE Fund Balance	485,582	477,481	564,577
Section Funds	1,197,727	907,575	1,154,564
<b>Board-Designated Funds (General Fund):</b>			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	200,000	200,000	200,000
<b>Unrestricted Funds (General Fund):</b>			
Unrestricted General Fund	1,663,751	1,062,060	1,867,308
<b>Total General Fund Balance</b>	<b>3,363,751</b>	<b>2,762,060</b>	<b>3,567,308</b>
<b>Net Change in general Fund Balance</b>		<b>(601,691)</b>	<b>203,558</b>
<b>Total Fund Balance</b>	<b>8,308,990</b>	<b>7,838,866</b>	<b>8,643,589</b>
<b>Net Change In Fund Balance</b>		<b>(470,124)</b>	<b>334,599</b>



# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ACCESS TO JUSTICE</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
ATJ BOARD RETREAT	2,000.00	-	-	2,000.00	0.00%
LEADERSHIP TRAINING	2,000.00	90.00	142.74	1,857.26	7.14%
ATJ BOARD EXPENSE	24,000.00	1,383.59	2,375.38	21,624.62	9.90%
ATJ BOARD COMMITTEES EXPENSE	3,000.00	604.43	663.96	2,336.04	22.13%
STAFF TRAVEL/PARKING	2,700.00	-	31.00	2,669.00	1.15%
PUBLIC DEFENSE	8,400.00	285.96	709.09	7,690.91	8.44%
RECEPTION/FORUM EXPENSE	9,500.00	548.94	1,417.19	8,082.81	15%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>51,600.00</b></u>	<u><b>2,912.92</b></u>	<u><b>5,339.36</b></u>	<u><b>46,260.64</b></u>	<u><b>10.35%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.10 FTE)	148,145.00	12,892.36	25,446.38	122,698.62	<b>17.18%</b>
BENEFITS EXPENSE	54,588.00	4,355.84	8,618.42	45,969.58	<b>15.79%</b>
OTHER INDIRECT EXPENSE	50,994.00	3,558.24	7,610.36	43,383.64	<b>14.92%</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>253,727.00</b></u>	<u><b>20,806.44</b></u>	<u><b>41,675.16</b></u>	<u><b>212,051.84</b></u>	<u><b>16.43%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>305,327.00</b></u>	<u><b>23,719.36</b></u>	<u><b>47,014.52</b></u>	<u><b>258,312.48</b></u>	<u><b>15.40%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(305,327.00)</b></u></u>	<u><u><b>(23,719.36)</b></u></u>	<u><u><b>(47,014.52)</b></u></u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ADMINISTRATION</b>					
<b>REVENUE:</b>					
INTEREST INCOME	25,000.00	3,404.73	6,481.35	18,518.65	25.93%
GAIN/LOSS ON INVESTMENTS	30,000.00	(657.15)	5,630.82	24,369.18	18.77%
MISCELLANEOUS	-	2,000.00	-	-	
RPC BOOKLETS	-	266.22	266.22	(266.22)	
<b>TOTAL REVENUE:</b>	<b>55,000.00</b>	<b>5,013.80</b>	<b>12,378.39</b>	<b>42,621.61</b>	<b>22.51%</b>
<b>DIRECT EXPENSES:</b>					
CREDIT CARD MERCHANT FEES	-	(4,726.07)	(4,998.37)	4,998.37	
STAFF TRAVEL/PARKING	2,500.00	396.00	396.00	2,104.00	15.84%
STAFF MEMBERSHIP DUES	545.00	-	-	545.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,045.00</b>	<b>(4,330.07)</b>	<b>(4,602.37)</b>	<b>7,647.37</b>	<b>-151.15%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE ( 7.88 FTE)	636,186.00	53,604.34	105,276.58	530,909.42	16.55%
BENEFITS EXPENSE	220,418.00	17,446.73	34,546.41	185,871.59	15.67%
OTHER INDIRECT EXPENSE	191,350.00	13,325.52	28,500.53	162,849.47	14.89%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,047,954.00</b>	<b>84,376.59</b>	<b>168,323.52</b>	<b>879,630.48</b>	<b>16.06%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,050,999.00</b>	<b>80,046.52</b>	<b>163,721.15</b>	<b>887,277.85</b>	<b>15.58%</b>
<b>NET INCOME (LOSS):</b>	<b>(995,999.00)</b>	<b>(75,032.72)</b>	<b>(151,342.76)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>ADMISSIONS/BAR EXAMS</b>					
<b>REVENUE:</b>					
EXAM SOFT REVENUE	35,000.00	-	-	35,000.00	0.00%
BAR EXAM FEES	1,200,000.00	82,940.00	318,430.00	881,570.00	26.54%
SPECIAL ADMISSIONS	60,000.00	4,960.00	11,780.00	48,220.00	19.63%
LLLT EXAM FEES	7,500.00	800.00	2,200.00	5,300.00	29.33%
LLLT WAIVER FEES	900.00	-	-	900.00	0.00%
LPO EXAMINATION FEES	24,000.00	-	(100.00)	24,100.00	-0.42%
<b>TOTAL REVENUE:</b>	<b>1,327,400.00</b>	<b>88,700.00</b>	<b>332,310.00</b>	<b>995,090.00</b>	<b>25.03%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	2,222.00	-	-	2,222.00	0.00%
POSTAGE	4,000.00	201.08	746.94	3,253.06	18.67%
STAFF TRAVEL/PARKING	10,240.00	232.50	460.50	9,779.50	4.50%
STAFF MEMBERSHIP DUES	400.00	-	-	400.00	0.00%
SUPPLIES	1,000.00	60.44	60.44	939.56	6.04%
FACILITY, PARKING, FOOD	66,000.00	5,750.00	5,994.58	60,005.42	9.08%
EXAMINER FEES	35,000.00	-	-	35,000.00	0.00%
UBE EXMINATIONS	130,000.00	-	-	130,000.00	0.00%
BOARD OF BAR EXAMINERS	25,000.00	-	-	25,000.00	0.00%
BAR EXAM PROCTORS	30,000.00	-	-	30,000.00	0.00%
CHARACTER & FITNESS BOARD	20,000.00	2,643.55	5,662.96	14,337.04	28.31%
DISABILITY ACCOMMODATIONS	20,000.00	-	-	20,000.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	900.00	3,192.00	3,192.00	(2,292.00)	354.67%
LAW SCHOOL VISITS	1,000.00	-	-	1,000.00	0.00%
EXAM WRITING	28,355.00	-	-	28,355.00	0.00%
COURT REPORTERS	18,000.00	-	-	18,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>392,117.00</b>	<b>12,079.57</b>	<b>16,117.42</b>	<b>375,999.58</b>	<b>4%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (6.20 FTE)	454,259.00	38,492.43	76,550.25	377,708.75	16.85%
BENEFITS EXPENSE	172,508.00	13,120.73	25,966.98	146,541.02	15.05%
OTHER INDIRECT EXPENSE	150,554.00	10,483.69	22,422.48	128,131.52	14.89%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>777,321.00</b>	<b>62,096.85</b>	<b>124,939.71</b>	<b>652,381.29</b>	<b>16.07%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,169,438.00</b>	<b>74,176.42</b>	<b>141,057.13</b>	<b>1,028,380.87</b>	<b>12.06%</b>
<b>NET INCOME (LOSS):</b>	<b>157,962.00</b>	<b>14,523.58</b>	<b>191,252.87</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>NORTHWEST LAWYER</b>					
<b>REVENUE:</b>					
ROYALTIES	-	-	1,148.80	(1,148.80)	
DISPLAY ADVERTISING	400,000.00	33,505.00	72,421.25	327,578.75	18.11%
SUBSCRIPT/SINGLE ISSUES	350.00	72.00	72.00	278.00	20.57%
CLASSIFIED ADVERTISING	100,000.00	6,457.90	16,820.94	83,179.06	16.82%
GEN ANNOUNCEMENTS	15,000.00	1,250.00	1,950.00	13,050.00	13.00%
PROF ANNOUNCEMENTS	23,000.00	1,885.00	3,807.50	19,192.50	16.55%
<b>TOTAL REVENUE:</b>	<b>538,350.00</b>	<b>43,169.90</b>	<b>96,220.49</b>	<b>442,129.51</b>	<b>17.87%</b>
<b>DIRECT EXPENSES:</b>					
BAD DEBT EXPENSE	6,000.00	975.00	975.00	5,025.00	16.25%
POSTAGE	89,000.00	9,413.34	19,329.17	69,670.83	21.72%
PRINTING, COPYING & MAILING	250,000.00	23,331.01	23,331.01	226,668.99	9.33%
DIGITAL/ONLINE DEVELOPMENT	10,200.00	700.00	1,400.00	8,800.00	13.73%
GRAPHICS/ARTWORK	3,500.00	575.00	575.00	2,925.00	16.43%
OUTSIDE SALES EXPENSE	75,000.00	-	-	75,000.00	0.00%
EDITORIAL ADVISORY COMMITTEE	800.00	14.43	14.43	785.57	1.80%
<b>TOTAL DIRECT EXPENSES:</b>	<b>434,500.00</b>	<b>35,008.78</b>	<b>45,624.61</b>	<b>388,875.39</b>	<b>10.50%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.80 FTE)	130,495.00	6,921.84	13,843.68	116,651.32	10.61%
BENEFITS EXPENSE	52,601.00	3,095.90	6,147.58	46,453.42	11.69%
OTHER INDIRECT EXPENSE	43,709.00	3,056.76	6,537.77	37,171.23	14.96%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>226,805.00</b>	<b>13,074.50</b>	<b>26,529.03</b>	<b>200,275.97</b>	<b>11.70%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>661,305.00</b>	<b>48,083.28</b>	<b>72,153.64</b>	<b>589,151.36</b>	<b>10.91%</b>
<b>NET INCOME (LOSS):</b>	<b>(122,955.00)</b>	<b>(4,913.38)</b>	<b>24,066.85</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>BOG/OED</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	4,700.00	328.00	656.00	4,044.00	13.96%
STAFF MEMBERSHIP DUES	1,880.00	-	-	1,880.00	0.00%
TELEPHONE	1,000.00	-	78.78	921.22	7.88%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	-	60,000.00	0.00%
BOG MEETINGS	115,000.00	15,221.42	14,700.77	100,299.23	12.78%
BOG COMMITTEES' EXPENSES	30,000.00	775.09	2,428.22	27,571.78	8.09%
BOG CONFERENCE ATTENDANCE	17,500.00	-	-	17,500.00	0.00%
BOG TRAVEL & OUTREACH	45,000.00	1,292.07	4,119.67	40,880.33	9.15%
ED TRAVEL & OUTREACH	5,000.00	95.50	474.30	4,525.70	9.49%
<b>TOTAL DIRECT EXPENSES:</b>	<b>280,080.00</b>	<b>17,712.08</b>	<b>22,457.74</b>	<b>257,622.26</b>	<b>0.08</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.45 FTE)	357,509.00	26,824.60	70,940.15	286,568.85	19.84%
BENEFITS EXPENSE	105,464.00	8,102.81	16,104.06	89,359.94	15.27%
OTHER INDIRECT EXPENSE	59,493.00	4,155.27	8,887.31	50,605.69	14.94%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>522,466.00</b>	<b>39,082.68</b>	<b>95,931.52</b>	<b>426,534.48</b>	<b>18.36%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>802,546.00</b>	<b>56,794.76</b>	<b>118,389.26</b>	<b>684,156.74</b>	<b>14.75%</b>
<b>NET INCOME (LOSS):</b>	<b>(802,546.00)</b>	<b>(56,794.76)</b>	<b>(118,389.26)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>COMMUNICATION STRATEGIES</b>					
<b>REVENUE:</b>					
AWARDS LUNCH/DINNER	44,000.00	-	100.00	43,900.00	0.23%
50 YEAR MEMBER TRIBUTE LUNCH	750.00	550.00	550.00	200.00	73.33%
WSBA LOGO MERCHANDISE SALES	-	140.00	560.00	(560.00)	
<b>TOTAL REVENUE:</b>	<b>44,750.00</b>	<b>690.00</b>	<b>1,210.00</b>	<b>43,540.00</b>	<b>2.70%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	2,640.00	462.80	1,224.89	1,415.11	46.40%
STAFF MEMBERSHIP DUES	1,700.00	-	-	1,700.00	0.00%
SUBSCRIPTIONS	10,050.00	15.96	31.92	10,018.08	0.32%
DIGITAL/ONLINE DEVELOPMENT	1,450.00	256.60	513.20	936.80	35.39%
AWARDS DINNER	63,000.00	-	6,917.09	56,082.91	10.98%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	1,456.75	7,213.73	786.27	90.17%
BAR OUTREACH	-	184.78	184.78	(184.78)	
COMMUNICATIONS OUTREACH	15,000.00	-	-	15,000.00	0.00%
SPEAKERS & PROGRAM DEVELOP	1,600.00	-	-	1,600.00	
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,440.00</b>	<b>2,376.89</b>	<b>16,085.61</b>	<b>87,354.39</b>	<b>15.55%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.68 FTE)	304,516.00	28,031.11	54,638.16	249,877.84	17.94%
BENEFITS EXPENSE	114,930.00	7,337.75	14,563.10	100,366.90	12.67%
OTHER INDIRECT EXPENSE	113,644.00	7,928.44	16,957.31	96,686.69	14.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>533,090.00</b>	<b>43,297.30</b>	<b>86,158.57</b>	<b>446,931.43</b>	<b>16.16%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>636,530.00</b>	<b>45,674.19</b>	<b>102,244.18</b>	<b>534,285.82</b>	<b>16.06%</b>
<b>NET INCOME (LOSS):</b>	<b>(591,780.00)</b>	<b>(44,984.19)</b>	<b>(101,034.18)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CONFERENCE &amp; BROADCAST SERVICES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,200.00	-	-	1,200.00	0.00%
TRANSLATION SERVICES	3,500.00	138.25	545.10	2,954.90	15.57%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,700.00</b>	<b>138.25</b>	<b>545.10</b>	<b>4,154.90</b>	<b>11.60%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (7.15 FTE)	398,693.00	33,360.78	66,112.38	332,580.62	16.58%
BENEFITS EXPENSE	161,944.00	12,939.10	25,563.68	136,380.32	15.79%
OTHER INDIRECT EXPENSE	173,623.00	11,916.36	25,602.84	148,020.16	14.75%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>734,260.00</b>	<b>58,216.24</b>	<b>117,278.90</b>	<b>616,981.10</b>	<b>15.97%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>738,960.00</b>	<b>58,354.49</b>	<b>117,824.00</b>	<b>621,136.00</b>	<b>15.94%</b>
<b>NET INCOME (LOSS):</b>	<b>(738,960.00)</b>	<b>(58,354.49)</b>	<b>(117,824.00)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DISCIPLINE</b>					
<b>REVENUE:</b>					
AUDIT REVENUE	2,300.00	1,260.00	2,110.00	190.00	91.74%
RECOVERY OF DISCIPLINE COSTS	115,000.00	15,124.50	19,129.50	95,870.50	16.63%
DISCIPLINE HISTORY SUMMARY	13,000.00	810.83	2,203.83	10,796.17	16.95%
<b>TOTAL REVENUE:</b>	<b>130,300.00</b>	<b>17,195.33</b>	<b>23,443.33</b>	<b>106,856.67</b>	<b>17.99%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION-SOFTWARE	17,028.00	858.00	1,716.00	15,312.00	10.08%
PUBLICATIONS PRODUCTION	330.00	-	-	330.00	0.00%
STAFF TRAVEL/PARKING	39,460.00	3,447.74	6,179.21	33,280.79	15.66%
STAFF MEMBERSHIP DUES	3,308.00	-	1,425.00	1,883.00	43.08%
TELEPHONE	2,800.00	364.16	364.16	2,435.84	13.01%
COURT REPORTERS	65,000.00	2,380.13	2,532.13	62,467.87	3.90%
OUTSIDE COUNSEL/AIC	2,000.00	-	-	2,000.00	0.00%
LITIGATION EXPENSES	30,000.00	797.70	2,021.21	27,978.79	6.74%
DISABILITY EXPENSES	15,000.00	1,000.00	1,000.00	14,000.00	6.67%
ONLINE LEGAL RESEARCH	66,900.00	5,514.45	5,564.45	61,335.55	8.32%
LAW LIBRARY	12,000.00	-	6,556.44	5,443.56	54.64%
TRANSLATION SERVICES	3,000.00	217.33	302.33	2,697.67	10.08%
<b>TOTAL DIRECT EXPENSES:</b>	<b>256,826.00</b>	<b>14,579.51</b>	<b>27,660.93</b>	<b>229,165.07</b>	<b>10.77%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (36.89 FTE)	3,465,982.00	277,629.65	560,172.56	2,905,809.44	16.16%
BENEFITS EXPENSE	1,149,149.00	88,411.87	175,312.01	973,836.99	15.26%
OTHER INDIRECT EXPENSE	895,798.00	62,424.56	133,513.34	762,284.66	14.90%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>5,510,929.00</b>	<b>428,466.08</b>	<b>868,997.91</b>	<b>4,641,931.09</b>	<b>15.77%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>5,767,755.00</b>	<b>443,045.59</b>	<b>896,658.84</b>	<b>4,871,096.16</b>	<b>15.55%</b>
<b>NET INCOME (LOSS):</b>	<b>(5,637,455.00)</b>	<b>(425,850.26)</b>	<b>(873,215.51)</b>		



# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DIVERSITY</b>					
<b>REVENUE:</b>					
DONATIONS & GRANTS	90,000.00	-	97,500.00	(7,500.00)	108.33%
WORK STUDY GRANTS	10,374.00	-	-	10,374.00	0.00%
<b>TOTAL REVENUE:</b>	<b>100,374.00</b>	<b>-</b>	<b>97,500.00</b>	<b>2,874.00</b>	<b>97.14%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	8,000.00	27.52	377.52	7,622.48	4.72%
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
COMMITTEE FOR DIVERSITY	6,200.00	1,039.55	1,296.13	4,903.87	20.91%
DIVERSITY EVENTS & PROJECTS	10,000.00	19.51	1,016.30	8,983.70	10.16%
INTERNAL DIVERSITY OUTREACH	200.00	-	-	200.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	500.00	-	-	500.00	0.00%
<b>TOTAL DIRECT EXPENSE:</b>	<b>25,250.00</b>	<b>1,086.58</b>	<b>2,689.95</b>	<b>22,560.05</b>	<b>10.65%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (3.21 FTE)	253,236.00	21,094.24	41,181.96	212,054.04	16.26%
BENEFITS EXPENSE	86,199.00	6,839.84	13,537.54	72,661.46	15.70%
OTHER INDIRECT EXPENSE	77,948.00	5,420.94	11,594.29	66,353.71	14.87%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>417,383.00</b>	<b>33,355.02</b>	<b>66,313.79</b>	<b>351,069.21</b>	<b>15.89%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>442,633.00</b>	<b>34,441.60</b>	<b>69,003.74</b>	<b>373,629.26</b>	<b>15.59%</b>
<b>NET INCOME (LOSS):</b>	<b>(342,259.00)</b>	<b>(34,441.60)</b>	<b>28,496.26</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>FOUNDATION</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
CONSULTING SERVICES	3,000.00	-	-	3,000.00	0.00%
PRINTING & COPYING	1,500.00	-	129.37	1,370.63	8.62%
STAFF TRAVEL/PARKING	1,500.00	-	64.85	1,435.15	4.32%
STAFF MEMBERSHIP DUES	600.00	-	-	600.00	0.00%
SUPPLIES	500.00	-	-	500.00	0.00%
SPECIAL EVENTS	5,000.00	-	-	5,000.00	0.00%
BOARD OF TRUSTEES	5,000.00	15.17	141.35	4,858.65	2.83%
GRAPHIC DESIGN	500.00	-	-	500.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>17,600.00</b>	<b>15.17</b>	<b>335.57</b>	<b>17,264.43</b>	<b>1.91%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.20 FTE)	85,993.00	7,599.93	15,602.38	70,390.62	18.14%
BENEFITS EXPENSE	31,997.00	2,512.11	4,970.89	27,026.11	15.54%
OTHER INDIRECT EXPENSE	29,140.00	2,029.89	4,341.50	24,798.50	14.90%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>147,130.00</b>	<b>12,141.93</b>	<b>24,914.77</b>	<b>122,215.23</b>	<b>16.93%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>164,730.00</b>	<b>12,157.10</b>	<b>25,250.34</b>	<b>139,479.66</b>	<b>15.33%</b>
<b>NET INCOME (LOSS):</b>	<b>(164,730.00)</b>	<b>(12,157.10)</b>	<b>(25,250.34)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>HUMAN RESOURCES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	150.00	-	-	150.00	0.00%
STAFF MEMBERSHIP DUES	1,188.00	219.00	219.00	969.00	18.43%
SUBSCRIPTIONS	1,938.00	106.92	106.92	1,831.08	5.52%
STAFF TRAINING- GENERAL	29,400.00	10,408.50	12,002.50	17,397.50	40.82%
RECRUITING AND ADVERTISING	7,000.00	469.07	743.62	6,256.38	10.62%
PAYROLL PROCESSING	55,000.00	3,272.51	7,318.46	47,681.54	13.31%
SALARY SURVEYS	2,900.00	-	-	2,900.00	0.00%
THIRD PARTY SERVICES	22,500.00	-	13,487.25	9,012.75	59.94%
TRANSFER TO INDIRECT EXPENSE	(120,076.00)	(14,476.00)	(33,877.75)	(86,198.25)	28.21%
<b>TOTAL DIRECT EXPENSES:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.48 FTE)	249,508.00	19,461.83	38,580.65	210,927.35	15.46%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
BENEFITS EXPENSE	80,201.00	6,290.93	12,474.20	67,726.80	15.55%
OTHER INDIRECT EXPENSE	60,222.00	4,203.05	8,989.46	51,232.54	14.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<u>269,931.00</u>	<u>29,955.81</u>	<u>60,044.31</u>	<u>209,886.69</u>	<u>22.24%</u>
<b>TOTAL ALL EXPENSES:</b>	<u>269,931.00</u>	<u>29,955.81</u>	<u>60,044.31</u>	<u>209,886.69</u>	<u>22.24%</u>
<b>NET INCOME (LOSS):</b>	<u>(269,931.00)</u>	<u>(29,955.81)</u>	<u>(60,044.31)</u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LAW CLERK PROGRAM</b>					
<b>REVENUE:</b>					
LAW CLERK FEES	110,000.00	1,000.00	7,200.00	102,800.00	6.55%
LAW CLERK APPLICATION FEES	2,000.00	300.00	300.00	1,700.00	15.00%
<b>TOTAL REVENUE:</b>	<b>112,000.00</b>	<b>1,300.00</b>	<b>7,500.00</b>	<b>104,500.00</b>	<b>6.70%</b>
<b>DIRECT EXPENSES:</b>					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	4,000.00	1,114.46	1,153.46	2,846.54	28.84%
<b>TOTAL DIRECT EXPENSES:</b>	<b>4,350.00</b>	<b>1,114.46</b>	<b>1,153.46</b>	<b>3,196.54</b>	<b>26.52%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.85 FTE)	64,505.00	5,533.47	10,255.32	54,249.68	15.90%
BENEFITS EXPENSE	23,122.00	1,833.01	3,628.66	19,493.34	15.69%
OTHER INDIRECT EXPENSE	20,640.00	1,432.84	3,064.57	17,575.43	14.85%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>108,267.00</b>	<b>8,799.32</b>	<b>16,948.55</b>	<b>91,318.45</b>	<b>15.65%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>112,617.00</b>	<b>9,913.78</b>	<b>18,102.01</b>	<b>94,514.99</b>	<b>16.07%</b>
<b>NET INCOME (LOSS):</b>	<b>(617.00)</b>	<b>(8,613.78)</b>	<b>(10,602.01)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LEGISLATIVE</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	8,000.00	77.06	77.06	7,922.94	0.96%
STAFF MEMBERSHIP DUES	450.00	-	-	450.00	0.00%
SUBSCRIPTIONS	2,000.00	1,981.80	1,981.80	18.20	99.09%
TELEPHONE	3,000.00	53.30	53.30	2,946.70	1.78%
OLYMPIA RENT	2,500.00	-	-	2,500.00	0.00%
CONTRACT LOBBYIST	5,000.00	-	-	5,000.00	0.00%
LOBBYIST CONTACT COSTS	1,000.00	-	-	1,000.00	0.00%
LEGISLATIVE COMMITTEE	2,500.00	88.76	88.76	2,411.24	3.55%
BOG LEGISLATIVE COMMITTEE	250.00	-	-	250.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>24,700.00</b>	<b>2,200.92</b>	<b>2,200.92</b>	<b>22,499.08</b>	<b>8.91%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.00 FTE)	75,697.00	2,532.68	4,574.35	71,122.65	6.04%
BENEFITS EXPENSE	27,160.00	1,611.12	3,206.45	23,953.55	11.81%
OTHER INDIRECT EXPENSE	24,283.00	1,695.55	3,626.42	20,656.58	14.93%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>127,140.00</b>	<b>5,839.35</b>	<b>11,407.22</b>	<b>115,732.78</b>	<b>8.97%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>151,840.00</b>	<b>8,040.27</b>	<b>13,608.14</b>	<b>138,231.86</b>	<b>8.96%</b>
<b>NET INCOME (LOSS):</b>	<b>(151,840.00)</b>	<b>(8,040.27)</b>	<b>(13,608.14)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LICENSING &amp; MEMBERSHIP RECORDS</b>					
<b>REVENUE:</b>					
STATUS CERTIFICATE FEES	22,000.00	1,392.65	3,037.04	18,962.96	13.80%
RULE 9/LEGAL INTERN FEES	11,000.00	100.00	350.00	10,650.00	3.18%
INVESTIGATION FEES	20,000.00	1,600.00	2,600.00	17,400.00	13.00%
PRO HAC VICE	210,000.00	17,258.00	46,518.00	163,482.00	22.15%
MEMBER CONTACT INFORMATION	21,000.00	575.00	4,516.71	16,483.29	21.51%
PHOTO BAR CARD SALES	700.00	12.00	36.00	664.00	5.14%
<b>TOTAL REVENUE:</b>	<b>284,700.00</b>	<b>20,937.65</b>	<b>57,057.75</b>	<b>227,642.25</b>	<b>20.04%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	11,496.00	-	-	11,496.00	0.00%
POSTAGE	31,500.00	981.03	9,787.28	21,712.72	31.07%
LICENSING FORMS	3,000.00	-	2,154.79	845.21	71.83%
<b>TOTAL DIRECT EXPENSES:</b>	<b>45,996.00</b>	<b>981.03</b>	<b>11,942.07</b>	<b>34,053.93</b>	<b>25.96%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.65 FTE)	402,984.00	33,041.33	65,720.49	337,263.51	16.31%
BENEFITS EXPENSE	135,249.00	10,669.53	21,134.92	114,114.08	15.63%
OTHER INDIRECT EXPENSE	112,916.00	7,856.78	16,804.05	96,111.95	14.88%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>651,149.00</b>	<b>51,567.64</b>	<b>103,659.46</b>	<b>547,489.54</b>	<b>15.92%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>697,145.00</b>	<b>52,548.67</b>	<b>115,601.53</b>	<b>581,543.47</b>	<b>16.58%</b>
<b>NET INCOME (LOSS):</b>	<b>(412,445.00)</b>	<b>(31,611.02)</b>	<b>(58,543.78)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LICENSE FEES</b>					
<b>REVENUE:</b>					
LICENSE FEES	14,953,000.00	1,087,933.14	2,210,728.83	12,742,271.17	14.78%
LLTLICENSE FEES	6,125.00	554.31	1,137.57	4,987.43	18.57%
LPO LICENSE FEES	109,000.00	10,957.33	20,521.20	88,478.80	18.83%
<b>TOTAL REVENUE:</b>	<b>15,068,125.00</b>	<b>1,099,444.78</b>	<b>2,232,387.60</b>	<b>12,835,737.40</b>	<b>14.82%</b>

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	600.00	-	-	600.00	0.00%
LLLT BOARD	17,000.00	1,877.29	2,251.58	14,748.42	13.24%
LLLT OUTREACH	8,000.00	-	-	8,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>25,600.00</b></u>	<u><b>1,877.29</b></u>	<u><b>2,251.58</b></u>	<u><b>23,348.42</b></u>	<u><b>8.80%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.70 FTE)	138,305.00	11,730.47	21,021.13	117,283.87	15.20%
BENEFITS EXPENSE	48,348.00	3,827.35	7,579.71	40,768.29	15.68%
OTHER INDIRECT EXPENSE	42,495.00	2,961.25	6,333.48	36,161.52	14.90%
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>229,148.00</b></u>	<u><b>18,519.07</b></u>	<u><b>34,934.32</b></u>	<u><b>194,213.68</b></u>	<u><b>15.25%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>254,748.00</b></u>	<u><b>20,396.36</b></u>	<u><b>37,185.90</b></u>	<u><b>217,562.10</b></u>	<u><b>14.60%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(254,748.00)</b></u></u>	<u><u><b>(20,396.36)</b></u></u>	<u><u><b>(37,185.90)</b></u></u>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED PRACTICE OFFICERS</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
LPO BOARD	3,000.00	377.26	890.17	2,109.83	29.67%
<b>TOTAL DIRECT EXPENSES:</b>	<b>3,000.00</b>	<b>377.26</b>	<b>890.17</b>	<b>2,109.83</b>	<b>29.67%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.16 FTE)	94,904.00	7,959.57	14,427.48	80,476.52	15.20%
BENEFITS EXPENSE	33,110.00	2,625.38	5,199.64	27,910.36	15.70%
OTHER INDIRECT EXPENSE	28,168.00	1,958.21	4,188.22	23,979.78	14.87%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>156,182.00</b>	<b>12,543.16</b>	<b>23,815.34</b>	<b>132,366.66</b>	<b>15.25%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>159,182.00</b>	<b>12,920.42</b>	<b>24,705.51</b>	<b>134,476.49</b>	<b>15.52%</b>
<b>NET INCOME (LOSS):</b>	<b>(159,182.00)</b>	<b>(12,920.42)</b>	<b>(24,705.51)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MANDATORY CLE ADMINISTRATION</b>					
<b>REVENUE:</b>					
ACCREDITED PROGRAM FEES	282,000.00	23,750.00	47,350.00	234,650.00	16.79%
FORM 1 LATE FEES	100,000.00	13,265.00	24,780.00	75,220.00	24.78%
MEMBER LATE FEES	203,000.00	400.00	1,800.00	201,200.00	0.89%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	29,500.00	29,500.00	(2,500.00)	109.26%
ATTENDANCE FEES	60,000.00	6,611.00	11,307.00	48,693.00	18.85%
ATTENDANCE LATE FEES	60,000.00	6,545.00	11,270.00	48,730.00	18.78%
COMITY CERTIFICATES	29,000.00	4,450.10	5,575.15	23,424.85	19.22%
<b>TOTAL REVENUE:</b>	<b>761,000.00</b>	<b>84,521.10</b>	<b>131,582.15</b>	<b>629,417.85</b>	<b>17.29%</b>
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	235,944.00	18,996.00	37,991.00	197,953.00	16.10%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
MCLE BOARD	2,000.00	7.89	156.39	1,843.61	7.82%
<b>TOTAL DIRECT EXPENSES:</b>	<b>238,444.00</b>	<b>19,003.89</b>	<b>38,147.39</b>	<b>200,296.61</b>	<b>16.00%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.80 FTE)	310,624.00	29,507.72	57,174.90	253,449.10	18.41%
BENEFITS EXPENSE	112,928.00	8,164.55	16,160.79	96,767.21	14.31%
OTHER INDIRECT EXPENSE	115,344.00	8,047.87	17,212.72	98,131.28	14.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>538,896.00</b>	<b>45,720.14</b>	<b>90,548.41</b>	<b>448,347.59</b>	<b>16.80%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>777,340.00</b>	<b>64,724.03</b>	<b>128,695.80</b>	<b>648,644.20</b>	<b>16.56%</b>
<b>NET INCOME (LOSS):</b>	<b>(16,340.00)</b>	<b>19,797.07</b>	<b>2,886.35</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>MEMBER ASSISTANCE PROGRAM</b>					
<b>REVENUE:</b>					
DIVERSIONS	10,000.00	880.00	3,505.00	6,495.00	35.05%
<b>TOTAL REVENUE:</b>	<b>10,000.00</b>	<b>880.00</b>	<b>3,505.00</b>	<b>6,495.00</b>	<b>35.05%</b>
<b>DIRECT EXPENSES:</b>					
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
PROF LIAB INSURANCE	850.00	-	-	850.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>1,500.00</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>	<b>0.00%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.87 FTE)	78,885.00	6,618.89	13,194.91	65,690.09	16.73%
BENEFITS EXPENSE	31,594.00	2,099.70	4,161.35	27,432.65	13.17%
OTHER INDIRECT EXPENSE	21,126.00	1,480.60	3,166.70	17,959.30	14.99%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>131,605.00</b>	<b>10,199.19</b>	<b>20,522.96</b>	<b>111,082.04</b>	<b>15.59%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>133,105.00</b>	<b>10,199.19</b>	<b>20,522.96</b>	<b>112,582.04</b>	<b>15.42%</b>
<b>NET INCOME (LOSS):</b>	<b>(123,105.00)</b>	<b>(9,319.19)</b>	<b>(17,017.96)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MEMBER BENEFITS</b>					
<b>REVENUE:</b>					
MP3 SALES	-	49.00	49.00	(49.00)	
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>49.00</b>	<b>49.00</b>	<b>(49.00)</b>	
<b>DIRECT EXPENSES:</b>					
LEGAL LUNCHBOX COURSEBOOK PRODUCTION	500.00	-	-	500.00	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	1,700.00	-	1,086.52	613.48	63.91%
WSBA CONNECTS	46,560.00	-	-	46,560.00	0.00%
CASEMAKER	75,000.00	-	-	75,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>123,760.00</b>	<b>-</b>	<b>1,086.52</b>	<b>122,673.48</b>	<b>0.88%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.40 FTE)	23,685.00	1,977.12	3,954.24	19,730.76	16.70%
BENEFITS EXPENSE	9,372.00	752.48	1,487.21	7,884.79	15.87%
OTHER INDIRECT EXPENSE	9,713.00	668.68	1,430.15	8,282.85	14.72%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>42,770.00</b>	<b>3,398.28</b>	<b>6,871.60</b>	<b>35,898.40</b>	<b>16.07%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>166,530.00</b>	<b>3,398.28</b>	<b>7,958.12</b>	<b>158,571.88</b>	<b>4.78%</b>
<b>NET INCOME (LOSS):</b>	<b>(166,530.00)</b>	<b>(3,349.28)</b>	<b>(7,909.12)</b>		

# Washington State Bar Association

## Statement of Activities

For the Period from November 1, 2017 to November 30, 2017

**16.67% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>MENTORSHIP PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	-	-	-	-	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
SUBSCRIPTIONS	125.00	-	-	125.00	0.00%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
MENTORSHIP PROGRAM EXPENSES	2,500.00	-	-	2,500.00	0.00%
RECEPTION/FORUM EXPENSE	6,500.00	199.12	701.41	5,798.59	10.79%
<b>TOTAL DIRECT EXPENSES:</b>	<b>11,225.00</b>	<b>199.12</b>	<b>701.41</b>	<b>10,523.59</b>	<b>6.25%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.90 FTE)	60,292.00	5,556.96	10,771.94	49,520.06	17.87%
BENEFITS EXPENSE	22,470.00	1,806.41	3,572.80	18,897.20	15.90%
OTHER INDIRECT EXPENSE	21,855.00	1,528.35	3,268.87	18,586.13	14.96%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>104,617.00</b>	<b>8,891.72</b>	<b>17,613.61</b>	<b>87,003.39</b>	<b>16.84%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>115,842.00</b>	<b>9,090.84</b>	<b>18,315.02</b>	<b>97,526.98</b>	<b>15.81%</b>
<b>NET INCOME (LOSS):</b>	<b>(115,842.00)</b>	<b>(9,090.84)</b>	<b>(18,315.02)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>NEW MEMBER PROGRAM</b>					
<b>REVENUE:</b>					
NLE PRODUCT SALES	15,000.00	3,358.68	3,596.68	11,403.32	23.98%
SPONSORSHIPS	1,200.00	350.00	350.00	850.00	29.17%
SEMINAR REGISTRATIONS	20,000.00	13,728.45	28,090.55	(8,090.55)	140.45%
TRIAL ADVOCACY PROGRAM	17,000.00	3,885.00	12,297.00	4,703.00	72.34%
<b>TOTAL REVENUE:</b>	<b>53,200.00</b>	<b>21,322.13</b>	<b>44,334.23</b>	<b>8,865.77</b>	<b>83.34%</b>
<b>DIRECT EXPENSES:</b>					
YLL SECTION PROGRAM	1,500.00	(30.00)	798.17	701.83	53.21%
CLE COMPS	1,500.00	-	-	1,500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	28.00	68.00	1,932.00	3.40%
STAFF MEMBERSHIP DUES	30.00	-	-	30.00	0.00%
ONLINE EXPENSES	2,250.00	-	-	2,250.00	0.00%
SEMINAR BROCHURES	1,500.00	-	-	1,500.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	152.81	566.22	933.78	37.75%
NEW LAWYER OUTREACH EVENTS	3,000.00	1,138.72	1,138.72	1,861.28	37.96%
NEW LAWYERS COMMITTEE	15,000.00	302.53	584.70	14,415.30	3.90%
OPEN SECTIONS NIGHT	3,000.00	715.65	1,365.88	1,634.12	45.53%
TRIAL ADVOCACY PROGRAM	2,500.00	2,199.70	2,698.21	(198.21)	107.93%
SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	-	-	2,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>35,780.00</b>	<b>4,507.41</b>	<b>7,219.90</b>	<b>28,560.10</b>	<b>20.18%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.20 FTE)	152,325.00	12,975.92	23,554.55	128,770.45	15.46%
BENEFITS EXPENSE	56,336.00	4,495.96	8,894.43	47,441.57	15.79%
OTHER INDIRECT EXPENSE	53,422.00	3,725.43	7,967.91	45,454.09	14.92%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>262,083.00</b>	<b>21,197.31</b>	<b>40,416.89</b>	<b>221,666.11</b>	<b>15.42%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>297,863.00</b>	<b>25,704.72</b>	<b>47,636.79</b>	<b>250,226.21</b>	<b>15.99%</b>
<b>NET INCOME (LOSS):</b>	<b>(244,663.00)</b>	<b>(4,382.59)</b>	<b>(3,302.56)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OFFICE OF GENERAL COUNSEL</b>					
<b>REVENUE:</b>					
COPY FEES	-	3.39	3.39	(3.39)	
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>3.39</b>	<b>3.39</b>	<b>(3.39)</b>	
<b>DIRECT EXPENSES:</b>					
DEPRECIATION	556.00	-	-	556.00	0.00%
STAFF TRAVEL/PARKING	3,240.00	228.00	1,439.15	1,800.85	44.42%
STAFF MEMBERSHIP DUES	1,500.00	-	-	1,500.00	0.00%
COURT RULES COMMITTEE	4,000.00	1.53	1.53	3,998.47	0.04%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	-	-	1,500.00	0.00%
CUSTODIANSHIPS	2,500.00	-	129.75	2,370.25	5.19%
<b>TOTAL DIRECT EXPENSES:</b>	<b>13,296.00</b>	<b>229.53</b>	<b>1,570.43</b>	<b>11,725.57</b>	<b>11.81%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (5.41 FTE)	484,284.00	41,946.62	81,893.68	402,390.32	16.91%
BENEFITS EXPENSE	166,797.00	12,763.63	25,295.46	141,501.54	15.17%
OTHER INDIRECT EXPENSE	131,371.00	9,146.38	19,562.22	111,808.78	14.89%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>782,452.00</b>	<b>63,856.63</b>	<b>126,751.36</b>	<b>655,700.64</b>	<b>16.20%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>795,748.00</b>	<b>64,086.16</b>	<b>128,321.79</b>	<b>667,426.21</b>	<b>16.13%</b>
<b>NET INCOME (LOSS):</b>	<b>(795,748.00)</b>	<b>(64,082.77)</b>	<b>(128,318.40)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OGC-DISCIPLINARY BOARD</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSE:</b>					
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
DISCIPLINARY BOARD EXPENSES	10,000.00	2,442.69	2,458.33	7,541.67	24.58%
CHIEF HEARING OFFICER	33,000.00	2,500.00	5,000.00	28,000.00	15.15%
HEARING OFFICER EXPENSES	3,000.00	92.48	92.48	2,907.52	3.08%
HEARING OFFICER TRAINING	2,000.00	-	-	2,000.00	0.00%
OUTSIDE COUNSEL	55,000.00	3,750.00	7,500.00	47,500.00	13.64%
<b>TOTAL DIRECT EXPENSES:</b>	<b>103,500.00</b>	<b>8,785.17</b>	<b>15,050.81</b>	<b>88,449.19</b>	<b>14.54%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.60 FTE)	117,064.00	9,101.89	18,012.87	99,051.13	15.39%
BENEFITS EXPENSE	44,546.00	3,196.34	6,331.16	38,214.84	14.21%
OTHER INDIRECT EXPENSE	38,853.00	2,698.51	5,771.59	33,081.41	14.85%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>200,463.00</b>	<b>14,996.74</b>	<b>30,115.62</b>	<b>170,347.38</b>	<b>15.02%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>303,963.00</b>	<b>23,781.91</b>	<b>45,166.43</b>	<b>258,796.57</b>	<b>14.86%</b>
<b>NET INCOME (LOSS):</b>	<b>(303,963.00)</b>	<b>(23,781.91)</b>	<b>(45,166.43)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>OUTREACH &amp; ENGAGEMENT</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSE:</b>					
STAFF TRAVEL/PARKING	400.00	-	-	400.00	0.00%
STAFF MEMBERSHIP DUES	300.00	-	-	300.00	0.00%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
ABA DELEGATES	4,500.00	-	-	4,500.00	0.00%
ANNUAL CHAIR MEETINGS	600.00	127.61	624.09	(24.09)	104.02%
JUDICIAL RECOMMENDATIONS COMMITTEE	4,500.00	23.73	23.73	4,476.27	0.53%
BOG ELECTIONS	6,500.00	-	-	6,500.00	0.00%
BAR OUTREACH	5,000.00	-	122.63	4,877.37	2.45%
PROFESSIONALISM	750.00	-	-	750.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>22,750.00</b>	<b>151.34</b>	<b>770.45</b>	<b>21,979.55</b>	<b>3.39%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.83 FTE)	216,560.00	14,434.34	27,395.65	189,164.35	12.65%
BENEFITS EXPENSE	77,390.00	5,415.73	10,743.87	66,646.13	13.88%
OTHER INDIRECT EXPENSE	68,721.00	4,776.16	10,215.24	58,505.76	14.86%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>362,671.00</b>	<b>24,626.23</b>	<b>48,354.76</b>	<b>314,316.24</b>	<b>13.33%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>385,421.00</b>	<b>24,777.57</b>	<b>49,125.21</b>	<b>336,295.79</b>	<b>12.75%</b>
<b>NET INCOME (LOSS):</b>	<b>(385,421.00)</b>	<b>(24,777.57)</b>	<b>(49,125.21)</b>		

# Washington State Bar Association

Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>PRACTICE MANAGEMENT ASSISTANCE</b>					
<b>REVENUE:</b>					
ROYALTIES	15,000.00	6,605.79	8,968.39	6,031.61	
LAW OFFICE IN A BOX SALES	-	-	45.00	(45.00)	
<b>TOTAL REVENUE:</b>	<b>15,000.00</b>	<b>6,605.79</b>	<b>9,013.39</b>	<b>5,986.61</b>	<b>60.09%</b>
<b>DIRECT EXPENSE:</b>					
STAFF TRAVEL/PARKING	2,000.00	-	28.99	1,971.01	1.45%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
LIBRARY MATERIALS/RESOURCES	1,000.00	-	19.54	980.46	1.95%
WSBA MEMBER BENEFITS OPEN HOUSE	2,250.00	-	-	2,250.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>5,850.00</b>	<b>-</b>	<b>48.53</b>	<b>5,801.47</b>	<b>0.83%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.50 FTE)	125,950.00	10,555.72	20,773.10	105,176.90	16.49%
BENEFITS EXPENSE	43,345.00	3,429.79	6,794.05	36,550.95	15.67%
OTHER INDIRECT EXPENSE	36,424.00	2,531.38	5,414.10	31,009.90	14.86%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>205,719.00</b>	<b>16,516.89</b>	<b>32,981.25</b>	<b>172,737.75</b>	<b>16.03%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>211,569.00</b>	<b>16,516.89</b>	<b>33,029.78</b>	<b>178,539.22</b>	<b>15.61%</b>
<b>NET INCOME (LOSS):</b>	<b>(196,569.00)</b>	<b>(9,911.10)</b>	<b>(24,016.39)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PRACTICE OF LAW BOARD</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
TRANSLATION SERVICES	200.00	-	-	200.00	0.00%
PRACTICE OF LAW BOARD	15,000.00	3,130.31	3,340.88	11,659.12	22.27%
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>15,200.00</b></u>	<u><b>3,130.31</b></u>	<u><b>3,340.88</b></u>	<u><b>11,859.12</b></u>	<u><b>21.98%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (0.65 FTE)	60,125.00	5,412.33	10,422.75	49,702.25	17.34%
BENEFITS EXPENSE	20,125.00	1,578.09	3,127.99	16,997.01	15.54%
OTHER INDIRECT EXPENSE	<u>15,784.00</u>	<u>1,098.51</u>	<u>2,349.50</u>	<u>13,434.50</u>	<u>14.89%</u>
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>96,034.00</b></u>	<u><b>8,088.93</b></u>	<u><b>15,900.24</b></u>	<u><b>80,133.76</b></u>	<u><b>16.56%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>111,234.00</b></u>	<u><b>11,219.24</b></u>	<u><b>19,241.12</b></u>	<u><b>91,992.88</b></u>	<u><b>17.30%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(111,234.00)</b></u></u>	<u><u><b>(11,219.24)</b></u></u>	<u><u><b>(19,241.12)</b></u></u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PROFESSIONAL RESPONSIBILITY PROGRAM</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,800.00	-	-	1,800.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
CPE COMMITTEE	4,000.00	36.63	878.86	3,121.14	21.97%
<b>TOTAL DIRECT EXPENSES:</b>	<b>6,300.00</b>	<b>36.63</b>	<b>878.86</b>	<b>5,421.14</b>	<b>13.95%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.89 FTE)	169,068.00	13,378.20	26,671.00	142,397.00	15.78%
BENEFITS EXPENSE	62,833.00	4,331.35	8,588.86	54,244.14	13.67%
OTHER INDIRECT EXPENSE	45,895.00	3,200.08	6,844.24	39,050.76	14.91%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>277,796.00</b>	<b>20,909.63</b>	<b>42,104.10</b>	<b>235,691.90</b>	<b>15.16%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>284,096.00</b>	<b>20,946.26</b>	<b>42,982.96</b>	<b>241,113.04</b>	<b>15.13%</b>
<b>NET INCOME (LOSS):</b>	<b>(284,096.00)</b>	<b>(20,946.26)</b>	<b>(42,982.96)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PUBLIC SERVICE PROGRAMS</b>					
<b>REVENUE:</b>					
DONATIONS & GRANTS	95,000.00	-	102,500.00	(7,500.00)	107.89%
PSP PRODUCT SALES	10,000.00	583.00	1,026.00	8,974.00	10.26%
<b>TOTAL REVENUE:</b>	<b>105,000.00</b>	<b>583.00</b>	<b>103,526.00</b>	<b>1,474.00</b>	<b>98.60%</b>
<b>DIRECT EXPENSES:</b>					
DONATIONS/SPONSORSHIPS/GRANTS	207,915.00	-	-	207,915.00	0.00%
POSTAGE	500.00	-	-	500.00	0.00%
PRINTING & COPYING	500.00	-	-	500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	34.58	82.14	1,917.86	4.11%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	32.90	416.46	1,583.54	20.82%
DAY OF SERVICE	11,500.00	-	-	11,500.00	0.00%
VOLUNTEER RECRUITMENT & OUTREACH	-	-	-	-	
<b>TOTAL DIRECT EXPENSES:</b>	<b>224,615.00</b>	<b>67.48</b>	<b>498.60</b>	<b>224,116.40</b>	<b>0.22%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.77 FTE)	134,349.00	11,552.50	24,093.01	110,255.99	17.93%
BENEFITS EXPENSE	47,603.00	3,831.46	7,584.67	40,018.33	15.93%
OTHER INDIRECT EXPENSE	42,981.00	2,985.06	6,384.50	36,596.50	14.85%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>224,933.00</b>	<b>18,369.02</b>	<b>38,062.18</b>	<b>186,870.82</b>	<b>16.92%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>449,548.00</b>	<b>18,436.50</b>	<b>38,560.78</b>	<b>410,987.22</b>	<b>8.58%</b>
<b>NET INCOME (LOSS):</b>	<b>(344,548.00)</b>	<b>(17,853.50)</b>	<b>64,965.22</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>PUBLICATION &amp; DESIGN SERVICES</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>DIRECT EXPENSES:</b>					
IMAGE LIBRARY	<u>4,100.00</u>	<u>(3,999.00)</u>	<u>4,100.00</u>	<u>-</u>	<u>100.00%</u>
<b>TOTAL DIRECT EXPENSES:</b>	<u><b>4,100.00</b></u>	<u><b>(3,999.00)</b></u>	<u><b>4,100.00</b></u>	<u><b>-</b></u>	<u><b>100.00%</b></u>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.39 FTE)	84,975.00	7,525.98	14,364.55	70,610.45	16.90%
BENEFITS EXPENSE	33,172.00	2,541.50	5,027.14	28,144.86	15.15%
OTHER INDIRECT EXPENSE	<u>33,753.00</u>	<u>2,364.23</u>	<u>5,056.58</u>	<u>28,696.42</u>	<u>14.98%</u>
<b>TOTAL INDIRECT EXPENSES:</b>	<u><b>151,900.00</b></u>	<u><b>12,431.71</b></u>	<u><b>24,448.27</b></u>	<u><b>127,451.73</b></u>	<u><b>16.09%</b></u>
<b>TOTAL ALL EXPENSES:</b>	<u><b>156,000.00</b></u>	<u><b>8,432.71</b></u>	<u><b>28,548.27</b></u>	<u><b>127,451.73</b></u>	<u><b>18.30%</b></u>
<b>NET INCOME (LOSS):</b>	<u><u><b>(156,000.00)</b></u></u>	<u><u><b>(8,432.71)</b></u></u>	<u><u><b>(28,548.27)</b></u></u>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>SECTIONS ADMINISTRATION</b>					
<b>REVENUE:</b>					
REIMBURSEMENTS FROM SECTIONS	308,000.00	-	-	308,000.00	0.00%
<b>TOTAL REVENUE:</b>	<b>308,000.00</b>	<b>-</b>	<b>-</b>	<b>308,000.00</b>	<b>0.00%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	1,200.00	-	124.72	1,075.28	10.39%
SUBSCRIPTIONS	300.00	372.00	372.00	(72.00)	124.00%
CONFERENCE CALLS	300.00	80.60	80.60	219.40	26.87%
MISCELLANEOUS	300.00	-	-	300.00	0.00%
SECTION/COMMITTEE CHAIR MTGS	2,000.00	137.51	388.67	1,611.33	19.43%
DUES STATEMENTS	6,000.00	-	-	6,000.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>10,100.00</b>	<b>590.11</b>	<b>965.99</b>	<b>9,134.01</b>	<b>9.56%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (4.00 FTE)	265,065.00	22,287.67	42,051.02	223,013.98	15.86%
BENEFITS EXPENSE	100,606.00	7,095.54	14,059.95	86,546.05	13.98%
OTHER INDIRECT EXPENSE	97,132.00	6,758.32	14,454.60	82,677.40	14.88%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>462,803.00</b>	<b>36,141.53</b>	<b>70,565.57</b>	<b>392,237.43</b>	<b>15.25%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>472,903.00</b>	<b>36,731.64</b>	<b>71,531.56</b>	<b>401,371.44</b>	<b>15.13%</b>
<b>NET INCOME (LOSS):</b>	<b>(164,903.00)</b>	<b>(36,731.64)</b>	<b>(71,531.56)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>TECHNOLOGY</b>					
<b>REVENUE:</b>					
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DIRECT EXPENSES:</b>					
CONSULTING SERVICES	110,000.00	1,912.50	5,994.00	104,006.00	5.45%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,605.60	2,933.50	21,066.50	12.22%
COMPUTER HARDWARE	29,000.00	7,313.91	7,479.16	21,520.84	25.79%
COMPUTER SOFTWARE	29,000.00	209.18	391.20	28,608.80	1.35%
HARDWARE SERVICE & WARRANTIES	47,000.00	-	10,241.57	36,758.43	21.79%
SOFTWARE MAINTENANCE & LICENSING	270,000.00	9,397.13	26,067.93	243,932.07	9.65%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	1,402.39	2,804.78	23,195.22	10.79%
COMPUTER SUPPLIES	34,000.00	795.06	2,848.18	31,151.82	8.38%
THIRD PARTY SERVICES	74,050.00	-	3,213.50	70,836.50	4.34%
TRANSFER TO INDIRECT EXPENSES	(645,660.00)	(22,635.77)	(61,973.82)	(583,686.18)	9.60%
<b>TOTAL DIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (12.10 FTE)	1,016,775.00	86,895.17	173,122.96	843,652.04	17.03%
BENEFITS EXPENSE	351,444.00	27,750.41	54,969.58	296,474.42	15.64%
CAPITAL LABOR & OVERHEAD	(194,000.00)	(8,218.08)	(25,602.48)	(168,397.52)	13.20%
OTHER INDIRECT EXPENSE	293,823.00	20,465.88	43,772.36	250,050.64	14.90%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,468,042.00</b>	<b>126,893.38</b>	<b>246,262.42</b>	<b>1,221,779.58</b>	<b>16.77%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,468,042.00</b>	<b>126,893.38</b>	<b>246,262.42</b>	<b>1,221,779.58</b>	<b>16.77%</b>
<b>NET INCOME (LOSS):</b>	<b>(1,468,042.00)</b>	<b>(126,893.38)</b>	<b>(246,262.42)</b>		



**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>DESKBOOKS</b>					
<b>REVENUE:</b>					
SHIPPING & HANDLING	4,000.00	99.00	221.00	3,779.00	5.53%
DESKBOOK SALES	100,000.00	2,286.10	3,685.10	96,314.90	3.69%
SECTION PUBLICATION SALES	6,000.00	225.00	1,175.00	4,825.00	19.58%
CASEMAKER ROYALTIES	60,000.00	-	6,774.77	53,225.23	11.29%
<b>TOTAL REVENUE:</b>	<b>170,000.00</b>	<b>2,610.10</b>	<b>11,855.87</b>	<b>158,144.13</b>	<b>6.97%</b>
<b>DIRECT EXPENSES:</b>					
COST OF SALES - DESKBOOKS	70,000.00	1,486.28	2,460.04	67,539.96	3.51%
COST OF SALES - SECTION PUBLICATION	1,000.00	39.02	201.80	798.20	20.18%
SPLITS TO SECTIONS	2,000.00	1,263.13	1,263.13	736.87	63.16%
DESKBOOK ROYALTIES	1,000.00	164.08	164.08	835.92	16.41%
SHIPPING SUPPLIES	250.00	-	-	250.00	0.00%
POSTAGE & DELIVER-DESKBOOKS	3,000.00	234.25	366.28	2,633.72	12.21%
FLIERS/CATALOGS	5,000.00	-	-	5,000.00	0.00%
POSTAGE - FLIERS/CATALOGS	2,500.00	-	-	2,500.00	0.00%
COMPLIMENTARY BOOK PROGRAM	2,000.00	-	-	2,000.00	0.00%
BAD DEBT EXPENSE	100.00	-	-	100.00	0.00%
RECORDS STORAGE - OFF SITE	7,440.00	1,240.00	1,860.00	5,580.00	25.00%
STAFF MEMBERSHIP DUES	205.00	-	-	205.00	0.00%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
STAFF TRAVEL/PARKING	-	-	24.26	(24.26)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>94,695.00</b>	<b>4,426.76</b>	<b>6,339.59</b>	<b>88,355.41</b>	<b>6.69%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (2.15 FTE)	140,616.00	11,719.14	23,438.28	117,177.72	16.67%
BENEFITS EXPENSE	53,386.00	4,273.24	8,450.43	44,935.57	15.83%
OTHER INDIRECT EXPENSE	52,208.00	3,629.88	7,763.58	44,444.42	14.87%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>246,210.00</b>	<b>19,622.26</b>	<b>39,652.29</b>	<b>206,557.71</b>	<b>16.11%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>340,905.00</b>	<b>24,049.02</b>	<b>45,991.88</b>	<b>294,913.12</b>	<b>13.49%</b>
<b>NET INCOME (LOSS):</b>	<b>(170,905.00)</b>	<b>(21,438.92)</b>	<b>(34,136.01)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CONTINUING LEGAL EDUCATION (CLE)</b>					
<b>REVENUE:</b>					
SEMINAR REGISTRATIONS	864,735.00	44,090.75	86,816.16	777,918.84	10.04%
SEMINAR-EXHIB/SPNSR/ETC	29,500.00	-	1,500.00	28,000.00	5.08%
SHIPPING & HANDLING	1,000.00	63.00	126.00	874.00	12.60%
COURSEBOOK SALES	17,000.00	735.00	1,942.00	15,058.00	11.42%
MP3 AND VIDEO SALES	950,000.00	140,611.41	231,837.82	718,162.18	24.40%
<b>TOTAL REVENUE:</b>	<b>1,862,235.00</b>	<b>185,500.16</b>	<b>322,221.98</b>	<b>1,540,013.02</b>	<b>17.30%</b>
<b>DIRECT EXPENSES:</b>					
COURSEBOOK PRODUCTION	4,000.00	92.23	514.30	3,485.70	12.86%
POSTAGE - FLIERS/CATALOGS	30,000.00	951.68	951.68	29,048.32	3.17%
POSTAGE - MISC/DELIVERY	2,500.00	-	-	2,500.00	0.00%
DEPRECIATION	10,615.00	256.00	512.00	10,103.00	4.82%
ONLINE EXPENSES	82,000.00	3,816.43	6,560.56	75,439.44	8.00%
ACCREDITATION FEES	3,550.00	1,880.00	2,101.00	1,449.00	59.18%
SEMINAR BROCHURES	55,000.00	1,171.43	5,467.14	49,532.86	9.94%
FACILITIES	250,000.00	(4,000.00)	6,610.80	243,389.20	2.64%
SPEAKERS & PROGRAM DEVELOP	58,000.00	2,586.75	4,384.39	53,615.61	7.56%
SPLITS TO SECTIONS	51,777.00	-	(591.41)	52,368.41	-1.14%
SPLITS TO CO-SPONSORS	7,500.00	-	-	7,500.00	0.00%
HONORARIA	10,000.00	-	500.00	9,500.00	5.00%
CLE SEMINAR COMMITTEE	500.00	-	-	500.00	0.00%
BAD DEBT EXPENSE	600.00	-	-	600.00	0.00%
STAFF TRAVEL/PARKING	3,000.00	49.91	155.07	2,844.93	5.17%
STAFF MEMBERSHIP DUES	1,550.00	-	-	1,550.00	0.00%
SUPPLIES	2,000.00	-	17.22	1,982.78	0.86%
COST OF SALES - COURSEBOOKS	1,190.00	73.89	227.94	962.06	19.15%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	2,000.00	33.38	74.50	1,925.50	3.73%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>577,582.00</b>	<b>6,911.70</b>	<b>27,485.19</b>	<b>550,096.81</b>	<b>4.76%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (12.77 FTE)	636,612.00	53,724.22	107,122.55	529,489.45	16.83%
BENEFITS EXPENSE	243,865.00	19,483.90	38,525.43	205,339.57	15.80%
OTHER INDIRECT EXPENSE	241,372.00	16,812.12	35,957.64	205,414.36	14.90%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>1,121,849.00</b>	<b>90,020.24</b>	<b>181,605.62</b>	<b>940,243.38</b>	<b>16.19%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>1,699,431.00</b>	<b>96,931.94</b>	<b>209,090.81</b>	<b>1,490,340.19</b>	<b>12.30%</b>
<b>NET INCOME (LOSS):</b>	<b>162,804.00</b>	<b>88,568.22</b>	<b>113,131.17</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>CLIENT PROTECTION FUND</b>					
<b>REVENUE:</b>					
CPF RESTITUTION	3,000.00	378.92	12,782.58	(9,782.58)	426.09%
CPF MEMBER ASSESSMENTS	982,000.00	120,540.00	120,540.00	861,460.00	12.27%
INTEREST INCOME	7,500.00	2,228.93	4,301.47	3,198.53	57.35%
<b>TOTAL REVENUE:</b>	<b>992,500.00</b>	<b>123,147.85</b>	<b>137,624.05</b>	<b>854,875.95</b>	<b>13.87%</b>
<b>DIRECT EXPENSES:</b>					
BANK FEES - WELLS FARGO	1,000.00	(57.92)	(84.23)	1,084.23	-8.42%
GIFTS TO INJURED CLIENTS	400,000.00	-	-	400,000.00	0.00%
CPF BOARD EXPENSES	2,000.00	116.30	119.45	1,880.55	5.97%
<b>TOTAL DIRECT EXPENSES:</b>	<b>403,000.00</b>	<b>58.38</b>	<b>35.22</b>	<b>402,964.78</b>	<b>0.01%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.35 FTE)	94,918.00	7,923.76	15,762.10	79,155.90	16.61%
BENEFITS EXPENSE	35,020.00	2,793.61	5,527.40	29,492.60	15.78%
OTHER INDIRECT EXPENSE	32,782.00	2,483.76	5,196.11	27,585.89	15.85%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>162,720.00</b>	<b>13,201.13</b>	<b>26,485.61</b>	<b>136,234.39</b>	<b>16.28%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>565,720.00</b>	<b>13,259.51</b>	<b>26,520.83</b>	<b>539,199.17</b>	<b>4.69%</b>
<b>NET INCOME (LOSS):</b>	<b>426,780.00</b>	<b>109,888.34</b>	<b>111,103.22</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)</b>					
<b>REVENUE:</b>					
REGISTRATION REVENUE	25,500.00	-	-	25,500.00	0.00%
OTHER ACTIVITIES REGISTRATION REVENUE	13,000.00	-	-	13,000.00	0.00%
WESTERN STATES BAR MEMBERSHIP DUES	2,400.00	-	-	2,400.00	0.00%
SPONSORSHIPS	9,000.00	-	-	9,000.00	0.00%
<b>TOTAL REVENUE:</b>	<b>49,900.00</b>	<b>-</b>	<b>-</b>	<b>49,900.00</b>	<b>0.00%</b>
<b>DIRECT EXPENSES:</b>					
FACILITIES	40,000.00	-	15,750.00	24,250.00	39.38%
SPEAKERS & PROGRAM DEVELOPMENT	1,400.00	-	-	1,400.00	0.00%
BANK FEES	560.00	46.57	93.15	466.85	16.63%
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	1,500.00	-	-	1,500.00	0.00%
MARKETING EXPENSE	600.00	-	50.81	549.19	8.47%
STAFF TRAVEL/PARKING	2,300.00	-	-	2,300.00	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>46,860.00</b>	<b>46.57</b>	<b>15,893.96</b>	<b>30,966.04</b>	<b>33.92%</b>
<b>INDIRECT EXPENSES:</b>					
<b>TOTAL INDIRECT EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL ALL EXPENSES:</b>	<b>46,860.00</b>	<b>46.57</b>	<b>15,893.96</b>	<b>30,966.04</b>	<b>33.92%</b>
<b>NET INCOME (LOSS):</b>	<b>3,040.00</b>	<b>(46.57)</b>	<b>(15,893.96)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>SECTIONS OPERATIONS</b>					
<b>REVENUE:</b>					
SECTION DUES	484,380.00	-	-	484,380.00	0.00%
SEMINAR PROFIT SHARE	78,934.45	2,819.35	2,227.94	76,706.51	2.82%
INTEREST INCOME	1,371.00	-	-	1,371.00	0.00%
PUBLICATIONS REVENUE	4,000.00	1,263.13	1,263.13	2,736.87	31.58%
OTHER	44,525.00	6,465.00	12,850.00	31,675.00	28.86%
<b>TOTAL REVENUE:</b>	<b>613,210.45</b>	<b>10,547.48</b>	<b>16,341.07</b>	<b>596,869.38</b>	<b>2.66%</b>
<b>DIRECT EXPENSES:</b>					
DIRECT EXPENSES OF SECTION ACTIVITIES	584,980.00	39,010.41	59,503.74	525,476.26	10.17%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	318,382.50	-	-	318,382.50	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>903,362.50</b>	<b>39,010.41</b>	<b>59,503.74</b>	<b>843,858.76</b>	<b>6.59%</b>
<b>NET INCOME (LOSS):</b>	<b>(290,152.05)</b>	<b>(28,462.93)</b>	<b>(43,162.67)</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>INDIRECT EXPENSES:</b>					
SALARIES	11,337,279.00	926,239.82	1,857,370.75	9,479,908.25	16.38%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
TEMPORARY SALARIES	95,810.00	13,564.96	20,747.21	75,062.79	21.65%
CAPITAL LABOR & OVERHEAD	(194,000.00)	(8,218.08)	(25,602.48)	(168,397.52)	13.20%
EMPLOYEE ASSISTANCE PLAN	4,800.00	1,200.00	1,200.00	3,600.00	25.00%
EMPLOYEE SERVICE AWARDS	2,010.00	-	270.39	1,739.61	13.45%
FICA (EMPLOYER PORTION)	853,600.00	67,236.61	136,925.80	716,674.20	16.04%
L&I INSURANCE	47,000.00	-	-	47,000.00	0.00%
MEDICAL (EMPLOYER PORTION)	1,445,000.00	120,163.22	234,108.28	1,210,891.72	16.20%
RETIREMENT (EMPLOYER PORTION)	1,424,000.00	115,346.95	228,710.02	1,195,289.98	16.06%
TRANSPORTATION ALLOWANCE	118,500.00	210.00	420.00	118,080.00	0.35%
UNEMPLOYMENT INSURANCE	108,000.00	2,666.91	6,222.33	101,777.67	5.76%
STAFF DEVELOPMENT-GENERAL	6,910.00	-	-	6,910.00	0.00%
<b>TOTAL SALARY &amp; BENEFITS EXPENSE:</b>	<b>15,128,909.00</b>	<b>1,238,410.39</b>	<b>2,460,372.30</b>	<b>12,668,536.70</b>	<b>16.26%</b>
WORKPLACE BENEFITS	39,000.00	2,650.85	10,357.23	28,642.77	26.56%
HUMAN RESOURCES POOLED EXP	120,076.00	14,476.00	33,877.75	86,198.25	28.21%
MEETING SUPPORT EXPENSES	10,000.00	1,180.60	1,960.07	8,039.93	19.60%
RENT	1,750,000.00	150,720.59	297,601.03	1,452,398.97	17.01%
PERSONAL PROP TAXES-WSBA	11,000.00	701.08	1,402.16	9,597.84	12.75%
FURNITURE, MAINT, LH IMP	35,200.00	182.05	465.65	34,734.35	1.32%
OFFICE SUPPLIES & EQUIPMENT	46,000.00	1,363.59	3,924.18	42,075.82	8.53%
FURN & OFFICE EQUIP DEPRECIATION	51,000.00	3,287.00	6,574.00	44,426.00	12.89%
COMPUTER HARDWARE DEPRECIATION	57,000.00	3,261.00	7,296.74	49,703.26	12.80%
COMPUTER SOFTWARE DEPRECIATION	154,000.00	1,826.00	3,651.00	150,349.00	2.37%
INSURANCE	140,000.00	11,514.77	23,029.54	116,970.46	16.45%
PROFESSIONAL FEES-AUDIT	35,000.00	4,033.80	4,033.80	30,966.20	11.53%
PROFESSIONAL FEES-LEGAL	50,000.00	4,969.50	25,085.50	24,914.50	50.17%
TELEPHONE & INTERNET	49,000.00	3,384.85	6,930.55	42,069.45	14.14%
POSTAGE - GENERAL	42,000.00	2,202.84	4,137.34	37,862.66	9.85%
RECORDS STORAGE	40,000.00	3,771.39	5,774.98	34,225.02	14.44%
STAFF TRAINING	92,200.00	1,603.35	4,505.40	87,694.60	4.89%
BANK FEES	35,400.00	3,024.07	5,434.69	29,965.31	15.35%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	2,019.45	2,747.11	22,252.89	10.99%
COMPUTER POOLED EXPENSES	645,660.00	22,635.77	61,973.82	583,686.18	9.60%
<b>TOTAL OTHER INDIRECT EXPENSES:</b>	<b>3,427,536.00</b>	<b>238,808.55</b>	<b>510,762.54</b>	<b>2,916,773.46</b>	<b>14.90%</b>
<b>TOTAL INDIRECT EXPENSES:</b>	<b>18,556,445.00</b>	<b>1,477,218.94</b>	<b>2,971,134.84</b>		

**Washington State Bar Association**  
Statement of Activities  
For the Period from November 1, 2017 to November 30, 2017  
**16.67% OF YEAR COMPLETE**

	<b>FISCAL 2018 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>
<b>SUMMARY PAGE</b>				
LICENSE FEES	15,068,125.00	1,099,444.78	2,232,387.60	12,835,737.40
ACCESS TO JUSTICE	(305,327.00)	(23,719.36)	(47,014.52)	(258,312.48)
ADMINISTRATION	(995,999.00)	(75,032.72)	(151,342.76)	(844,656.24)
ADMISSIONS/BAR EXAM	157,962.00	14,523.58	191,252.87	(33,290.87)
BOARD OF GOVERNORS	(802,546.00)	(56,794.76)	(118,389.26)	(684,156.74)
COMMUNICATIONS	(591,780.00)	(44,984.19)	(101,034.18)	(490,745.82)
CONFERENCE & BROADCAST SERVICES	(738,960.00)	(58,354.49)	(117,824.00)	(621,136.00)
DISCIPLINE	(5,637,455.00)	(425,850.26)	(873,215.51)	(4,764,239.49)
DIVERSITY	(342,259.00)	(34,441.60)	28,496.26	(370,755.26)
FOUNDATION	(164,730.00)	(12,157.10)	(25,250.34)	(139,479.66)
HUMAN RESOURCES	(269,931.00)	(29,955.81)	(60,044.31)	(209,886.69)
LAP	(123,105.00)	(9,319.19)	(17,017.96)	(106,087.04)
LEGISLATIVE	(151,840.00)	(8,040.27)	(13,608.14)	(138,231.86)
LICENSING AND MEMBERSHIP	(412,445.00)	(31,611.02)	(58,543.78)	(353,901.22)
LIMITED LICENSE LEGAL TECHNICIAN	(254,748.00)	(20,396.36)	(37,185.90)	(217,562.10)
LIMITED PRACTICE OFFICERS	(159,182.00)	(12,920.42)	(24,705.51)	(134,476.49)
MANDATORY CLE ADMINISTRATION	(16,340.00)	19,797.07	2,886.35	(19,226.35)
MEMBER BENEFITS	(166,530.00)	(3,349.28)	(7,909.12)	(158,620.88)
MENTORSHIP PROGRAM	(115,842.00)	(9,090.84)	(18,315.02)	(97,526.98)
NEW MEMBER PROGRAM	(244,663.00)	(4,382.59)	(3,302.56)	(241,360.44)
NW LAWYER	(122,955.00)	(4,913.38)	24,066.85	(147,021.85)
OFFICE OF GENERAL COUNSEL	(795,748.00)	(64,082.77)	(128,318.40)	(667,429.60)
OGC-DISCIPLINARY BOARD	(303,963.00)	(23,781.91)	(45,166.43)	(258,796.57)
OUTREACH & ENGAGEMENT	(385,421.00)	(24,777.57)	(49,125.21)	(336,295.79)
PRACTICE OF LAW BOARD	(111,234.00)	(11,219.24)	(19,241.12)	(91,992.88)
PRACTICE MANAGEMENT ASSISTANCE	(196,569.00)	(9,911.10)	(24,016.39)	(172,552.61)
PROFESSIONAL RESPONSIBILITY PROGRAM	(284,096.00)	(20,946.26)	(42,982.96)	(241,113.04)
PUBLICATION & DESIGN SERVICES	(156,000.00)	(8,432.71)	(28,548.27)	(127,451.73)
PUBLIC SERVICE PROGRAMS	(344,548.00)	(17,853.50)	64,965.22	(409,513.22)
LAW CLERK PROGRAM	(617.00)	(8,613.78)	(10,602.01)	9,985.01
SECTIONS ADMINISTRATION	(164,903.00)	(36,731.64)	(71,531.56)	(93,371.44)
TECHNOLOGY	(1,468,042.00)	(126,893.38)	(246,262.42)	(1,221,779.58)
CLE - PRODUCTS	737,141.00	123,691.01	199,023.99	538,117.01
CLE - SEMINARS	(574,337.00)	(35,122.79)	(85,892.82)	(488,444.18)
SECTIONS OPERATIONS	(290,152.05)	(28,462.93)	(43,162.67)	(246,989.38)
DESKBOOKS	(170,905.00)	(21,438.92)	(34,136.01)	(136,768.99)
CLIENT PROTECTION FUND	426,780.00	109,888.34	111,103.22	315,676.78
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	3,040.00	(46.57)	(15,893.96)	18,933.96
INDIRECT EXPENSES	(18,556,445.00)	(1,477,218.94)	(2,971,134.84)	(15,585,310.16)
<b>TOTAL OF ALL</b>	<b>19,026,569.05</b>	<b>1,413,502.87</b>	<b>2,636,535.58</b>	<b>16,390,033.47</b>
<b>NET INCOME (LOSS)</b>	<b>(470,124.05)</b>	<b>63,716.07</b>	<b>334,599.26</b>	

**Washington State Bar Association  
Analysis of Cash Investments  
As of November 30, 2017**

**Checking & Savings Accounts**

**General Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Account</u></b>	<b><u>Amount</u></b>
Wells Fargo	General	
Total		\$ -

<b><u>Investments</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	1.18%	\$ 26,789
UBS Financial Money Market	1.22%	\$ 1,042,659
Morgan Stanley Money Market	0.74%	\$ 25,811
Merrill Lynch Money Market	1.19%	\$ 1,886,188
Long Term Investments	Varies	\$ 3,255,795
Short Term Investments	Varies	\$ -
General Fund Total		<b><u>\$ 6,237,240</u></b>

**Client Protection Fund**

**Checking**

<b><u>Bank</u></b>	<b><u>Amount</u></b>
Wells Fargo	

<b><u>Investments</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Wells Fargo Money Market	1.18%	\$ 2,246,748
Morgan Stanley Money Market	0.74%	\$ 102,948
Wells Fargo Investments	Varies	\$ -
Lawyers' Fund for Client Protection Total		<b><u>\$ 2,349,696</u></b>

Grand Total Cash & Investments	<b><u>\$ 8,586,936</u></b>
--------------------------------	----------------------------



**Washington State Bar Association  
Analysis of Cash Investments  
As of November 30, 2017**

**Long Term Investments- General Fund**

**UBS Financial Long Term Investments**

Nuveen 3-7 year Municipal Bond Portfolio

**Value as of 10/31/2017**

\$ 306,597.98

**Morgan Stanley Long Term Investments**

Lord Abbett Short Term Duration Income Fund

**Value as of 10/31/2017**

\$ 781,890.48

Guggenheim Total Return Bond Fund

\$ 1,090,786.57

Virtus Multi-Sector Short Term Bond Fund

\$ 1,076,519.62

**\$ 2,949,196.67**

**Total Long Term Investments- General Fund 3,255,794.65**

**Short Term Investments- General Fund**

**Bank**

<u>Interest Rate</u>	<u>Yield</u>	<u>Term</u>	<u>Maturity Date</u>	<u>Amount</u>
--------------------------	--------------	-------------	--------------------------	---------------

**Total Short Term Investments- General Fund -**

**Client Protection Fund**

**Bank**

<u>Interest Rate</u>	<u>Yield</u>	<u>Term Mths</u>	<u>Maturity Date</u>	<u>Amount</u>
--------------------------	--------------	----------------------	--------------------------	---------------

**Total CPF -**

## **AGENDA ITEM 5.**

# WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors  
Budget and Audit Committee

From: Mark Hayes, Controller

Re: Investment Update as of October 31 and November 30, 2017

Date: December 12, 2017

---

The last update on the investment portfolio showed a total value of \$3,450,164 as of September 30<sup>th</sup>. The portfolio value of \$3,456,451 as of October 31<sup>st</sup> represents a \$6,287 increase from the prior month.

On November 22, 2017 in accordance with policy, \$200,000 of the gain we have enjoyed since inception was moved out of our investment portfolio and in to WSBA's operating account. This reduction was taken from our Nuveen 3-7 year municipal bond portfolio.

The portfolio balance of \$3,255,974, net of the \$200,000 reduction, represents a \$657 reduction from October.

The WSBA's investments are managed by our advisors at Morgan Stanley and UBS Financial. As of November 30<sup>th</sup> we have an aggregate gain across all funds of \$227,779 since first creating an investment portfolio with an actual percentage gain of 7.06%. The breakdown by fund is as follows:

INVESTMENT FUND	9/30/17 Value	10/31/17 Value	\$ Gain/(Loss) Over 1 Year	\$ Gain/(Loss) Over 5 Years	\$ Gain/(Loss) Since Inception	% Gain/(Loss) Since Inception
Nuveen 3-7 year Municipal Bond Portfolio	\$509,345	\$509,653	\$5,029	N/A	\$6,653	1.33% <sup>1</sup>
Lord Abbett & Company Short Term Duration Income Fund	\$779,315	\$781,486	\$35,999	\$218,115 <sup>2</sup>	\$153,471 <sup>3</sup>	10.75%
Guggenheim Total Return Bond Fund	\$1,083,916 <sup>4</sup>	\$1,086,646	\$27,054	N/A	\$33,916	5.22%
Virtus Multi-Sector Short Term Bond Fund	\$1,077,588	\$1,078,666	\$19,191	N/A	\$27,588	4.24%
<b>Total</b>	<b>\$3,450,164</b>	<b>\$3,456,451</b>	<b>\$87,273</b>	<b>\$218,115</b>	<b>\$221,628</b>	<b>6.87%</b>

<b>INVESTMENT FUND</b>	<b>10/31/17 Value</b>	<b>11/30/17 Value</b>	<b>\$ Gain/(Loss) Over 1 Year</b>	<b>\$ Gain/(Loss) Over 5 Years</b>	<b>\$ Gain/(Loss) Since Inception</b>	<b>% Gain/(Loss) Since Inception</b>
Nuveen 3-7 year Municipal Bond Portfolio	\$509,653	\$306,597 <sup>5</sup>	\$24,894	N/A	\$6,597	1.32% <sup>1</sup>
Lord Abbett & Company Short Term Duration Income Fund	\$781,486	\$781,890	\$42,189	\$218,519 <sup>2</sup>	\$153,875 <sup>3</sup>	10.75%
Guggenheim Total Return Bond Fund	\$1,086,646 <sup>4</sup>	\$1,090,787	\$41,026	N/A	\$40,787	5.22%
Virtus Multi-Sector Short Term Bond Fund	\$1,078,666 <sup>4</sup>	\$1,076,520	\$23,586	N/A	\$26,520	4.24%
<b>Total</b>	<b>\$3,456,451</b>	<b>\$3,255,794</b>	<b>\$73,876</b>	<b>\$218,519</b>	<b>\$227,779<sup>5</sup></b>	<b>7.06%</b>

<sup>1</sup> Original purchase price was \$499,194 in November 2009. \$170,000 was withdrawn from this fund in June 2016. Gain/(loss) comparisons are based on value of fund after June 2016 withdrawal. \$500,000 will be considered the "Inception Value".

<sup>2</sup> Comparison price for 5 years is based on the combination of the original investment of \$281,680 (in June 2013), the Legg Mason fund (transferred to Lord Abbett in May 2014), Hays Advisory Fund (liquidated and transferred to Lord Abbett in March 2015), and Tradewinds NWQ Fund (liquidated and transferred to Lord Abbett in July 2013).

<sup>3</sup> Purchase price is \$1,428,015 which includes \$500,020 original purchase plus \$599,995 purchase of Legg Mason transferred over to Lord Abbett as of May 9, 2014 and \$328,000 from liquidation of Hays Advisory Fund on March 3, 2015.

<sup>4</sup> Purchase price is \$650,000. \$800,000 was re-distributed from Lord Abbett on Sept 19, 2017. \$400,000 each to Guggenheim and Virtus.

<sup>5</sup> Per policy, when since inception gain exceeds \$100,000, monies are to be moved to WSBA operating account(s). \$200,000 moved out of Nuveen on Nov 22, 2017.

## **AGENDA ITEM 6.**

# **WASHINGTON STATE**

## **B A R   A S S O C I A T I O N**

Date: December 27, 2017

To: Budget & Audit Committee

From: Paula C. Littlewood

Re: Executive Session: FY18 Proposed Budget Amendment to Address Market Compensation Issues

This agenda item was carried over from the October 26 meeting, because there was insufficient time for Committee consideration. Materials previously provided are attached.

## **AGENDA ITEM 7.**

# WASHINGTON STATE B A R A S S O C I A T I O N

Date: December 27, 2017

To: Budget & Audit Committee

From: Ann M. Holmes

Re: WSBA Expense Reimbursement Policy

In FY13, to encourage virtual meetings and to save costs, the Board of Governors limited reimbursement of in-person attendance costs of non-chair members of WSBA boards, committees, task forces, councils, and panels “for meetings scheduled for 3 hours or more, or for travel 50 miles or more one way.”

Effective FY2017, on the recommendations of the Sections Policy Workgroup and the Budget & Audit Committee, the Board of Governors unanimously determined that sections should follow the same fiscal policies and procedures that have applied to all other WSBA volunteer groups, including this limitation.

Since the policy went into effect, virtual meetings and attendance has increased significantly; cost savings resulting from this policy are inconclusive.

Attached are copies of: (1) the current expense report form, with a summary of the policy included on the back of the form; and (2) a letter from Bruce Gardiner of the Solo and Small Practice section, requesting that the sections be relieved of this policy limitation. Both documents were previously included in the October meeting materials.



See reverse side for WSBA Expense Policy summary. Please fill out clearly and completely. Reimbursement checks will be payable only to the person incurring the expense, as documented by detailed receipts. Signed expense reports must be submitted within 60 days of incurring the expense; for expenses incurred in August and September, all forms must be submitted within 30 days of the WSBA fiscal year end (September 30).

To expedite reimbursement, email or mail this form, with receipts, directly to your staff liaison:

Washington State Bar Association, 1325 4th Avenue, Suite 600, Seattle, WA 98101-2539

<input type="checkbox"/> <b>WSBA Employee</b>  <input type="checkbox"/> <b>WSBA Board</b> <input type="checkbox"/> <b>CLE</b> <input type="checkbox"/> <b>Committee</b> <input type="checkbox"/> <b>Section</b> <input type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>Witness</b> <input type="checkbox"/> <b>Taskforce</b> <input type="checkbox"/> <b>Panel</b> <input type="checkbox"/> <b>Other:</b>	Make check payable to (print):  Street Address, including City, State, Zip: <input type="checkbox"/> Check if new address  <table style="width: 100%;"> <tr> <td style="width: 50%;">E-mail:</td> <td style="width: 20%;">Bar #:</td> <td style="width: 30%;">Phone:</td> </tr> </table>	E-mail:	Bar #:	Phone:
E-mail:	Bar #:	Phone:		
Staff Liaison:	By my signature below, I represent that: (1) these expenses comply with the WSBA Expense Policy; (2) I am the person or entity entitled to receive reimbursement for these expenses; and (3) these expenses have not been reimbursed by any other source. <input type="checkbox"/> Please check to acknowledge electronic signature  <div style="display: flex; justify-content: space-between;"> <span>X</span> <span>Date:</span> </div>			

**EXPENSE REIMBURSEMENT REQUEST (Detailed receipts required) – Use Ink Only**

<b>Expense Date:</b>						<b>Category Totals</b>
<b>Event Date:</b>						
<b>Event Name:</b>						
<b>Event Location:</b>						
<b>Transportation</b>	Auto Mileage Total (\$ 0.535/mi )	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls					
	Airfare (coach/economy only)					
<b>Meals</b>	Breakfast (up to \$12)					
	Lunch (up to \$18)					
	Dinner (up to \$36)					
<b>Lodging</b> (up to \$175/night; \$200/night in Seattle; + tax)						
<b>Other Expenses</b> (itemize):						
<b>Totals</b>						

**FOR WSBA USE ONLY – DO NOT WRITE BELOW THIS LINE**

Submitted by:		Date:					
Approved by:		Date:		Rush approval:		Date:	
ACCOUNT NAME	ACCOUNT #	DEPT.	JOB CODE	BAR #	AMOUNT		
Date Rec'd in AP		Vendor #			Total:		

## SUMMARY OF WSBA EXPENSE POLICY

### GENERAL PRINCIPLE

WSBA depends upon and values the time and talent of its employees and volunteers. As a steward of member funds, WSBA asks for employees and volunteers to help save costs. **WSBA will reimburse out-of-pocket expenses incurred in connection with WSBA business or meetings that are: (1) reasonable, (2) necessary, and (3) appropriately documented, as set forth in the WSBA Expense Policy.** WSBA will not reimburse expenses that are reimbursed from another source; and will not reimburse expenses incurred by spouses, domestic partners or guests, except as otherwise provided by the WSBA Expense Policy.

### REIMBURSABLE EXPENSES

In accordance with IRS requirements, any person seeking reimbursement from WSBA must submit a signed, dated WSBA Expense Report, supported by detailed receipts. In the absence of a detailed receipt, up to \$75 may be reimbursed for an expense by completing the Expense Affidavit Form below.

**Meetings:** WSBA encourages virtual meetings whenever feasible to accomplish committee, task force, panel, council and section work. For face-to-face meetings, WSBA will reimburse: (1) chairs for their travel expenses; and (2) non-chair members only for meetings (a) scheduled for 3 hours or more, or (b) for travel 50 miles or more one way. Reimbursement of travel expenses to board, committee, task force, council, panel and section members residing out of state to attend their meetings is limited to the approximate cost of in-state travel.

**Transportation:** *If travel is necessary*, WSBA will reimburse the lesser of coach-economy air fare or auto mileage. If you drive, WSBA will not reimburse for lodging *en route*, and will only reimburse the lesser cost of coach-economy airfare. Reimbursement for out-of-state meeting travel is limited to the approximate cost of in-state travel (the cost of traveling from the nearest Washington border).

1. **Auto Mileage** will be reimbursed at the IRS Standard Mileage Rate. *Carpooling is encouraged.*
2. **Rental Cars/Other** may be used only when economical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel.
3. **Ground transportation, parking, tolls:** If travel is by air, please park and shuttle economically. WSBA will reimburse longer term airport parking at the lower of actual parking costs or an airport shuttle to/from your home.
4. **Airfare:** WSBA will only reimburse coach/economy-class air fares. Please book well in advance to obtain lowest possible fares. WSBA reserves the right not to fully reimburse for fares booked less than two weeks in advance of travel. WSBA will not reimburse for use of frequent flyer coupons or air miles. *(Receipt must include name of passenger, credit card used for payment, confirmation that flight was paid in full, date of flight, and departure and destination locations. Credit card statements are not sufficient.)*

**Lodging:** *If an overnight stay is necessary* (contact your Staff Liaison in advance with any questions), WSBA will reimburse up to the amounts noted on the front page of this Expense Report. Ask your Staff Liaison about WSBA negotiated rates at area hotels. WSBA will not reimburse incidental charges such as entertainment, personal phone calls, etc. *(Reimbursement receipts must include name/location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephones, and incidentals).*

**Meals:** WSBA will reimburse meal expenses (including gratuity), up to the amounts noted on the front page of this Expense Report. In the event of lost receipts, WSBA will reimburse the lower of these rates or the federal per diem rate for the location in which the meal expense was incurred (see [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). All-day travelers may reallocate per-meal allowances (e.g., spend more on lunch; less on dinner). *Alcohol will not be reimbursed and must be segregated from meal expenses. Identify all individuals included in a meal reimbursement request.*

**Other expenses:** WSBA will reimburse necessary out-of-pocket office expenses with receipts (actual copying charges up to 15 cents a page; faxes up to 25 cents a page, with a \$5 maximum). WSBA will not reimburse standard office services (e.g., voice mail, telephone connections), personnel costs or professional services.

### EXPENSE AFFIDAVIT FORM

*Up to \$75 may be reimbursed in the absence of a detailed receipt*

Under penalty of perjury, I hereby certify that I incurred the cost of :

Date of Purchase:

Name of Vendor:

Item Description:

Amount Paid: \$

Was sales tax paid on the purchase? ☐ Yes ☐ No

Brief Description of why there is no receipt or a copy is being used:

☐ Please check to acknowledge electronic signature

Signature of Purchaser:

Date:



# GARDINER LAW FIRM

PO Box 3134  
KIRKLAND, WA 98083  
(425) 823-9456 • e-mail: bruce@GardinerLaw.com

D. BRUCE GARDINER

October 10, 2017

Washington State Bar Association  
1325 Fourth Ave.  
Suite 600  
Seattle, Washington 98101

Re: *Section Reimbursement Policies*

Dear WSBA Budget and Audit Committee:

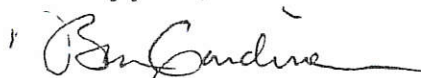
In October 2016, the Bar changed their financial policy on reimbursement of expenses that Sections can make to exclude travel expenses on meetings of less than three hours and travel distance is less than 50 miles. This has proved, and will continue to be in the future a handicap in the recruitment of section members to serve on boards and committees of the sections. The inability of being able to reimburse members for the expense of parking or tolls (i.e., ferry fares) when the meetings are less than three hours means that potential board members from other than downtown Seattle are unwilling to spend their time and money for meetings that are mostly held in Seattle.

For instance, my office is in Kenmore, less than 20 miles from downtown Seattle. When I attend a meeting in Seattle, travel time is close to one hour, and longer if there is any disruption in traffic. Then I must pay \$10 to \$17 dollars to park in the WSBA building garage. When one of our members travels from Kitsap County, they are faced with a ferry toll that can run \$17.00 round trip passenger, or \$30.00 round trip if a car is involved. A two-hour meeting will take four hours of time as well as the expenses I have listed about. This creates a great disincentive when trying to recruit participation from around the county, Everett, Tacoma, and other areas outside of Seattle.

Most of our section meetings are held at the WSBA office, in part because they involve or include Bar staff members, and it is cheaper for the Bar both in employee time and employee travel expenses to hold the meeting there.

This complaint comes not from me alone, but has been the subject of discussions from a number of sections over the past year, and consistently there has been objection to the imposition of the new reimbursement policy. We ask that the policy be returned to the previous one, where the sections can reimburse their members for all travel expenses incurred for section meetings. Furthermore, we see no reason for a difference in travel reimbursement between chairs, other officers, or regular members of sections.

Sincerely yours,



D. Bruce Gardiner

Treasurer, Solo and Small Practice Section