

AGENDA ITEM 1.

WASHINGTON STATE BAR ASSOCIATION

Budget and Audit Committee – Meeting Agenda January 10, 2019 | 10:00 am – 1:00 pm WSBA Offices

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AGENDA ITEM 2.

DRAFT MINUTES
Washington State Bar Association
Budget and Audit Committee
Seattle, WA
November 13, 2018

Treasurer Dan Bridges called the meeting to order at 12:09 p.m. Committee members present were President Bill Pickett and President-Elect Rajeev Majumdar (phone); Governors Dan Clark (phone), P.J. Grabicki, Athan Papailiou, and Alec Stephens; Executive Director Paula Littlewood, and Chief Operations Officer Ann Holmes. Governors Chris Meserve and Michael Cherry were also present, along with Associate Director of Finance Tiffany Lynch, Chief Disciplinary Counsel Doug Ende, Director of Advancement/Chief Development Officer Terra Nevitt, Chief Regulatory Counsel Jean McElroy, Human Resources Director Frances Dujon-Reynolds, General Counsel Julie Shankland, Chief Communications Officer Sara Niegowski, and Practice Management Advisor Destinee Evers. Committee member and Governor Kim Hunter was not present.

Minutes of September 7, 2018 Meeting

Dan Bridges advised that the September 7, 2018 minutes cannot be approved, because only two Committee members who attended that meeting are present. Neither had comments or concerns about the minutes as presented.

Paula Littlewood asked for clarification on the FY19 Budget for Governor Conference Attendance for the President and President-Elect. The current policy allows for each to attend one NCBP conference of their choice. The Committee determined at its September 7 meeting that the President and President-Elect will both be able to attend the Western States Bar Conference and Bar Leaders Institute conferences. Following discussion, it was requested that the fiscal policies be updated to reflect this policy change.

Orientation to Budget and Audit Committee and WSBA Finances

Ann Holmes provided an overview of the Fiscal Reference Book materials, highlighting the role of the Committee, its responsibilities, and a timeline of its work for the year. Topics discussed included fiscal policies and procedures, the budgeting process, long range planning and license fee setting, financial reporting, reserves, classification of funds (General Fund, CLE Fund, Sections Fund, and Lawyers Fund for Client Protection), Investment Policy, WSBA's annual external audit process, and Significant WSBA Fiscal Policies and Procedures.

Investment Update as of August 31, 2018 and September 30, 2018

Tiffany Lynch provided an update on WSBA's investment portfolio, including the funds, their make-up, and their performance. She noted that WSBA's fund managers at Morgan Stanley and UBS Financial guide investments in accordance with WSBA's Investment Policy, and that the current composition of investments should be reviewed at the next Investment Subcommittee meeting.

Dan Bridges explained that the Investment Subcommittee of the Budget and Audit Committee meets 2 to 3 times per year to review WSBA investments and performance on a more detailed level. Subcommittee membership includes the Treasurer, Chief Operations Officer, Associate Director of Finance, and 1 to 2 Governors from the Budget and Audit Committee. Governors P.J. Grabicki and Alec Stephens volunteered to serve on the subcommittee in FY19.

Financial Statements as of August 31, 2018

Ann Holmes provided a brief overview of the financial performance through August. She noted that preliminary year-end financials are showing a net income for the fiscal year of approximately \$430,000 compared to a budgeted net loss of (\$732,000), for a total difference of \$1.1 million. This variance is a result of higher than expected revenue of approximately \$700,000 and lower direct and indirect expenses of \$400,000.

Senior Lawyer Section Request to Amend FY19 Budget

Dan Bridges presented the Senior Lawyer section's request to amend its FY19 budget. Alec Stephens moved that the Senior Lawyers Section budget request be recommended for approval by the Board of Governors. Athan Papailiou seconded the motion, which passed unanimously.

Fiscal Consideration of Fastcase as Additional Member Benefit

As set forth in the meeting materials, Terra Nevitt provided an overview of the research and data collected on member use of WSBA's current legal research tool (Casemaker) and potential benefit of offering a second tool (Fastcase). The Committee discussed: the terms of the current contract with, and member feedback about, Casemaker; the cost and benefits provided by Fastcase; whether or not WSBA should provide members with two research platforms; and which members would receive the benefit (currently all members).

P.J. Grabicki moved to recommend to the Board of Governors that Fastcase be added as a member benefit with an amendment to the FY19 budget of \$58,432. The motion was seconded by Alec Stephens. Discussion ensued regarding Docket Alarm, an additional feature that incorporates the availability of PACER data. Destinee Evers explained that the feature would not be available until FY20, but that in order for it to be developed, Fastcase would require a commitment to purchase this feature when available, as part of the FY19 contract. P.J. Grabicki then moved to amend his original motion to include the addition of Docket Alarm for FY20. Alec Stephens seconded the motion, which passed with one abstention.

Foundation Update

Terra Nevitt gave an overview of the Foundation and its relationship to WSBA. She explained that the Foundation is legally separate entity that raises money for WSBA's diversity and inclusion programming and public service programming. As part of that arrangement, WSBA provides in-kind staffing support for Foundation. She also discussed former Governor Kim Risenmay's comments regarding the cost of supporting the Foundation compared to the amount of contributions provided to the WSBA, which have not always been significant. She reported that in FY18 the Foundation raised over \$292,000, which is a 40% increase over FY17. Based on those results, the Foundation has approved a gift of \$275,000 to WSBA for FY19. The estimated net gift to WSBA in FY18 is \$119,258 based on draft year-end financials.

Discussion of Goals for FY 2019

Dan Bridges invited the Committee to identify FY19 areas of focus. Comments included introducing a stipend for future Board Presidents, ensuring that WSBA keeps up with market pay, continuing to review the Foundation's performance, keeping track of trends in the CLE market, considering the social return on investment on WSBA programming in addition to traditionally defined return on investment, documenting Committee decisions to aide in historical review, setting aside time on the Board agenda to review financial data, reviewing license fees rates for inactive and emeritus membership statuses, examining the methodology of allocating indirect costs, and considering a comprehensive review of expenses by an outside party to determine if we are being as efficient as possible.

December 20, 2018 Meeting

Dan Bridges stated that the December 20, 2018 meeting would be cancelled.

Dan Bridges adjourned the meeting at 1:42 p.m.

AGENDA ITEM 3b.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Financial Statements

For the Years Ended September 30, 2018 and 2017

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Independent Auditor's Report

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

We have audited the accompanying consolidated financial statements of Washington State Bar Association and Affiliated Foundation (Collectively, WSBA), which comprise the consolidated statements of financial position as of September 30, 2018 and 2017, and the related consolidated 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, 2018 and 2017, 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.

Change in Reporting Entity

As discussed in Note 11 to the financial statements, the entity consolidated the activity of a certain previously unconsolidated entity. Our opinion is not modified with respect to this matter.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Washington State Bar Foundation statement of activities on page 20 and the consolidating information in the consolidated statements of financial position and the consolidated statements of activities are presented for purposes of additional analysis and is not a required part of the financial statements are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Certified Public Accountants

[DATE]

WASHINGTON STATE BAR ASSOCIATION

Consolidated Statement of Financial Position September 30, 2018

	Washington State Bar Association	Washington State Bar Foundation	Subtotal	Eliminations	Total
Assets:					
Cash and cash equivalents	\$ 5,432,344	\$ 345,135	\$ 5,777,479	\$ -	\$ 5,777,479
Restricted cash and cash equivalents	4,208,343		4,208,343		4,208,343
Receivables, net	148,219		148,219		148,219
Prepaid expenses	345,240		345,240		345,240
Desk and course books	387,539		387,539		387,539
Investments	3,764,336		3,764,336		3,764,336
Property and equipment, net	1,620,164	14,400	1,634,564		1,634,564
Total Assets	\$ 15,906,185	\$ 359,535	\$ 16,265,720	\$ -	\$ 16,265,720
Liabilities and Net Assets					
Liabilities:					
Accounts payable	\$ 715,702		\$ 715,702		\$ 715,702
Accrued expenses	563,012		563,012		563,012
Client Protection Fund, committed gifts	802,490		802,490		802,490
Deferred licensing fees	3,861,423		3,861,423		3,861,423
Deferred lease obligation and incentive	1,029,869		1,029,869		1,029,869
Other deferred revenue	137,030		137,030		137,030
Total Liabilities	7,109,526		7,109,526		7,109,526
Net Assets:					
Unrestricted-					
General	3,795,860		3,795,860		3,795,860
Continuing Legal Education	604,126		604,126		604,126
Sections Operations	1,160,343		1,160,343		1,160,343
Western States Bar Conference	8,340		8,340		8,340
Client Protection Fund	3,227,990		3,227,990		3,227,990
Washington State Bar Foundation		359,535	359,535		359,535
Total Net Assets	8,796,659	359,535	9,156,194		9,156,194
Total Liabilities and Net Assets	\$ 15,906,185	\$ 359,535	\$ 16,265,720	\$ -	\$ 16,265,720

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

**Consolidated Statement of Financial Position
September 30, 2017**

	Washington State Bar Association	Washington State Bar Foundation	Subtotal	Eliminations	Total As Restated (Note 11)
Assets:					
Cash and cash equivalents	\$ 3,804,955	\$ 264,678	\$ 4,069,633	\$ -	\$ 4,069,633
Restricted cash and cash equivalents	3,773,689		3,773,689		3,773,689
Receivables, net	44,432		44,432		44,432
Prepaid expenses	273,599		273,599		273,599
Desk and course books	396,271		396,271		396,271
Investments	4,189,721		4,189,721		4,189,721
Property and equipment, net	1,763,093	14,400	1,777,493		1,777,493
Total Assets	\$ 14,245,760	\$ 279,078	\$ 14,524,838	\$ -	\$ 14,524,838
Liabilities and Net Assets					
Liabilities:					
Accounts payable	\$ 554,433		\$ 554,433		\$ 554,433
Accrued expenses	525,182		525,182		525,182
Client Protection Fund, committed gifts	409,411		409,411		409,411
Deferred licensing fees	3,304,049		3,304,049		3,304,049
Deferred lease obligation and incentive	921,042		921,042		921,042
Other deferred revenue	222,651		222,651		222,651
Total Liabilities	5,936,768		5,936,768		5,936,768
Net Assets:					
Unrestricted-					
General	3,363,750		3,363,750		3,363,750
Continuing Legal Education	485,583		485,583		485,583
Sections Operations	1,197,727		1,197,727		1,197,727
Western States Bar Conference	19,632		19,632		19,632
Client Protection Fund	3,242,300		3,242,300		3,242,300
Washington State Bar Foundation		279,078	279,078		279,078
Total Net Assets	8,308,992	279,078	8,588,070		8,588,070
Total Liabilities and Net Assets	\$ 14,245,760	\$ 279,078	\$ 14,524,838	\$ -	\$ 14,524,838

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Statements of Activities For the Years Ended September 30, 2018 and 2017

	2018			2017 As Restated (Note 11)		
	Revenues	Expenses	Revenues Over (Under) Expenses	Revenues	Expenses	Revenues Over (Under) Expenses
Unrestricted - General:						
Access to justice board	\$ -	\$ 296,174	\$ (296,174)	\$ 9,785	\$ 284,444	\$ (274,659)
Administration	133,785	1,079,971	(946,186)	118,824	1,021,674	(902,850)
Admissions/bar exam	1,304,910	1,169,013	135,897	1,359,865	1,110,933	248,932
Board of governors and office of the executive director		814,691	(814,691)		774,927	(774,927)
Communications strategies	34,219	614,288	(580,069)	19,309	1,582,412	(1,563,103)
Conference and broadcast services		751,699	(751,699)			
Discipline	104,920	5,607,782	(5,502,862)	111,472	5,374,154	(5,262,682)
Diversity	105,564	433,705	(328,141)	90,275	381,269	(290,994)
Foundation		155,075	(155,075)		154,243	(154,243)
Human resources		380,715	(380,715)		372,786	(372,786)
Law clerk program	128,150	117,045	11,105	108,050	85,399	22,651
Law office management assistance program	12,595		12,595	3,510	188,311	(184,801)
Lawyer assistance program	41,304		41,304	8,560	178,314	(169,754)
Legislative		89,300	(89,300)		198,102	(198,102)
Licensing fees	15,409,137		15,409,137	13,512,188		13,512,188
Licensing and membership records	375,221	703,888	(328,667)	333,582	585,230	(251,648)
Limited license legal technician		255,129	(255,129)	13,448	202,956	(189,508)
Limited practice officers		160,090	(160,090)	146,986	157,599	(10,613)
Mandatory continuing legal education administration	820,413	778,516	41,897	722,297	718,481	3,816
Member assistance program		128,392	(128,392)			
Member benefits	11,115	157,767	(146,652)	25,870	73,540	(47,670)
Mentorship program		109,855	(109,855)		155,219	(155,219)
New lawyer education	143,118		143,118	36,217	284,623	(248,406)
New member programs		277,621	(277,621)			
NW Lawyer	577,759	594,721	(16,962)	544,535	613,747	(69,212)
Office of general counsel	520	714,276	(713,756)	150	797,513	(797,363)
Office of general counsel disciplinary board		275,803	(275,803)		256,269	(256,269)
Outreach and engagement		385,481	(385,481)			
Practice management assistance		203,305	(203,305)			
Practice of law board		119,606	(119,606)		120,785	(120,785)
Professional responsibility program		268,644	(268,644)		247,054	(247,054)
Public service programs	106,141	399,849	(293,708)	94,271	408,451	(314,180)
Publication and design services		163,127	(163,127)			
Sections administration	305,719	449,916	(144,197)	325,655	458,771	(133,116)
Technology		1,527,036	(1,527,036)		1,352,428	(1,352,428)
Total Unrestricted - General	\$ 19,614,590	\$ 19,182,480	\$ 432,110	\$ 17,584,849	\$ 18,139,634	\$ (554,785)

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Statements of Activities (Continued)
For the Years Ended September 30, 2018 and 2017

	2018			2017 As Restated (Note 11)		
	Revenues	Expenses	Revenues Over (Under) Expenses	Revenues	Expenses	Revenues Over (Under) Expenses
Unrestricted - Continuing Legal Education:						
Products	\$ 960,963	\$ 232,807	\$ 728,156	\$ 976,989	\$ 329,798	\$ 647,191
Seminars	960,236	1,387,654	(427,418)	881,401	1,324,285	(442,884)
Deskbooks	129,246	311,441	(182,195)	128,328	303,620	(175,292)
Total Unrestricted - Continuing Legal Education	\$ 2,050,445	\$ 1,931,902	\$ 118,543	\$ 1,986,718	\$ 1,957,703	\$ 29,015
Unrestricted - Sections Operations	\$ 618,165	\$ 655,549	\$ (37,384)	\$ 660,677	\$ 675,588	\$ (14,911)
Western States Bar Conference	\$ 43,050	\$ 54,342	\$ (11,292)	\$ 67,950	\$ 59,276	\$ 8,674
Client Protection Fund	\$ 1,068,753	\$ 1,083,063	\$ (14,310)	\$ 1,028,663	\$ 432,586	\$ 596,077
Washington State Bar Foundation	\$ 449,917	\$ 369,460	\$ 80,457	\$ 370,409	\$ 365,367	\$ 5,042
Eliminations	\$ (357,270)	\$ (357,270)	\$ -	\$ (334,416)	\$ (334,416)	\$ -
Unrestricted - General	\$ 19,614,590	\$ 19,182,480	\$ 432,110	\$ 17,584,849	\$ 18,139,634	\$ (554,785)
Unrestricted - Continuing Legal Education	2,050,445	1,931,902	118,543	1,986,718	1,957,703	29,015
	21,665,035	21,114,382	550,653	19,571,567	20,097,337	(525,770)
Unrestricted - Sections Operations	618,165	655,549	(37,384)	660,677	675,588	(14,911)
Western States Bar Conference	43,050	54,342	(11,292)	67,950	59,276	8,674
Client Protection Fund	1,068,753	1,083,063	(14,310)	1,028,663	432,586	596,077
Washington State Bar Foundation	449,917	369,460	80,457	370,409	365,367	5,042
Eliminations	(357,270)	(357,270)		(334,416)	(334,416)	
Total Change in Net Assets - All Activities	\$ 23,487,650	\$ 22,919,526	\$ 568,124	\$ 21,364,850	\$ 21,295,738	\$ 69,112

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

**Consolidated Statements of Changes in Net Assets
For the Years Ended September 30, 2018 and 2017**

	Unrestricted						
	General	Continuing Legal Education	Sections Operations	Western States Bar Conference	Client Protection Fund	Washington State Bar Foundation	Total
Balance, September 30, 2016	\$ 3,918,535	\$ 456,568	\$ 1,212,638	\$ 10,958	\$ 2,646,223	\$ 274,036	\$ 8,518,958
Unrestricted revenues over (under) expenses	(554,785)	29,015	(14,911)	8,674	596,077	5,042	69,112
Balance, September 30, 2017	3,363,750	485,583	1,197,727	19,632	3,242,300	279,078	8,588,070
Unrestricted revenues over (under) expenses	432,110	118,543	(37,384)	(11,292)	(14,310)	80,457	568,124
Balance, September 30, 2018	\$ 3,795,860	\$ 604,126	\$ 1,160,343	\$ 8,340	\$ 3,227,990	\$ 359,535	\$ 9,156,194

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Statements of Cash Flows
For the Years Ended September 30, 2018 and 2017

	2018	2017
Cash Flows From Operating Activities:		
Cash received from licensing fees	\$ 15,966,511	\$ 13,568,790
Cash received from CLE products and seminars	2,028,708	1,995,134
Cash received from other activities	5,675,541	5,818,542
Cash paid to employees	(11,416,322)	(10,779,027)
Cash paid to vendors	(10,425,879)	(9,884,918)
Interest received	184,856	72,503
Net Cash Provided by Operating Activities	2,013,415	791,024
Cash Flows From Investing Activities:		
Change in restricted cash and cash equivalents	(434,654)	(663,481)
Proceeds from sale of investments	4,779,545	5,349,257
Purchase of investments	(4,337,885)	(5,354,748)
Acquisition of property and equipment	(312,575)	(556,419)
Net Cash Used in Investing Activities	(305,569)	(1,225,391)
Net Change in Cash and Cash Equivalents	1,707,846	(434,367)
Cash and cash equivalents, beginning of year	4,069,633	4,504,000
Cash and Cash Equivalents, End of Year	\$ 5,777,479	\$ 4,069,633
Reconciliation of Change in Net Assets to Net Cash Flows		
From Operating Activities:		
Change in net assets	\$ 568,124	\$ 69,112
Adjustments to reconcile change in net assets to net cash flows from operating activities-		
Depreciation	455,504	420,589
Unrealized gain on investments	(16,275)	(73,883)
Change in operating assets and liabilities:		
Receivables	(103,787)	15,552
Desk and course books	8,732	7,101
Prepaid expenses	(71,641)	47,511
Accounts payable and accrued expenses	592,178	70,655
Deferred licensing fees	557,374	56,602
Deferred lease obligation and incentive	108,827	159,415
Other deferred revenue	(85,621)	18,370
Net Cash Provided by Operating Activities	\$ 2,013,415	\$ 791,024

See accompanying notes.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

Note 1 - Nature of Operations and Significant Accounting Policies

Nature of Operations - The Washington State Bar Association ("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 licenses. License fees follow a pro-rated schedule based on the attorney member's years of practice. For 2018 the license fee was set at \$449 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, the license fee was set at \$385 and fees followed the same pro-rated schedule as 2018. The WSBA members are primarily Washington State residents.

Principles of Consolidation - These consolidated financial statements consolidate the statements of Washington State Bar Association and Washington State Bar Foundation (collectively, "the WSBA"). Inter-organization accounts and transactions have been eliminated in the consolidation. The Washington State Bar Foundation is a separate legal entity from the Washington State Bar Association and is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Basis of Presentation - Net assets, revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted Net Assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets - Net assets subject to donor-imposed stipulations that may or will be met either by actions of the WSBA and/or the passage of time. As of September 30, 2018 and 2017, WSBA had no temporarily restricted net assets.

Permanently Restricted Net Assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the WSBA. The donors of these assets permit the use of all or part of the income earned on related investments for general or specific purposes. As of September 30, 2018 and 2017, the WSBA had no permanently restricted net assets.

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, municipal bonds and bond mutual 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.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

Note 1 - Continued

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 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

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 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.

Contributions - All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Noncash contributions are reflected in the accompanying consolidated financial statements at the estimated fair value at the date of receipt.

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. Washington State Bar Foundation has been notified by the Internal Revenue Service that it is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

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 the WSBA. The classification of expenses by function is as follows for the years ended September 30:

	<u>2018</u>	<u>2017</u>
Program services	\$ 20,640,760	\$ 19,126,351
Management and general	<u>2,278,766</u>	<u>2,169,387</u>
	<u><u>\$ 22,919,526</u></u>	<u><u>\$ 21,295,738</u></u>

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

Note 1 - Continued

Net Assets - The WSBA Board of Governors has directed that portions of the WSBA's unrestricted net assets be designated for Sections Operations and 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.

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

	2018	2017
Operating reserve fund	\$ 1,500,000	\$ 1,500,000
Facilities reserve fund	450,000	200,000
Unrestricted general fund	1,845,860	1,663,750
	<u>\$ 3,795,860</u>	<u>\$ 3,363,750</u>

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 is used for refurbishment of existing leased space or costs to move to another space after the current lease ends in December 2026. Effective October 2016, the minimum reserve of this fund was designated by the board to be \$200,000. In 2018, the board designated an additional \$250,000 of unrestricted general fund reserves to this fund for a total of \$450,000.

The Unrestricted General Fund was established to accumulate net reserves above the Operating 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.

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

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

Note 2 - Client Protection Fund

In 1995, the Washington Supreme Court and the WSBA created the Client Protection Fund ("the Fund"). In fiscal year 2018, as in prior years, the Fund received a \$30 mandatory annual assessment per individual required to pay into the fund (including all active attorney members, pro hac vice applicants, etc.). 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. 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.

Note 3 - Cash and Cash Equivalents

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

	2018	2017
Unrestricted Cash and Cash Equivalents:		
Bank deposits	\$ 887,719	\$ 833,132
Money market funds	4,889,760	3,236,501
	<u><u>\$ 5,777,479</u></u>	<u><u>\$ 4,069,633</u></u>
Restricted Cash and Cash Equivalents:		
Bank deposits	\$ 817,787	\$ 1,430,451
Money market funds	3,390,556	2,343,238
	<u><u>\$ 4,208,343</u></u>	<u><u>\$ 3,773,689</u></u>

Note 4 - Investments

Investments consist of the following at September 30:

	2018	2017
Certificates of deposit	\$ 500,000	\$ 750,000
Bonds	300,836	498,902
Mutual bond funds	2,963,500	2,940,819
	<u><u>\$ 3,764,336</u></u>	<u><u>\$ 4,189,721</u></u>

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

	2018	2017
Interest income - unrestricted	\$ 137,348	\$ 55,663
Interest income - restricted	45,162	19,722
Realized and unrealized gains	16,275	73,883
Fees		(6)
Total Investment Return	<u><u>\$ 198,785</u></u>	<u><u>\$ 149,262</u></u>

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

Note 4 - Continued

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

	2018	2017
Administration	\$ 117,509	\$ 118,818
Sections operations	19,838	10,722
Client Protection Fund	45,162	19,722
	<u>\$ 182,509</u>	<u>\$ 149,262</u>

Note 5 - Property and Equipment

Property and equipment consist of the following at September 30:

	2018	2017
Leasehold improvements	\$ 728,967	\$ 663,252
Furniture	1,049,101	1,059,474
Office equipment	1,561,505	1,929,731
Software	3,604,876	3,750,033
	6,944,449	7,402,490
Less accumulated depreciation and amortization	(5,356,600)	(6,131,770)
Website development and software not yet placed into service	46,715	506,773
	<u>\$ 1,634,564</u>	<u>\$ 1,777,493</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, 2018 and 2017, were \$1,396,556 and \$1,185,716, respectively.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

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, 2018 and 2017.

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, 2018 and 2017, were as follows:

	Fair Value Measurements at September 30, 2018			
	Level 1	Level 2	Level 3	Total
Mutual bond funds	\$ 2,963,500	\$ -	\$ -	\$ 2,963,500
Bonds		300,836		300,836
	<u>\$ 2,963,500</u>	<u>\$ 300,836</u>	<u>\$ -</u>	<u>\$ 3,264,336</u>

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements
For the Years Ended September 30, 2018 and 2017

Note 7 - Continued

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>

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

	2018	2017
Investments recorded at fair value on a recurring basis	\$ 3,264,336	\$ 3,439,721
Investments recorded at cost	500,000	750,000
Total Investments	<u>\$ 3,764,336</u>	<u>\$ 4,189,721</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.

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

For the Years Ended September 30,

2019	\$ 1,605,169
2020	1,655,759
2021	1,698,981
2022	1,749,571
2023	1,800,161
Thereafter	6,197,275
Total Minimum Rental Payments	<u>\$ 14,706,916</u>

Rent expense (net of amortization of deferred lease incentive) under all lease agreements totaled \$1,823,881 and \$1,809,002 for the years ended September 30, 2018 and 2017, respectively.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

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. Subsequent to September 30, 2018, the WSBA received notice of a legal claim that management believes could have a material adverse effect on the financial position or results of operations of the WSBA however it is too early to accurately determine the value of this claim.

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 fiscal year 2018 and 2017, the WSBA paid a total of \$39,750 and \$58,119, 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, 2018, approximately \$281,000 has been budgeted for fiscal year 2019 as grants payable to various organizations, including approximately \$208,000 to Gonzaga University School of Law, Seattle University School of Law, and University of Washington for the Moderate Means Program, \$60,000 for Washington Leadership Institute, and \$12,000 for various section grants.

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements
For the Years Ended September 30, 2018 and 2017

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 for the years ended:

	2018	2017
Indirect expenses-		
Salaries	\$ 11,344,607	\$ 10,671,394
Employee benefits and payroll taxes	4,025,251	3,673,481
Rent (net of amortization of deferred lease incentive)	1,746,463	1,729,618
Technology and telephone	531,429	579,381
Depreciation and amortization	185,182	154,517
Insurance	139,225	131,782
Human resources	112,671	113,293
Professional fees	197,187	88,311
Supplies and equipment	89,982	83,606
Postage	27,622	35,096
Furniture, maintenance and leasehold improvements	28,739	32,046
Bank fees	32,610	30,910
Meeting support expenses	12,897	12,258
Copying and production services	9,339	11,639
Business taxes	16,629	9,400
	18,499,833	17,356,732
Direct expenses	4,420,139	3,939,006
Total Expenses	\$ 22,919,972	\$ 21,295,738

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements For the Years Ended September 30, 2018 and 2017

Note 11 - Change in Reporting Entity and Restatement of Prior Year Financial Statements

Consolidation of Other Entities - During the year ended September 30, 2018, the WSBA determined that a previously unconsolidated entity should be consolidated. Management has restated the 2017 financial statements to reflect the consolidation of the other entity. The following table provides a reconciliation to the prior year unconsolidated financial statements and the restated activity and balances as of and for the year ended September 30, 2017.

	As Previously Reported	Adjustments due to Consolidation of Other Entity	As Restated
Assets:			
Cash and cash equivalents	\$ 3,804,955	\$ 264,678	\$ 4,069,633
Restricted cash and cash equivalents	3,773,689		3,773,689
Receivables, net	44,432		44,432
Prepaid expenses	273,599		273,599
Desk and course books	396,271		396,271
Investments	4,189,721		4,189,721
Property and equipment, net	1,763,093	14,400	1,777,493
Total Assets	\$ 14,245,760	\$ 279,078	\$ 14,524,838
Liabilities and Net Assets			
Liabilities:			
Accounts payable	\$ 554,433	\$ -	\$ 554,433
Accrued expenses	525,182		525,182
Lawyers' Fund for Client Protection, committed gifts	409,411		409,411
Deferred licensing fees	3,304,049		3,304,049
Deferred lease obligation and incentive	921,042		921,042
Other deferred revenue	222,651		222,651
Total Liabilities	5,936,768		5,936,768
Net Assets:			
Unrestricted-			
General	3,363,750		3,363,750
Continuing legal education	485,583		485,583
Sections operations	1,197,727		1,197,727
Western States Bar Conference	19,632		19,632
Client Protection Fund	3,242,300		3,242,300
Foundation		279,078	279,078
Total Net Assets	8,308,992	279,078	8,588,070
Total Liabilities and Net Assets	\$ 14,245,760	\$ 279,078	\$ 14,524,838

WASHINGTON STATE BAR ASSOCIATION

Consolidated Notes to Financial Statements
For the Years Ended September 30, 2018 and 2017

Note 11 - Continued

	<u>Revenues</u>	<u>Adjustments due to Consolidation of Other Entity</u>	<u>Revenues As Restated</u>
Washington State Bar Foundation	\$ -	\$ 370,409	\$ 370,409
Eliminations	\$ -	\$ (334,416)	\$ (334,416)
Total Change in Net Assets - All Activities	\$ 21,328,857	\$ 35,993	\$ 21,364,850
	<u>Expenses</u>	<u>Adjustments due to Consolidation of Other Entity</u>	<u>Expenses As Restated</u>
Washington State Bar Foundation	\$ -	\$ 365,367	\$ 365,367
Eliminations	\$ -	\$ (334,416)	\$ (334,416)
Total Change in Net Assets - All Activities	\$ 21,264,787	\$ 30,951	\$ 21,295,738
	<u>Revenues Over (Under) Expenses</u>	<u>Adjustments due to Consolidation of Other Entity</u>	<u>Revenues Over (Under) Expenses As Restated</u>
Washington State Bar Foundation	\$ -	\$ 5,042	\$ 5,042
Total Change in Net Assets - All Activities	\$ 64,070	\$ 5,042	\$ 69,112

SUPPLEMENTARY INFORMATION

DRAFT

WASHINGTON STATE BAR ASSOCIATION

Washington State Bar Foundation Statement of Activities
For the Year Ended September 30, 2018

Unrestricted Activities

Revenue:

Contributions	\$ 292,115
In-kind revenue from WSBA	155,075
Miscellaneous income	<u>2,727</u>

Total Revenue **449,917**

Expenses:

Program expenses	209,183
In-kind expenses from WSBA	155,075
Operational expenses	<u>5,202</u>

Total Expenses **369,460**

Change in Unrestricted Net Assets **80,457**

Unrestricted Net assets, beginning of year 279,078

Unrestricted Net Assets, End of Year **\$ 359,535**

AGENDA ITEM 3c.

WASHINGTON STATE BAR ASSOCIATION

Special Report on the Fiscal Year 2019 Budget Summary

DRAFT

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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 2019 Budget Summary for the year ending September 30, 2019. 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 2019 Budget Summary of revenues and expenses by budget category (2019 Budget) included in Exhibit A, with presentation of the Fiscal Year 2018 Budget Summary of revenues and expenses for the fiscal year ended September 30, 2018 (2018 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, 2017 (2017 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 2019 and 2018 Budgets and the 2017 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 2019 and 2018 Budgets and the 2017 Statement of Activities to verify the mathematical accuracy.

Findings

None

2. We compared the 2019 Budget category descriptions to the 2018 Budget and the 2017 Statement of Activities category descriptions and explained differences.

Findings

The WSBA changed the following categories in the 2019 Budget compared to the 2018 Budget:

Member Services and Engagement - In fiscal year 2019, the Practice Management Assistance, New Member Programs, and Mentorship Program cost centers were combined into one cost center, titled Member Services and Engagement. This combination is intended to reflect the coordination and administration of these areas, which have significant overlap and are supported by the same team.

The WSBA added the following categories in the 2019 Budget compared to the 2017 Statement of Activities:

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 and continuing in 2019, for greater transparency, and to better reflect the department's restructuring in 2018, these cost centers were 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 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, we have 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 and continuing in 2019, WSBA drafted budgets 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 - In fiscal year 2018: (a) the Law Office Management Assistance Program cost center was retitled Practice Management Assistance; and (b) revenues from royalties earned from member participation in discounted third party services were moved from the Member Benefits cost center to the Practice Management Assistance cost center.

Deskbooks - In fiscal year 2017, the CLE cost center included revenue and expenses related to conducting in-person and webcast CLE Seminars, and producing and online sale of deskbooks, coursebooks, and recorded CLE seminars under CLE Products. In 2018 and continuing in 2019, Deskbooks is its own cost center to better reflect that deskbooks are distinct from other CLE products.

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 2019 Budget as compared to the methodology used to budget for revenue and expense amounts for each category for the 2018 Budget and to account for revenue and expenses in the 2017 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 2019 Budget as compared to the methodology used to budget for revenue and expense amounts for each category for the 2018 Budget and to account for revenues and expenses in the 2017 Statement of Activities.

4. We compared total revenues and total expenses by category in the 2019 Budget to the total revenues and total expenses by category in the 2018 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 2019 Budget to total revenues and total expenses by category reported on the 2017 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 2019 Budget to 2018 Budget

	2019 Budget	2018 Budget	Difference	
			Amount	Percentage
Diversity				
a. Expense	\$ 566,191	\$ 445,775	\$ 120,416	27%
Mandatory Continuing Legal Education				
b. Revenue	\$ 1,050,000	\$ 761,000	\$ 289,000	38%
Member Services and Engagement (formerly Mentorship Program, New Member Programs, and Practice Management Assistance)				
c. Revenue	\$ 141,200	\$ -	\$ 141,200	100%
d. Expense	\$ 561,679	\$ -	\$ 561,679	100%

	<u>Budget</u>	<u>Budget</u>	<u>Amount</u>	<u>Percentage</u>
Membership Benefits				
e. Expense	\$ 277,707	\$ 166,568	\$ 111,139	67%
Mentorship Program				
f. Expense	\$ -	\$ 117,618	\$ (117,618)	-100%
New Member Programs				
g. Expense	\$ -	\$ 298,329	\$ (298,329)	-100%
Practice Management Assistance				
h. Expense	\$ -	\$ 214,142	\$ (214,142)	-100%

Management's explanations for the differences are as follows:

- a. The increase in expenses is due to a reallocation of 0.84 FTE from a number of other cost centers within the Advancement department to support WSBA's diversity programming. Expenses consist mainly of salaries, benefits, and overhead.
- b. The increase in revenue is due to changes in the Mandatory Continuing Legal Education fee structure effective October 1, 2019. The changes include increases and elimination of various fees with the overall goal of providing an equitable assessment of fees for all license types.
- c. The revenue is due to the creation of the Member Services and Engagement cost center in fiscal year 2019.
- d. The expenses are due to the creation of the Member Services and Engagement cost center in fiscal year 2019.
- e. The increase in expenses is due to the addition of Fastcase, a second legal research tool for members for \$60,000 and the reallocation of 0.33 FTE from a number of other cost centers within the Advancement department to support WSBA's membership benefits programming.
- f. The decrease in expense is due to the combination of the Mentorship Program cost center with Practice Management Assistance and New Member Programs to create the Member Services and Engagement cost center in fiscal year 2019 as described in note d (1) above.
- g. The decrease in expense is due to the combination of the New Member Programs cost center with Practice Management Assistance and Mentorship programs to create the Member Services and Engagement cost center in fiscal year 2019.
- h. The decrease in expense is due to the combination of the Practice Management Assistance cost center with Mentorship and New Member Programs to create the Member Services and Engagement cost center in fiscal year 2019.

Comparison of 2019 Budget to 2017 Statement of Activities

	2019 Budget	2017 SOA	Difference	
			Amount	Percentage
Client Protection Fund				
a. Expense	\$ 668,210	\$ 432,586	\$ 235,624	54%
Communications Strategies (formerly in Communications)				
b. Expense	\$ 655,582	\$ 1,582,412	\$ (926,830)	-59%
Conference Broadcast Services (formerly in Communications)				
c. Expense	\$ 783,893	\$ -	\$ 783,893	100%
Continuing Legal Education				
d. Expense	\$ 1,544,573	\$ 1,957,703	\$ (413,130)	-21%
Deskbooks (formerly in CLE-Products)				
e. Revenue	\$ 160,000	\$ -	\$ 160,000	100%
f. Expense	\$ 286,693	\$ -	\$ 286,693	100%
Diversity				
g. Expense	\$ 566,191	\$ 381,269	\$ 184,922	49%
Human Resources				
h. Expense	\$ 204,958	\$ 372,786	\$ (167,828)	-45%
Limited Practice Officers				
i. Revenue	\$ -	\$ 146,986	\$ (146,986)	-100%
Mandatory CLE Administration				
j. Revenue	\$ 1,050,000	\$ 722,297	\$ 327,703	45%
k. Expense	\$ 873,429	\$ 718,481	\$ 154,948	22%
Member Services and Engagement (formerly in Mentorship Program, New Member Programs, and Practice Management Assistance)				
l. Revenue	\$ 141,200	\$ -	\$ 141,200	100%
m. Expense	\$ 561,679	\$ -	\$ 561,679	100%
Membership Benefits				
n. Expense	\$ 277,707	\$ 73,540	\$ 204,167	278%
Mentorship Program				
o. Expense	\$ -	\$ 155,219	\$ (155,219)	-100%
New Member Programs				
p. Expense	\$ -	\$ 284,623	\$ (284,623)	-100%
Outreach and Engagement (formerly in Communications)				
q. Expense	\$ 401,898	\$ -	\$ 401,898	100%
Practice Management Assistance				
r. Expense	\$ -	\$ 188,311	\$ (188,311)	-100%
Publication and Design Services (formerly in Communications)				
s. Expense	\$ 146,865	\$ -	\$ 146,865	100%
Sections Operations				
t. Expense	\$ 841,025	\$ 675,588	\$ 165,437	24%

Management's explanations for the differences are as follows:

- a. The Client Protection Fund's largest expense is for "Gifts to Injured Clients". This expense varies each year as it depends on the number and type of applications received and approved by the Client Protection Fund Board and the WSBA Board of Governors. Over the past few years, the WSBA has budgeted \$400,000 to \$500,000 for this expense when actual gifts have ranged from \$300,000 to over \$900,000 so a variance is to be expected. The remainder of the increase in expenses is due to a reallocation of 0.24 FTE from Office of General Counsel department cost centers to provide additional support to the program.
- b. The decrease in expense is due to the reallocation of the Communications and Legislative cost center costs into the following revised categories: (1) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publications and Design Services. The actual fiscal year 2017 expenses for Communications and Legislative was \$1,780,514. The fiscal year 2019 budget for the five replacement cost centers is \$2,142,304. This is an increase of \$361,790 or 20.3%. The increase includes the salary, benefits, and overhead of an additional 0.33 FTE because of a reallocation of staff from other cost centers to support these programs, as well as general increases in costs associated with staffing from 2017 to 2019 and lower than budgeted salaries expense in 2017.
- c. The Conference and Broadcast Service expense is due to the action taken in fiscal year 2018 as described in note b. above.
- d. The reduction in Continuing Legal Education expenses are a result of three main items:
 - (1) In fiscal year 2018, the Deskbook cost center was created and all costs associated with producing and selling deskbooks were moved out of the CLE- Products cost center. This includes 2.05 FTEs and corresponding salaries, benefits, and overhead and applicable direct expenses which equates to approximately \$290,000.
 - (2) In fiscal year 2019, expenses for "Splits to Sections- Seminars" was reduced to \$0 from \$89,581 in 2017. This is a result of changes to WSBA fiscal policy effective beginning fiscal year 2019 that determine how seminar profit is split between WSBA and Sections. Under the new policy, the profit splits with Sections will resume in fiscal year 2020.
 - (3) In fiscal year 2019, expenses for "Seminar Online Hosting" was reduced to \$0 from \$45,000 in 2017. The expenses were moved into the Information Technology direct expense budget under "Third Party Services" because they support the entire organization.
- e. The Deskbook revenue is due to the creation of the deskbook specific cost center beginning in fiscal year 2018.

- f. The Deskbook expense is due to the creation of the deskbook specific cost center beginning in fiscal year 2018 as described in note d (1) above.
- g. The increase in Diversity expenses is for salaries, benefits, and overhead from the addition of 1.08 FTEs from 2017 to 2019, which were reallocated from existing cost centers to provide additional program and supervisory support for WSBA's diversity efforts.
- h. The decrease in expenses for Human Resources is due to the line item titled "Allowance for Open Positions". The annual budget for salaries and benefits assumes that the organization is fully staffed for the entire year. However, there are usually savings as a result of position vacancies. To account for this likely variance, we budget an amount under "Allowance for Open Positions" that reduces the expense budget. Because salaries are allocated to each cost center, we have selected to allocate the full allowance amount for the organization to the Human Resources cost center. No actual amounts are allocated to this line item, it is purely to assist in creating a more accurate budget. The variance between the 2019 Budget and 2017 SOA for the Human Resources cost center without the allowance is \$32,172 or 8.6%.
- i. The decrease in Limited Practice Officer (LPO) revenue is due to the September 2017 amendments to the Admission and Practice (APR) rules establishing the coordinated admissions and licensing system for lawyers, LPOs, and Limited License Legal technicians (LLLT). To reflect this rule change, beginning in fiscal year 2018, LPO and LLLT license fee revenue are identified and accounted for in the Licensing cost center.
- j. The increase in revenue is due to changes in the Mandatory Continuing Legal Education fee structure effective October 1, 2019. The changes include the increase and elimination of various fees with the overall goal of providing an equitable assessment of fees for all license types.
- k. The increase in expenses is related to increased depreciation costs for the Mandatory Continuing Legal Education reporting system software. In fiscal year 2018, additional enhancements were made to the system that added to the software's book value. This increases the depreciation for the asset going forward into fiscal year 2019.
- l. The revenues are due to the creation of the Member Services and Engagement cost center in fiscal year 2019.
- m. The expenses are due to the creation of the Member Services and Engagement cost center in fiscal year 2019.

- n. Beginning in fiscal year 2018, the Membership Benefits cost center began to include direct and indirect costs associated with programs benefiting WSBA's membership as part of their annual license fee. This includes monthly continuing legal education through the WSBA's Legal Lunchbox Series, and the WSBA Connects member assistance program. Prior to 2018, the only expenses included in this cost center were for the CaseMaker legal research tool. No indirect costs were included. Additionally, in fiscal year 2019 the WSBA added funding for a second legal research tool (Fastcase) for \$60,000.
- o. The decrease in expense is due to the combination of the Mentorship Program cost center with Practice Management Assistance and New Member Programs to create the Member Services and Engagement cost center in fiscal year 2019 as described in note m. above.
- p. The decrease in expense is due to the combination of the New Member Programs cost center with Practice Management Assistance and Mentorship Program to create the Member Services and Engagement cost center in fiscal year 2019 as described in note m. above.
- q. The Outreach and Engagement expense is due to the action taken in fiscal year 2018 as described in note b. above.
- r. The decrease in expense is due to the combination of the Practice Management Assistance cost center with Mentorship and New Member Programs to create the Member Services and Engagement cost center in fiscal year 2019.
- s. The Publication and Design Services expense is due to the action taken in fiscal year 2018 as described in note b. above.
- t. Section budgets and actual spending are linked to work plans, which can differ each year. For 2019, 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 2019 and 2018 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, 2017. 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

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EXHIBIT A

DRAFT

WASHINGTON STATE BAR ASSOCIATION

Fiscal Year 2019 Budget Summary - Amended

Cost Centers	Revenue	Expense	Net
Access to Justice	\$ 7,500	\$ 334,824	\$ (327,324)
Administration	100,000	1,143,654	(1,043,654)
Admissions / Bar Exam	1,327,400	1,257,979	69,421
Board of Governors and Office of the Executive Director		834,709	(834,709)
Communications Strategies	50,750	655,582	(604,832)
Conference and Broadcast Services		783,893	(783,893)
Discipline	96,200	5,884,275	(5,788,075)
Diversity	120,374	566,191	(445,817)
Foundation		164,863	(164,863)
Human Resources		204,958	(204,958)
Law Clerk Program	166,000	154,015	11,985
Legislative		154,066	(154,066)
Licensing	15,958,200		15,958,200
Licensing and Membership Records	304,350	682,139	(377,789)
Limited License Legal Technician		241,191	(241,191)
Limited Practice Officers		171,653	(171,653)
Mandatory CLE Administration	1,050,000	873,429	176,571
Member Assistance Program	10,000	142,499	(132,499)
Member Services and Engagement	141,200	561,679	(420,479)
Member Benefits	17,000	277,707	(260,707)
NW Lawyer	461,350	658,453	(197,103)
Office of General Counsel		941,756	(941,756)
Office of General Counsel Disciplinary Board		290,573	(290,573)
Outreach and Engagement		401,898	(401,898)
Practice of Law Board		90,063	(90,063)
Professional Responsibility Program		265,570	(265,570)
Public Service Programs	112,000	374,919	(262,919)
Publication and Design Services		146,865	(146,865)
Sections Administration	300,000	524,315	(224,315)
Technology		1,540,222	(1,540,222)
Total General Fund	20,222,324	20,323,940	(101,616)
Operating Loss for FY 2019			(101,616)
Percent Increase Over FY18 Budget	7%	3%	
Depreciation			473,335
Straight Line Rent			93,045
Capital Labor			(188,800)
Net Cash Flow From FY 2019 Operations			275,964
Continuing Legal Education	1,879,500	1,544,573	334,927
Deskbooks	160,000	286,693	(126,693)
Continuing Legal Education	2,039,500	1,831,266	208,234
Operating Gain for FY 2019			208,234
Percent Increase Over FY 2018 Budget	0%	-11%	
Sections Operations	544,140	841,025	(296,885)
Client Protection Fund	992,500	668,210	324,290
Western States Bar Conference	68,200	62,800	5,400
	\$ 23,866,664	\$ 23,727,241	\$ 139,423

EXHIBIT B

DRAFT

WASHINGTON STATE BAR ASSOCIATION

Fiscal Year 2018 Budget Summary - Final Amended

Cost Centers	Revenue	Expense	Net
Access to Justice	\$ -	\$ 311,034	\$ (311,034)
Administration	55,000	1,084,819	(1,029,819)
Admissions / Bar Exam	1,327,400	1,180,951	146,449
Board of Governors and Office of the Executive Director		802,807	(802,807)
Communications Strategies	44,750	637,401	(592,651)
Conference and Broadcast Services		740,933	(740,933)
Discipline	130,300	5,731,529	(5,601,229)
Diversity	100,374	445,775	(345,401)
Foundation		168,653	(168,653)
Human Resources		271,830	(271,830)
Law Clerk Program	112,000	116,028	(4,028)
Legislative		151,443	(151,443)
Licensing	15,068,125		15,068,125
Licensing and Membership Records	284,700	706,790	(422,090)
Limited License Legal Technician		260,001	(260,001)
Limited Practice Officers		162,464	(162,464)
Mandatory CLE Administration	761,000	778,768	(17,768)
Member Assistance Program	10,000	134,243	(124,243)
Member Benefits		166,568	(166,568)
Mentorship Program		117,618	(117,618)
New Member Programs	53,200	298,329	(245,129)
NW Lawyer	538,350	659,707	(121,357)
Office of General Counsel		824,591	(824,591)
Office of General Counsel Disciplinary Board		306,846	(306,846)
Outreach and Engagement		387,527	(387,527)
Practice of Law Board		118,633	(118,633)
Practice Management Assistance	15,000	214,142	(199,142)
Professional Responsibility Program		284,923	(284,923)
Public Service Programs	105,000	452,092	(347,092)
Publication and Design Services		162,381	(162,381)
Sections Administration	308,000	475,058	(167,058)
Technology		1,491,590	(1,491,590)
Total General Fund	18,913,199	19,645,474	(732,275)
Operating Loss for FY 2018			(732,275)
Percent Increase Over FY17 Budget	12%	4%	
Depreciation			315,638
Straight Line Rent			143,635
Capital Labor			(194,000)
Net Cash Flow From FY 2018 Operations			(467,002)
Continuing Legal Education	1,862,235	1,705,736	156,499
Deskbooks	170,000	341,008	(171,008)
Continuing Legal Education	2,032,235	2,046,744	(14,509)
Operating Loss for FY 2018			(14,509)
Percent Decrease Over FY17 Budget	-21%	-11%	
Sections Operations	613,210	903,363	(290,153)
Client Protection Fund	992,500	566,813	425,687
Western States Bar Conference	49,900	46,860	3,040
	\$ 22,601,044	\$ 23,209,254	\$ (608,210)

EXHIBIT C

DRAFT

WASHINGTON STATE BAR ASSOCIATION

Statement of Activities For the Year Ended September 30, 2017

	Revenues	Expenses	Revenues Over (Under) Expenses
Unrestricted - General:			
Access to Justice Board	\$ 9,785	\$ 284,444	\$ (274,659)
Administration	118,824	1,021,674	(902,850)
Admissions / Bar Exam	1,359,865	1,110,933	248,932
Board of Governors and Office of the Executive Director		774,927	(774,927)
Communications	19,309	1,582,412	(1,563,103)
Discipline	111,472	5,374,154	(5,262,682)
Diversity	90,275	381,269	(290,994)
Foundation		154,243	(154,243)
Human Resources		372,786	(372,786)
Law Clerk Program	108,050	85,399	22,651
Law Office Management Assistance Program	3,510	188,311	(184,801)
Lawyer Assistance Program	8,560	178,314	(169,754)
Legislative		198,102	(198,102)
Licensing Fees	13,512,188		13,512,188
Licensing and Membership Records	333,582	585,230	(251,648)
Limited License Legal Technician	13,448	202,956	(189,508)
Limited Practice Officers	146,986	157,599	(10,613)
Mandatory Continuing Legal Education Administration	722,297	718,481	3,816
Member Benefits	25,870	73,540	(47,670)
Mentorship Program		155,219	(155,219)
New Lawyer Education	36,217	284,623	(248,406)
NW Lawyer	544,535	613,747	(69,212)
Office of General Counsel	150	797,513	(797,363)
Office of General Counsel Disciplinary Board		256,269	(256,269)
Practice of Law Board		120,785	(120,785)
Professional Responsibility Program		247,054	(247,054)
Public Service Programs	94,271	408,451	(314,180)
Sections Administration	325,655	458,771	(133,116)
Technology		1,352,428	(1,352,428)
Total Unrestricted - General	\$ 17,584,849	\$ 18,139,634	\$ (554,785)
Unrestricted - Continuing Legal Education:			
Products	\$ 1,105,317	\$ 633,418	\$ 471,899
Seminars	881,401	1,324,285	(442,884)
Total Unrestricted - Continuing Legal Education	\$ 1,986,718	\$ 1,957,703	\$ 29,015
Unrestricted - Sections Operations	\$ 660,677	\$ 675,588	\$ (14,911)
Western States Bar Conference	\$ 67,950	\$ 59,276	\$ 8,674
Client Protection Fund	\$ 1,028,663	\$ 432,586	\$ 596,077

AGENDA ITEM 4a.

WASHINGTON STATE BAR ASSOCIATION
STATEMENTS OF FINANCIAL POSITION (Audited)
SEPTEMBER 30,2018

ASSETS	General	CLE	Sections	CPF	Western States Bar Conference	TOTAL
Cash & cash equivalents	221,994.53	155,257.57	217,036.48		19,631.90	613,920.48
Investments- money market + CDs	4,338,052.70		1,000,000.00			5,338,052.70
Investments- equities/bond funds	3,264,336.24					3,264,336.24
Restricted Cash				798,154.85		798,154.85
Restricted Investments- money market + CDs				3,390,556.12		3,390,556.12
Due to/from GF-CPF	155,395.02			(155,395.02)		-
Due to/from GF-WSBC	42,791.88				(42,791.88)	-
<i>Receivables</i>						
Accounts Receivable	11,540.02	2,955.01	35.00			14,530.03
A/R Misc	133,292.12	794.00				134,086.12
Accrued Interest Receivables	2,950.71					2,950.71
Allowance for Bad Debt	(3,348.00)					(3,348.00)
OP Backorders		8,533.50				8,533.50
CLE inventory		387,539.26				387,539.26
Deferred seminar costs		1,637.27				1,637.27
Prepaid expenses	241,039.69	96,359.90	2,306.49		31,500.00	371,206.08
Property & equipment, net	1,592,558.36					1,592,558.36
TOTAL ASSETS	10,000,603.27	653,076.51	1,219,377.97	4,033,315.95	8,340.02	15,914,713.72
LIABILITIES						
Accounts payable	635,927.07	16,418.81	46,868.45			699,214.33
Accounts payable-year end/misc	14,946.22		430.54			15,376.76
Refunds payable	1,071.23	39.60				1,110.83
CPF committed gifts				802,490.28		802,490.28
Accrued expenses	509,187.10	47,785.04	11,736.93	2,837.23		571,546.30
Future rent obligations	1,029,869.11					1,029,869.11
Unearned seminar/other revenue		(15,291.69)				(15,291.69)
Deferred licensing fees	3,861,422.81					3,861,422.81
Other deferred revenue	104,451.86					104,451.86
Deferred grant revenue	47,869.89					47,869.89
LAW Fund/WSBF Contributions						-
BOG Special Fund						-
TOTAL LIABILITIES	6,204,745.29	48,951.76	59,035.92	805,327.51	-	7,118,060.48
FUND BALANCE	3,795,857.98	604,124.75	1,160,342.05	3,227,988.44	8,340.02	8,796,653.24
check	-	-	-	-	-	-
<u>Allocation of Fund Balances</u>						
Restricted Funds:						
CPF Fund				3,227,988.44		3,227,988.44
Western States Bar Conference					8,340.02	8,340.02
Board-Designated Funds:						
CLE Fund		604,124.75				604,124.75
Section Fund			1,160,342.05			1,160,342.05
Operating Reserve Fund	1,500,000.00					1,500,000.00
Facilities Reserve Fund	450,000.00					450,000.00
Unrestricted Fund Balance	1,845,857.98					1,845,857.98
Total Fund Balance	3,795,857.98	604,124.75	1,160,342.05	3,227,988.44	8,340.02	8,796,653.24

WSBA
Significant Variances in Budget to Actual Revenue and Expenses
General Fund- FY 2018

FY18 Budgeted Loss	\$ (732,275)
FY 18 Actual Surplus	\$ 432,107

<i>Revenue: Over or (Under) Projected Amounts</i>	<i>Budget</i>	<i>Actual</i>	<i>Dollar Difference</i>	<i>Percentage Difference</i>
License Fees	\$ 15,068,125	\$ 15,409,133	\$ 341,008	2.26%
Interest Income	\$ 25,000	\$ 117,510	\$ 92,510	370.04%
New Member Programs (aggregate)	\$ 53,200	\$ 143,118	\$ 89,918	169.02%
Pro Hac Vice	\$ 210,000	\$ 298,419	\$ 88,419	42.10%
Mandatory CLE revenue (aggregate)	\$ 761,000	\$ 820,413	\$ 59,413	7.81%
<i>Royalties (Practice Management Assistance)</i>	\$ 15,000	\$ 41,259	\$ 26,259	175.06%
Other line-item variances	\$ 2,780,874	\$ 2,784,734	\$ 3,860	0.14%
Net surplus revenue			\$ 701,386	

<i>Indirect Expenses: Over or (Under) Projected Amounts</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>	<i>Percentage Difference</i>
Salaries	\$ 11,232,739	\$ 11,344,606	\$ 111,867	1.00%
Benefits (taxes & insurance)	\$ 1,017,300	\$ 941,053	\$ (76,247)	-7.50%
Benefits (retirement)	\$ 1,439,735	\$ 1,396,556	\$ (43,179)	-3.00%
Benefits (misc/other)	\$ 132,220	\$ 120,506	\$ (11,714)	-8.86%
Benefits (medical)	\$ 1,445,000	\$ 1,470,631	\$ 25,631	1.77%
Net savings from salaries and benefits (all funds)			\$ 6,358	
Other indirect expenses (Computer Pooled Expense)	\$ 645,660	\$ 489,470	\$ (156,190)	-24.19%
Other indirect expenses (Computer Software Depreciation)	\$ 154,000	\$ 95,991	\$ (58,009)	-37.67%
Other indirect expenses (Staff Training & Conferences)	\$ 92,200	\$ 52,392	\$ (39,808)	-43.18%
Other indirect expense (Professional Fees- Legal)	\$ 50,000	\$ 165,620	\$ 115,620	231.24%
Other line-item variances in other Indirect Expenses	\$ 2,485,676	\$ 2,423,007	\$ (62,669)	-2.52%
Net overage from other indirect expenses (all funds)			\$ (201,057)	
Plus CLE & CPF fund variances	\$ 1,538,280	\$ 1,544,856	\$ (6,576)	
Total net savings in indirect expenses			\$ (201,275)	

<i>Direct Expenses: Over or (Under) Projected Amounts</i>	<i>Budget</i>	<i>Actual</i>	<i>Difference</i>	<i>Percentage Difference</i>
Software Manintence & Licensing (IT)	\$ 270,000	\$ 207,688	\$ (62,312)	-23.08%
Court Reporters & Litigation (Discipline)	\$ 110,000	\$ 56,582	\$ (53,418)	-48.56%
Printing, Copy , Mailing (NW Lawyer)	\$ 250,000	\$ 207,877	\$ (42,123)	-16.85%
Third Party Services (IT)	\$ 74,050	\$ 44,826	\$ (29,224)	-39.47%
Hardware Service & Warranties (IT)	\$ 47,000	\$ 21,861	\$ (25,139)	-53.49%
Legislative (aggregate)	\$ 24,700	\$ 6,783	\$ (17,917)	-72.54%
Outside Counsel (Disciplinary Board)	\$ 55,000	\$ 39,750	\$ (15,250)	-27.73%
Other line-item variances	\$ 1,658,474	\$ 1,642,135	\$ (16,339)	-0.99%
Total net savings in direct expenses			\$ (261,722)	

Total reduction in budgeted deficit \$ 1,164,383

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Ann Holmes, Chief Operations Officer
Tiffany Lynch, Associate Director for Finance

Re: Results through September 30, 2018 (100% of fiscal year)

Date: January 2, 2019

As part of the year-end review of WSBA financials, we have an attached itemized list of General Fund budget variances for both revenue and expense categories. The WSBA General Fund assumed a budgeted net loss of (\$732,275) for FY 2018. The actual results are a net gain of \$432,107; \$1,164,382 better than anticipated. Below is a narrative that highlights the major variances and background regarding year-end results.

REVENUE AND EXPENSE ANALYSIS

General Fund Revenues

General Fund revenues are over budget in a variety of areas. In total, General Fund revenues are \$701,386 over budget or 103.71% of what was anticipated. Key areas follow:

- *Licensing revenue* is over budget at 102.26% (\$341,008). We experienced higher active memberships and late fee revenue than budgeted.
- *Interest Income* is over budget at 470.04% (\$92,510). Interest income is generated from WSBA's cash balances and CDs, which have performed better than expected.
- *New Member Programs (aggregate)* revenue is over budget at 169.02% (\$89,918) due to higher than anticipated seminar registrations and recorded product sales.
- *Pro Hac Vice revenue* came in 142.10% (\$88,419) over budget, which is due to the increased presence of companies headquartered outside of Washington that engage lawyers from other states to handle cases in Washington.
- *Mandatory CLE (aggregate)* revenue is over budget at 107.81% (\$59,413) from higher accredited program fees and late fees, which can be difficult to predict.

Indirect Expenses

Indirect expenses are under or over budget in a variety of areas. In total, Indirect expenses are (\$201,057) under budget or 98.96% of what was anticipated. Key areas follow:

Salaries for regular employees are slightly under budget at 99.14%. *Overall salary expense (regular staff, temporary staff, and capital labor)* is slightly over budget at 101.0% due to the additional unanticipated temporary staffing needs for project coordination in multiple departments and lower than anticipated capital labor offset for software development. *Employee benefits* are under budget at 97.38%, due to lower costs for retirement and taxes caused by lower than budgeted salaries for regular employees and lower than anticipated unemployment insurance rates.

Other Indirect Expenses are below budget at 94.13%. Items such as *rent, insurance, bank fees, professional fees-audit, and human resources direct expenses* are on target; *workplace benefits, meeting support expenses, office supplies and equipment, and records storage* are slightly over budget, and remaining expenses are under budget. A few outliers include: *Depreciation (Software, Hardware, and Leasehold Improvements)* at 70.68% of budget reflects fewer capital items being purchased than anticipated; *Property Taxes* at 151.17% of budget due to higher tax rates than anticipated; and *Professional Fees - Legal* at 331.24% of budget due to unanticipated investigations and higher than anticipated expenses for litigation matters.

General Fund Direct Expenses

Direct expenses are under budget in a variety of areas. In total, Direct Expenses are (\$261,722) under budget or 89.49% of what was anticipated. Key areas follow:

- *Software Maintenance & Licensing (Technology)* expenses were under budget by (\$62,312) because of the timing of license renewal payments that will be made in FY19 instead of FY18 for a number of software licenses and funds for additional Microsoft licenses as needed.
- *Third Party Services (Technology)* expenses were under budget by (\$29,224). The budget included funds for an online community management software (Higher Logic); however, the project has been postponed to a future date.
- *Hardware Service & Warranties (Technology)* expenses were under budget by (\$25,139). Cost savings are from the discontinuation of services no longer needed and negotiated fee reductions for existing services.
- *Court Reporters & Litigation Expenses* in the Discipline cost center came in under budget by (\$53,418). These expenses are difficult to predict since they are incurred based on the needs of each case and where they are in the discipline process.
- *Northwest Lawyer* expenses for *Printing, Copying, & Mailing* were under budget by (\$42,123) due to payment timing.
- *Legislative expenses (aggregate)* were under budget by (\$17,917) because: (1) staff travel, telephone, and Legislative Committee costs were lower than budgeted; and (2) Contract Lobbyist expenses were not incurred. In FY18, WSBA only had one request bill to shepherd through the process; in addition, tracking of bills this year focused on legislation that sections indicated

an interest, and those relevant to our mission.

- *Outside Counsel (OGCDB)* expenses were under budget by (\$15,250), which is consistent with our expectation built throughout the year. (These expenses are different and separate from outside counsel fees budgeted under indirect expenses, which have already exceeded budget this year.) These costs are based on the number of contracted outside counsel needed for disciplinary board cases, which varies each year.

Continuing Legal Education (CLE)

Overall total CLE assumed a budgeted loss of (\$14,509). The final results for FY 2018 was a surplus of \$118,543.

Overall CLE revenue of \$2,050,445 came in slightly higher than budget by \$18,210 (100.90%). Seminar revenue was over budget due to higher than anticipated registrations and sponsorships, while Product sales came in slightly under budget mainly due to lower coursebook sales. Deskbook sales revenue was lower than budget by (\$32,634). Sales are predominantly tied to the number of new publications released within the year, which were lower due to the availability of staffing resources.

CLE Indirect expenses finished the year very close to on budget at 100.38% (\$5,160 over). CLE Direct expenses are below budget by (\$120,002) which is 82.15% of what was anticipated. Throughout the year, changes to CLE marketing materials and production (seminar brochures) resulted in cost savings for printing and mailing. In addition, expenses for facilities rentals were lower than anticipated.

Client Protection Fund (CPF)

The CPF budgeted for a surplus of \$425,687 for FY 2018. Actual results were a net loss of (\$14,310); \$439,997 more in expense than anticipated. Revenue came in over budget by \$76,253, from higher revenue for interest income, restitution payments, and member assessments. Total CPF direct expenses came in over budget by \$514,834, 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 \$1,416 higher than budget.



WSBA Financial Reports

(Audited)

Year to Date September 30, 2018

Prepared by Tiffany Lynch, Associate Director for Finance

Submitted by

Ann Holmes, Chief Operations Officer

December 20, 2018

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Tiffany Lynch, Associate Director for Finance

Re: Key Financial Benchmarks for the Fiscal Year to Date (YTD) through September 30, 2018

Date: December 20, 2018

	% of Year	Current Year % YTD	Current Year \$ Difference ¹	Prior Year YTD	Comments
Salaries	100.00%	99.14%/101.00% ²	\$111,867 (Over budget)	98.58%	Over budget (Lower capital labor and higher temporary employees)
Benefits	100.00%	97.38%	\$105,509 (Under budget)	96.41%	Under budget (Open positions and lower unemployment insurance rates)
Other Indirect Expenses	100.00%	94.13%	\$201,057 (Under budget)	92.80%	Under budget (IT cost savings and depreciation)
Total Indirect Expenses	100.00%	98.96%	\$194,699 (Under budget)	97.04%	Under budget overall

General Fund Revenues	100.00%	103.71%	\$701,386 (Over budget)	104.11%	Over budget (Higher license fees, pro hac vice, MCLE, interest income)
General Fund Direct Expenses	100.00%	89.49%	\$261,722 (Under budget)	89.39%	Under budget (Lower program spending)

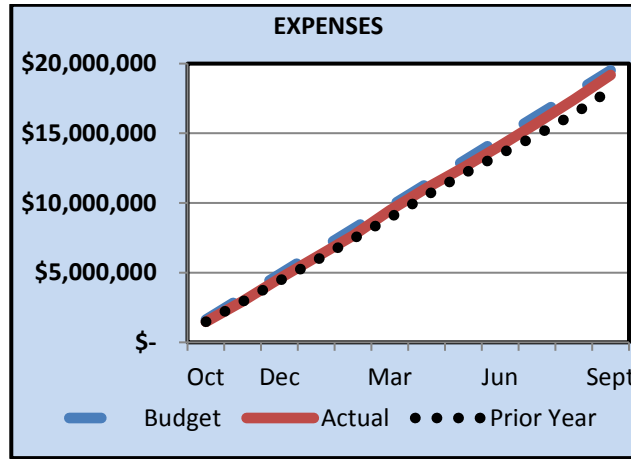
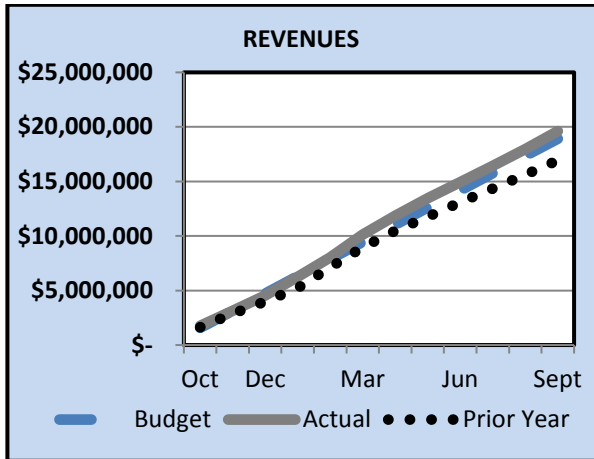
CLE Revenue	100.0%	100.90%	\$18,210 (Over budget)	77.16%	Over budget (Higher seminar registrations)
CLE Direct Expenses	100.00%	82.15%	\$120,002 (Under budget)	66.13%	Under budget (Seminar cost savings)
CLE Indirect Expenses	100.00%	100.38%	\$5,160 (Over budget)	96.41%	Over budget (Higher salaries and benefits)

¹ Dollar difference is calculated based on pro-rated budget (amended by the BOG on March 8, 2018) figures (total annual budget figures divided by 12 months) minus actual revenue and expense amounts as of September 30, 2018 (12 months into the fiscal year).

² The first figure represents salaries expense for regular employees. The second figure represents salaries expense for regular and temporary staff with offsets from allowance for open positions and capital labor & overhead.

KEY FINANCIAL BENCHMARKS THROUGH September 30, 2018 (100.00% of the year)

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



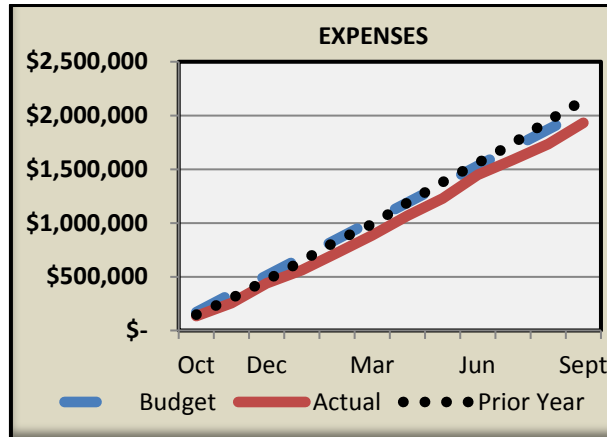
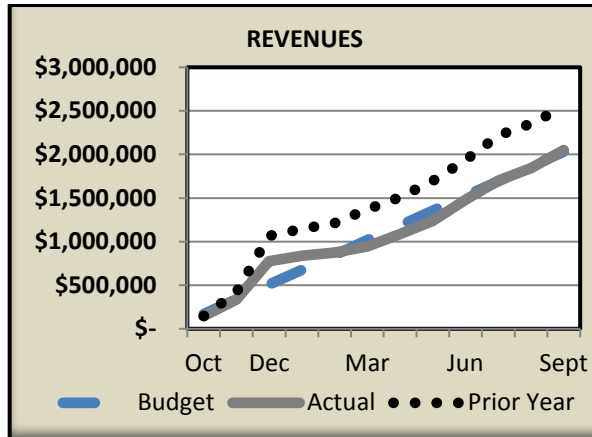
REVENUES: The majority of revenues collected for FY 2018 are from license fees, which came in **2.26%** better than budget. Additional items that were higher than budget include interest income, New Member Programs revenue, *pro hac vice* and mandatory continuing legal education fees.

EXPENSES: Indirect expenses (salaries, benefits, overhead) finished the year slightly under budget at **98.83%** mainly due to lower than anticipated technology and depreciation expenses. Direct expenses remained under budget at **89.49%** as anticipated.

NET RESULT: FY 2018 finished the year better than budgeted.

	<u>FY18 Budget</u>	<u>FY18 Actuals</u>	<u>Variance</u>
Revenues	\$18,913,199	\$19,614,585	\$701,386
Expenses	<u>\$19,645,474</u>	<u>\$19,182,478</u>	\$462,996
Profit/(Loss)	<u>(\$732,275)</u>	<u>\$432,107</u>	\$1,164,382

CLE FUND



REVENUES: Actual revenue came in slightly over budget at **100.90%** due to higher seminar registrations and sponsorships.

EXPENSES: Indirect expenses finished the year slightly over budget at **100.38%** due to higher than expected salaries and benefits. Direct expenses were lower than budget at **82.15%** from cost savings on marketing materials and facilities.

NET RESULT: For FY 2018 the CLE fund finished the year better than budgeted.

	<u>FY18 Budget</u>	<u>FY18 Actuals</u>	<u>Variance</u>
Revenues	\$2,032,235	\$2,050,445	\$18,210
Expenses	<u>\$2,046,744</u>	<u>\$1,931,902</u>	\$114,842
Profit/(Loss)	<u>(\$14,509)</u>	<u>\$118,543</u>	\$133,052

CLIENT PROTECTION FUND

REVENUES: Actual revenues for FY 2018 came in **\$76,253** or **7.68%** ahead of budget.

EXPENSES: Actual expenses finished the year over budget by **\$516,250 (191.08%)** as the amount of gifts to injured clients came in higher than anticipated.

NET RESULT: The Client Protection Fund came in **\$439,997** over budget for FY 2018.

FUND BALANCE: The FY 2018 year end fund balance for the Client Protection Fund was \$3,227,988 versus a budget of \$3,667,986.

SECTIONS OPERATIONS

REVENUES: Overall revenue for Sections Operations was **\$4,954 (0.81%)** higher than budget mainly from interest income on section fund balances, mini-CLE, and seminar profit splits.

EXPENSES: Actual direct expenses finished the year **\$247,814 (72.57%)** below budget driven by lower than anticipated expenses for seminars/mini-CLEs, special projects, scholarships/donations/grants, executive committees, and membership and recruiting.

NET RESULT: For the year, Sections Operations finished the year **\$252,768** better than budget.

FUND BALANCE: The FY 2018 year end fund balance for Sections Operations was \$1,160,343 versus a budget of \$907,575.

WASHINGTON STATE BAR ASSOCIATION
STATEMENTS OF FINANCIAL POSITION (Audited)
SEPTEMBER 30,2018

ASSETS	General	CLE	Sections	CPF	Western States Bar Conference	TOTAL
Cash & cash equivalents	221,994.53	155,257.57	217,036.48		19,631.90	613,920.48
Investments- money market + CDs	4,338,052.70		1,000,000.00			5,338,052.70
Investments- equities/bond funds	3,264,336.24					3,264,336.24
Restricted Cash				798,154.85		798,154.85
Restricted Investments- money market + CDs				3,390,556.12		3,390,556.12
Due to/from GF-CPF	155,395.02			(155,395.02)		-
Due to/from GF-WSBC	42,791.88				(42,791.88)	-
<i>Receivables</i>						
Accounts Receivable	11,540.02	2,955.01	35.00			14,530.03
A/R Misc	133,292.12	794.00				134,086.12
Accrued Interest Receivables	2,950.71					2,950.71
Allowance for Bad Debt	(3,348.00)					(3,348.00)
OP Backorders		8,533.50				8,533.50
CLE inventory		387,539.26				387,539.26
Deferred seminar costs		1,637.27				1,637.27
Prepaid expenses	241,039.69	96,359.90	2,306.49		31,500.00	371,206.08
Property & equipment, net	1,592,558.36					1,592,558.36
TOTAL ASSETS	10,000,603.27	653,076.51	1,219,377.97	4,033,315.95	8,340.02	15,914,713.72
LIABILITIES						
Accounts payable	635,927.07	16,418.81	46,868.45			699,214.33
Accounts payable-year end/misc	14,946.22		430.54			15,376.76
Refunds payable	1,071.23	39.60				1,110.83
CPF committed gifts				802,490.28		802,490.28
Accrued expenses	509,187.10	47,785.04	11,736.93	2,837.23		571,546.30
Future rent obligations	1,029,869.11					1,029,869.11
Unearned seminar/other revenue		(15,291.69)				(15,291.69)
Deferred licensing fees	3,861,422.81					3,861,422.81
Other deferred revenue	104,451.86					104,451.86
Deferred grant revenue	47,869.89					47,869.89
LAW Fund/WSBF Contributions						-
BOG Special Fund						-
TOTAL LIABILITIES	6,204,745.29	48,951.76	59,035.92	805,327.51	-	7,118,060.48
FUND BALANCE	3,795,857.98	604,124.75	1,160,342.05	3,227,988.44	8,340.02	8,796,653.24
check	-	-	-	-	-	-
<u>Allocation of Fund Balances</u>						
Restricted Funds:						
CPF Fund				3,227,988.44		3,227,988.44
Western States Bar Conference					8,340.02	8,340.02
Board-Designated Funds:						
CLE Fund		604,124.75				604,124.75
Section Fund			1,160,342.05			1,160,342.05
Operating Reserve Fund	1,500,000.00					1,500,000.00
Facilities Reserve Fund	450,000.00					450,000.00
Unrestricted Fund Balance	1,845,857.98					1,845,857.98
Total Fund Balance	3,795,857.98	604,124.75	1,160,342.05	3,227,988.44	8,340.02	8,796,653.24

Washington State Bar Association Financial Summary
Year to Date as of September 30, 2018 100.00% 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	-	-	257,558	259,434	38,616	51,600	296,174	311,034	(296,174)	(311,034)
Administration	133,785	55,000	1,077,559	1,081,774	2,412	3,045	1,079,971	1,084,819	(946,186)	(1,029,819)
Admissions/Bar Exam	1,304,910	1,327,400	793,979	788,834	375,035	392,117	1,169,013	1,180,951	135,897	146,449
Board of Governors	-	-	541,615	522,727	273,076	280,080	814,691	802,807	(814,691)	(802,807)
Communications Strategies	34,219	44,750	516,144	533,961	98,144	103,440	614,288	637,401	(580,069)	(592,651)
Conference & Broadcast Services	-	-	745,992	736,233	5,707	4,700	751,699	740,933	(751,699)	(740,933)
Discipline	104,920	130,300	5,413,896	5,474,703	193,886	256,826	5,607,782	5,731,529	(5,502,862)	(5,601,229)
Diversity	105,564	100,374	411,295	420,525	22,410	25,250	433,705	445,775	(328,141)	(345,401)
Foundation	-	-	149,515	151,053	5,560	17,600	155,075	168,653	(155,075)	(168,653)
Human Resources	-	-	380,715	271,830	-	-	380,715	271,830	(380,715)	(271,830)
Law Clerk Program	128,150	112,000	111,440	111,678	5,605	4,350	117,045	116,028	11,105	(4,028)
Legislative	-	-	82,517	126,743	6,783	24,700	89,300	151,443	(89,300)	(151,443)
Licensing and Membership Records	375,221	284,700	658,376	660,794	45,511	45,996	703,888	706,790	(328,667)	(422,090)
Licensing Fees	15,409,133	15,068,125	-	-	-	-	-	-	15,409,133	15,068,125
Limited License Legal Technician	-	-	233,294	234,401	21,834	25,600	255,129	260,001	(255,129)	(260,001)
Limited Practice Officers	-	-	157,265	159,464	2,825	3,000	160,090	156,182	(160,090)	(162,464)
Mandatory CLE	820,413	761,000	535,503	540,324	243,013	238,444	778,516	778,768	41,897	(17,768)
Member Assistance Program	12,595	10,000	127,391	132,743	1,002	1,500	128,392	134,243	(115,797)	(124,243)
Member Benefits	11,115	-	42,703	42,808	115,064	123,760	157,767	166,568	(146,652)	(166,568)
Mentorship Program	-	-	101,980	106,393	7,876	11,225	109,855	117,618	(109,855)	(117,618)
New Member Program	143,118	53,200	254,448	262,549	23,173	35,780	277,621	298,329	(134,503)	(245,129)
NW Lawyer	577,759	538,350	214,127	225,207	380,594	434,500	594,721	659,707	(16,962)	(121,357)
Office of General Counsel	520	-	707,900	811,295	6,376	13,296	714,276	824,591	(713,756)	(824,591)
OGC-Disciplinary Board	-	-	191,253	203,346	84,549	103,500	275,803	306,846	(275,803)	(306,846)
Outreach and Engagement	-	-	367,152	364,777	18,329	22,750	385,481	387,527	(385,481)	(387,527)
Practice Management Assistance	41,304	15,000.00	202,166	208,292	1,139	5,850	203,305	214,142	(162,000)	(199,142)
Practice of Law Board	-	-	101,398	103,433	18,208	15,200	119,606	118,633	(119,606)	(118,633)
Professional Responsibility Program	-	-	259,856	278,623	8,788	6,300	268,644	284,923	(268,644)	(284,923)
Public Service Programs	106,141	105,000	189,600	227,477	210,249	224,615	399,849	452,092	(293,708)	(347,092)
Publication and Design Services	-	-	159,027	158,281	4,100	4,100	163,127	162,381	(163,127)	(162,381)
Sections Administration	305,719	308,000	442,276	464,958	7,641	10,100	449,916	475,058	(144,198)	(167,058)
Technology	-	-	1,527,036	1,491,590	-	-	1,527,036	1,491,590	(1,527,036)	(1,491,590)
Subtotal General Fund	19,614,585	18,913,199	16,954,975	17,156,250	2,227,502	2,489,224	19,182,478	19,645,474	432,107	(732,275)
Expenses using reserve funds	-	-	-	-	-	-	-	-	0	-
Total General Fund - Net Result from Operations									432,107	(732,275)
Percentage of Budget	103.71%		98.83%		89.49%		97.64%			
CLE-Seminars and Products	1,921,199	1,862,235	1,134,806	1,128,154	485,656	577,582	1,620,461	1,705,736	300,738.0	156,499
CLE - Deskbooks	129,246	170,000	244,821	246,313	66,619	94,695	311,441	341,008	(182,195.3)	(171,008)
Total CLE	2,050,445	2,032,235	1,379,627	1,374,467	552,275	672,277	1,931,902	2,046,744	118,542.7	(14,509)
Percentage of Budget	100.90%		100.38%		82.15%		94.39%			
Total All Sections	618,165	613,210	-	-	655,549	903,363	655,549	903,363	(37,384.0)	(290,152)
Client Protection Fund-Restricted	1,068,753	992,500	165,229	163,813	917,834	403,000	1,083,063	566,813	(14,310.4)	425,687
Management of Western States Bar Conference (No WSBA Funds)	43,050	49,900	-	-	54,342	46,860	54,342	46,860	(11,291.9)	3,040
Totals	23,394,997	22,601,044	18,499,831	18,694,530	4,407,502	4,514,723.50	22,907,334	23,209,254	487,663.6	(608,209)
Percentage of Budget	103.51%		98.96%		97.63%		98.70%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2017	2018 Budgeted Fund Balances	Fund Balances Year to date
Restricted Funds:			
Client Protection Fund	3,242,299	3,667,986	3,227,988
Western States Bar Conference	19,632	22,672	8,340
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	485,582	471,073	604,125
Section Funds	1,197,726	907,574	1,160,342
Board-Designated Funds (General Fund):			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	200,000	200,000	450,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	1,663,751	931,476	1,845,858
Total General Fund Balance	3,363,751	2,631,476	3,795,858
Net Change in general Fund Balance		(732,275)	432,107
Total Fund Balance	8,308,990	7,700,781	8,796,653
Net Change In Fund Balance		(608,209)	487,664

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSE FEES					
REVENUE:					
LICENSE FEES	14,953,000.00	1,301,154.79	15,294,156.85	(341,156.85)	102.28%
LLLT LICENSE FEES	6,125.00	668.71	5,616.25	508.75	91.69%
LPO LICENSE FEES	109,000.00	9,110.33	109,359.98	(359.98)	100.33%
TOTAL REVENUE:	15,068,125.00	1,310,933.83	15,409,133.08	(341,008.08)	102.26%

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ACCESS TO JUSTICE					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
ATJ BOARD RETREAT	2,000.00	-	2,290.20	(290.20)	114.51%
LEADERSHIP TRAINING	2,000.00	-	802.00	1,198.00	40.10%
ATJ BOARD EXPENSE	24,000.00	5,855.28	20,912.13	3,087.87	87.13%
ATJ BOARD COMMITTEES EXPENSE	3,000.00	81.88	2,742.40	257.60	91.41%
STAFF TRAVEL/PARKING	2,700.00	476.42	1,305.04	1,394.96	48.33%
PUBLIC DEFENSE	8,400.00	876.50	5,188.62	3,211.38	61.77%
RECEPTION/FORUM EXPENSE	9,500.00	1,743.34	5,375.65	4,124.35	56.59%
TOTAL DIRECT EXPENSES:	<u>51,600.00</u>	<u>9,033.42</u>	<u>38,616.04</u>	<u>12,983.96</u>	<u>74.84%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (2.10 FTE)	152,813.00	12,215.41	154,309.86	(1,496.86)	100.98%
BENEFITS EXPENSE	55,627.00	4,553.27	55,124.13	502.87	99.10%
OTHER INDIRECT EXPENSE	50,994.00	4,623.62	48,124.04	2,869.96	94.37%
TOTAL INDIRECT EXPENSES:	<u>259,434.00</u>	<u>21,392.30</u>	<u>257,558.03</u>	<u>1,875.97</u>	<u>99.28%</u>
TOTAL ALL EXPENSES:	<u>311,034.00</u>	<u>30,425.72</u>	<u>296,174.07</u>	<u>14,859.93</u>	<u>95.22%</u>
NET INCOME (LOSS):	<u><u>(311,034.00)</u></u>	<u><u>(30,425.72)</u></u>	<u><u>(296,174.07)</u></u>		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMINISTRATION					
REVENUE:					
INTEREST INCOME	25,000.00	(10,638.72)	117,509.90	(92,509.90)	470.04%
GAIN/LOSS ON INVESTMENTS	30,000.00	(4,008.13)	16,275.38	13,724.62	54.25%
TOTAL REVENUE:	55,000.00	(14,646.85)	133,785.28	(78,785.28)	243.25%
DIRECT EXPENSES:					
CREDIT CARD MERCHANT FEES	-	458.04	(1,741.59)	1,741.59	
STAFF TRAVEL/PARKING	2,500.00	(307.84)	3,588.16	(1,088.16)	143.53%
STAFF MEMBERSHIP DUES	545.00	-	565.00	(20.00)	103.67%
TOTAL DIRECT EXPENSES:	3,045.00	150.20	2,411.57	633.43	79.20%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.88 FTE)	663,826.00	50,682.88	676,805.11	(12,979.11)	101.96%
BENEFITS EXPENSE	226,598.00	18,309.45	220,531.34	6,066.66	97.32%
OTHER INDIRECT EXPENSE	191,350.00	17,315.26	180,222.91	11,127.09	94.18%
TOTAL INDIRECT EXPENSES:	1,081,774.00	86,307.59	1,077,559.36	4,214.64	99.61%
TOTAL ALL EXPENSES:	1,084,819.00	86,457.79	1,079,970.93	4,848.07	99.55%
NET INCOME (LOSS):	(1,029,819.00)	(101,104.64)	(946,185.65)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMISSIONS					
REVENUE:					
EXAM SOFT REVENUE	35,000.00	23,765.00	34,685.00	315.00	99.10%
BAR EXAM FEES	1,200,000.00	38,490.00	1,189,393.60	10,606.40	99.12%
RPC BOOKLETS	-	-	866.22	(866.22)	
SPECIAL ADMISSIONS	60,000.00	2,780.00	43,965.00	16,035.00	73.28%
LLLT EXAM FEES	7,500.00	300.00	4,450.00	3,050.00	59.33%
LLLT WAIVER FEES	900.00	300.00	450.00	450.00	50.00%
LPO EXAMINATION FEES	24,000.00	4,400.00	31,100.00	(7,100.00)	129.58%
TOTAL REVENUE:	1,327,400.00	70,035.00	1,304,909.82	22,490.18	98.31%
DIRECT EXPENSES:					
DEPRECIATION	2,222.00	-	-	2,222.00	0.00%
POSTAGE	4,000.00	1,271.69	3,940.88	59.12	98.52%
STAFF TRAVEL/PARKING	10,240.00	233.89	16,066.28	(5,826.28)	156.90%
STAFF MEMBERSHIP DUES	400.00	-	616.00	(216.00)	154.00%
SUPPLIES	1,000.00	6.01	3,920.19	(2,920.19)	392.02%
FACILITY, PARKING, FOOD	66,000.00	-	81,011.11	(15,011.11)	122.74%
EXAMINER FEES	35,000.00	9,250.00	34,500.00	500.00	98.57%
UBE EXMINATIONS	130,000.00	31.00	115,429.00	14,571.00	88.79%
BOARD OF BAR EXAMINERS	25,000.00	(6,656.29)	29,434.93	(4,434.93)	117.74%
BAR EXAM PROCTORS	30,000.00	-	27,122.50	2,877.50	90.41%
CHARACTER & FITNESS BOARD	20,000.00	2,086.93	15,506.48	4,493.52	77.53%
DISABILITY ACCOMMODATIONS	20,000.00	-	12,987.93	7,012.07	64.94%
CHARACTER & FITNESS INVESTIGATIONS	900.00	66.24	3,265.15	(2,365.15)	362.79%
LAW SCHOOL VISITS	1,000.00	73.56	497.31	502.69	49.73%
EXAM WRITING	28,355.00	-	21,000.00	7,355.00	74.06%
COURT REPORTERS	18,000.00	2,588.37	9,323.86	8,676.14	51.80%
PRINTING & COPYING	-	-	412.94	(412.94)	
TOTAL DIRECT EXPENSES:	392,117.00	8,951.40	375,034.56	17,082.44	95.64%
INDIRECT EXPENSES:					
SALARY EXPENSE (6.20 FTE)	463,690.00	49,807.13	485,976.43	(22,286.43)	104.81%
BENEFITS EXPENSE	174,590.00	13,761.23	166,213.97	8,376.03	95.20%
OTHER INDIRECT EXPENSE	150,554.00	13,622.52	141,788.24	8,765.76	94.18%
TOTAL INDIRECT EXPENSES:	788,834.00	77,190.88	793,978.64	(5,144.64)	100.65%
TOTAL ALL EXPENSES:	1,180,951.00	86,142.28	1,169,013.20	11,937.80	98.99%
NET INCOME (LOSS):	146,449.00	(16,107.28)	135,896.62		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
BOG/OED					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,700.00	485.00	5,099.00	(399.00)	108.49%
STAFF MEMBERSHIP DUES	1,880.00	-	1,981.00	(101.00)	105.37%
TELEPHONE	1,000.00	62.98	884.09	115.91	88.41%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	60,000.00	-	100.00%
BOG MEETINGS	115,000.00	14,005.57	144,182.07	(29,182.07)	125.38%
BOG COMMITTEES' EXPENSES	30,000.00	3,448.01	28,291.77	1,708.23	94.31%
BOG CONFERENCE ATTENDANCE	17,500.00	-	7,859.16	9,640.84	44.91%
BOG TRAVEL & OUTREACH	45,000.00	2,380.05	21,129.65	23,870.35	46.95%
ED TRAVEL & OUTREACH	5,000.00	239.72	3,649.05	1,350.95	72.98%
TOTAL DIRECT EXPENSES:	280,080.00	20,621.33	273,075.79	7,004.21	97.50%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	357,754.00	42,692.71	381,379.75	(23,625.75)	106.60%
BENEFITS EXPENSE	105,480.00	8,607.07	104,036.35	1,443.65	98.63%
OTHER INDIRECT EXPENSE	59,493.00	5,399.38	56,198.64	3,294.36	94.46%
TOTAL INDIRECT EXPENSES:	522,727.00	56,699.16	541,614.74	(18,887.74)	103.61%
TOTAL ALL EXPENSES:	802,807.00	77,320.49	814,690.53	(11,883.53)	101.48%
NET INCOME (LOSS):	(802,807.00)	(77,320.49)	(814,690.53)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COMMUNICATION STRATEGIES					
REVENUE:					
APEX LUNCH/DINNER	44,000.00	30,577.96	32,552.96	11,447.04	73.98%
50 YEAR MEMBER TRIBUTE LUNCH	750.00	-	550.00	200.00	73.33%
WSBA LOGO MERCHANDISE SALES	-	415.86	1,115.86	(1,115.86)	
TOTAL REVENUE:	44,750.00	30,993.82	34,218.82	10,531.18	76.47%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	2,640.00	-	4,136.27	(1,496.27)	156.68%
STAFF MEMBERSHIP DUES	1,700.00	-	1,032.50	667.50	60.74%
SUBSCRIPTIONS	10,050.00	38.52	6,766.93	3,283.07	67.33%
DIGITAL/ONLINE DEVELOPMENT	1,450.00	10.00	845.00	605.00	58.28%
APEX DINNER	63,000.00	47,922.12	71,093.04	(8,093.04)	112.85%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	(800.00)	8,104.98	(104.98)	101.31%
BAR OUTREACH	-	178.33	178.33	(178.33)	
COMMUNICATIONS OUTREACH	15,000.00	410.31	5,821.77	9,178.23	38.81%
SPEAKERS & PROGRAM DEVELOP	1,600.00	-	-	1,600.00	0.00%
TELEPHONE	-	26.59	79.85	(79.85)	
CONFERENCE CALLS	-	85.24	85.24	(85.24)	
TOTAL DIRECT EXPENSES:	103,440.00	47,871.11	98,143.91	5,296.09	94.88%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.68 FTE)	305,254.00	25,827.21	304,137.54	1,116.46	99.63%
BENEFITS EXPENSE	115,063.00	9,656.07	104,776.78	10,286.22	91.06%
OTHER INDIRECT EXPENSE	113,644.00	10,302.27	107,229.42	6,414.58	94.36%
TOTAL INDIRECT EXPENSES:	533,961.00	45,785.55	516,143.74	17,817.26	96.66%
TOTAL ALL EXPENSES:	637,401.00	93,656.66	614,287.65	23,113.35	96.37%
NET INCOME (LOSS):	(592,651.00)	(62,662.84)	(580,068.83)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONFERENCE & BROADCAST SERVICES					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,200.00	75.00	525.00	675.00	43.75%
TRANSLATION SERVICES	3,500.00	584.60	5,182.40	(1,682.40)	148.07%
TOTAL DIRECT EXPENSES:	4,700.00	659.60	5,707.40	(1,007.40)	121.43%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.15 FTE)	400,338.00	38,422.00	417,643.46	(17,305.46)	104.32%
BENEFITS EXPENSE	162,272.00	13,609.09	164,383.63	(2,111.63)	101.30%
OTHER INDIRECT EXPENSE	173,623.00	15,732.65	163,964.47	9,658.53	94.44%
TOTAL INDIRECT EXPENSES:	736,233.00	67,763.74	745,991.56	(9,758.56)	101.33%
TOTAL ALL EXPENSES:	740,933.00	68,423.34	751,698.96	(10,765.96)	101.45%
NET INCOME (LOSS):	(740,933.00)	(68,423.34)	(751,698.96)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DISCIPLINE					
REVENUE:					
AUDIT REVENUE	2,300.00	42.50	4,360.00	(2,060.00)	189.57%
RECOVERY OF DISCIPLINE COSTS	115,000.00	2,763.00	84,660.88	30,339.12	73.62%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,249.35	15,898.91	(2,898.91)	122.30%
TOTAL REVENUE:	130,300.00	4,054.85	104,919.79	25,380.21	80.52%
DIRECT EXPENSES:					
DEPRECIATION-SOFTWARE	17,028.00	858.00	10,300.00	6,728.00	60.49%
PUBLICATIONS PRODUCTION	330.00	-	221.98	108.02	67.27%
STAFF TRAVEL/PARKING	39,460.00	1,142.35	31,788.43	7,671.57	80.56%
STAFF MEMBERSHIP DUES	3,308.00	-	3,101.00	207.00	93.74%
TELEPHONE	2,800.00	185.92	2,211.44	588.56	78.98%
COURT REPORTERS	65,000.00	3,950.10	36,170.70	28,829.30	55.65%
OUTSIDE COUNSEL/AIC	2,000.00	-	-	2,000.00	0.00%
LITIGATION EXPENSES	30,000.00	1,621.13	19,203.78	10,796.22	64.01%
DISABILITY EXPENSES	15,000.00	-	1,207.60	13,792.40	8.05%
ONLINE LEGAL RESEARCH	66,900.00	11,154.51	66,936.04	(36.04)	100.05%
LAW LIBRARY	12,000.00	7,697.11	19,995.91	(7,995.91)	166.63%
TRANSLATION SERVICES	3,000.00	-	2,748.88	251.12	91.63%
TOTAL DIRECT EXPENSES:	256,826.00	26,609.12	193,885.76	62,940.24	75.49%
INDIRECT EXPENSES:					
SALARY EXPENSE (36.89 FTE)	3,436,749.00	269,373.50	3,430,342.46	6,406.54	99.81%
BENEFITS EXPENSE	1,142,156.00	94,976.96	1,139,283.40	2,872.60	99.75%
OTHER INDIRECT EXPENSE	895,798.00	81,114.75	844,270.13	51,527.87	94.25%
TOTAL INDIRECT EXPENSES:	5,474,703.00	445,465.21	5,413,895.99	60,807.01	98.89%
TOTAL ALL EXPENSES:	5,731,529.00	472,074.33	5,607,781.75	123,747.25	97.84%
NET INCOME (LOSS):	(5,601,229.00)	(468,019.48)	(5,502,861.96)		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DIVERSITY					
REVENUE:					
DONATIONS	90,000.00	-	97,500.00	(7,500.00)	108.33%
SEMINAR REGISTRATIONS	-	-	275.00	(275.00)	
WORK STUDY GRANTS	10,374.00	1,732.50	5,593.88	4,780.12	53.92%
SPONSORSHIPS	-	2,194.90	2,194.90	(2,194.90)	
TOTAL REVENUE:	100,374.00	3,927.40	105,563.78	(5,189.78)	105.17%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	8,000.00	(79.65)	4,774.92	3,225.08	59.69%
STAFF MEMBERSHIP DUES	350.00	181.00	497.00	(147.00)	142.00%
COMMITTEE FOR DIVERSITY	6,200.00	1,341.75	4,934.65	1,265.35	79.59%
DIVERSITY EVENTS & PROJECTS	10,000.00	8.80	12,038.35	(2,038.35)	120.38%
INTERNAL DIVERSITY OUTREACH	200.00	-	-	200.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	500.00	-	-	500.00	0.00%
PRINTING & COPYING	-	-	165.35	(165.35)	
TOTAL DIRECT EXPENSE:	25,250.00	1,451.90	22,410.27	2,839.73	88.75%
INDIRECT EXPENSES:					
SALARY EXPENSE (3.21 FTE)	255,821.00	20,240.35	251,269.72	4,551.28	98.22%
BENEFITS EXPENSE	86,756.00	7,171.24	86,708.69	47.31	99.95%
OTHER INDIRECT EXPENSE	77,948.00	7,044.01	73,316.42	4,631.58	94.06%
TOTAL INDIRECT EXPENSES:	420,525.00	34,455.60	411,294.83	9,230.17	97.81%
TOTAL ALL EXPENSES:	445,775.00	35,907.50	433,705.10	12,069.90	97.29%
NET INCOME (LOSS):	(345,401.00)	(31,980.10)	(328,141.32)		

Washington State Bar Association
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100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
FOUNDATION					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	3,000.00	-	2,906.40	93.60	96.88%
PRINTING & COPYING	1,500.00	-	908.25	591.75	60.55%
STAFF TRAVEL/PARKING	1,500.00	-	389.07	1,110.93	25.94%
STAFF MEMBERSHIP DUES	600.00	(25.00)	-	600.00	0.00%
SUPPLIES	500.00	4.29	102.55	397.45	20.51%
SPECIAL EVENTS	5,000.00	268.29	280.20	4,719.80	5.60%
BOARD OF TRUSTEES	5,000.00	505.52	973.24	4,026.76	19.46%
GRAPHIC DESIGN	500.00	-	-	500.00	0.00%
TOTAL DIRECT EXPENSES:	17,600.00	753.10	5,559.71	12,040.29	31.59%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.20 FTE)	89,200.00	7,832.41	90,294.84	(1,094.84)	101.23%
BENEFITS EXPENSE	32,713.00	2,630.33	31,766.92	946.08	97.11%
OTHER INDIRECT EXPENSE	29,140.00	2,637.64	27,453.31	1,686.69	94.21%
TOTAL INDIRECT EXPENSES:	151,053.00	13,100.38	149,515.07	1,537.93	98.98%
TOTAL ALL EXPENSES:	168,653.00	13,853.48	155,074.78	13,578.22	91.95%
NET INCOME (LOSS):	(168,653.00)	(13,853.48)	(155,074.78)		

Washington State Bar Association
Statement of Activities
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100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
HUMAN RESOURCES					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	150.00	-	69.50	80.50	46.33%
STAFF MEMBERSHIP DUES	1,188.00	-	1,161.00	27.00	97.73%
SUBSCRIPTIONS	1,938.00	200.00	2,312.92	(374.92)	119.35%
STAFF TRAINING- GENERAL	29,400.00	1,964.31	29,004.95	395.05	98.66%
RECRUITING AND ADVERTISING	7,000.00	238.99	4,527.12	2,472.88	64.67%
PAYROLL PROCESSING	55,000.00	4,485.86	46,158.61	8,841.39	83.92%
SALARY SURVEYS	2,900.00	-	949.60	1,950.40	32.74%
THIRD PARTY SERVICES	22,500.00	(6,812.25)	28,487.25	(5,987.25)	126.61%
TRANSFER TO INDIRECT EXPENSE	(120,076.00)	(76.91)	(112,670.95)	(7,405.05)	93.83%
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:					
SALARY EXPENSE (2.48 FTE)	251,079.00	20,024.27	243,762.55	7,316.45	97.09%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
BENEFITS EXPENSE	80,529.00	6,621.25	80,108.26	420.74	99.48%
OTHER INDIRECT EXPENSE	60,222.00	5,461.45	56,844.62	3,377.38	94.39%
TOTAL INDIRECT EXPENSES:	<u>271,830.00</u>	<u>32,106.97</u>	<u>380,715.43</u>	<u>(108,885.43)</u>	<u>140.06%</u>
TOTAL ALL EXPENSES:	<u>271,830.00</u>	<u>32,106.97</u>	<u>380,715.43</u>	<u>(108,885.43)</u>	<u>140.06%</u>
NET INCOME (LOSS):	<u>(271,830.00)</u>	<u>(32,106.97)</u>	<u>(380,715.43)</u>		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW CLERK PROGRAM					
REVENUE:					
LAW CLERK FEES	110,000.00	-	124,950.00	(14,950.00)	113.59%
LAW CLERK APPLICATION FEES	2,000.00	700.00	3,200.00	(1,200.00)	160.00%
TOTAL REVENUE:	112,000.00	700.00	128,150.00	(16,150.00)	114.42%
DIRECT EXPENSES:					
SUBSCRIPTIONS	250.00	250.00	500.00	(250.00)	200.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	4,000.00	27.81	5,104.87	(1,104.87)	127.62%
TOTAL DIRECT EXPENSES:	4,350.00	277.81	5,604.87	(1,254.87)	128.85%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.85 FTE)	67,292.00	7,803.63	68,981.12	(1,689.12)	102.51%
BENEFITS EXPENSE	23,746.00	1,926.92	23,079.87	666.13	97.19%
OTHER INDIRECT EXPENSE	20,640.00	1,861.85	19,378.80	1,261.20	93.89%
TOTAL INDIRECT EXPENSES:	111,678.00	11,592.40	111,439.79	238.21	99.79%
TOTAL ALL EXPENSES:	116,028.00	11,870.21	117,044.66	(1,016.66)	100.88%
NET INCOME (LOSS):	(4,028.00)	(11,170.21)	11,105.34		

Washington State Bar Association

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100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LEGISLATIVE					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	8,000.00	344.74	1,842.41	6,157.59	23.03%
STAFF MEMBERSHIP DUES	450.00	-	-	450.00	0.00%
SUBSCRIPTIONS	2,000.00	-	1,981.80	18.20	99.09%
TELEPHONE	3,000.00	-	240.11	2,759.89	8.00%
OLYMPIA RENT	2,500.00	-	1,918.33	581.67	76.73%
CONTRACT LOBBYIST	5,000.00	-	-	5,000.00	0.00%
LOBBYIST CONTACT COSTS	1,000.00	-	291.81	708.19	29.18%
LEGISLATIVE COMMITTEE	2,500.00	-	267.75	2,232.25	10.71%
BOG LEGISLATIVE COMMITTEE	250.00	-	240.79	9.21	96.32%
TOTAL DIRECT EXPENSES:	24,700.00	344.74	6,783.00	17,917.00	27.46%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.00 FTE)	75,380.00	2,672.69	38,606.36	36,773.64	51.22%
BENEFITS EXPENSE	27,080.00	1,812.41	20,978.77	6,101.23	77.47%
OTHER INDIRECT EXPENSE	24,283.00	2,203.18	22,931.57	1,351.43	94.43%
TOTAL INDIRECT EXPENSES:	126,743.00	6,688.28	82,516.70	44,226.30	65.11%
TOTAL ALL EXPENSES:	151,443.00	7,033.02	89,299.70	62,143.30	58.97%
NET INCOME (LOSS):	(151,443.00)	(7,033.02)	(89,299.70)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSING & MEMBERSHIP RECORDS					
REVENUE:					
STATUS CERTIFICATE FEES	22,000.00	1,190.36	19,068.39	2,931.61	86.67%
RULE 9/LEGAL INTERN FEES	11,000.00	450.00	12,650.00	(1,650.00)	115.00%
INVESTIGATION FEES	20,000.00	1,000.00	22,500.00	(2,500.00)	112.50%
PRO HAC VICE	210,000.00	26,940.00	298,419.00	(88,419.00)	142.10%
MEMBER CONTACT INFORMATION	21,000.00	2,930.65	22,163.63	(1,163.63)	105.54%
PHOTO BAR CARD SALES	700.00	-	420.00	280.00	60.00%
TOTAL REVENUE:	284,700.00	32,511.01	375,221.02	(90,521.02)	131.80%
DIRECT EXPENSES:					
DEPRECIATION	11,496.00	1,151.00	12,659.00	(1,163.00)	110.12%
POSTAGE	31,500.00	170.27	30,804.41	695.59	97.79%
LICENSING FORMS	3,000.00	-	2,048.00	952.00	68.27%
TOTAL DIRECT EXPENSES:	45,996.00	1,321.27	45,511.41	484.59	98.95%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.65 FTE)	410,886.00	37,505.78	416,606.78	(5,720.78)	101.39%
BENEFITS EXPENSE	136,992.00	11,207.21	135,509.10	1,482.90	98.92%
OTHER INDIRECT EXPENSE	112,916.00	10,209.13	106,260.25	6,655.75	94.11%
TOTAL INDIRECT EXPENSES:	660,794.00	58,922.12	658,376.13	2,417.87	99.63%
TOTAL ALL EXPENSES:	706,790.00	60,243.39	703,887.54	2,902.46	99.59%
NET INCOME (LOSS):	(422,090.00)	(27,732.38)	(328,666.52)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	600.00	-	96.00	504.00	16.00%
LLLT BOARD	17,000.00	53.14	18,346.95	(1,346.95)	107.92%
LLLT OUTREACH	8,000.00	750.00	3,391.52	4,608.48	42.39%
TOTAL DIRECT EXPENSES:	<u>25,600.00</u>	<u>803.14</u>	<u>21,834.47</u>	<u>3,765.53</u>	<u>85.29%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.75 FTE)	142,602.00	14,870.17	148,118.92	(5,516.92)	103.87%
BENEFITS EXPENSE	49,304.00	4,016.31	45,125.43	4,178.57	91.52%
OTHER INDIRECT EXPENSE	42,495.00	3,847.87	40,049.68	2,445.32	94.25%
TOTAL INDIRECT EXPENSES:	<u>234,401.00</u>	<u>22,734.35</u>	<u>233,294.03</u>	<u>1,106.97</u>	<u>99.53%</u>
TOTAL ALL EXPENSES:	<u>260,001.00</u>	<u>23,537.49</u>	<u>255,128.50</u>	<u>4,872.50</u>	<u>98.13%</u>
NET INCOME (LOSS):	<u><u>(260,001.00)</u></u>	<u><u>(23,537.49)</u></u>	<u><u>(255,128.50)</u></u>		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED PRACTICE OFFICERS					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
LPO BOARD	3,000.00	293.41	2,824.73	175.27	94.16%
TOTAL DIRECT EXPENSES:	3,000.00	293.41	2,824.73	175.27	94.16%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.16 FTE)	97,589.00	10,074.30	97,759.29	(170.29)	100.17%
BENEFITS EXPENSE	33,707.00	2,743.90	33,021.48	685.52	97.97%
OTHER INDIRECT EXPENSE	28,168.00	2,544.52	26,484.37	1,683.63	94.02%
TOTAL INDIRECT EXPENSES:	159,464.00	15,362.72	157,265.14	2,198.86	98.62%
TOTAL ALL EXPENSES:	162,464.00	15,656.13	160,089.87	2,374.13	98.54%
NET INCOME (LOSS):	(162,464.00)	(15,656.13)	(160,089.87)		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANDATORY CONTINUING LEGAL EDUCATION					
REVENUE:					
ACCREDITED PROGRAM FEES	282,000.00	31,900.00	298,950.00	(16,950.00)	106.01%
FORM 1 LATE FEES	100,000.00	12,495.00	141,085.00	(41,085.00)	141.09%
MEMBER LATE FEES	203,000.00	(8,275.00)	201,260.00	1,740.00	99.14%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	250.00	29,750.00	(2,750.00)	110.19%
ATTENDANCE FEES	60,000.00	2,680.00	50,107.00	9,893.00	83.51%
ATTENDANCE LATE FEES	60,000.00	6,055.00	70,910.00	(10,910.00)	118.18%
COMITY CERTIFICATES	29,000.00	350.33	28,351.00	649.00	97.76%
TOTAL REVENUE:	761,000.00	45,455.33	820,413.00	(59,413.00)	107.81%
DIRECT EXPENSES:					
DEPRECIATION	235,944.00	20,675.00	241,657.00	(5,713.00)	102.42%
STAFF MEMBERSHIP DUES	500.00	-	500.00	-	100.00%
MCLE BOARD	2,000.00	80.30	856.06	1,143.94	42.80%
TOTAL DIRECT EXPENSES:	238,444.00	20,755.30	243,013.06	(4,569.06)	101.92%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.80 FTE)	311,815.00	23,163.30	316,725.84	(4,910.84)	101.57%
BENEFITS EXPENSE	113,165.00	8,549.30	109,933.09	3,231.91	97.14%
OTHER INDIRECT EXPENSE	115,344.00	10,457.44	108,844.36	6,499.64	94.36%
TOTAL INDIRECT EXPENSES:	540,324.00	42,170.04	535,503.29	4,820.71	99.11%
TOTAL ALL EXPENSES:	778,768.00	62,925.34	778,516.35	251.65	99.97%
NET INCOME (LOSS):	(17,768.00)	(17,470.01)	41,896.65		

Washington State Bar Association
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For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER ASSISTANCE PROGRAM					
REVENUE:					
DIVERSIONS	10,000.00	1,500.00	12,080.00	(2,080.00)	120.80%
LAP GROUPS REVENUE	-	-	515.00	(515.00)	
TOTAL REVENUE:	10,000.00	1,500.00	12,595.00	(2,595.00)	125.95%
DIRECT EXPENSES:					
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%
PROF LIAB INSURANCE	850.00	-	775.50	74.50	91.24%
TOTAL DIRECT EXPENSES:	1,500.00	-	1,001.50	498.50	66.77%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.87 FTE)	79,821.00	6,359.66	80,659.21	(838.21)	101.05%
BENEFITS EXPENSE	31,796.00	2,203.12	26,706.74	5,089.26	83.99%
OTHER INDIRECT EXPENSE	21,126.00	1,923.90	20,024.68	1,101.32	94.79%
TOTAL INDIRECT EXPENSES:	132,743.00	10,486.68	127,390.63	5,352.37	95.97%
TOTAL ALL EXPENSES:	134,243.00	10,486.68	128,392.13	5,850.87	95.64%
NET INCOME (LOSS):	(124,243.00)	(8,986.68)	(115,797.13)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBERSHIP BENEFITS					
REVENUE:					
MP3 SALES	-	49.00	1,421.00	(1,421.00)	
DIGITAL VIDEO SALES	-	196.00	5,194.00	(5,194.00)	
SEMINAR REVENUE-OTHER	-	-	4,500.00	(4,500.00)	
TOTAL REVENUE:	-	245.00	11,115.00	(11,115.00)	
DIRECT EXPENSES:					
LEGAL LUNCHBOX COURSEBOOK PRODUCTION	500.00	-	-	500.00	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	1,700.00	31.80	1,332.22	367.78	78.37%
WSBA CONNECTS	46,560.00	3,880.00	38,800.00	7,760.00	83.33%
CASEMAKER	75,000.00	6,261.21	74,931.74	68.26	99.91%
TOTAL DIRECT EXPENSES:	123,760.00	10,173.01	115,063.96	8,696.04	92.97%
INDIRECT EXPENSES:	23,718.00	1,948.95	24,117.71	(399.71)	101.69%
SALARY EXPENSE (0.40 FTE)	9,377.00	792.85	9,542.23	(165.23)	101.76%
BENEFITS EXPENSE	9,713.00	868.89	9,043.43	669.57	93.11%
OTHER INDIRECT EXPENSE					
TOTAL INDIRECT EXPENSES:	42,808.00	3,610.69	42,703.37	104.63	99.76%
TOTAL ALL EXPENSES:	166,568.00	13,783.70	157,767.33	8,800.67	94.72%
NET INCOME (LOSS):	(166,568.00)	(13,538.70)	(146,652.33)		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MENTORSHIP PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	2,000.00	-	831.45	1,168.55	41.57%
SUBSCRIPTIONS	125.00	141.50	141.50	(16.50)	113.20%
CONFERENCE CALLS	100.00	-	10.34	89.66	10.34%
MENTORSHIP PROGRAM EXPENSES	2,500.00	-	526.72	1,973.28	21.07%
RECEPTION/FORUM EXPENSE	6,500.00	266.32	6,365.51	134.49	97.93%
TOTAL DIRECT EXPENSES:	11,225.00	407.82	7,875.52	3,349.48	70.16%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.90 FTE)	61,746.00	4,916.75	58,453.92	3,292.08	94.67%
BENEFITS EXPENSE	22,792.00	1,894.57	22,855.22	(63.22)	100.28%
OTHER INDIRECT EXPENSE	21,855.00	1,985.94	20,670.70	1,184.30	94.58%
TOTAL INDIRECT EXPENSES:	106,393.00	8,797.26	101,979.84	4,413.16	95.85%
TOTAL ALL EXPENSES:	117,618.00	9,205.08	109,855.36	7,762.64	93.40%
NET INCOME (LOSS):	(117,618.00)	(9,205.08)	(109,855.36)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NEW MEMBER PROGRAM					
REVENUE:					
NMP PRODUCT SALES	15,000.00	1,651.00	86,697.05	(71,697.05)	577.98%
SPONSORSHIPS	1,200.00	-	1,095.00	105.00	91.25%
SEMINAR REGISTRATIONS	20,000.00	-	42,993.21	(22,993.21)	214.97%
TRIAL ADVOCACY PROGRAM	17,000.00	-	12,332.25	4,667.75	72.54%
TOTAL REVENUE:	53,200.00	1,651.00	143,117.51	(89,917.51)	269.02%
DIRECT EXPENSES:					
YLL SECTION PROGRAM	1,500.00	236.00	1,029.17	470.83	68.61%
CLE COMPS	1,500.00	-	-	1,500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	-	1,257.56	742.44	62.88%
STAFF MEMBERSHIP DUES	30.00	-	70.00	(40.00)	233.33%
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	212.81	1,224.94	275.06	81.66%
NEW LAWYER OUTREACH EVENTS	3,000.00	501.77	584.82	2,415.18	19.49%
NEW LAWYERS COMMITTEE	15,000.00	1,934.90	9,327.45	5,672.55	62.18%
OPEN SECTIONS NIGHT	3,000.00	-	5,176.87	(2,176.87)	172.56%
TRIAL ADVOCACY PROGRAM	2,500.00	-	2,757.17	(257.17)	110.29%
SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	-	1,744.93	255.07	87.25%
TOTAL DIRECT EXPENSES:	35,780.00	2,885.48	23,172.91	12,607.09	64.76%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.20 FTE)	152,719.00	13,307.31	147,136.08	5,582.92	96.34%
BENEFITS EXPENSE	56,408.00	4,711.92	56,926.98	(518.98)	100.92%
OTHER INDIRECT EXPENSE	53,422.00	4,840.82	50,384.94	3,037.06	94.31%
TOTAL INDIRECT EXPENSES:	262,549.00	22,860.05	254,448.00	8,101.00	96.91%
TOTAL ALL EXPENSES:	298,329.00	25,745.53	277,620.91	20,708.09	93.06%
NET INCOME (LOSS):	(245,129.00)	(24,094.53)	(134,503.40)		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NORTHWEST LAWYER					
REVENUE:					
ROYALTIES	-	-	1,148.80	(1,148.80)	
DISPLAY ADVERTISING	400,000.00	123,606.00	357,926.25	42,073.75	89.48%
SUBSCRIPT/SINGLE ISSUES	350.00	-	215.82	134.18	61.66%
CLASSIFIED ADVERTISING	100,000.00	37,548.65	189,942.67	(89,942.67)	189.94%
GEN ANNOUNCEMENTS	15,000.00	3,588.00	11,418.00	3,582.00	76.12%
PROF ANNOUNCEMENTS	23,000.00	5,334.00	17,107.50	5,892.50	74.38%
TOTAL REVENUE:	538,350.00	170,076.65	577,759.04	(39,409.04)	107.32%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	6,000.00	1,950.00	(532.00)	6,532.00	-8.87%
POSTAGE	89,000.00	9,404.00	87,400.74	1,599.26	98.20%
PRINTING, COPYING & MAILING	250,000.00	79,470.79	207,877.13	42,122.87	83.15%
DIGITAL/ONLINE DEVELOPMENT	10,200.00	1,500.00	5,000.00	5,200.00	49.02%
GRAPHICS/ARTWORK	3,500.00	-	882.80	2,617.20	25.22%
OUTSIDE SALES EXPENSE	75,000.00	39,758.40	79,428.90	(4,428.90)	105.91%
EDITORIAL ADVISORY COMMITTEE	800.00	49.29	535.97	264.03	67.00%
TOTAL DIRECT EXPENSES:	434,500.00	132,132.48	380,593.54	53,906.46	87.59%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.80 FTE)	129,203.00	14,115.82	129,116.13	86.87	99.93%
BENEFITS EXPENSE	52,295.00	2,738.20	43,669.66	8,625.34	83.51%
OTHER INDIRECT EXPENSE	43,709.00	3,971.96	41,341.49	2,367.51	94.58%
TOTAL INDIRECT EXPENSES:	225,207.00	20,825.98	214,127.28	11,079.72	95.08%
TOTAL ALL EXPENSES:	659,707.00	152,958.46	594,720.82	64,986.18	90.15%
NET INCOME (LOSS):	(121,357.00)	17,118.19	(16,961.78)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL					
REVENUE:					
COPY FEES	-	-	519.65	(519.65)	
TOTAL REVENUE:	-	-	519.65	(519.65)	
DIRECT EXPENSES:					
DEPRECIATION	556.00	-	-	556.00	0.00%
STAFF TRAVEL/PARKING	3,240.00	-	2,903.72	336.28	89.62%
STAFF MEMBERSHIP DUES	1,500.00	597.00	1,009.00	491.00	67.27%
COURT RULES COMMITTEE	4,000.00	-	1,219.32	2,780.68	30.48%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	35.15	35.15	1,464.85	2.34%
CUSTODIANSHIPS	2,500.00	-	1,142.89	1,357.11	45.72%
LITIGATION EXPENSES	-	-	65.60	(65.60)	
TOTAL DIRECT EXPENSES:	13,296.00	632.15	6,375.68	6,920.32	47.95%
INDIRECT EXPENSES:					
SALARY EXPENSE (5.41 FTE)	507,852.00	28,246.40	430,350.76	77,501.24	84.74%
BENEFITS EXPENSE	172,072.00	11,793.39	153,847.81	18,224.19	89.41%
OTHER INDIRECT EXPENSE	131,371.00	11,884.83	123,701.32	7,669.68	94.16%
TOTAL INDIRECT EXPENSES:	811,295.00	51,924.62	707,899.89	103,395.11	87.26%
TOTAL ALL EXPENSES:	824,591.00	52,556.77	714,275.57	110,315.43	86.62%
NET INCOME (LOSS):	(824,591.00)	(52,556.77)	(713,755.92)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF MEMBERSHIP DUES	500.00	-	328.20	171.80	65.64%
DISCIPLINARY BOARD EXPENSES	10,000.00	1,455.41	9,780.81	219.19	97.81%
CHIEF HEARING OFFICER	33,000.00	2,500.00	30,333.60	2,666.40	91.92%
HEARING OFFICER EXPENSES	3,000.00	24.00	3,019.90	(19.90)	100.66%
HEARING OFFICER TRAINING	2,000.00	-	1,014.95	985.05	50.75%
OUTSIDE COUNSEL	55,000.00	3,000.00	39,750.00	15,250.00	72.27%
DISCIPLINARY SELECTION PANEL	-	-	321.66	(321.66)	
TOTAL DIRECT EXPENSES:	103,500.00	6,979.41	84,549.12	18,950.88	81.69%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.60 FTE)	119,426.00	7,176.74	115,236.35	4,189.65	96.49%
BENEFITS EXPENSE	45,067.00	3,312.92	39,520.27	5,546.73	87.69%
OTHER INDIRECT EXPENSE	38,853.00	3,506.53	36,496.85	2,356.15	93.94%
TOTAL INDIRECT EXPENSES:	203,346.00	13,996.19	191,253.47	12,092.53	94.05%
TOTAL ALL EXPENSES:	306,846.00	20,975.60	275,802.59	31,043.41	89.88%
NET INCOME (LOSS):	(306,846.00)	(20,975.60)	(275,802.59)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OUTREACH & ENGAGEMENT					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF TRAVEL/PARKING	400.00	18.00	18.00	382.00	4.50%
STAFF MEMBERSHIP DUES	300.00	-	219.00	81.00	73.00%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
ABA DELEGATES	4,500.00	2,084.40	5,021.83	(521.83)	111.60%
ANNUAL CHAIR MEETINGS	600.00	-	624.09	(24.09)	104.02%
JUDICIAL RECOMMENDATIONS COMMITTEE	4,500.00	15.72	4,136.33	363.67	91.92%
BOG ELECTIONS	6,500.00	-	6,688.29	(188.29)	102.90%
BAR OUTREACH	5,000.00	-	1,621.71	3,378.29	32.43%
PROFESSIONALISM	750.00	-	-	750.00	0.00%
TOTAL DIRECT EXPENSES:	22,750.00	2,118.12	18,329.25	4,420.75	80.57%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.83 FTE)	218,297.00	22,497.37	225,417.88	(7,120.88)	103.26%
BENEFITS EXPENSE	77,759.00	6,883.17	77,137.88	621.12	99.20%
OTHER INDIRECT EXPENSE	68,721.00	6,206.17	64,595.93	4,125.07	94.00%
TOTAL INDIRECT EXPENSES:	364,777.00	35,586.71	367,151.69	(2,374.69)	100.65%
TOTAL ALL EXPENSES:	387,527.00	37,704.83	385,480.94	2,046.06	99.47%
NET INCOME (LOSS):	(387,527.00)	(37,704.83)	(385,480.94)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE MANAGEMENT ASSISTANCE					
REVENUE:					
ROYALTIES	15,000.00	725.88	41,259.27	(26,259.27)	275.06%
LAW OFFICE IN A BOX SALES	-	-	45.00	(45.00)	
TOTAL REVENUE:	15,000.00	725.88	41,304.27	(26,304.27)	275.36%
DIRECT EXPENSE:					
STAFF TRAVEL/PARKING	2,000.00	-	273.63	1,726.37	13.68%
STAFF MEMBERSHIP DUES	500.00	25.00	25.00	475.00	5.00%
CONFERENCE CALLS	100.00	1.10	121.62	(21.62)	121.62%
LIBRARY MATERIALS/RESOURCES	1,000.00	-	77.83	922.17	7.78%
WSBA MEMBER BENEFITS OPEN HOUSE	2,250.00	-	640.69	1,609.31	28.48%
TOTAL DIRECT EXPENSES:	5,850.00	26.10	1,138.77	4,711.23	19.47%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.50 FTE)	128,060.00	10,038.06	124,310.77	3,749.23	97.07%
BENEFITS EXPENSE	43,808.00	3,609.74	43,619.09	188.91	99.57%
OTHER INDIRECT EXPENSE	36,424.00	3,289.28	34,235.91	2,188.09	93.99%
TOTAL INDIRECT EXPENSES:	208,292.00	16,937.08	202,165.77	6,126.23	97.06%
TOTAL ALL EXPENSES:	214,142.00	16,963.18	203,304.54	10,837.46	94.94%
NET INCOME (LOSS):	(199,142.00)	(16,237.30)	(162,000.27)		

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	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE OF LAW BOARD					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
TRANSLATION SERVICES	200.00	-	-	200.00	0.00%
PRACTICE OF LAW BOARD	15,000.00	3,259.46	18,208.22	(3,208.22)	121.39%
TOTAL DIRECT EXPENSES:	<u>15,200.00</u>	<u>3,259.46</u>	<u>18,208.22</u>	<u>(3,008.22)</u>	<u>119.79%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (0.65 FTE)	66,165.00	4,830.77	66,514.32	(349.32)	100.53%
BENEFITS EXPENSE	21,484.00	1,613.64	20,026.80	1,457.20	93.22%
OTHER INDIRECT EXPENSE	15,784.00	1,427.42	14,857.09	926.91	94.13%
TOTAL INDIRECT EXPENSES:	<u>103,433.00</u>	<u>7,871.83</u>	<u>101,398.21</u>	<u>2,034.79</u>	<u>98.03%</u>
TOTAL ALL EXPENSES:	<u>118,633.00</u>	<u>11,131.29</u>	<u>119,606.43</u>	<u>(973.43)</u>	<u>100.82%</u>
NET INCOME (LOSS):	<u><u>(118,633.00)</u></u>	<u><u>(11,131.29)</u></u>	<u><u>(119,606.43)</u></u>		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PROFESSIONAL RESPONSIBILITY PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,800.00	535.05	2,971.22	(1,171.22)	165.07%
STAFF MEMBERSHIP DUES	500.00	-	366.00	134.00	73.20%
CPE COMMITTEE	4,000.00	906.79	5,450.38	(1,450.38)	136.26%
TOTAL DIRECT EXPENSES:	6,300.00	1,441.84	8,787.60	(2,487.60)	139.49%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.89 FTE)	169,758.00	12,526.93	161,469.61	8,288.39	95.12%
BENEFITS EXPENSE	62,970.00	4,564.56	55,107.31	7,862.69	87.51%
OTHER INDIRECT EXPENSE	45,895.00	4,158.14	43,279.31	2,615.69	94.30%
TOTAL INDIRECT EXPENSES:	278,623.00	21,249.63	259,856.23	18,766.77	93.26%
TOTAL ALL EXPENSES:	284,923.00	22,691.47	268,643.83	16,279.17	94.29%
NET INCOME (LOSS):	(284,923.00)	(22,691.47)	(268,643.83)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLIC SERVICE PROGRAMS					
REVENUE:					
DONATIONS & GRANTS	95,000.00	-	102,500.00	(7,500.00)	107.89%
PSP PRODUCT SALES	10,000.00	137.00	3,641.00	6,359.00	36.41%
TOTAL REVENUE:	105,000.00	137.00	106,141.00	(1,141.00)	101.09%
DIRECT EXPENSES:					
DONATIONS/SPONSORSHIPS/GRANTS	207,915.00	25,584.01	204,032.50	3,882.50	98.13%
POSTAGE	500.00	-	-	500.00	0.00%
PRINTING & COPYING	500.00	-	-	500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	-	646.01	1,353.99	32.30%
CONFERENCE CALLS	200.00	-	6.66	193.34	3.33%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	61.17	903.76	1,096.24	45.19%
PUBLIC SERVICE EVENTS AND PROJECTS	11,500.00	54.57	4,660.04	6,839.96	40.52%
TOTAL DIRECT EXPENSES:	224,615.00	25,699.75	210,248.97	14,366.03	93.60%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.77 FTE)	136,436.00	4,914.80	106,211.93	30,224.07	77.85%
BENEFITS EXPENSE	48,060.00	3,112.57	43,015.88	5,044.12	89.50%
OTHER INDIRECT EXPENSE	42,981.00	3,878.87	40,372.47	2,608.53	93.93%
TOTAL INDIRECT EXPENSES:	227,477.00	11,906.24	189,600.28	37,876.72	83.35%
TOTAL ALL EXPENSES:	452,092.00	37,605.99	399,849.25	52,242.75	88.44%
NET INCOME (LOSS):	(347,092.00)	(37,468.99)	(293,708.25)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLICATION & DESIGN SERVICES					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
IMAGE LIBRARY	4,100.00	-	4,100.00	-	100.00%
TOTAL DIRECT EXPENSES:	<u>4,100.00</u>	<u>-</u>	<u>4,100.00</u>	<u>-</u>	<u>100.00%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.39 FTE)	90,187.00	9,270.32	93,877.77	(3,690.77)	104.09%
BENEFITS EXPENSE	34,341.00	2,597.78	33,173.78	1,167.22	96.60%
OTHER INDIRECT EXPENSE	<u>33,753.00</u>	<u>3,072.07</u>	<u>31,975.17</u>	<u>1,777.83</u>	<u>94.73%</u>
TOTAL INDIRECT EXPENSES:	<u>158,281.00</u>	<u>14,940.17</u>	<u>159,026.72</u>	<u>(745.72)</u>	<u>100.47%</u>
TOTAL ALL EXPENSES:	<u>162,381.00</u>	<u>14,940.17</u>	<u>163,126.72</u>	<u>(745.72)</u>	<u>100.46%</u>
NET INCOME (LOSS):	<u><u>(162,381.00)</u></u>	<u><u>(14,940.17)</u></u>	<u><u>(163,126.72)</u></u>		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS ADMINISTRATION					
REVENUE:					
REIMBURSEMENTS FROM SECTIONS	308,000.00	1,031.25	305,718.75	2,281.25	99.26%
TOTAL REVENUE:	308,000.00	1,031.25	305,718.75	2,281.25	99.26%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,200.00	-	715.69	484.31	59.64%
SUBSCRIPTIONS	300.00	-	372.00	(72.00)	124.00%
CONFERENCE CALLS	300.00	-	241.01	58.99	80.34%
MISCELLANEOUS	300.00	-	225.71	74.29	75.24%
SECTION/COMMITTEE CHAIR MTGS	2,000.00	-	828.73	1,171.27	41.44%
DUES STATEMENTS	6,000.00	-	5,257.54	742.46	87.63%
TOTAL DIRECT EXPENSES:	10,100.00	-	7,640.68	2,459.32	75.65%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.00 FTE)	266,847.00	21,364.10	253,294.77	13,552.23	94.92%
BENEFITS EXPENSE	100,979.00	8,367.02	97,577.50	3,401.50	96.63%
OTHER INDIRECT EXPENSE	97,132.00	8,781.71	91,403.44	5,728.56	94.10%
TOTAL INDIRECT EXPENSES:	464,958.00	38,512.83	442,275.71	22,682.29	95.12%
TOTAL ALL EXPENSES:	475,058.00	38,512.83	449,916.39	25,141.61	94.71%
NET INCOME (LOSS):	(167,058.00)	(37,481.58)	(144,197.64)		

Washington State Bar Association
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100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
TECHNOLOGY					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	110,000.00	29,300.44	107,619.87	2,380.13	97.84%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	45.00	65.00	40.91%
TELEPHONE	24,000.00	1,847.13	18,744.43	5,255.57	78.10%
COMPUTER HARDWARE	29,000.00	2,213.85	33,371.46	(4,371.46)	115.07%
COMPUTER SOFTWARE	29,000.00	165.14	14,954.14	14,045.86	51.57%
HARDWARE SERVICE & WARRANTIES	47,000.00	2,349.42	25,138.91	21,861.09	53.49%
SOFTWARE MAINTENANCE & LICENSING	270,000.00	27,496.23	207,687.90	62,312.10	76.92%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	3,253.46	22,339.89	3,660.11	85.92%
COMPUTER SUPPLIES	34,000.00	5,995.21	14,742.40	19,257.60	43.36%
THIRD PARTY SERVICES	74,050.00	1,152.25	44,826.05	29,223.95	60.53%
TRANSFER TO INDIRECT EXPENSES	(645,660.00)	(73,773.13)	(489,470.05)	(156,189.95)	75.81%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (12.10 FTE)	1,036,073.00	83,127.04	1,012,775.60	23,297.40	97.75%
BENEFITS EXPENSE	355,694.00	29,146.10	346,881.55	8,812.45	97.52%
CAPITAL LABOR & OVERHEAD	(194,000.00)	(8,007.36)	(109,943.48)	(84,056.52)	56.67%
OTHER INDIRECT EXPENSE	293,823.00	26,593.51	277,322.11	16,500.89	94.38%
TOTAL INDIRECT EXPENSES:	1,491,590.00	130,859.29	1,527,035.78	(35,445.78)	102.38%
TOTAL ALL EXPENSES:	1,491,590.00	130,859.29	1,527,035.78	(35,445.78)	102.38%
NET INCOME (LOSS):	(1,491,590.00)	(130,859.29)	(1,527,035.78)		

Washington State Bar Association
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For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLE - PRODUCTS					
REVENUE:					
SHIPPING & HANDLING	1,000.00	45.00	853.97	146.03	85.40%
COURSEBOOK SALES	17,000.00	1,278.00	10,720.24	6,279.76	63.06%
MP3 AND VIDEO SALES	950,000.00	42,298.14	949,389.03	610.97	99.94%
TOTAL REVENUE:	968,000.00	43,621.14	960,963.24	7,036.76	99.27%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	100.00	-	399.00	(299.00)	399.00%
DEPRECIATION	8,580.00	632.00	5,706.00	2,874.00	66.50%
STAFF MEMBERSHIP DUES	575.00	-	-	575.00	0.00%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
COST OF SALES - COURSEBOOKS	1,190.00	125.61	995.84	194.16	83.68%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	840.12	659.88	56.01%
ONLINE PRODUCT HOSTING EXPENSES	40,000.00	3,468.24	40,657.27	(657.27)	101.64%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	2,000.00	69.50	377.75	1,622.25	18.89%
STAFF TRAVEL/PARKING	-	-	1,396.04	(1,396.04)	
TOTAL DIRECT EXPENSES:	54,245.00	4,295.35	50,372.02	3,872.98	92.86%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.53 FTE)	101,549.00	8,122.13	108,995.37	(7,446.37)	107.33%
BENEFITS EXPENSE	38,315.00	3,187.45	38,557.82	(242.82)	100.63%
OTHER INDIRECT EXPENSE	37,153.00	3,351.35	34,881.88	2,271.12	93.89%
TOTAL INDIRECT EXPENSES:	177,017.00	14,660.93	182,435.07	(5,418.07)	103.06%
TOTAL ALL EXPENSES:	231,262.00	18,956.28	232,807.09	(1,545.09)	100.67%
NET INCOME (LOSS):	736,738.00	24,664.86	728,156.15		

Washington State Bar Association
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100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLE - SEMINARS					
REVENUE:					
SEMINAR REGISTRATIONS	864,735.00	137,148.75	924,065.98	(59,330.98)	106.86%
SEMINAR-EXHIB/SPNSR/ETC	29,500.00	17,170.00	36,170.00	(6,670.00)	122.61%
TOTAL REVENUE:	894,235.00	154,318.75	960,235.98	(66,000.98)	107.38%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	500.00	124.00	124.00	376.00	24.80%
DEPRECIATION	2,035.00	-	-	2,035.00	0.00%
STAFF TRAVEL/PARKING	3,000.00	92.40	6,015.35	(3,015.35)	200.51%
STAFF MEMBERSHIP DUES	975.00	-	-	975.00	0.00%
SUPPLIES	2,000.00	74.31	1,707.90	292.10	85.40%
SEMINAR ONLINE DELIVERY EXPENSES	42,000.00	-	40,612.03	1,387.97	96.70%
COURSEBOOK PRODUCTION	4,000.00	906.35	2,406.63	1,593.37	60.17%
POSTAGE - FLIERS/CATALOGS	30,000.00	2,527.96	12,960.34	17,039.66	43.20%
POSTAGE - MISC./DELIVERY	2,500.00	-	570.00	1,930.00	22.80%
ACCREDITATION FEES	3,550.00	214.00	5,775.00	(2,225.00)	162.68%
SEMINAR BROCHURES	55,000.00	88.34	23,335.44	31,664.56	42.43%
FACILITIES	250,000.00	20,229.67	228,069.67	21,930.33	91.23%
SPEAKERS & PROGRAM DEVELOP	58,000.00	5,726.31	53,460.34	4,539.66	92.17%
SPLITS TO SECTIONS	51,777.00	40,715.44	59,597.38	(7,820.38)	115.10%
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	-	149.50	350.50	29.90%
TOTAL DIRECT EXPENSES:	523,337.00	70,698.78	435,283.58	88,053.42	83.17%
INDIRECT EXPENSES:					
SALARY EXPENSE (8.41 FTE)	540,263.00	45,753.89	552,044.33	(11,781.33)	102.18%
BENEFITS EXPENSE	206,655.00	17,181.72	207,830.12	(1,175.12)	100.57%
OTHER INDIRECT EXPENSE	204,219.00	18,494.42	192,496.11	11,722.89	94.26%
TOTAL INDIRECT EXPENSES:	951,137.00	81,430.03	952,370.56	(1,233.56)	100.13%
TOTAL ALL EXPENSES:	1,474,474.00	152,128.81	1,387,654.14	86,819.86	94.11%
NET INCOME (LOSS):	(580,239.00)	2,189.94	(427,418.16)		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONTINUING LEGAL EDUCATION (CLE)					
REVENUE:					
SEMINAR REGISTRATIONS	864,735.00	137,148.75	924,065.98	(59,330.98)	106.86%
SEMINAR-EXHIB/SPNSR/ETC	29,500.00	17,170.00	36,170.00	(6,670.00)	122.61%
SHIPPING & HANDLING	1,000.00	45.00	853.97	146.03	85.40%
COURSEBOOK SALES	17,000.00	1,278.00	10,720.24	6,279.76	63.06%
MP3 AND VIDEO SALES	950,000.00	42,298.14	949,389.03	610.97	99.94%
TOTAL REVENUE:	1,862,235.00	197,939.89	1,921,199.22	(58,964.22)	103.17%
DIRECT EXPENSES:					
COURSEBOOK PRODUCTION	4,000.00	906.35	2,406.63	1,593.37	60.17%
POSTAGE - FLIERS/CATALOGS	30,000.00	2,527.96	12,960.34	17,039.66	43.20%
POSTAGE - MISC./DELIVERY	2,500.00	-	570.00	1,930.00	22.80%
DEPRECIATION	10,615.00	632.00	5,706.00	4,909.00	53.75%
ONLINE EXPENSES	82,000.00	3,468.24	81,269.30	730.70	99.11%
ACCREDITATION FEES	3,550.00	214.00	5,775.00	(2,225.00)	162.68%
SEMINAR BROCHURES	55,000.00	88.34	23,335.44	31,664.56	42.43%
FACILITIES	250,000.00	20,229.67	228,069.67	21,930.33	91.23%
SPEAKERS & PROGRAM DEVELOP	58,000.00	5,726.31	53,460.34	4,539.66	92.17%
SPLITS TO SECTIONS	51,777.00	40,715.44	59,597.38	(7,820.38)	115.10%
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	-	149.50	350.50	29.90%
BAD DEBT EXPENSE	600.00	124.00	523.00	77.00	87.17%
STAFF TRAVEL/PARKING	3,000.00	92.40	6,015.35	(3,015.35)	200.51%
STAFF MEMBERSHIP DUES	1,550.00	-	-	1,550.00	0.00%
SUPPLIES	2,000.00	74.31	1,707.90	292.10	85.40%
COST OF SALES - COURSEBOOKS	1,190.00	125.61	995.84	194.16	83.68%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	840.12	659.88	56.01%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	2,000.00	69.50	377.75	1,622.25	18.89%
STAFF TRAVEL/PARKING	-	-	1,396.04	(1,396.04)	
MISCELLANEOUS	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSES:	577,582.00	74,994.13	485,655.60	91,926.40	84.08%
INDIRECT EXPENSES:					
SALARY EXPENSE (9.94 FTE)	641,812.00	53,876.02	661,039.70	(19,227.70)	103.00%
BENEFITS EXPENSE	244,970.00	20,369.17	246,387.94	(1,417.94)	100.58%
OTHER INDIRECT EXPENSE	241,372.00	21,845.77	227,377.99	13,994.01	94.20%
TOTAL INDIRECT EXPENSES:	1,128,154.00	96,090.96	1,134,805.63	(6,651.63)	100.59%
TOTAL ALL EXPENSES:	1,705,736.00	171,085.09	1,620,461.23	85,274.77	95.00%
NET INCOME (LOSS):	156,499.00	26,854.80	300,737.99		

Washington State Bar Association
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For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DESKBOOKS					
REVENUE:					
SHIPPING & HANDLING	4,000.00	117.00	2,290.91	1,709.09	57.27%
DESKBOOK SALES	100,000.00	5,273.00	67,365.53	32,634.47	67.37%
SECTION PUBLICATION SALES	6,000.00	225.00	4,467.50	1,532.50	74.46%
CASEMAKER ROYALTIES	60,000.00	4,138.59	55,121.58	4,878.42	91.87%
TOTAL REVENUE:	170,000.00	9,753.59	129,245.52	40,754.48	76.03%
DIRECT EXPENSES:					
COST OF SALES - DESKBOOKS	70,000.00	4,358.13	53,294.29	16,705.71	76.13%
COST OF SALES - SECTION PUBLICATION	1,000.00	68.77	808.03	191.97	80.80%
SPLITS TO SECTIONS	2,000.00	640.85	2,784.55	(784.55)	139.23%
DESKBOOK ROYALTIES	1,000.00	341.99	756.86	243.14	75.69%
SHIPPING SUPPLIES	250.00	-	-	250.00	0.00%
POSTAGE & DELIVER-DESKBOOKS	3,000.00	163.87	618.96	2,381.04	20.63%
FLIERS/CATALOGS	5,000.00	-	50.00	4,950.00	1.00%
POSTAGE - FLIERS/CATALOGS	2,500.00	-	-	2,500.00	0.00%
COMPLIMENTARY BOOK PROGRAM	2,000.00	-	-	2,000.00	0.00%
OBSOLETE INVENTORY	-	-	842.50	(842.50)	
BAD DEBT EXPENSE	100.00	-	-	100.00	0.00%
RECORDS STORAGE - OFF SITE	7,440.00	620.00	7,440.00	-	100.00%
STAFF MEMBERSHIP DUES	205.00	-	-	205.00	0.00%
MISCELLANEOUS	200.00	-	24.26	175.74	12.13%
TOTAL DIRECT EXPENSES:	94,695.00	6,193.61	66,619.45	28,075.55	70.35%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.15 FTE)	140,713.00	11,018.65	141,760.38	(1,047.38)	100.74%
BENEFITS EXPENSE	53,392.00	4,460.01	53,967.95	(575.95)	101.08%
OTHER INDIRECT EXPENSE	52,208.00	4,716.67	49,093.05	3,114.95	94.03%
TOTAL INDIRECT EXPENSES:	246,313.00	20,195.33	244,821.38	1,491.62	99.39%
TOTAL ALL EXPENSES:	341,008.00	26,388.94	311,440.83	29,567.17	91.33%
NET INCOME (LOSS):	(171,008.00)	(16,635.35)	(182,195.31)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLIENT PROTECTION FUND					
REVENUE:					
CPF RESTITUTION	3,000.00	404.30	28,255.34	(25,255.34)	941.84%
CPF MEMBER ASSESSMENTS	982,000.00	7,740.00	995,335.80	(13,335.80)	101.36%
INTEREST INCOME	7,500.00	5,301.19	45,161.68	(37,661.68)	602.16%
TOTAL REVENUE:	992,500.00	13,445.49	1,068,752.82	(76,252.82)	107.68%
DIRECT EXPENSES:					
BANK FEES - WELLS FARGO	1,000.00	(59.66)	(957.11)	1,957.11	-95.71%
GIFTS TO INJURED CLIENTS	400,000.00	811,557.71	917,051.21	(517,051.21)	229.26%
CPF BOARD EXPENSES	2,000.00	314.48	1,740.30	259.70	87.02%
TOTAL DIRECT EXPENSES:	403,000.00	811,812.53	917,834.40	(514,834.40)	227.75%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.35 FTE)	95,818.00	5,994.70	100,086.06	(4,268.06)	104.45%
BENEFITS EXPENSE	35,213.00	2,878.26	34,350.09	862.91	97.55%
OTHER INDIRECT EXPENSE	32,782.00	2,978.99	30,792.67	1,989.33	93.93%
TOTAL INDIRECT EXPENSES:	163,813.00	11,851.95	165,228.82	(1,415.82)	100.86%
TOTAL ALL EXPENSES:	566,813.00	823,664.48	1,083,063.22	(516,250.22)	191.08%
NET INCOME (LOSS):	425,687.00	(810,218.99)	(14,310.40)		

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2018 to September 30, 2018

100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)					
REVENUE:					
REGISTRATION REVENUE	25,500.00	-	22,950.00	2,550.00	90.00%
OTHER ACTIVITIES REGISTRATION REVENUE	13,000.00	-	10,150.00	2,850.00	78.08%
WESTERN STATES BAR MEMBERSHIP DUES	2,400.00	-	2,250.00	150.00	93.75%
SPONSORSHIPS	9,000.00	-	7,700.00	1,300.00	85.56%
TOTAL REVENUE:	49,900.00	-	43,050.00	6,850.00	86.27%
DIRECT EXPENSES:					
FACILITIES	40,000.00	-	48,916.53	(8,916.53)	122.29%
SPEAKERS & PROGRAM DEVELOPMENT	1,400.00	-	500.94	899.06	35.78%
BANK FEES	560.00	-	170.07	389.93	30.37%
WSBC PRESIDENT TRAVEL	500.00	-	457.40	42.60	91.48%
OPTIONAL ACTIVITIES EXPENSE	1,500.00	-	1,719.91	(219.91)	114.66%
MARKETING EXPENSE	600.00	-	764.29	(164.29)	127.38%
STAFF TRAVEL/PARKING	2,300.00	-	1,812.71	487.29	78.81%
TOTAL DIRECT EXPENSES:	46,860.00	-	54,341.85	(7,481.85)	115.97%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	46,860.00	-	54,341.85	(7,481.85)	115.97%
NET INCOME (LOSS):	3,040.00	-	(11,291.85)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS OPERATIONS					
REVENUE:					
SECTION DUES	484,380.00	2,215.00	465,048.75	19,331.25	96.01%
SEMINAR PROFIT SHARE	78,934.45	40,715.44	77,790.03	1,144.42	98.55%
INTEREST INCOME	1,371.00	19,838.43	19,838.43	(18,467.43)	1447.00%
PUBLICATIONS REVENUE	4,000.00	640.85	5,316.17	(1,316.17)	132.90%
OTHER	44,525.00	7,230.67	50,171.34	(5,646.34)	112.68%
TOTAL REVENUE:	613,210.45	70,640.39	618,164.72	(4,954.27)	100.81%
DIRECT EXPENSES:					
DIRECT EXPENSES OF SECTION ACTIVITIES	584,980.00	49,992.81	349,830.02	235,149.98	59.80%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	318,382.50	1,031.25	305,718.75	12,663.75	96.02%
TOTAL DIRECT EXPENSES:	903,362.50	51,024.06	655,548.77	247,813.73	72.57%
NET INCOME (LOSS):	(290,152.05)	19,616.33	(37,384.05)		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
INDIRECT EXPENSES:					
SALARIES	11,450,929.00	947,478.13	11,352,439.72	98,489.28	99.14%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
TEMPORARY SALARIES	95,810.00	1,260.00	102,109.26	(6,299.26)	106.57%
CAPITAL LABOR & OVERHEAD	(194,000.00)	(8,007.36)	(109,943.48)	(84,056.52)	56.67%
EMPLOYEE ASSISTANCE PLAN	4,800.00	-	4,800.00	-	100.00%
EMPLOYEE SERVICE AWARDS	2,010.00	-	1,205.39	804.61	59.97%
FICA (EMPLOYER PORTION)	862,300.00	68,174.71	834,567.75	27,732.25	96.78%
L&I INSURANCE	47,000.00	9,781.30	38,360.51	8,639.49	81.62%
MEDICAL (EMPLOYER PORTION)	1,445,000.00	122,147.40	1,470,630.56	(25,630.56)	101.77%
RETIREMENT (EMPLOYER PORTION)	1,439,735.00	121,867.72	1,396,556.20	43,178.80	97.00%
TRANSPORTATION ALLOWANCE	118,500.00	280.00	110,650.40	7,849.60	93.38%
UNEMPLOYMENT INSURANCE	108,000.00	2,949.87	68,125.08	39,874.92	63.08%
STAFF DEVELOPMENT-GENERAL	6,910.00	1,308.53	3,850.41	3,059.59	55.72%
TOTAL SALARY & BENEFITS EXPENSE:	15,266,994.00	1,267,240.30	15,273,351.80	(6,357.80)	100.04%
WORKPLACE BENEFITS	39,000.00	3,822.13	44,112.75	(5,112.75)	113.11%
HUMAN RESOURCES POOLED EXP	120,076.00	76.91	112,670.95	7,405.05	93.83%
MEETING SUPPORT EXPENSES	10,000.00	1,674.45	12,896.98	(2,896.98)	128.97%
RENT	1,750,000.00	143,973.58	1,746,463.05	3,536.95	99.80%
PERSONAL PROP TAXES-WSBA	11,000.00	5,917.77	16,628.62	(5,628.62)	151.17%
FURNITURE, MAINT, LH IMP	35,200.00	(8,486.49)	28,739.44	6,460.56	81.65%
OFFICE SUPPLIES & EQUIPMENT	46,000.00	1,102.65	48,016.74	(2,016.74)	104.38%
FURN & OFFICE EQUIP DEPRECIATION	51,000.00	3,700.31	42,752.31	8,247.69	83.83%
COMPUTER HARDWARE DEPRECIATION	57,000.00	3,379.00	46,439.07	10,560.93	81.47%
COMPUTER SOFTWARE DEPRECIATION	154,000.00	10,092.91	95,991.04	58,008.96	62.33%
INSURANCE	140,000.00	12,161.11	139,224.99	775.01	99.45%
PROFESSIONAL FEES-AUDIT	35,000.00	637.50	31,567.30	3,432.70	90.19%
PROFESSIONAL FEES-LEGAL	50,000.00	46,315.39	165,619.68	(115,619.68)	331.24%
TELEPHONE & INTERNET	49,000.00	3,490.82	41,959.43	7,040.57	85.63%
POSTAGE - GENERAL	42,000.00	2,118.16	27,621.88	14,378.12	65.77%
RECORDS STORAGE	40,000.00	2,785.70	41,965.00	(1,965.00)	104.91%
STAFF TRAINING	92,200.00	-	52,391.69	39,808.31	56.82%
BANK FEES	35,400.00	1,612.67	32,609.51	2,790.49	92.12%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	852.78	9,338.89	15,661.11	37.36%
COMPUTER POOLED EXPENSES	645,660.00	73,773.13	489,470.05	156,189.95	75.81%
TOTAL OTHER INDIRECT EXPENSES:	3,427,536.00	309,000.48	3,226,479.37	201,056.63	94.13%
TOTAL INDIRECT EXPENSES:	18,694,530.00	1,576,240.78	18,499,831.17		

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2018 to September 30, 2018
100.00% OF YEAR COMPLETE

	FISCAL 2018 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
SUMMARY PAGE				
LICENSE FEES	15,068,125.00	1,310,933.83	15,409,133.08	(341,008.08)
ACCESS TO JUSTICE	(311,034.00)	(30,425.72)	(296,174.07)	(14,859.93)
ADMINISTRATION	(1,029,819.00)	(101,104.64)	(946,185.65)	(83,633.35)
ADMISSIONS/BAR EXAM	146,449.00	(16,107.28)	135,896.62	10,552.38
BOARD OF GOVERNORS	(802,807.00)	(77,320.49)	(814,690.53)	11,883.53
COMMUNICATIONS	(592,651.00)	(62,662.84)	(580,068.83)	(12,582.17)
CONFERENCE & BROADCAST SERVICES	(740,933.00)	(68,423.34)	(751,698.96)	10,765.96
DISCIPLINE	(5,601,229.00)	(468,019.48)	(5,502,861.96)	(98,367.04)
DIVERSITY	(345,401.00)	(31,980.10)	(328,141.32)	(17,259.68)
FOUNDATION	(168,653.00)	(13,853.48)	(155,074.78)	(13,578.22)
HUMAN RESOURCES	(271,830.00)	(32,106.97)	(380,715.43)	108,885.43
LAP	(124,243.00)	(8,986.68)	(115,797.13)	(8,445.87)
LEGISLATIVE	(151,443.00)	(7,033.02)	(89,299.70)	(62,143.30)
LICENSING AND MEMBERSHIP	(422,090.00)	(27,732.38)	(328,666.52)	(93,423.48)
LIMITED LICENSE LEGAL TECHNICIAN	(260,001.00)	(23,537.49)	(255,128.50)	(4,872.50)
LIMITED PRACTICE OFFICERS	(162,464.00)	(15,656.13)	(160,089.87)	(2,374.13)
MANDATORY CLE ADMINISTRATION	(17,768.00)	(17,470.01)	41,896.65	(59,664.65)
MEMBER BENEFITS	(166,568.00)	(13,538.70)	(146,652.33)	(19,915.67)
MENTORSHIP PROGRAM	(117,618.00)	(9,205.08)	(109,855.36)	(7,762.64)
NEW MEMBER PROGRAM	(245,129.00)	(24,094.53)	(134,503.40)	(110,625.60)
NW LAWYER	(121,357.00)	17,118.19	(16,961.78)	(104,395.22)
OFFICE OF GENERAL COUNSEL	(824,591.00)	(52,556.77)	(713,755.92)	(110,835.08)
OGC-DISCIPLINARY BOARD	(306,846.00)	(20,975.60)	(275,802.59)	(31,043.41)
OUTREACH & ENGAGEMENT	(387,527.00)	(37,704.83)	(385,480.94)	(2,046.06)
PRACTICE OF LAW BOARD	(118,633.00)	(11,131.29)	(119,606.43)	973.43
PRACTICE MANAGEMENT ASSISTANCE	(199,142.00)	(16,237.30)	(162,000.27)	(37,141.73)
PROFESSIONAL RESPONSIBILITY PROGRAM	(284,923.00)	(22,691.47)	(268,643.83)	(16,279.17)
PUBLICATION & DESIGN SERVICES	(162,381.00)	(14,940.17)	(163,126.72)	745.72
PUBLIC SERVICE PROGRAMS	(347,092.00)	(37,468.99)	(293,708.25)	(53,383.75)
LAW CLERK PROGRAM	(4,028.00)	(11,170.21)	11,105.34	(15,133.34)
SECTIONS ADMINISTRATION	(167,058.00)	(37,481.58)	(144,197.64)	(22,860.36)
TECHNOLOGY	(1,491,590.00)	(130,859.29)	(1,527,035.78)	35,445.78
CLE - PRODUCTS	736,738.00	24,664.86	728,156.15	8,581.85
CLE - SEMINARS	(580,239.00)	2,189.94	(427,418.16)	(152,820.84)
SECTIONS OPERATIONS	(290,152.05)	19,616.33	(37,384.05)	(252,768.00)
DESKBOOKS	(171,008.00)	(16,635.35)	(182,195.31)	11,187.31
CLIENT PROTECTION FUND	425,687.00	(810,218.99)	(14,310.40)	439,997.40
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	3,040.00	-	(11,291.85)	14,331.85
INDIRECT EXPENSES	(18,694,530.00)	(1,576,240.78)	(18,499,831.17)	(194,698.83)
TOTAL OF ALL	19,302,739.05	2,471,047.83	18,012,167.59	1,290,571.46
NET INCOME (LOSS)	(608,209.05)	(894,807.05)	487,663.58	

**Washington State Bar Association
Analysis of Cash Investments
As of October 31, 2018**

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	\$ 1,042,795

Total

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	2.20%	\$ 841,936
UBS Financial Money Market	2.19%	\$ 1,054,926
Morgan Stanley Money Market	2.12%	\$ 26,187
Merrill Lynch Money Market	2.00%	\$ 1,916,302
Long Term Investments	Varies	\$ 3,255,031
Short Term Investments	Varies	\$ -

General Fund Total \$ 8,137,176

Client Protection Fund

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	\$ 789,292

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	2.20%	\$ 3,292,604
Morgan Stanley Money Market	1.86%	\$ 104,251
Wells Fargo Investments	Varies	\$ -

Client Protection Fund Total \$ 4,186,148

Grand Total Cash & Investments \$ 12,323,324

Washington State Bar Association
Analysis of Cash Investments
As of September 30, 2018

Long Term Investments- General Fund

UBS Financial Long Term Investments

Value as of 9/30/2018

Nuveen 3-7 year Municipal Bond Portfolio	\$	306,693.24
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Morgan Stanley Long Term Investments

Value as of 9/30/2018

Lord Abbett Short Term Duration Income Fund	\$	789,808.83
Guggenheim Total Return Bond Fund	\$	1,097,384.06
Virtus Multi-Sector Short Term Bond Fund	\$	1,076,307.25
	\$	2,963,500.14

Total Long Term Investments- General Fund 3,270,193.38

Short Term Investments- General Fund

<u>Bank</u>	<u>Interest</u> <u>Rate</u>	<u>Yield</u>	<u>Term</u>	<u>Maturity</u> <u>Date</u>	<u>Amount</u>
Washington Federal Interest	1.65%	1.65%	240 days	10/12/2018	250,000.00
BNY Mellon	1.65%	1.65%	270 Days	10/30/2018	250,000.00

Total Short Term Investments- General Fund 500,000.00

Client Protection Fund

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

AGENDA ITEM 4b.



WSBA Financial Reports

(Unaudited)

Year to Date October 31, 2018

Prepared by Tiffany Lynch, Associate Director for Finance

Submitted by

Ann Holmes, Chief Operations Officer

December 20, 2018

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Tiffany Lynch, Associate Director for Finance

Re: Key Financial Benchmarks for the Fiscal Year to Date (YTD) through October 31, 2018

Date: December 20, 2018

	% of Year	Current Year % YTD	Current Year \$ Difference ¹	Prior Year YTD	Comments
Salaries	8.33%	8.22%/8.44% ²	\$11,855 (Over budget)	8.28%	Slightly higher actual spending for seasonal temporary employees, expected to be on budget
Benefits	8.33%	7.56%	\$32,629 (Under budget)	7.51%	Expected to be on budget
Other Indirect Expenses	8.33%	10.25%	\$66,802 (Over budget)	7.93%	Slightly higher due to timing of expenses, expected to be on budget
Total Indirect Expenses	8.33%	8.57%	\$46,028 (Over budget)	8.05%	Expected to be on budget

General Fund Revenues	8.33%	9.84%	\$305,200 (Over budget)	9.31%	Expected to be on budget
General Fund Direct Expenses	8.33%	6.46%	\$47,323 (Under budget)	4.19%	Expected to be on or slightly under budget

CLE Revenue	8.33%	4.58%	\$76,470 (Under budget)	7.18%	Expected to be on budget
CLE Direct Expenses	8.33%	3.92%	\$20,431 (Under budget)	3.34%	Expected to be on budget
CLE Indirect Expenses	8.33%	8.63%	\$4,089 (Over budget)	8.16%	Expected to be on budget

¹ 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, 2018 (1 month into the fiscal year).

² The first figure represents salaries expense for regular employees. The second figure represents salaries expense for regular¹⁰⁴ and temporary staff with offsets from allowance for open positions and capital labor & overhead.

Balance Sheet
October, 2018
8.33% OF YEAR COMPLETE

ASSETS	General, CLE, and Sections Funds	CPF	BOG Special Fund	Western States Bar Conference	TOTAL
Cash & cash equivalents	1,046,447.41			8,339.05	1,054,786.46
Investments- money market + CDs	3,846,159.86				3,846,159.86
Investments- equities/bond funds	3,248,221.88				3,248,221.88
Restricted Cash	-	789,292.00	-		789,292.00
Restricted Investments- money market + CDs		3,396,855.84			3,396,855.84
Due to/from GF-CPF	165,509.56	(165,509.56)			-
Due to/from GF-WSBC	32,329.94			(32,329.94)	
<i>Receivables</i>					
Accounts Receivable	(1,865.52)				(1,865.52)
A/R Misc	75,668.59			-	75,668.59
Allowance for Bad Debt	(1,398.00)				(1,398.00)
OP Backorders	8,447.71				8,447.71
CLE inventory	404,533.68				404,533.68
Deferred seminar costs	1,630.25				1,630.25
Prepaid expenses	248,872.35			31,500.00	280,372.35
Other inventory	(0.03)				(0.03)
Property & equipment, net	1,558,868.23				1,558,868.23
TOTAL ASSETS	10,633,425.91	4,020,638.28	-	7,509.11	14,661,573.30
LIABILITIES					
Accounts payable	458,129.12				458,129.12
Accounts payable-year end/misc	8,307.64				8,307.64
Refunds payable	1,090.83				1,090.83
CPF committed gifts		786,890.28			786,890.28
Accrued expenses	537,058.21				537,058.21
Future rent obligations	1,037,181.40				1,037,181.40
Unearned seminar/other revenue	22,938.31				22,938.31
Deferred licensing fees	2,631,113.47				2,631,113.47
Other deferred revenue	89,410.80				89,410.80
Deferred grant revenue	47,869.89				47,869.89
BOG Special Fund	-		-		-
TOTAL LIABILITIES	4,833,099.67	786,890.28	-	-	5,619,989.95
FUND BALANCE					
GENERAL FUND BALANCE	4,096,947				4,096,947.04
CLE FUND BALANCE	561,315				561,315.30
CPF FUND BALANCE		3,233,748			3,233,748.00
WSBC FUND BALANCE				7,509	7,509.11
SECTIONS FUND BALANCE	1,142,064				1,142,063.90
TOTAL FUND BALANCE	5,800,326.24	3,233,748.00	-	7,509.11	9,041,583.35
TOTAL LIABILITIES AND FUND BALANCE	10,633,425.91	4,020,638.28	-	7,509.11	14,661,573.30
BALANCE	-	-		-	-

Washington State Bar Association Financial Summary
Year to Date as of October 31, 2018 8.33% of Year
Compared to Fiscal Year 2019 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	-	7,500	23,241	271,867	3,770	62,957	27,011	334,824	(27,011)	(327,324)
Administration	(7,382)	100,000	95,696	1,138,769	240	4,885	95,936	1,143,654	(103,318)	(1,043,654)
Admissions/Bar Exam	225,765	1,327,400	71,450	841,048	4,868	416,931	76,318	1,257,979	149,447	69,421
Board of Governors	-	-	47,564	530,178	65,589	304,531	113,152	834,709	(113,152)	(834,709)
Communications Strategies	720	50,750	47,502	550,782	8,585	104,800	56,087	655,582	(55,367)	(604,832)
Conference & Broadcast Services	-	-	64,848	780,393	557	3,500	65,405	783,893	(65,405)	(783,893)
Discipline	5,773	96,200	479,090	5,664,008	8,068	220,267	487,158	5,884,275	(481,385)	(5,788,075)
Diversity	138,183	120,374	45,620	544,641	1,755	21,550	47,375	566,191	90,808	(445,817)
Foundation	-	-	13,166	150,663	42	14,200	13,208	164,863	(13,208)	(164,863)
Human Resources	-	-	32,917	204,958	-	-	32,917	204,958	(32,917)	(204,958)
Law Clerk Program	2,000	166,000	12,155	142,665	0	11,350	12,155	154,015	(10,155)	11,985
Legislative	-	-	11,619	135,416	498	18,650	12,107	154,066	(12,107)	(154,066)
Licensing and Membership Records	44,107	304,350	53,186	636,327	12,615	45,812	65,801	682,139	(21,694)	(377,789)
Licensing Fees	1,312,815	15,958,200	-	-	-	-	-	-	1,312,815	15,958,200
Limited License Legal Technician	-	-	18,702	215,591	2,424	25,600	21,127	241,191	(21,127)	(241,191)
Limited Practice Officers	-	-	13,846	168,653	712	3,000	14,558	156,182	(14,558)	(171,653)
Mandatory CLE	101,805	1,050,000	53,763	620,981	20,851	252,448	74,614	873,429	27,191	176,571
Member Assistance Program	-	10,000	12,008	141,224	0	1,275	12,008	142,499	(12,008)	(132,499)
Member Benefits	882	17,000.00	7,886	92,611	5,557	125,096	13,444	217,707	(12,562)	(200,707)
Member Services & Engagement	6,195	141,200.00	43,141	505,614	2,638	56,065	45,779	561,679	(39,584)	(420,479)
NW Lawyer	20,619	461,350	26,361	302,818	9,122	355,635	35,483	658,453	(14,864)	(197,103)
Office of General Counsel	330	-	69,332	928,680	733	13,076	70,065	941,756	(69,735)	(941,756)
OGC-Disciplinary Board	-	-	14,586	187,073	6,342	103,500	20,927	290,573	(20,927)	(290,573)
Outreach and Engagement	-	-	31,680	371,046	925	30,852	32,605	401,898	(32,605)	(401,898)
Practice of Law Board	-	-	3,866	74,063	1,081	16,000	4,946	90,063	(4,946)	(90,063)
Professional Responsibility Program	-	-	21,971	258,870	829	6,700	22,800	265,570	(22,800)	(265,570)
Public Service Programs	137,608	112,000	9,312	142,504	328	232,415	9,640	374,919	127,968	(262,919)
Publication and Design Services	-	-	14,061	141,602	4,100	5,263	18,161	146,865	(18,161)	(146,865)
Sections Administration	975	300,000	45,470	515,018	520	9,297	45,990	524,315	(45,015)	(224,315)
Technology	-	-	142,527	1,540,222	-	-	142,527	1,540,222	(142,527)	(1,540,222)
Subtotal General Fund	1,990,394	20,222,324	1,526,566	17,798,285	162,739	2,465,655	1,689,305	20,263,940	301,089	(41,616)
Expenses using reserve funds	-	-	-	-	-	-	1,689,305	-	-	-
Total General Fund - Net Result from Operations									301,089	(41,616)
Percentage of Budget	9.84%		8.58%		6.60%		8.34%			
CLE-Seminars and Products	85,848	1,879,500	98,668	1,150,797	15,249	393,776	113,917	1,544,573	(28,069)	334,927
CLE - Deskbooks	7,640	160,000	19,464	217,303	2,917	69,390	22,381	286,693	(14,740)	(126,693)
Total CLE	93,488	2,039,500	118,132	1,368,100	18,166	463,166	136,297	1,831,266	(42,810)	208,234
Percentage of Budget	4.58%		8.63%		3.92%		7.44%			
Total All Sections	5,915	541,590	-	-	24,194	841,737	24,194	841,737	(18,279)	(300,147)
Client Protection Fund-Restricted	19,517	992,500	12,623	164,210	1,134	504,000	13,757	668,210	5,760	324,290
Management of Western States Bar Conference (No WSBA Funds)	-	68,200	-	-	831	62,800	831	62,800	(831)	5,400
Totals	2,109,314	23,864,114	1,657,320.28	19,330,595	207,063	4,337,358	1,864,384	23,667,953	244,930	196,161
Percentage of Budget	8.84%		8.57%		4.77%		7.88%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2018	2019 Budgeted Fund Balances	Fund Balances Year to date
Restricted Funds:			
Client Protection Fund	3,227,988	3,552,278	3,233,748
Western States Bar Conference	8,340	13,740	7,509.11
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	604,125	812,359	561,315
Section Funds	1,160,343	860,196	1,142,064
Board-Designated Funds (General Fund):			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	450,000	450,000	450,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	1,845,858	1,804,242	2,146,947
Total General Fund Balance	3,795,858	3,754,242	4,096,947
Net Change in general Fund Balance		(41,616)	301,089
Total Fund Balance			
Total Fund Balance	8,796,654	8,992,815	9,041,584
Net Change In Fund Balance		196,161	244,930

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSE FEES					
REVENUE:					
LICENSE FEES	15,778,000.00	1,303,083.62	1,303,083.62	14,474,916.38	8.26%
LLLT LICENSE FEES	5,800.00	697.88	697.88	5,102.12	12.03%
LPO LICENSE FEES	174,400.00	9,033.03	9,033.03	165,366.97	5.18%
TOTAL REVENUE:	15,958,200.00	1,312,814.53	1,312,814.53	14,645,385.47	8.23%

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ACCESS TO JUSTICE					
REVENUE:					
CONFERENCES & INSTITUTES	7,500.00	-	-	7,500.00	0%
TOTAL REVENUE:	7,500.00	-	-	7,500.00	0%
DIRECT EXPENSES:					
PRO BONO & LEGAL AID COMMITTEE	-	78.81	78.81	(78.81)	
ATJ BOARD RETREAT	2,000.00	-	-	2,000.00	0.00%
LEADERSHIP TRAINING	2,000.00	-	-	2,000.00	0.00%
ATJ BOARD EXPENSE	24,000.00	2,191.63	2,191.63	21,808.37	9.13%
STAFF TRAVEL/PARKING	3,500.00	44.52	44.52	3,455.48	1.27%
STAFF MEMBERSHIP DUES	120.00	-	-	120.00	0.00%
PUBLIC DEFENSE	7,000.00	315.51	315.51	6,684.49	4.51%
CONFERENCE/INSTITUTE EXPENSE	14,837.00	-	-	14,837.00	0.00%
RECEPTION/FORUM EXPENSE	9,500.00	1,139.54	1,139.54	8,360.46	12.00%
TOTAL DIRECT EXPENSES:	62,957.00	3,770.01	3,770.01	59,186.99	5.99%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.10 FTE)	160,817.00	13,430.20	13,430.20	147,386.80	8.35%
BENEFITS EXPENSE	59,156.00	4,490.59	4,490.59	54,665.41	7.59%
OTHER INDIRECT EXPENSE	51,894.00	5,320.14	5,320.14	46,573.86	10.25%
TOTAL INDIRECT EXPENSES:	271,867.00	23,240.93	23,240.93	248,626.07	8.55%
TOTAL ALL EXPENSES:	334,824.00	27,010.94	27,010.94	307,813.06	8.07%
NET INCOME (LOSS):	(327,324.00)	(27,010.94)	(27,010.94)		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMINISTRATION					
REVENUE:					
INTEREST INCOME	70,000.00	8,732.44	8,732.44	61,267.56	12.47%
GAIN/LOSS ON INVESTMENTS	30,000.00	(16,114.36)	(16,114.36)	46,114.36	-53.71%
TOTAL REVENUE:	100,000.00	(7,381.92)	(7,381.92)	107,381.92	-7.38%
DIRECT EXPENSES:					
CREDIT CARD MERCHANT FEES	-	(404.66)	(404.66)	404.66	
STAFF TRAVEL/PARKING	4,200.00	350.00	350.00	3,850.00	8.33%
STAFF MEMBERSHIP DUES	685.00	294.17	294.17	390.83	42.94%
TOTAL DIRECT EXPENSES:	4,885.00	239.51	239.51	4,645.49	4.90%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.97 FTE)	700,100.00	57,113.31	57,113.31	642,986.69	8.16%
BENEFITS EXPENSE	241,718.00	18,373.58	18,373.58	223,344.42	7.60%
OTHER INDIRECT EXPENSE	196,951.00	20,209.45	20,209.45	176,741.55	10.26%
TOTAL INDIRECT EXPENSES:	1,138,769.00	95,696.34	95,696.34	1,043,072.66	8.40%
TOTAL ALL EXPENSES:	1,143,654.00	95,935.85	95,935.85	1,047,718.15	8.39%
NET INCOME (LOSS):	(1,043,654.00)	(103,317.77)	(103,317.77)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMISSIONS					
REVENUE:					
EXAM SOFT REVENUE	35,000.00	-	-	35,000.00	0.00%
BAR EXAM FEES	1,200,000.00	211,460.00	211,460.00	988,540.00	17.62%
SPECIAL ADMISSIONS	60,000.00	2,445.00	2,445.00	57,555.00	4.08%
LLLT EXAM FEES	7,500.00	1,810.00	1,810.00	5,690.00	24.13%
LLLT WAIVER FEES	900.00	150.00	150.00	750.00	16.67%
LPO EXAMINATION FEES	24,000.00	9,900.00	9,900.00	14,100.00	41.25%
TOTAL REVENUE:	1,327,400.00	225,765.00	225,765.00	1,101,635.00	17.01%
DIRECT EXPENSES:					
DEPRECIATION	17,776.00	-	-	17,776.00	0.00%
POSTAGE	4,000.00	556.97	556.97	3,443.03	13.92%
STAFF TRAVEL/PARKING	13,000.00	350.00	350.00	12,650.00	2.69%
STAFF MEMBERSHIP DUES	400.00	-	-	400.00	0.00%
SUPPLIES	2,500.00	-	-	2,500.00	0.00%
FACILITY, PARKING, FOOD	70,000.00	-	-	70,000.00	0.00%
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	268.18	268.18	24,731.82	1.07%
BAR EXAM PROCTORS	31,000.00	-	-	31,000.00	0.00%
CHARACTER & FITNESS BOARD	20,000.00	1,971.29	1,971.29	18,028.71	9.86%
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	615.12	615.12	384.88	61.51%
EXAM WRITING	28,355.00	-	-	28,355.00	0.00%
COURT REPORTERS	18,000.00	1,106.80	1,106.80	16,893.20	6.15%
TOTAL DIRECT EXPENSES:	416,931.00	4,868.36	4,868.36	412,062.64	1.17%
INDIRECT EXPENSES:					
SALARY EXPENSE (6.30 FTE)	496,503.00	41,082.40	41,082.40	455,420.60	8.27%
BENEFITS EXPENSE	188,862.00	14,371.11	14,371.11	174,490.89	7.61%
OTHER INDIRECT EXPENSE	155,683.00	15,996.19	15,996.19	139,686.81	10.27%
TOTAL INDIRECT EXPENSES:	841,048.00	71,449.70	71,449.70	769,598.30	8.50%
TOTAL ALL EXPENSES:	1,257,979.00	76,318.06	76,318.06	1,181,660.94	6.07%
NET INCOME (LOSS):	69,421.00	149,446.94	149,446.94		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
BOG/OED					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	5,400.00	450.00	450.00	4,950.00	8.33%
STAFF MEMBERSHIP DUES	2,131.00	-	-	2,131.00	0.00%
TELEPHONE	1,000.00	75.66	75.66	924.34	7.57%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	60,000.00	60,000.00	-	100.00%
BOG MEETINGS	117,000.00	57.77	57.77	116,942.23	0.05%
BOG COMMITTEES' EXPENSES	30,000.00	1,532.42	1,532.42	28,467.58	5.11%
BOG CONFERENCE ATTENDANCE	49,000.00	1,105.90	1,105.90	47,894.10	2.26%
BOG TRAVEL & OUTREACH	35,000.00	1,716.50	1,716.50	33,283.50	4.90%
ED TRAVEL & OUTREACH	5,000.00	650.33	650.33	4,349.67	13.01%
TOTAL DIRECT EXPENSES:	304,531.00	65,588.58	65,588.58	238,942.42	21.54%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	361,878.00	33,195.34	33,195.34	328,682.66	9.17%
BENEFITS EXPENSE	107,757.00	8,155.59	8,155.59	99,601.41	7.57%
OTHER INDIRECT EXPENSE	60,543.00	6,212.78	6,212.78	54,330.22	10.26%
TOTAL INDIRECT EXPENSES:	530,178.00	47,563.71	47,563.71	482,614.29	8.97%
TOTAL ALL EXPENSES:	834,709.00	113,152.29	113,152.29	721,556.71	13.56%
NET INCOME (LOSS):	(834,709.00)	(113,152.29)	(113,152.29)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COMMUNICATION STRATEGIES					
REVENUE:					
APEX LUNCH/DINNER	50,000.00	-	-	50,000.00	0.00%
50 YEAR MEMBER TRIBUTE LUNCH	750.00	300.00	300.00	450.00	40.00%
WSBA LOGO MERCHANDISE SALES	-	420.00	420.00	(420.00)	
TOTAL REVENUE:	50,750.00	720.00	720.00	50,030.00	1.42%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,700.00	350.00	350.00	4,350.00	7.45%
STAFF MEMBERSHIP DUES	1,000.00	295.00	295.00	705.00	29.50%
SUBSCRIPTIONS	10,050.00	64.77	64.77	9,985.23	0.64%
DIGITAL/ONLINE DEVELOPMENT	1,450.00	10.00	10.00	1,440.00	0.69%
APEX DINNER	63,000.00	-	-	63,000.00	0.00%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	7,542.56	7,542.56	457.44	94.28%
COMMUNICATIONS OUTREACH	15,000.00	322.21	322.21	14,677.79	2.15%
SPEAKERS & PROGRAM DEVELOP	1,600.00	-	-	1,600.00	0.00%
TOTAL DIRECT EXPENSES:	104,800.00	8,584.54	8,584.54	96,215.46	8.19%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.62 FTE)	312,393.00	26,326.26	26,326.26	286,066.74	8.43%
BENEFITS EXPENSE	124,221.00	9,464.44	9,464.44	114,756.56	7.62%
OTHER INDIRECT EXPENSE	114,168.00	11,711.49	11,711.49	102,456.51	10.26%
TOTAL INDIRECT EXPENSES:	550,782.00	47,502.19	47,502.19	503,279.81	8.62%
TOTAL ALL EXPENSES:	655,582.00	56,086.73	56,086.73	599,495.27	8.56%
NET INCOME (LOSS):	(604,832.00)	(55,366.73)	(55,366.73)		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONFERENCE & BROADCAST SERVICES					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
TRANSLATION SERVICES	3,500.00	556.95	556.95	2,943.05	15.91%
TOTAL DIRECT EXPENSES:	<u>3,500.00</u>	<u>556.95</u>	<u>556.95</u>	<u>2,943.05</u>	<u>15.91%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (7.15 FTE)	429,625.00	33,432.51	33,432.51	396,192.49	7.78%
BENEFITS EXPENSE	174,080.00	13,277.31	13,277.31	160,802.69	7.63%
OTHER INDIRECT EXPENSE	<u>176,688.00</u>	<u>18,138.52</u>	<u>18,138.52</u>	<u>158,549.48</u>	<u>10.27%</u>
TOTAL INDIRECT EXPENSES:	<u>780,393.00</u>	<u>64,848.34</u>	<u>64,848.34</u>	<u>715,544.66</u>	<u>8.31%</u>
TOTAL ALL EXPENSES:	<u>783,893.00</u>	<u>65,405.29</u>	<u>65,405.29</u>	<u>718,487.71</u>	<u>8.34%</u>
NET INCOME (LOSS):	<u><u>(783,893.00)</u></u>	<u><u>(65,405.29)</u></u>	<u><u>(65,405.29)</u></u>		

Washington State Bar Association
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For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DISCIPLINE					
REVENUE:					
AUDIT REVENUE	3,200.00	191.25	191.25	3,008.75	5.98%
RECOVERY OF DISCIPLINE COSTS	80,000.00	4,185.42	4,185.42	75,814.58	5.23%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,396.05	1,396.05	11,603.95	10.74%
TOTAL REVENUE:	96,200.00	5,772.72	5,772.72	90,427.28	6.00%
DIRECT EXPENSES:					
DEPRECIATION-SOFTWARE	7,123.00	859.00	859.00	6,264.00	12.06%
PUBLICATIONS PRODUCTION	444.00	211.25	211.25	232.75	47.58%
STAFF TRAVEL/PARKING	35,000.00	2,300.88	2,300.88	32,699.12	6.57%
STAFF MEMBERSHIP DUES	3,900.00	1,425.00	1,425.00	2,475.00	36.54%
TELEPHONE	2,300.00	185.92	185.92	2,114.08	8.08%
COURT REPORTERS	55,000.00	1,707.00	1,707.00	53,293.00	3.10%
OUTSIDE COUNSEL/AIC	2,000.00	-	-	2,000.00	0.00%
LITIGATION EXPENSES	25,000.00	1,267.02	1,267.02	23,732.98	5.07%
DISABILITY EXPENSES	7,500.00	-	-	7,500.00	0.00%
ONLINE LEGAL RESEARCH	68,000.00	108.10	108.10	67,891.90	0.16%
LAW LIBRARY	12,500.00	-	-	12,500.00	0.00%
TRANSLATION SERVICES	1,500.00	-	-	1,500.00	0.00%
CONFERENCE CALLS	-	4.16	4.16	(4.16)	
TOTAL DIRECT EXPENSES:	220,267.00	8,068.33	8,068.33	212,198.67	3.66%
INDIRECT EXPENSES:					
SALARY EXPENSE (36.88 FTE)	3,556,329.00	294,701.65	294,701.65	3,261,627.35	8.29%
BENEFITS EXPENSE	1,196,316.00	90,874.66	90,874.66	1,105,441.34	7.60%
OTHER INDIRECT EXPENSE	911,363.00	93,513.38	93,513.38	817,849.62	10.26%
TOTAL INDIRECT EXPENSES:	5,664,008.00	479,089.69	479,089.69	5,184,918.31	8.46%
TOTAL ALL EXPENSES:	5,884,275.00	487,158.02	487,158.02	5,397,116.98	8.28%
NET INCOME (LOSS):	(5,788,075.00)	(481,385.30)	(481,385.30)		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DIVERSITY					
REVENUE:					
DONATIONS	110,000.00	137,500.00	137,500.00	(27,500.00)	125.00%
WORK STUDY GRANTS	10,374.00	682.50	682.50	9,691.50	6.58%
TOTAL REVENUE:	120,374.00	138,182.50	138,182.50	(17,808.50)	114.79%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	6,000.00	629.42	629.42	5,370.58	10.49%
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
COMMITTEE FOR DIVERSITY	5,000.00	301.77	301.77	4,698.23	6.04%
DIVERSITY EVENTS & PROJECTS	10,000.00	823.52	823.52	9,176.48	8.24%
INTERNAL DIVERSITY OUTREACH	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSE:	21,550.00	1,754.71	1,754.71	19,795.29	8.14%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.05 FTE)	328,835.00	26,529.64	26,529.64	302,305.36	8.07%
BENEFITS EXPENSE	115,724.00	8,807.20	8,807.20	106,916.80	7.61%
OTHER INDIRECT EXPENSE	100,082.00	10,283.27	10,283.27	89,798.73	10.27%
TOTAL INDIRECT EXPENSES:	544,641.00	45,620.11	45,620.11	499,020.89	8.38%
TOTAL ALL EXPENSES:	566,191.00	47,374.82	47,374.82	518,816.18	8.37%
NET INCOME (LOSS):	(445,817.00)	90,807.68	90,807.68		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
FOUNDATION					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	3,000.00	-	-	3,000.00	0.00%
PRINTING & COPYING	800.00	-	-	800.00	0.00%
STAFF TRAVEL/PARKING	1,400.00	11.99	11.99	1,388.01	0.86%
SUPPLIES	500.00	-	-	500.00	0.00%
SPECIAL EVENTS	5,000.00	-	-	5,000.00	0.00%
BOARD OF TRUSTEES	3,000.00	30.33	30.33	2,969.67	1.01%
POSTAGE	500.00	-	-	500.00	0.00%
TOTAL DIRECT EXPENSES:	14,200.00	42.32	42.32	14,157.68	0.30%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.15 FTE)	89,538.00	7,752.72	7,752.72	81,785.28	8.66%
BENEFITS EXPENSE	32,707.00	2,485.26	2,485.26	30,221.74	7.60%
OTHER INDIRECT EXPENSE	28,418.00	2,927.86	2,927.86	25,490.14	10.30%
TOTAL INDIRECT EXPENSES:	150,663.00	13,165.84	13,165.84	137,497.16	8.74%
TOTAL ALL EXPENSES:	164,863.00	13,208.16	13,208.16	151,654.84	8.01%
NET INCOME (LOSS):	(164,863.00)	(13,208.16)	(13,208.16)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
HUMAN RESOURCES					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	150.00	220.00	220.00	(70.00)	146.67%
STAFF MEMBERSHIP DUES	1,250.00	-	-	1,250.00	0.00%
SUBSCRIPTIONS	2,100.00	47.88	47.88	2,052.12	2.28%
STAFF TRAINING- GENERAL	30,000.00	539.00	539.00	29,461.00	1.80%
RECRUITING AND ADVERTISING	7,000.00	241.05	241.05	6,758.95	3.44%
PAYROLL PROCESSING	49,000.00	3,637.70	3,637.70	45,362.30	7.42%
SALARY SURVEYS	2,900.00	-	-	2,900.00	0.00%
TRANSFER TO INDIRECT EXPENSE	(102,400.00)	(4,685.63)	(4,685.63)	(97,714.37)	4.58%
CONSULTING SERVICES	10,000.00	-	-	10,000.00	0.00%
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	260,398.00	20,327.11	20,327.11	240,070.89	7.81%
ALLOWANCE FOR OPEN POSITIONS	(200,000.00)	-	-	(200,000.00)	0.00%
BENEFITS EXPENSE	84,017.00	6,377.24	6,377.24	77,639.76	7.59%
OTHER INDIRECT EXPENSE	60,543.00	6,212.80	6,212.80	54,330.20	10.26%
TOTAL INDIRECT EXPENSES:	<u>204,958.00</u>	<u>32,917.15</u>	<u>32,917.15</u>	<u>172,040.85</u>	<u>16.06%</u>
TOTAL ALL EXPENSES:	<u>204,958.00</u>	<u>32,917.15</u>	<u>32,917.15</u>	<u>172,040.85</u>	<u>16.06%</u>
NET INCOME (LOSS):	<u>(204,958.00)</u>	<u>(32,917.15)</u>	<u>(32,917.15)</u>		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW CLERK PROGRAM					
REVENUE:					
LAW CLERK FEES	162,000.00	2,000.00	2,000.00	160,000.00	1.23%
LAW CLERK APPLICATION FEES	4,000.00	-	-	4,000.00	0.00%
TOTAL REVENUE:	166,000.00	2,000.00	2,000.00	164,000.00	1.20%
DIRECT EXPENSES:					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	6,000.00	-	-	6,000.00	0.00%
LAW CLERK OUTREACH	5,000.00	-	-	5,000.00	0.00%
TOTAL DIRECT EXPENSES:	11,350.00	-	-	11,350.00	0.00%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.10 FTE)	84,449.00	7,012.98	7,012.98	77,436.02	8.30%
BENEFITS EXPENSE	31,033.00	2,357.28	2,357.28	28,675.72	7.60%
OTHER INDIRECT EXPENSE	27,183.00	2,785.05	2,785.05	24,397.95	10.25%
TOTAL INDIRECT EXPENSES:	142,665.00	12,155.31	12,155.31	130,509.69	8.52%
TOTAL ALL EXPENSES:	154,015.00	12,155.31	12,155.31	141,859.69	7.89%
NET INCOME (LOSS):	11,985.00	(10,155.31)	(10,155.31)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LEGISLATIVE					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,550.00	(200.52)	(200.52)	4,750.52	-4.41%
STAFF MEMBERSHIP DUES	450.00	-	-	450.00	0.00%
SUBSCRIPTIONS	2,000.00	-	-	2,000.00	0.00%
TELEPHONE	400.00	-	-	400.00	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	688.34	688.34	1,811.66	27.53%
BOG LEGISLATIVE COMMITTEE	250.00	-	-	250.00	0.00%
TOTAL DIRECT EXPENSES:	18,650.00	487.82	487.82	18,162.18	2.62%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.10 FTE)	80,340.00	6,705.76	6,705.76	73,634.24	8.35%
BENEFITS EXPENSE	27,893.00	2,128.35	2,128.35	25,764.65	7.63%
OTHER INDIRECT EXPENSE	27,183.00	2,785.05	2,785.05	24,397.95	10.25%
TOTAL INDIRECT EXPENSES:	135,416.00	11,619.16	11,619.16	123,796.84	8.58%
TOTAL ALL EXPENSES:	154,066.00	12,106.98	12,106.98	141,959.02	7.86%
NET INCOME (LOSS):	(154,066.00)	(12,106.98)	(12,106.98)		

Washington State Bar Association
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For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSING & MEMBERSHIP RECORDS					
REVENUE:					
STATUS CERTIFICATE FEES	22,000.00	1,730.33	1,730.33	20,269.67	7.87%
RULE 9/LEGAL INTERN FEES	11,000.00	250.00	250.00	10,750.00	2.27%
INVESTIGATION FEES	22,000.00	2,400.00	2,400.00	19,600.00	10.91%
PRO HAC VICE	230,000.00	37,652.00	37,652.00	192,348.00	16.37%
MEMBER CONTACT INFORMATION	19,000.00	2,075.00	2,075.00	16,925.00	10.92%
PHOTO BAR CARD SALES	350.00	-	-	350.00	0.00%
TOTAL REVENUE:	304,350.00	44,107.33	44,107.33	260,242.67	14.49%
DIRECT EXPENSES:					
DEPRECIATION	13,812.00	1,151.00	1,151.00	12,661.00	8.33%
POSTAGE	29,000.00	9,310.19	9,310.19	19,689.81	32.10%
LICENSING FORMS	3,000.00	2,154.03	2,154.03	845.97	71.80%
TOTAL DIRECT EXPENSES:	45,812.00	12,615.22	12,615.22	33,196.78	27.54%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.35 FTE)	395,080.00	31,990.14	31,990.14	363,089.86	8.10%
BENEFITS EXPENSE	133,752.00	10,163.02	10,163.02	123,588.98	7.60%
OTHER INDIRECT EXPENSE	107,495.00	11,033.08	11,033.08	96,461.92	10.26%
TOTAL INDIRECT EXPENSES:	636,327.00	53,186.24	53,186.24	583,140.76	8.36%
TOTAL ALL EXPENSES:	682,139.00	65,801.46	65,801.46	616,337.54	9.65%
NET INCOME (LOSS):	(377,789.00)	(21,694.13)	(21,694.13)		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	600.00	-	-	600.00	0.00%
LLLT BOARD	17,000.00	956.43	956.43	16,043.57	5.63%
LLLT OUTREACH	8,000.00	1,467.78	1,467.78	6,532.22	18.35%
TOTAL DIRECT EXPENSES:	<u>25,600.00</u>	<u>2,424.21</u>	<u>2,424.21</u>	<u>23,175.79</u>	<u>9.47%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.55 FTE)	135,526.00	11,176.24	11,176.24	124,349.76	8.25%
BENEFITS EXPENSE	41,762.00	3,598.49	3,598.49	38,163.51	8.62%
OTHER INDIRECT EXPENSE	38,303.00	3,927.64	3,927.64	34,375.36	10.25%
TOTAL INDIRECT EXPENSES:	<u>215,591.00</u>	<u>18,702.37</u>	<u>18,702.37</u>	<u>196,888.63</u>	<u>8.67%</u>
TOTAL ALL EXPENSES:	<u>241,191.00</u>	<u>21,126.58</u>	<u>21,126.58</u>	<u>220,064.42</u>	<u>8.76%</u>
NET INCOME (LOSS):	<u><u>(241,191.00)</u></u>	<u><u>(21,126.58)</u></u>	<u><u>(21,126.58)</u></u>		

Washington State Bar Association
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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED PRACTICE OFFICERS					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
LPO BOARD	3,000.00	711.74	711.74	2,288.26	23.72%
TOTAL DIRECT EXPENSES:	3,000.00	711.74	711.74	2,288.26	23.72%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.17 FTE)	99,089.00	8,226.80	8,226.80	90,862.20	8.30%
BENEFITS EXPENSE	40,651.00	2,655.57	2,655.57	37,995.43	6.53%
OTHER INDIRECT EXPENSE	28,913.00	2,963.57	2,963.57	25,949.43	10.25%
TOTAL INDIRECT EXPENSES:	168,653.00	13,845.94	13,845.94	154,807.06	8.21%
TOTAL ALL EXPENSES:	171,653.00	14,557.68	14,557.68	157,095.32	8.48%
NET INCOME (LOSS):	(171,653.00)	(14,557.68)	(14,557.68)		

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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANDATORY CONTINUING LEGAL EDUCATION					
REVENUE:					
ACCREDITED PROGRAM FEES	540,000.00	68,200.00	68,200.00	471,800.00	12.63%
FORM 1 LATE FEES	150,000.00	23,125.00	23,125.00	126,875.00	15.42%
MEMBER LATE FEES	203,000.00	1,500.00	1,500.00	201,500.00	0.74%
ANNUAL ACCREDITED SPONSOR FEES	43,000.00	500.00	500.00	42,500.00	1.16%
ATTENDANCE LATE FEES	85,000.00	7,430.00	7,430.00	77,570.00	8.74%
COMITY CERTIFICATES	29,000.00	1,050.01	1,050.01	27,949.99	3.62%
TOTAL REVENUE:	1,050,000.00	101,805.01	101,805.01	948,194.99	9.70%
DIRECT EXPENSES:					
DEPRECIATION	249,948.00	20,674.00	20,674.00	229,274.00	8.27%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
MCLE BOARD	2,000.00	176.99	176.99	1,823.01	8.85%
TOTAL DIRECT EXPENSES:	252,448.00	20,850.99	20,850.99	231,597.01	8.26%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.90 FTE)	374,898.00	31,803.78	31,803.78	343,094.22	8.48%
BENEFITS EXPENSE	124,996.00	9,533.68	9,533.68	115,462.32	7.63%
OTHER INDIRECT EXPENSE	121,087.00	12,425.59	12,425.59	108,661.41	10.26%
TOTAL INDIRECT EXPENSES:	620,981.00	53,763.05	53,763.05	567,217.95	8.66%
TOTAL ALL EXPENSES:	873,429.00	74,614.04	74,614.04	798,814.96	8.54%
NET INCOME (LOSS):	176,571.00	27,190.97	27,190.97		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER ASSISTANCE PROGRAM					
REVENUE:					
DIVERSIONS	10,000.00	-	-	10,000.00	0.00%
TOTAL REVENUE:	10,000.00	-	-	10,000.00	0.00%
DIRECT EXPENSES:					
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	225.00	-	-	225.00	0.00%
PROF LIAB INSURANCE	850.00	-	-	850.00	0.00%
TOTAL DIRECT EXPENSES:	1,275.00	-	-	1,275.00	0.00%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.90 FTE)	84,582.00	7,113.04	7,113.04	77,468.96	8.41%
BENEFITS EXPENSE	34,402.00	2,610.15	2,610.15	31,791.85	7.59%
OTHER INDIRECT EXPENSE	22,240.00	2,285.16	2,285.16	19,954.84	10.28%
TOTAL INDIRECT EXPENSES:	141,224.00	12,008.35	12,008.35	129,215.65	8.50%
TOTAL ALL EXPENSES:	142,499.00	12,008.35	12,008.35	130,490.65	8.43%
NET INCOME (LOSS):	(132,499.00)	(12,008.35)	(12,008.35)		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER SERVICES & ENGAGEMENT					
REVENUE:					
ROYALTIES	30,000.00	2,872.89	2,872.89	27,127.11	9.58%
NMP PRODUCT SALES	70,000.00	3,322.00	3,322.00	66,678.00	4.75%
SPONSORSHIPS	1,200.00	-	-	1,200.00	0.00%
SEMINAR REGISTRATIONS	30,000.00	-	-	30,000.00	0.00%
TRIAL ADVOCACY PROGRAM	10,000.00	-	-	10,000.00	0.00%
TOTAL REVENUE:	141,200.00	6,194.89	6,194.89	135,005.11	4.39%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,500.00	-	-	4,500.00	0.00%
SUBSCRIPTIONS	480.00	769.60	769.60	(289.60)	160.33%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
YLL SECTION PROGRAM	1,100.00	-	-	1,100.00	0.00%
WYLC CLE COMPS	1,000.00	-	-	1,000.00	0.00%
WYLC OUTREACH EVENTS	2,500.00	-	-	2,500.00	0.00%
WYL COMMITTEE	15,000.00	398.13	398.13	14,601.87	2.65%
OPEN SECTIONS NIGHT	4,400.00	-	-	4,400.00	0.00%
RURAL PLACEMENT PROGRAM	10,500.00	-	-	10,500.00	0.00%
TRIAL ADVOCACY EXPENSES	2,500.00	-	-	2,500.00	0.00%
RECEPTION/FORUM EXPENSE	4,000.00	-	-	4,000.00	0.00%
WYLC SCHOLARSHIPS/DONATIONS/GRANT	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	385.00	-	-	385.00	0.00%
LENDING LIBRARY	5,500.00	1,466.00	1,466.00	4,034.00	26.65%
NMP SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	4.16	4.16	1,495.84	0.28%
TOTAL DIRECT EXPENSES:	56,065.00	2,637.89	2,637.89	53,427.11	4.71%
INDIRECT EXPENSES:					
SALARY EXPENSE (3.98 FTE)	296,941.00	24,646.16	24,646.16	272,294.84	8.30%
BENEFITS EXPENSE	110,321.00	8,390.35	8,390.35	101,930.65	7.61%
OTHER INDIRECT EXPENSE	98,352.00	10,104.74	10,104.74	88,247.26	10.27%
TOTAL INDIRECT EXPENSES:	505,614.00	43,141.25	43,141.25	462,472.75	8.53%
TOTAL ALL EXPENSES:	561,679.00	45,779.14	45,779.14	515,899.86	8.15%
NET INCOME (LOSS):	(420,479.00)	(39,584.25)	(39,584.25)		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBERSHIP BENEFITS					
REVENUE:					
MP3 SALES	-	98.00	98.00	(98.00)	
SPONSORSHIPS	8,000.00	-	-	8,000.00	0.00%
INTERNET SALES	9,000.00	784.00	784.00	8,216.00	8.71%
TOTAL REVENUE:	17,000.00	882.00	882.00	16,118.00	5.19%
DIRECT EXPENSES:					
LEGAL LUNCHBOX COURSEBOOK PRODUCTION	500.00	-	-	500.00	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	1,700.00	13.69	13.69	1,686.31	0.81%
WSBA CONNECTS	46,560.00	-	-	46,560.00	0.00%
CASEMAKER	76,336.00	5,416.00	5,416.00	70,920.00	7.09%
CONFERENCE CALLS	-	127.69	127.69	(127.69)	
TOTAL DIRECT EXPENSES:	125,096.00	5,557.38	5,557.38	119,538.62	4.44%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.73 FTE)	54,366.00	4,484.42	4,484.42	49,881.58	8.25%
BENEFITS EXPENSE	20,206.00	1,545.18	1,545.18	18,660.82	7.65%
OTHER INDIRECT EXPENSE	18,039.00	1,856.71	1,856.71	16,182.29	10.29%
TOTAL INDIRECT EXPENSES:	92,611.00	7,886.31	7,886.31	84,724.69	8.52%
TOTAL ALL EXPENSES:	217,707.00	13,443.69	13,443.69	204,263.31	6.18%
NET INCOME (LOSS):	(200,707.00)	(12,561.69)	(12,561.69)		

Washington State Bar Association

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NORTHWEST LAWYER					
REVENUE:					
ROYALTIES	-	1,267.59	1,267.59	(1,267.59)	
DISPLAY ADVERTISING	297,500.00	-	-	297,500.00	0.00%
SUBSCRIPT/SINGLE ISSUES	350.00	36.00	36.00	314.00	10.29%
CLASSIFIED ADVERTISING	12,500.00	2,409.85	2,409.85	10,090.15	19.28%
GEN ANNOUNCEMENTS	17,500.00	-	-	17,500.00	0.00%
PROF ANNOUNCEMENTS	21,000.00	-	-	21,000.00	0.00%
JOB TARGET ADVERTISING	112,500.00	16,905.51	16,905.51	95,594.49	15.03%
TOTAL REVENUE:	461,350.00	20,618.95	20,618.95	440,731.05	4.47%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	2,000.00	(1,950.00)	(1,950.00)	3,950.00	-97.50%
POSTAGE	89,000.00	10,235.96	10,235.96	78,764.04	11.50%
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%
EDITORIAL ADVISORY COMMITTEE	800.00	136.26	136.26	663.74	17.03%
STAFF MEMBERSHIP DUES	135.00	-	-	135.00	0.00%
TOTAL DIRECT EXPENSES:	355,635.00	9,122.22	9,122.22	346,512.78	2.57%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.25 FTE)	177,211.00	16,994.37	16,994.37	160,216.63	9.59%
BENEFITS EXPENSE	70,006.00	3,653.54	3,653.54	66,352.46	5.22%
OTHER INDIRECT EXPENSE	55,601.00	5,712.95	5,712.95	49,888.05	10.27%
TOTAL INDIRECT EXPENSES:	302,818.00	26,360.86	26,360.86	276,457.14	8.71%
TOTAL ALL EXPENSES:	658,453.00	35,483.08	35,483.08	622,969.92	5.39%
NET INCOME (LOSS):	(197,103.00)	(14,864.13)	(14,864.13)		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL					
REVENUE:					
COPY FEES	-	330.00	330.00	(330.00)	
TOTAL REVENUE:	-	330.00	330.00	(330.00)	
DIRECT EXPENSES:					
DEPRECIATION	3,336.00	-	-	3,336.00	0.00%
STAFF TRAVEL/PARKING	3,240.00	-	-	3,240.00	0.00%
STAFF MEMBERSHIP DUES	1,500.00	200.00	200.00	1,300.00	13.33%
COURT RULES COMMITTEE	2,000.00	532.83	532.83	1,467.17	26.64%
DISCIPLINE ADVISORY ROUNDTABLE	500.00	-	-	500.00	0.00%
CUSTODIANSHIPS	2,500.00	-	-	2,500.00	0.00%
TOTAL DIRECT EXPENSES:	13,076.00	732.83	732.83	12,343.17	5.60%
INDIRECT EXPENSES:					
SALARY EXPENSE (5.75 FTE)	588,978.00	39,780.06	39,780.06	549,197.94	6.75%
BENEFITS EXPENSE	197,610.00	14,948.55	14,948.55	182,661.45	7.56%
OTHER INDIRECT EXPENSE	142,092.00	14,603.66	14,603.66	127,488.34	10.28%
TOTAL INDIRECT EXPENSES:	928,680.00	69,332.27	69,332.27	859,347.73	7.47%
TOTAL ALL EXPENSES:	941,756.00	70,065.10	70,065.10	871,690.90	7.44%
NET INCOME (LOSS):	(941,756.00)	(69,735.10)	(69,735.10)		

Washington State Bar Association
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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
DISCIPLINARY BOARD EXPENSES	10,000.00	841.61	841.61	9,158.39	8.42%
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	3,000.00	3,000.00	52,000.00	5.45%
TOTAL DIRECT EXPENSES:	103,500.00	6,341.61	6,341.61	97,158.39	6.13%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.45 FTE)	110,578.00	7,810.15	7,810.15	102,767.85	7.06%
BENEFITS EXPENSE	40,663.00	3,097.87	3,097.87	37,565.13	7.62%
OTHER INDIRECT EXPENSE	35,832.00	3,677.70	3,677.70	32,154.30	10.26%
TOTAL INDIRECT EXPENSES:	187,073.00	14,585.72	14,585.72	172,487.28	7.80%
TOTAL ALL EXPENSES:	290,573.00	20,927.33	20,927.33	269,645.67	7.20%
NET INCOME (LOSS):	(290,573.00)	(20,927.33)	(20,927.33)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OUTREACH & ENGAGEMENT					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF TRAVEL/PARKING	1,400.00	-	-	1,400.00	0.00%
STAFF MEMBERSHIP DUES	1,152.00	-	-	1,152.00	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	479.10	479.10	120.90	79.85%
JUDICIAL RECOMMENDATIONS COMMITTEE	4,500.00	23.36	23.36	4,476.64	0.52%
BOG ELECTIONS	6,500.00	-	-	6,500.00	0.00%
BAR OUTREACH	10,000.00	422.47	422.47	9,577.53	4.22%
PROFESSIONALISM	2,000.00	-	-	2,000.00	0.00%
TOTAL DIRECT EXPENSES:	30,852.00	924.93	924.93	29,927.07	3.00%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.73 FTE)	224,397.00	18,729.30	18,729.30	205,667.70	8.35%
BENEFITS EXPENSE	79,186.00	6,023.37	6,023.37	73,162.63	7.61%
OTHER INDIRECT EXPENSE	67,463.00	6,926.92	6,926.92	60,536.08	10.27%
TOTAL INDIRECT EXPENSES:	371,046.00	31,679.59	31,679.59	339,366.41	8.54%
TOTAL ALL EXPENSES:	401,898.00	32,604.52	32,604.52	369,293.48	8.11%
NET INCOME (LOSS):	(401,898.00)	(32,604.52)	(32,604.52)		

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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE OF LAW BOARD					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
PRACTICE OF LAW BOARD	16,000.00	1,080.77	1,080.77	14,919.23	6.75%
TOTAL DIRECT EXPENSES:	<u>16,000.00</u>	<u>1,080.77</u>	<u>1,080.77</u>	<u>14,919.23</u>	<u>6.75%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (0.40 FTE)	50,676.00	1,794.87	1,794.87	48,881.13	3.54%
BENEFITS EXPENSE	13,502.00	1,071.06	1,071.06	12,430.94	7.93%
OTHER INDIRECT EXPENSE	<u>9,885.00</u>	<u>999.77</u>	<u>999.77</u>	<u>8,885.23</u>	<u>10.11%</u>
TOTAL INDIRECT EXPENSES:	<u>74,063.00</u>	<u>3,865.70</u>	<u>3,865.70</u>	<u>70,197.30</u>	<u>5.22%</u>
TOTAL ALL EXPENSES:	<u>90,063.00</u>	<u>4,946.47</u>	<u>4,946.47</u>	<u>85,116.53</u>	<u>5.49%</u>
NET INCOME (LOSS):	<u>(90,063.00)</u>	<u>(4,946.47)</u>	<u>(4,946.47)</u>		

Washington State Bar Association
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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PROFESSIONAL RESPONSIBILITY PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
CPE COMMITTEE	4,200.00	829.31	829.31	3,370.69	19.75%
TOTAL DIRECT EXPENSES:	6,700.00	829.31	829.31	5,870.69	12.38%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.65 FTE)	160,192.00	13,391.12	13,391.12	146,800.88	8.36%
BENEFITS EXPENSE	57,904.00	4,402.05	4,402.05	53,501.95	7.60%
OTHER INDIRECT EXPENSE	40,774.00	4,177.54	4,177.54	36,596.46	10.25%
TOTAL INDIRECT EXPENSES:	258,870.00	21,970.71	21,970.71	236,899.29	8.49%
TOTAL ALL EXPENSES:	265,570.00	22,800.02	22,800.02	242,769.98	8.59%
NET INCOME (LOSS):	(265,570.00)	(22,800.02)	(22,800.02)		

Washington State Bar Association
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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLIC SERVICE PROGRAMS					
REVENUE:					
DONATIONS & GRANTS	110,000.00	137,500.00	137,500.00	(27,500.00)	125.00%
PSP PRODUCT SALES	2,000.00	108.00	108.00	1,892.00	5.40%
TOTAL REVENUE:	112,000.00	137,608.00	137,608.00	(25,608.00)	122.86%
DIRECT EXPENSES:					
DONATIONS/SPONSORSHIPS/GRANTS	207,915.00	-	-	207,915.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	17.00	17.00	1,983.00	0.85%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	311.36	311.36	1,688.64	15.57%
PUBLIC SERVICE EVENTS AND PROJECTS	20,500.00	-	-	20,500.00	0.00%
TOTAL DIRECT EXPENSES:	232,415.00	328.36	328.36	232,086.64	0.14%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.03 FTE)	87,057.00	4,428.76	4,428.76	82,628.24	5.09%
BENEFITS EXPENSE	29,994.00	2,276.33	2,276.33	27,717.67	7.59%
OTHER INDIRECT EXPENSE	25,453.00	2,606.52	2,606.52	22,846.48	10.24%
TOTAL INDIRECT EXPENSES:	142,504.00	9,311.61	9,311.61	133,192.39	6.53%
TOTAL ALL EXPENSES:	374,919.00	9,639.97	9,639.97	365,279.03	2.57%
NET INCOME (LOSS):	(262,919.00)	127,968.03	127,968.03		

Washington State Bar Association

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For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLICATION & DESIGN SERVICES					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
SUBSCRIPTIONS	83.00	-	-	83.00	0.00%
IMAGE LIBRARY	4,680.00	4,100.00	4,100.00	580.00	87.61%
TOTAL DIRECT EXPENSES:	5,263.00	4,100.00	4,100.00	1,163.00	77.90%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.22 FTE)	80,074.00	8,614.25	8,614.25	71,459.75	10.76%
BENEFITS EXPENSE	31,380.00	2,339.89	2,339.89	29,040.11	7.46%
OTHER INDIRECT EXPENSE	30,148.00	3,106.38	3,106.38	27,041.62	10.30%
TOTAL INDIRECT EXPENSES:	141,602.00	14,060.52	14,060.52	127,541.48	9.93%
TOTAL ALL EXPENSES:	146,865.00	18,160.52	18,160.52	128,704.48	12.37%
NET INCOME (LOSS):	(146,865.00)	(18,160.52)	(18,160.52)		

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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS ADMINISTRATION					
REVENUE:					
REIMBURSEMENTS FROM SECTIONS	300,000.00	975.00	975.00	299,025.00	0.33%
TOTAL REVENUE:	300,000.00	975.00	975.00	299,025.00	0.33%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,200.00	80.59	80.59	1,119.41	6.72%
SUBSCRIPTIONS	372.00	-	-	372.00	0.00%
CONFERENCE CALLS	300.00	78.70	78.70	221.30	26.23%
MISCELLANEOUS	300.00	-	-	300.00	0.00%
SECTION/COMMITTEE CHAIR MTGS	1,000.00	360.87	360.87	639.13	36.09%
DUES STATEMENTS	6,000.00	-	-	6,000.00	0.00%
STAFF MEMBERSHIP DUES	125.00	-	-	125.00	0.00%
TOTAL DIRECT EXPENSES:	9,297.00	520.16	520.16	8,776.84	5.59%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.25 FTE)	297,955.00	26,162.82	26,162.82	271,792.18	8.78%
BENEFITS EXPENSE	112,039.00	8,524.03	8,524.03	103,514.97	7.61%
OTHER INDIRECT EXPENSE	105,024.00	10,783.16	10,783.16	94,240.84	10.27%
TOTAL INDIRECT EXPENSES:	515,018.00	45,470.01	45,470.01	469,547.99	8.83%
TOTAL ALL EXPENSES:	524,315.00	45,990.17	45,990.17	478,324.83	8.77%
NET INCOME (LOSS):	(224,315.00)	(45,015.17)	(45,015.17)		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
TECHNOLOGY					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	85,000.00	17,585.56	17,585.56	67,414.44	20.69%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,413.79	1,413.79	22,586.21	5.89%
COMPUTER HARDWARE	29,000.00	1,842.61	1,842.61	27,157.39	6.35%
COMPUTER SOFTWARE	29,000.00	-	-	29,000.00	0.00%
HARDWARE SERVICE & WARRANTIES	60,000.00	24,523.11	24,523.11	35,476.89	40.87%
SOFTWARE MAINTENANCE & LICENSING	270,000.00	75,750.42	75,750.42	194,249.58	28.06%
TELEPHONE HARDWARE & MAINTENANCE	10,000.00	-	-	10,000.00	0.00%
COMPUTER SUPPLIES	15,000.00	387.10	387.10	14,612.90	2.58%
THIRD PARTY SERVICES	143,000.00	14,639.50	14,639.50	128,360.50	10.24%
TRANSFER TO INDIRECT EXPENSES	(667,610.00)	(136,142.09)	(136,142.09)	(531,467.91)	20.39%
TOTAL DIRECT EXPENSES:	-	0.00	0.00	(0.00)	
INDIRECT EXPENSES:					
SALARY EXPENSE (12.10 FTE)	1,059,680.00	89,520.14	89,520.14	970,159.86	8.45%
BENEFITS EXPENSE	370,332.00	28,143.38	28,143.38	342,188.62	7.60%
CAPITAL LABOR & OVERHEAD	(188,800.00)	(5,843.49)	(5,843.49)	(182,956.51)	3.10%
OTHER INDIRECT EXPENSE	299,010.00	30,706.94	30,706.94	268,303.06	10.27%
TOTAL INDIRECT EXPENSES:	1,540,222.00	142,526.97	142,526.97	1,397,695.03	9.25%
TOTAL ALL EXPENSES:	1,540,222.00	142,526.97	142,526.97	1,397,695.03	9.25%
NET INCOME (LOSS):	(1,540,222.00)	(142,526.97)	(142,526.97)		

Washington State Bar Association

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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLE - PRODUCTS					
REVENUE:					
SHIPPING & HANDLING	1,000.00	27.00	27.00	973.00	2.70%
COURSEBOOK SALES	11,000.00	1,186.00	1,186.00	9,814.00	10.78%
MP3 AND VIDEO SALES	950,000.00	70,832.56	70,832.56	879,167.44	7.46%
TOTAL REVENUE:	962,000.00	72,045.56	72,045.56	889,954.44	7.49%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	100.00	-	-	100.00	0.00%
DEPRECIATION	5,540.00	633.00	633.00	4,907.00	11.43%
STAFF MEMBERSHIP DUES	410.00	335.00	335.00	75.00	81.71%
COST OF SALES - COURSEBOOKS	1,200.00	103.24	103.24	1,096.76	8.60%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
ONLINE PRODUCT HOSTING EXPENSES	40,000.00	3,454.12	3,454.12	36,545.88	8.64%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	500.00	23.94	23.94	476.06	4.79%
TOTAL DIRECT EXPENSES:	49,350.00	4,549.30	4,549.30	44,800.70	9.22%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.63 FTE)	98,425.00	8,325.67	8,325.67	90,099.33	8.46%
BENEFITS EXPENSE	40,026.00	3,059.34	3,059.34	36,966.66	7.64%
OTHER INDIRECT EXPENSE	40,280.00	4,141.89	4,141.89	36,138.11	10.28%
TOTAL INDIRECT EXPENSES:	178,731.00	15,526.90	15,526.90	163,204.10	8.69%
TOTAL ALL EXPENSES:	228,081.00	20,076.20	20,076.20	208,004.80	8.80%
NET INCOME (LOSS):	733,919.00	51,969.36	51,969.36		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLE - SEMINARS					
REVENUE:					
SEMINAR REGISTRATIONS	876,000.00	13,802.00	13,802.00	862,198.00	1.58%
SEMINAR-EXHIB/SPNSR/ETC	41,500.00	-	-	41,500.00	0.00%
TOTAL REVENUE:	917,500.00	13,802.00	13,802.00	903,698.00	1.50%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	500.00	-	-	500.00	0.00%
STAFF TRAVEL/PARKING	5,675.00	45.60	45.60	5,629.40	0.80%
STAFF MEMBERSHIP DUES	850.00	672.00	672.00	178.00	79.06%
SUPPLIES	3,650.00	-	-	3,650.00	0.00%
COURSEBOOK PRODUCTION	3,000.00	6.96	6.96	2,993.04	0.23%
POSTAGE - FLIERS/CATALOGS	10,685.00	511.15	511.15	10,173.85	4.78%
POSTAGE - MISC./DELIVERY	2,500.00	70.00	70.00	2,430.00	2.80%
ACCREDITATION FEES	4,696.00	(48.00)	(48.00)	4,744.00	-1.02%
SEMINAR BROCHURES	20,770.00	3,317.11	3,317.11	17,452.89	15.97%
FACILITIES	223,500.00	3,204.68	3,204.68	220,295.32	1.43%
SPEAKERS & PROGRAM DEVELOP	68,100.00	2,882.35	2,882.35	65,217.65	4.23%
CLE SEMINAR COMMITTEE	500.00	37.85	37.85	462.15	7.57%
TOTAL DIRECT EXPENSES:	344,426.00	10,699.70	10,699.70	333,726.30	3.11%
INDIRECT EXPENSES:					
SALARY EXPENSE (8.09 FTE)	557,997.00	46,300.02	46,300.02	511,696.98	8.30%
BENEFITS EXPENSE	214,152.00	16,310.16	16,310.16	197,841.84	7.62%
OTHER INDIRECT EXPENSE	199,917.00	20,530.77	20,530.77	179,386.23	10.27%
TOTAL INDIRECT EXPENSES:	972,066.00	83,140.95	83,140.95	888,925.05	8.55%
TOTAL ALL EXPENSES:	1,316,492.00	93,840.65	93,840.65	1,222,651.35	7.13%
NET INCOME (LOSS):	(398,992.00)	(80,038.65)	(80,038.65)		

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8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONTINUING LEGAL EDUCATION (CLE)					
REVENUE:					
SEMINAR REGISTRATIONS	876,000.00	13,802.00	13,802.00	862,198.00	1.58%
SEMINAR-EXHIB/SPNSR/ETC	41,500.00	-	-	41,500.00	0.00%
SHIPPING & HANDLING	1,000.00	27.00	27.00	973.00	2.70%
COURSEBOOK SALES	11,000.00	1,186.00	1,186.00	9,814.00	10.78%
MP3 AND VIDEO SALES	950,000.00	70,832.56	70,832.56	879,167.44	7.46%
TOTAL REVENUE:	1,879,500.00	85,847.56	85,847.56	1,793,652.44	4.57%
DIRECT EXPENSES:					
COURSEBOOK PRODUCTION	3,000.00	6.96	6.96	2,993.04	0.23%
POSTAGE - FLIERS/CATALOGS	10,685.00	511.15	511.15	10,173.85	4.78%
POSTAGE - MISC./DELIVERY	2,500.00	70.00	70.00	2,430.00	2.80%
DEPRECIATION	5,540.00	633.00	633.00	4,907.00	11.43%
ONLINE EXPENSES	40,000.00	3,454.12	3,454.12	36,545.88	8.64%
ACCREDITATION FEES	4,696.00	(48.00)	(48.00)	4,744.00	-1.02%
SEMINAR BROCHURES	20,770.00	3,317.11	3,317.11	17,452.89	15.97%
FACILITIES	223,500.00	3,204.68	3,204.68	220,295.32	1.43%
SPEAKERS & PROGRAM DEVELOP	68,100.00	2,882.35	2,882.35	65,217.65	4.23%
CLE SEMINAR COMMITTEE	500.00	37.85	37.85	462.15	7.57%
BAD DEBT EXPENSE	600.00	-	-	600.00	0.00%
STAFF TRAVEL/PARKING	5,675.00	45.60	45.60	5,629.40	0.80%
STAFF MEMBERSHIP DUES	1,260.00	1,007.00	1,007.00	253.00	79.92%
SUPPLIES	3,650.00	-	-	3,650.00	0.00%
COST OF SALES - COURSEBOOKS	1,200.00	103.24	103.24	1,096.76	8.60%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	500.00	23.94	23.94	476.06	4.79%
TOTAL DIRECT EXPENSES:	393,776.00	15,249.00	15,249.00	378,527.00	3.87%
INDIRECT EXPENSES:					
SALARY EXPENSE (9.72 FTE)	656,422.00	54,625.69	54,625.69	601,796.31	8.32%
BENEFITS EXPENSE	254,178.00	19,369.50	19,369.50	234,808.50	7.62%
OTHER INDIRECT EXPENSE	240,197.00	24,672.66	24,672.66	215,524.34	10.27%
TOTAL INDIRECT EXPENSES:	1,150,797.00	98,667.85	98,667.85	1,052,129.15	8.57%
TOTAL ALL EXPENSES:	1,544,573.00	113,916.85	113,916.85	1,430,656.15	7.38%
NET INCOME (LOSS):	334,927.00	(28,069.29)	(28,069.29)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DESKBOOKS					
REVENUE:					
SHIPPING & HANDLING	2,000.00	90.00	90.00	1,910.00	4.50%
DESKBOOK SALES	80,000.00	2,700.00	2,700.00	77,300.00	3.38%
SECTION PUBLICATION SALES	3,000.00	450.00	450.00	2,550.00	15.00%
CASEMAKER ROYALTIES	75,000.00	4,400.22	4,400.22	70,599.78	5.87%
TOTAL REVENUE:	160,000.00	7,640.22	7,640.22	152,359.78	4.78%
DIRECT EXPENSES:					
COST OF SALES - DESKBOOKS	50,000.00	1,973.01	1,973.01	48,026.99	3.95%
COST OF SALES - SECTION PUBLICATION	750.00	78.04	78.04	671.96	10.41%
SPLITS TO SECTIONS	1,000.00	-	-	1,000.00	0.00%
DESKBOOK ROYALTIES	1,000.00	-	-	1,000.00	0.00%
SHIPPING SUPPLIES	150.00	-	-	150.00	0.00%
POSTAGE & DELIVER-DESKBOOKS	2,000.00	77.70	77.70	1,922.30	3.89%
FLIERS/CATALOGS	3,000.00	-	-	3,000.00	0.00%
POSTAGE - FLIERS/CATALOGS	1,500.00	-	-	1,500.00	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	250.00	168.00	168.00	82.00	67.20%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSES:	69,390.00	2,916.75	2,916.75	66,473.25	4.20%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.05 FTE)	117,663.00	10,520.29	10,520.29	107,142.71	8.94%
BENEFITS EXPENSE	48,981.00	3,730.43	3,730.43	45,250.57	7.62%
OTHER INDIRECT EXPENSE	50,659.00	5,213.04	5,213.04	45,445.96	10.29%
TOTAL INDIRECT EXPENSES:	217,303.00	19,463.76	19,463.76	197,839.24	8.96%
TOTAL ALL EXPENSES:	286,693.00	22,380.51	22,380.51	264,312.49	7.81%
NET INCOME (LOSS):	(126,693.00)	(14,740.29)	(14,740.29)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLIENT PROTECTION FUND					
REVENUE:					
CPF RESTITUTION	3,000.00	197.15	197.15	2,802.85	6.57%
CPF MEMBER ASSESSMENTS	982,000.00	13,020.00	13,020.00	968,980.00	1.33%
INTEREST INCOME	7,500.00	6,299.72	6,299.72	1,200.28	84.00%
TOTAL REVENUE:	992,500.00	19,516.87	19,516.87	972,983.13	1.97%
DIRECT EXPENSES:					
BANK FEES - WELLS FARGO	1,000.00	(68.47)	(68.47)	1,068.47	-6.85%
GIFTS TO INJURED CLIENTS	500,000.00	1,200.00	1,200.00	498,800.00	0.24%
CPF BOARD EXPENSES	3,000.00	2.40	2.40	2,997.60	0.08%
TOTAL DIRECT EXPENSES:	504,000.00	1,133.93	1,133.93	502,866.07	0.22%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.25 FTE)	97,740.00	6,735.72	6,735.72	91,004.28	6.89%
BENEFITS EXPENSE	35,581.00	2,709.21	2,709.21	32,871.79	7.61%
OTHER INDIRECT EXPENSE	30,889.00	3,177.80	3,177.80	27,711.20	10.29%
TOTAL INDIRECT EXPENSES:	164,210.00	12,622.73	12,622.73	151,587.27	7.69%
TOTAL ALL EXPENSES:	668,210.00	13,756.66	13,756.66	654,453.34	2.06%
NET INCOME (LOSS):	324,290.00	5,760.21	5,760.21		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)					
REVENUE:					
REGISTRATION REVENUE	33,000.00	-	-	33,000.00	0.00%
OTHER ACTIVITIES REGISTRATION REVENUE	20,000.00	-	-	20,000.00	0.00%
WESTERN STATES BAR MEMBERSHIP DUES	3,200.00	-	-	3,200.00	0.00%
SPONSORSHIPS	12,000.00	-	-	12,000.00	0.00%
TOTAL REVENUE:	68,200.00	-	-	68,200.00	0.00%
DIRECT EXPENSES:					
FACILITIES	55,000.00	-	-	55,000.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	-	1,000.00	0.00%
BANK FEES	-	1.00	1.00	(1.00)	
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	3,500.00	-	-	3,500.00	0.00%
MARKETING EXPENSE	800.00	52.04	52.04	747.96	6.51%
STAFF TRAVEL/PARKING	2,000.00	777.87	777.87	1,222.13	38.89%
TOTAL DIRECT EXPENSES:	62,800.00	830.91	830.91	61,969.09	1.32%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	62,800.00	830.91	830.91	61,969.09	1.32%
NET INCOME (LOSS):	5,400.00	(830.91)	(830.91)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS OPERATIONS					
REVENUE:					
SECTION DUES	471,440.00	1,360.00	1,360.00	470,080.00	0.29%
SEMINAR PROFIT SHARE	15,000.00	-	-	15,000.00	0.00%
INTEREST INCOME	1,900.00	-	-	1,900.00	0.00%
PUBLICATIONS REVENUE	4,000.00	-	-	4,000.00	0.00%
OTHER	49,250.00	4,555.00	4,555.00	44,695.00	9.25%
TOTAL REVENUE:	541,590.00	5,915.00	5,915.00	535,675.00	1.09%
DIRECT EXPENSES:					
DIRECT EXPENSES OF SECTION ACTIVITIES	533,005.00	23,218.93	23,218.93	509,786.07	4.36%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	308,232.00	975.00	975.00	307,257.00	0.32%
TOTAL DIRECT EXPENSES:	841,237.00	24,193.93	24,193.93	817,043.07	2.88%
NET INCOME (LOSS):	(299,647.00)	(18,278.93)	(18,278.93)		

Washington State Bar Association

Statement of Activities

For the Period from October 1, 2018 to October 31, 2018

8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
INDIRECT EXPENSES:					
SALARIES	11,868,980.00	975,059.60	975,059.60	10,893,920.40	8.22%
ALLOWANCE FOR OPEN POSITIONS	(200,000.00)	-	-	(200,000.00)	0.00%
TEMPORARY SALARIES	141,330.00	11,098.40	11,098.40	130,231.60	7.85%
CAPITAL LABOR & OVERHEAD	(188,800.00)	(5,843.49)	(5,843.49)	(182,956.51)	3.10%
EMPLOYEE ASSISTANCE PLAN	4,800.00	-	-	4,800.00	0.00%
EMPLOYEE SERVICE AWARDS	2,230.00	1,160.00	1,160.00	1,070.00	52.02%
FICA (EMPLOYER PORTION)	879,000.00	70,034.88	70,034.88	808,965.12	7.97%
L&I INSURANCE	47,250.00	-	-	47,250.00	0.00%
MEDICAL (EMPLOYER PORTION)	1,590,000.00	121,193.44	121,193.44	1,468,806.56	7.62%
RETIREMENT (EMPLOYER PORTION)	1,494,000.00	124,774.69	124,774.69	1,369,225.31	8.35%
TRANSPORTATION ALLOWANCE	119,250.00	355.00	355.00	118,895.00	0.30%
UNEMPLOYMENT INSURANCE	87,500.00	2,430.25	2,430.25	85,069.75	2.78%
STAFF DEVELOPMENT-GENERAL	6,900.00	-	-	6,900.00	0.00%
TOTAL SALARY & BENEFITS EXPENSE:	15,852,440.00	1,300,262.77	1,300,262.77	14,552,177.23	8.20%
WORKPLACE BENEFITS	39,000.00	3,966.57	3,966.57	35,033.43	10.17%
HUMAN RESOURCES POOLED EXP	102,400.00	4,685.63	4,685.63	97,714.37	4.58%
MEETING SUPPORT EXPENSES	12,500.00	1,628.39	1,628.39	10,871.61	13.03%
RENT	1,802,000.00	145,694.40	145,694.40	1,656,305.60	8.09%
PERSONAL PROP TAXES-WSBA	14,000.00	1,613.93	1,613.93	12,386.07	11.53%
FURNITURE, MAINT, LH IMP	35,200.00	353.42	353.42	34,846.58	1.00%
OFFICE SUPPLIES & EQUIPMENT	46,000.00	6,760.27	6,760.27	39,239.73	14.70%
FURN & OFFICE EQUIP DEPRECIATION	51,300.00	3,700.00	3,700.00	47,600.00	7.21%
COMPUTER HARDWARE DEPRECIATION	51,800.00	3,452.00	3,452.00	48,348.00	6.66%
COMPUTER SOFTWARE DEPRECIATION	162,700.00	9,764.00	9,764.00	152,936.00	6.00%
INSURANCE	143,000.00	11,916.18	11,916.18	131,083.82	8.33%
PROFESSIONAL FEES-AUDIT	35,000.00	3,750.00	3,750.00	31,250.00	10.71%
PROFESSIONAL FEES-LEGAL	50,000.00	-	-	50,000.00	0.00%
TELEPHONE & INTERNET	47,000.00	4,196.50	4,196.50	42,803.50	8.93%
POSTAGE - GENERAL	36,000.00	2,276.04	2,276.04	33,723.96	6.32%
RECORDS STORAGE	40,000.00	6,062.20	6,062.20	33,937.80	15.16%
STAFF TRAINING	95,245.00	7,712.57	7,712.57	87,532.43	8.10%
BANK FEES	35,400.00	2,194.66	2,194.66	33,205.34	6.20%
PRODUCTION MAINTENANCE & SUPPLIES	12,000.00	1,188.66	1,188.66	10,811.34	9.91%
COMPUTER POOLED EXPENSES	667,610.00	136,142.09	136,142.09	531,467.91	20.39%
TOTAL OTHER INDIRECT EXPENSES:	3,478,155.00	357,057.51	357,057.51	3,121,097.49	10.27%
TOTAL INDIRECT EXPENSES:	19,330,595.00	1,657,320.28	1,657,320.28		

Washington State Bar Association
Statement of Activities
For the Period from October 1, 2018 to October 31, 2018
8.33% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
SUMMARY PAGE				
LICENSE FEES	15,958,200.00	1,312,814.53	1,312,814.53	14,645,385.47
ACCESS TO JUSTICE	(327,324.00)	(27,010.94)	(27,010.94)	(300,313.06)
ADMINISTRATION	(1,043,654.00)	(103,317.77)	(103,317.77)	(940,336.23)
ADMISSIONS/BAR EXAM	69,421.00	149,446.94	149,446.94	(80,025.94)
BOARD OF GOVERNORS	(834,709.00)	(113,152.29)	(113,152.29)	(721,556.71)
COMMUNICATIONS	(604,832.00)	(55,366.73)	(55,366.73)	(549,465.27)
CONFERENCE & BROADCAST SERVICES	(783,893.00)	(65,405.29)	(65,405.29)	(718,487.71)
DISCIPLINE	(5,788,075.00)	(481,385.30)	(481,385.30)	(5,306,689.70)
DIVERSITY	(445,817.00)	90,807.68	90,807.68	(536,624.68)
FOUNDATION	(164,863.00)	(13,208.16)	(13,208.16)	(151,654.84)
HUMAN RESOURCES	(204,958.00)	(32,917.15)	(32,917.15)	(172,040.85)
LAP	(132,499.00)	(12,008.35)	(12,008.35)	(120,490.65)
LEGISLATIVE	(154,066.00)	(12,106.98)	(12,106.98)	(141,959.02)
LICENSING AND MEMBERSHIP	(377,789.00)	(21,694.13)	(21,694.13)	(356,094.87)
LIMITED LICENSE LEGAL TECHNICIAN	(241,191.00)	(21,126.58)	(21,126.58)	(220,064.42)
LIMITED PRACTICE OFFICERS	(171,653.00)	(14,557.68)	(14,557.68)	(157,095.32)
MANDATORY CLE ADMINISTRATION	176,571.00	27,190.97	27,190.97	149,380.03
MEMBER BENEFITS	(200,707.00)	(12,561.69)	(12,561.69)	(188,145.31)
MEMBER SERVICES & ENGAGEMENT	(420,479.00)	(39,584.25)	(39,584.25)	(380,894.75)
NW LAWYER	(197,103.00)	(14,864.13)	(14,864.13)	(182,238.87)
OFFICE OF GENERAL COUNSEL	(941,756.00)	(69,735.10)	(69,735.10)	(872,020.90)
OGC-DISCIPLINARY BOARD	(290,573.00)	(20,927.33)	(20,927.33)	(269,645.67)
OUTREACH & ENGAGEMENT	(401,898.00)	(32,604.52)	(32,604.52)	(369,293.48)
PRACTICE OF LAW BOARD	(90,063.00)	(4,946.47)	(4,946.47)	(85,116.53)
PROFESSIONAL RESPONSIBILITY PROGRAM	(265,570.00)	(22,800.02)	(22,800.02)	(242,769.98)
PUBLICATION & DESIGN SERVICES	(146,865.00)	(18,160.52)	(18,160.52)	(128,704.48)
PUBLIC SERVICE PROGRAMS	(262,919.00)	127,968.03	127,968.03	(390,887.03)
LAW CLERK PROGRAM	11,985.00	(10,155.31)	(10,155.31)	22,140.31
SECTIONS ADMINISTRATION	(224,315.00)	(45,015.17)	(45,015.17)	(179,299.83)
TECHNOLOGY	(1,540,222.00)	(142,526.97)	(142,526.97)	(1,397,695.03)
CLE - PRODUCTS	733,919.00	51,969.36	51,969.36	681,949.64
CLE - SEMINARS	(398,992.00)	(80,038.65)	(80,038.65)	(318,953.35)
SECTIONS OPERATIONS	(299,647.00)	(18,278.93)	(18,278.93)	(281,368.07)
DESKBOOKS	(126,693.00)	(14,740.29)	(14,740.29)	(111,952.71)
CLIENT PROTECTION FUND	324,290.00	5,760.21	5,760.21	318,529.79
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	5,400.00	(830.91)	(830.91)	6,230.91
INDIRECT EXPENSES	(19,330,595.00)	(1,657,320.28)	(1,657,320.28)	(17,673,274.72)
TOTAL OF ALL	19,133,934.00	1,412,390.17	1,412,390.17	17,721,543.83
NET INCOME (LOSS)	196,661.00	244,930.11	244,930.11	

**Washington State Bar Association
Analysis of Cash Investments
As of November 30, 2018**

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	\$ 1,021,448

Total

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	2.25%	\$ 1,844,060
UBS Financial Money Market	2.26%	\$ 1,056,135
Morgan Stanley Money Market	2.16%	\$ 26,233
Merrill Lynch Money Market	2.20%	\$ 1,919,765
Long Term Investments	Varies	\$ 2,359,975
Short Term Investments	Varies	\$ -

General Fund Total \$ 8,227,616

Client Protection Fund

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	\$ 793,975

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	2.25%	\$ 3,298,366
Morgan Stanley Money Market	1.88%	\$ 104,413
Wells Fargo Investments	Varies	\$ -

Client Protection Fund Total \$ 4,196,754

Grand Total Cash & Investments \$ 12,424,370

**Washington State Bar Association
Analysis of Cash Investments
As of October 31, 2018**

Long Term Investments- General Fund

UBS Financial Long Term Investments

Nuveen 3-7 year Municipal Bond Portfolio

Value as of 10/31/2018

\$ 303,880.95

Morgan Stanley Long Term Investments

Lord Abbett Short Term Duration Income Fund

Value as of 10/31/2018

\$ 788,634.84

Guggenheim Total Return Bond Fund

\$ 1,089,481.06

Virtus Multi-Sector Short Term Bond Fund

\$ 1,073,033.96

\$ 2,951,149.86

Total Long Term Investments- General Fund 3,255,030.81

Short Term Investments- General Fund

Bank

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



WSBA Financial Reports

(Unaudited)

Year to Date November 30, 2018

Prepared by Tiffany Lynch, Associate Director for Finance

Submitted by

Ann Holmes, Chief Operations Officer

December 20, 2018

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Tiffany Lynch, Associate Director for Finance

Re: Key Financial Benchmarks for the Fiscal Year to Date (YTD) through November 30, 2018

Date: December 20, 2018

	% of Year	Current Year % YTD	Current Year \$ Difference ¹	Prior Year YTD	Comments
Salaries	16.67%	16.35%/16.63% ²	\$4,728 (Under budget)	16.66%	Expected to be on budget
Benefits	16.67%	14.89%	\$75,098 (Under budget)	15.16%	Expected to be on budget
Other Indirect Expenses	16.67%	18.96%	\$79,888 (Over budget)	14.90%	Slightly higher due to timing of expenses, expected to be on budget
Total Indirect Expenses	16.67%	16.67%	\$62 (Over budget)	16.01%	Expected to be on budget

General Fund Revenues	16.67%	18.07%	\$284,436 (Over budget)	16.67%	Expected to be on budget
General Fund Direct Expenses	16.67%	10.92%	\$145,135 (Under budget)	9.04%	Expected to be on or slightly under budget

CLE Revenue	16.67%	15.28%	\$28,284 (Under budget)	16.44%	Expected to be on budget
CLE Direct Expenses	16.67%	9.99%	\$30,905 (Under budget)	5.03%	Expected to be on budget
CLE Indirect Expenses	16.67%	16.85%	\$2,519 (Over budget)	16.17%	Expected to be on budget

¹ 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 November 30, 2018 (2 months into the fiscal year).

² The first figure represents salaries expense for regular employees. The second figure represents salaries expense for regular¹⁴⁹ and temporary staff with offsets from allowance for open positions and capital labor & overhead.

Balance Sheet
November, 2018
16.67% OF YEAR COMPLETE

ASSETS	General, CLE, and Sections Funds	CPF	Western States Bar Conference	TOTAL
Cash & cash equivalents	1,029,956.31		8,339.05	1,038,295.36
Investments- money market + CDs	4,849,016.06			4,849,016.06
Investments- equities/bond funds	3,257,151.71			3,257,151.71
Restricted Cash	-	793,974.60		793,974.60
Restricted Investments- money market + CDs		3,402,779.05		3,402,779.05
Due to/from GF-CPF	70,299.37	(70,299.37)		-
Due to/from GF-WSBC	32,329.94		(32,329.94)	
<i>Receivables</i>				
Accounts Receivable	46,531.49			46,531.49
A/R Misc	42,559.29		-	42,559.29
Allowance for Bad Debt	(924.00)			(924.00)
OP Backorders	8,533.50			8,533.50
CLE inventory	399,961.89			399,961.89
Deferred seminar costs	1,630.25			1,630.25
Prepaid expenses	425,775.26		31,500.00	457,275.26
Other inventory	(0.04)			(0.04)
Property & equipment, net	1,519,089.45			1,519,089.45
TOTAL ASSETS	11,681,910.48	4,126,454.28	7,509.11	15,815,873.87
LIABILITIES				
Accounts payable	337,363.02			337,363.02
Refunds payable	1,110.83			1,110.83
CPF committed gifts		778,390.28		778,390.28
Accrued expenses	736,867.22			736,867.22
Future rent obligations	1,044,493.69			1,044,493.69
Unearned seminar/other revenue	67,928.31			67,928.31
Deferred licensing fees	3,277,910.61			3,277,910.61
Other deferred revenue	103,188.62			103,188.62
Deferred grant revenue	47,869.89			47,869.89
LAW Fund/WSBF Contributions	90,869.75			90,869.75
BOG Special Fund	-			-
TOTAL LIABILITIES	5,707,601.94	778,390.28	-	6,485,992.22
FUND BALANCE				
GENERAL FUND BALANCE	4,208,299			4,208,299
CLE FUND BALANCE	638,899			638,899
CPF FUND BALANCE		3,348,064		3,348,064.00
WSBC FUND BALANCE			7,509.11	7,509.11
SECTIONS FUND BALANCE	1,127,112			1,127,112
TOTAL FUND BALANCE	5,974,308.54	3,348,064.00	7,509.11	9,329,882
TOTAL LIABILITIES AND FUND BALANCE	11,681,910.48	4,126,454.28	7,509.11	15,815,873.87
BALANCE	-	-	-	-

Washington State Bar Association Financial Summary
Year to Date as of November 30, 2018 16.67% of Year
Compared to Fiscal Year 2019 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	-	7,500	45,554	271,867	2,275	62,957	47,829	334,824	(47,829)	(327,324)
Administration	4,681	100,000	187,591	1,138,769	(4,266)	4,885	183,325	1,143,654	(178,644)	(1,043,654)
Admissions/Bar Exam	377,135	1,327,400	140,107	841,048	13,926	416,931	154,034	1,257,979	223,101	69,421
Board of Governors	-	-	89,384	530,178	74,096	304,531	163,480	834,709	(163,480)	(834,709)
Communications Strategies	860	50,750	95,658	550,782	13,068	104,800	108,726	655,582	(107,866)	(604,832)
Conference & Broadcast Services	-	-	127,206	780,393	912	3,500	128,118	783,893	(128,118)	(783,893)
Discipline	11,811	96,200	937,909	5,664,008	23,805	220,267	961,714	5,884,275	(949,903)	(5,788,075)
Diversity	138,183	120,374	90,071	544,641	4,015	21,550	94,086	566,191	44,097	(445,817)
Foundation	-	-	25,576	150,663	537	14,200	26,114	164,863	(26,114)	(164,863)
Human Resources	-	-	65,465	204,958	-	-	65,465	204,958	(65,465)	(204,958)
Law Clerk Program	3,025	166,000	23,831	142,665	418	11,350	24,249	154,015	(21,224)	11,985
Legislative	-	-	22,750	135,416	1,163	18,650	23,913	154,066	(23,913)	(154,066)
Licensing and Membership Records	67,023	304,350	104,407	636,327	13,886	45,812	118,293	682,139	(51,269)	(377,789)
Licensing Fees	2,600,762	15,958,200	-	-	-	-	-	-	2,600,762	15,958,200
Limited License Legal Technician	-	-	36,709	215,591	3,867	25,600	40,576	241,191	(40,576)	(241,191)
Limited Practice Officers	-	-	27,173	168,653	712	3,000	27,885	156,182	(27,885)	(171,653)
Mandatory CLE	232,456	1,050,000	100,565	620,981	41,526	252,448	142,091	873,429	90,365	176,571
Member Assistance Program	1,517	10,000	23,592	141,224	0	1,275	23,592	142,499	(22,076)	(132,499)
Member Benefits	3,626	17,000.00	15,074	92,611	18,733	185,096	33,808	277,707	(30,182)	(260,707)
Member Services & Engagement	30,914	141,200.00	81,186	505,614	2,899	56,065	84,084	561,679	(53,170)	(420,479)
NW Lawyer	42,871	461,350	50,159	302,818	39,176	355,635	89,335	658,453	(46,465)	(197,103)
Office of General Counsel	330	-	134,777	928,680	733	13,076	135,510	941,756	(135,180)	(941,756)
OGC-Disciplinary Board	-	-	28,531	187,073	11,890	103,500	40,420	290,573	(40,420)	(290,573)
Outreach and Engagement	-	-	62,136	371,046	2,261	30,852	64,396	401,898	(64,396)	(401,898)
Practice of Law Board	-	-	7,546	74,063	2,524	16,000	10,070	90,063	(10,070)	(90,063)
Professional Responsibility Program	-	-	43,190	258,870	856	6,700	44,046	265,570	(44,046)	(265,570)
Public Service Programs	137,736	112,000	19,788	142,504	1,288	232,415	21,056	374,919	116,680	(262,919)
Publication and Design Services	-	-	26,945	141,602	4,100	5,263	31,045	146,865	(31,045)	(146,865)
Sections Administration	1,894	300,000	83,499	515,018	1,018	9,297	84,517	524,315	(82,623)	(224,315)
Technology	-	-	270,606	1,540,222	-	-	270,606	1,540,222	(270,606)	(1,540,222)
Subtotal General Fund	3,654,823	20,222,324	2,966,984	17,798,285	275,399	2,525,655	3,242,383	20,323,940	412,441	(101,616)
Expenses using reserve funds	-	-	-	-	-	-	-	-	-	-
Total General Fund - Net Result from Operations									412,441	(101,616)
Percentage of Budget	18.07%		16.67%		10.90%		15.95%			
CLE-Seminars and Products	296,560	1,879,500	193,216	1,150,797	35,977	393,776	229,193	1,544,573	67,367	334,927
CLE - Deskbooks	15,073	160,000	37,354	217,303	10,312	69,390	47,666	286,693	(32,592)	(126,693)
Total CLE	311,633	2,039,500	230,570	1,368,100	46,289	463,166	276,859	1,831,266	34,774	208,234
Percentage of Budget	15.28%		16.85%		9.99%		15.12%			
Total All Sections	11,689	544,140	-	-	44,920	841,025	44,920	841,025	(33,231)	(296,885)
Client Protection Fund-Restricted	145,963	992,500	24,683	164,210	1,204	504,000	25,887	668,210	120,076	324,290
Management of Western States Bar Conference (No WSBA Funds)	-	68,200	-	-	831	62,800	831	62,800	(831)	5,400
Totals	4,124,107	23,866,664	3,222,237	19,330,595	368,642	4,396,646	3,590,879	23,727,241	533,228	139,423
Percentage of Budget	17.28%		16.67%		8.38%		15.13%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2018	2019 Budgeted Fund Balances	Fund Balances Year to date
Restricted Funds:			
Client Protection Fund	3,227,988	3,552,278	3,348,064
Western States Bar Conference	8,340	13,740	7,509.11
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	604,125	812,359	638,899
Section Funds	1,160,343	863,458	1,127,112
Board-Designated Funds (General Fund):			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	450,000	450,000	450,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	1,845,858	1,744,242	2,258,299
Total General Fund Balance	3,795,858	3,694,242	4,208,299
Net Change in general Fund Balance		(101,616)	412,441
Total Fund Balance	8,796,654	8,936,077	9,329,882
Net Change In Fund Balance		139,423	533,228

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSE FEES					
REVENUE:					
LICENSE FEES	15,778,000.00	1,278,366.84	2,581,450.46	13,196,549.54	16.36%
LLLT LICENSE FEES	5,800.00	675.57	1,373.45	4,426.55	23.68%
LPO LICENSE FEES	174,400.00	8,904.61	17,937.64	156,462.36	10.29%
TOTAL REVENUE:	15,958,200.00	1,287,947.02	2,600,761.55	13,357,438.45	16.30%

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ACCESS TO JUSTICE					
REVENUE:					
CONFERENCES & INSTITUTES	7,500.00	-	-	7,500.00	0%
TOTAL REVENUE:	7,500.00	-	-	7,500.00	0%
DIRECT EXPENSES:					
PRO BONO & LEGAL AID COMMITTEE	-	-	78.81	(78.81)	
ATJ BOARD RETREAT	2,000.00	-	-	2,000.00	0.00%
LEADERSHIP TRAINING	2,000.00	-	-	2,000.00	0.00%
ATJ BOARD EXPENSE	24,000.00	(355.58)	1,836.05	22,163.95	7.65%
STAFF TRAVEL/PARKING	3,500.00	-	44.52	3,455.48	1.27%
STAFF MEMBERSHIP DUES	120.00	-	-	120.00	0.00%
PUBLIC DEFENSE	7,000.00	-	315.51	6,684.49	4.51%
CONFERENCE/INSTITUTE EXPENSE	14,837.00	-	-	14,837.00	0.00%
RECEPTION/FORUM EXPENSE	9,500.00	(1,139.54)	-	9,500.00	0.00%
TOTAL DIRECT EXPENSES:	62,957.00	(1,495.12)	2,274.89	60,682.11	3.61%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.10 FTE)	160,817.00	13,430.20	26,860.40	133,956.60	16.70%
BENEFITS EXPENSE	59,156.00	4,364.91	8,855.50	50,300.50	14.97%
OTHER INDIRECT EXPENSE	51,894.00	4,518.40	9,838.54	42,055.46	18.96%
TOTAL INDIRECT EXPENSES:	271,867.00	22,313.51	45,554.44	226,312.56	16.76%
TOTAL ALL EXPENSES:	334,824.00	20,818.39	47,829.33	286,994.67	14.28%
NET INCOME (LOSS):	(327,324.00)	(20,818.39)	(47,829.33)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMINISTRATION					
REVENUE:					
INTEREST INCOME	70,000.00	3,133.40	11,865.84	58,134.16	16.95%
GAIN/LOSS ON INVESTMENTS	30,000.00	8,929.83	(7,184.53)	37,184.53	-23.95%
TOTAL REVENUE:	100,000.00	12,063.23	4,681.31	95,318.69	4.68%
DIRECT EXPENSES:					
CREDIT CARD MERCHANT FEES	-	(4,855.29)	(5,259.95)	5,259.95	
STAFF TRAVEL/PARKING	4,200.00	350.00	700.00	3,500.00	16.67%
STAFF MEMBERSHIP DUES	685.00	-	294.17	390.83	42.94%
TOTAL DIRECT EXPENSES:	4,885.00	(4,505.29)	(4,265.78)	9,150.78	-87.32%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.97 FTE)	700,100.00	56,897.20	114,010.51	586,089.49	16.28%
BENEFITS EXPENSE	241,718.00	17,833.45	36,207.03	205,510.97	14.98%
OTHER INDIRECT EXPENSE	196,951.00	17,163.85	37,373.30	159,577.70	18.98%
TOTAL INDIRECT EXPENSES:	1,138,769.00	91,894.50	187,590.84	951,178.16	16.47%
TOTAL ALL EXPENSES:	1,143,654.00	87,389.21	183,325.06	960,328.94	16.03%
NET INCOME (LOSS):	(1,043,654.00)	(75,325.98)	(178,643.75)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMISSIONS					
REVENUE:					
EXAM SOFT REVENUE	35,000.00	-	-	35,000.00	0.00%
BAR EXAM FEES	1,200,000.00	144,990.00	356,450.00	843,550.00	29.70%
SPECIAL ADMISSIONS	60,000.00	2,480.00	4,925.00	55,075.00	8.21%
LLLT EXAM FEES	7,500.00	-	1,810.00	5,690.00	24.13%
LLLT WAIVER FEES	900.00	-	150.00	750.00	16.67%
LPO EXAMINATION FEES	24,000.00	3,900.00	13,800.00	10,200.00	57.50%
TOTAL REVENUE:	1,327,400.00	151,370.00	377,135.00	950,265.00	28.41%
DIRECT EXPENSES:					
DEPRECIATION	17,776.00	-	-	17,776.00	0.00%
POSTAGE	4,000.00	137.26	694.23	3,305.77	17.36%
STAFF TRAVEL/PARKING	13,000.00	350.00	700.00	12,300.00	5.38%
STAFF MEMBERSHIP DUES	400.00	-	-	400.00	0.00%
SUPPLIES	2,500.00	-	-	2,500.00	0.00%
FACILITY, PARKING, FOOD	70,000.00	5,750.00	5,750.00	64,250.00	8.21%
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	15.44	283.62	24,716.38	1.13%
BAR EXAM PROCTORS	31,000.00	-	-	31,000.00	0.00%
CHARACTER & FITNESS BOARD	20,000.00	1,831.50	3,802.79	16,197.21	19.01%
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	-	615.12	384.88	61.51%
EXAM WRITING	28,355.00	-	-	28,355.00	0.00%
COURT REPORTERS	18,000.00	973.90	2,080.70	15,919.30	11.56%
TOTAL DIRECT EXPENSES:	416,931.00	9,058.10	13,926.46	403,004.54	3.34%
INDIRECT EXPENSES:					
SALARY EXPENSE (6.30 FTE)	496,503.00	41,082.40	82,164.80	414,338.20	16.55%
BENEFITS EXPENSE	188,862.00	13,989.82	28,360.93	160,501.07	15.02%
OTHER INDIRECT EXPENSE	155,683.00	13,585.49	29,581.68	126,101.32	19.00%
TOTAL INDIRECT EXPENSES:	841,048.00	68,657.71	140,107.41	700,940.59	16.66%
TOTAL ALL EXPENSES:	1,257,979.00	77,715.81	154,033.87	1,103,945.13	12.24%
NET INCOME (LOSS):	69,421.00	73,654.19	223,101.13		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
BOG/OED					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	5,400.00	450.00	900.00	4,500.00	16.67%
STAFF MEMBERSHIP DUES	2,131.00	400.00	400.00	1,731.00	18.77%
TELEPHONE	1,000.00	74.29	149.95	850.05	15.00%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	60,000.00	-	100.00%
BOG MEETINGS	117,000.00	3,427.79	3,485.56	113,514.44	2.98%
BOG COMMITTEES' EXPENSES	30,000.00	2,549.10	4,081.52	25,918.48	13.61%
BOG CONFERENCE ATTENDANCE	49,000.00	366.60	1,472.50	47,527.50	3.01%
BOG TRAVEL & OUTREACH	35,000.00	1,035.83	2,752.33	32,247.67	7.86%
ED TRAVEL & OUTREACH	5,000.00	204.05	854.38	4,145.62	17.09%
TOTAL DIRECT EXPENSES:	304,531.00	8,507.66	74,096.24	230,434.76	24.33%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	361,878.00	28,679.64	61,874.98	300,003.02	17.10%
BENEFITS EXPENSE	107,757.00	7,863.87	16,019.46	91,737.54	14.87%
OTHER INDIRECT EXPENSE	60,543.00	5,276.54	11,489.32	49,053.68	18.98%
TOTAL INDIRECT EXPENSES:	530,178.00	41,820.05	89,383.76	440,794.24	16.86%
TOTAL ALL EXPENSES:	834,709.00	50,327.71	163,480.00	671,229.00	19.59%
NET INCOME (LOSS):	(834,709.00)	(50,327.71)	(163,480.00)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COMMUNICATION STRATEGIES					
REVENUE:					
APEX LUNCH/DINNER	50,000.00	-	-	50,000.00	0.00%
50 YEAR MEMBER TRIBUTE LUNCH	750.00	-	300.00	450.00	40.00%
WSBA LOGO MERCHANDISE SALES	-	140.00	560.00	(560.00)	
TOTAL REVENUE:	50,750.00	140.00	860.00	49,890.00	1.69%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,700.00	350.00	700.00	4,000.00	14.89%
STAFF MEMBERSHIP DUES	1,000.00	-	295.00	705.00	29.50%
SUBSCRIPTIONS	10,050.00	36.31	101.08	9,948.92	1.01%
DIGITAL/ONLINE DEVELOPMENT	1,450.00	-	10.00	1,440.00	0.69%
APEX DINNER	63,000.00	-	-	63,000.00	0.00%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	331.54	7,874.10	125.90	98.43%
COMMUNICATIONS OUTREACH	15,000.00	3,355.17	3,677.38	11,322.62	24.52%
SPEAKERS & PROGRAM DEVELOP	1,600.00	-	-	1,600.00	0.00%
EQUIPMENT, HARDWARE & SOFTWARE	-	384.25	384.25	(384.25)	
TELEPHONE	-	26.68	26.68	(26.68)	
TOTAL DIRECT EXPENSES:	104,800.00	4,483.95	13,068.49	91,731.51	12.47%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.62 FTE)	312,393.00	28,992.01	55,318.27	257,074.73	17.71%
BENEFITS EXPENSE	124,221.00	9,217.02	18,681.46	105,539.54	15.04%
OTHER INDIRECT EXPENSE	114,168.00	9,946.53	21,658.02	92,509.98	18.97%
TOTAL INDIRECT EXPENSES:	550,782.00	48,155.56	95,657.75	455,124.25	17.37%
TOTAL ALL EXPENSES:	655,582.00	52,639.51	108,726.24	546,855.76	16.58%
NET INCOME (LOSS):	(604,832.00)	(52,499.51)	(107,866.24)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONFERENCE & BROADCAST SERVICES					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
TRANSLATION SERVICES	3,500.00	355.50	912.45	2,587.55	26.07%
TOTAL DIRECT EXPENSES:	3,500.00	355.50	912.45	2,587.55	26.07%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.15 FTE)	429,625.00	34,804.70	68,237.21	361,387.79	15.88%
BENEFITS EXPENSE	174,080.00	12,147.85	25,425.16	148,654.84	14.61%
OTHER INDIRECT EXPENSE	176,688.00	15,404.98	33,543.50	143,144.50	18.98%
TOTAL INDIRECT EXPENSES:	780,393.00	62,357.53	127,205.87	653,187.13	16.30%
TOTAL ALL EXPENSES:	783,893.00	62,713.03	128,118.32	655,774.68	16.34%
NET INCOME (LOSS):	(783,893.00)	(62,713.03)	(128,118.32)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DISCIPLINE					
REVENUE:					
AUDIT REVENUE	3,200.00	42.50	233.75	2,966.25	7.30%
RECOVERY OF DISCIPLINE COSTS	80,000.00	4,850.80	9,036.22	70,963.78	11.30%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,145.12	2,541.17	10,458.83	19.55%
TOTAL REVENUE:	96,200.00	6,038.42	11,811.14	84,388.86	12.28%
DIRECT EXPENSES:					
DEPRECIATION-SOFTWARE	7,123.00	858.00	1,717.00	5,406.00	24.11%
PUBLICATIONS PRODUCTION	444.00	-	211.25	232.75	47.58%
STAFF TRAVEL/PARKING	35,000.00	2,207.48	4,508.36	30,491.64	12.88%
STAFF MEMBERSHIP DUES	3,900.00	-	1,425.00	2,475.00	36.54%
TELEPHONE	2,300.00	186.46	372.38	1,927.62	16.19%
COURT REPORTERS	55,000.00	1,824.63	3,531.63	51,468.37	6.42%
OUTSIDE COUNSEL/AIC	2,000.00	-	-	2,000.00	0.00%
LITIGATION EXPENSES	25,000.00	2,130.74	3,397.76	21,602.24	13.59%
DISABILITY EXPENSES	7,500.00	2,500.00	2,500.00	5,000.00	33.33%
ONLINE LEGAL RESEARCH	68,000.00	5,581.61	5,689.71	62,310.29	8.37%
LAW LIBRARY	12,500.00	448.11	448.11	12,051.89	3.58%
TRANSLATION SERVICES	1,500.00	-	-	1,500.00	0.00%
CONFERENCE CALLS	-	-	4.16	(4.16)	
TOTAL DIRECT EXPENSES:	220,267.00	15,737.03	23,805.36	196,461.64	10.81%
INDIRECT EXPENSES:					
SALARY EXPENSE (36.88 FTE)	3,556,329.00	291,281.08	585,982.73	2,970,346.27	16.48%
BENEFITS EXPENSE	1,196,316.00	88,117.23	178,991.89	1,017,324.11	14.96%
OTHER INDIRECT EXPENSE	911,363.00	79,420.64	172,934.02	738,428.98	18.98%
TOTAL INDIRECT EXPENSES:	5,664,008.00	458,818.95	937,908.64	4,726,099.36	16.56%
TOTAL ALL EXPENSES:	5,884,275.00	474,555.98	961,714.00	4,922,561.00	16.34%
NET INCOME (LOSS):	(5,788,075.00)	(468,517.56)	(949,902.86)		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DIVERSITY					
REVENUE:					
DONATIONS	110,000.00	-	137,500.00	(27,500.00)	125.00%
WORK STUDY GRANTS	10,374.00	-	682.50	9,691.50	6.58%
TOTAL REVENUE:	120,374.00	-	138,182.50	(17,808.50)	114.79%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	6,000.00	326.32	955.74	5,044.26	15.93%
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
COMMITTEE FOR DIVERSITY	5,000.00	753.22	1,054.99	3,945.01	21.10%
DIVERSITY EVENTS & PROJECTS	10,000.00	1,180.90	2,004.42	7,995.58	20.04%
INTERNAL DIVERSITY OUTREACH	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSE:	21,550.00	2,260.44	4,015.15	17,534.85	18.63%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.05 FTE)	328,835.00	27,158.58	53,688.22	275,146.78	16.33%
BENEFITS EXPENSE	115,724.00	8,558.28	17,365.48	98,358.52	15.01%
OTHER INDIRECT EXPENSE	100,082.00	8,733.55	19,016.82	81,065.18	19.00%
TOTAL INDIRECT EXPENSES:	544,641.00	44,450.41	90,070.52	454,570.48	16.54%
TOTAL ALL EXPENSES:	566,191.00	46,710.85	94,085.67	472,105.33	16.62%
NET INCOME (LOSS):	(445,817.00)	(46,710.85)	44,096.83		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
FOUNDATION					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	3,000.00	-	-	3,000.00	0.00%
PRINTING & COPYING	800.00	494.90	494.90	305.10	61.86%
STAFF TRAVEL/PARKING	1,400.00	-	11.99	1,388.01	0.86%
SUPPLIES	500.00	-	-	500.00	0.00%
SPECIAL EVENTS	5,000.00	-	-	5,000.00	0.00%
BOARD OF TRUSTEES	3,000.00	-	30.33	2,969.67	1.01%
POSTAGE	500.00	-	-	500.00	0.00%
TOTAL DIRECT EXPENSES:	14,200.00	494.90	537.22	13,662.78	3.78%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.15 FTE)	89,538.00	7,515.06	15,267.78	74,270.22	17.05%
BENEFITS EXPENSE	32,707.00	2,408.78	4,894.04	27,812.96	14.96%
OTHER INDIRECT EXPENSE	28,418.00	2,486.63	5,414.49	23,003.51	19.05%
TOTAL INDIRECT EXPENSES:	150,663.00	12,410.47	25,576.31	125,086.69	16.98%
TOTAL ALL EXPENSES:	164,863.00	12,905.37	26,113.53	138,749.47	15.84%
NET INCOME (LOSS):	(164,863.00)	(12,905.37)	(26,113.53)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
HUMAN RESOURCES					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	150.00	-	220.00	(70.00)	146.67%
STAFF MEMBERSHIP DUES	1,250.00	219.00	219.00	1,031.00	17.52%
SUBSCRIPTIONS	2,100.00	106.92	154.80	1,945.20	7.37%
STAFF TRAINING- GENERAL	30,000.00	465.00	1,004.00	28,996.00	3.35%
RECRUITING AND ADVERTISING	7,000.00	133.41	374.46	6,625.54	5.35%
PAYROLL PROCESSING	49,000.00	3,429.16	7,066.86	41,933.14	14.42%
SALARY SURVEYS	2,900.00	-	-	2,900.00	0.00%
TRANSFER TO INDIRECT EXPENSE	(102,400.00)	(4,353.49)	(9,039.12)	(93,360.88)	8.83%
CONSULTING SERVICES	10,000.00	-	-	10,000.00	0.00%
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	260,398.00	21,098.48	41,425.59	218,972.41	15.91%
ALLOWANCE FOR OPEN POSITIONS	(200,000.00)	-	-	(200,000.00)	0.00%
BENEFITS EXPENSE	84,017.00	6,172.79	12,550.03	71,466.97	14.94%
OTHER INDIRECT EXPENSE	60,543.00	5,276.51	11,489.31	49,053.69	18.98%
TOTAL INDIRECT EXPENSES:	<u>204,958.00</u>	<u>32,547.78</u>	<u>65,464.93</u>	<u>139,493.07</u>	<u>31.94%</u>
TOTAL ALL EXPENSES:	<u>204,958.00</u>	<u>32,547.78</u>	<u>65,464.93</u>	<u>139,493.07</u>	<u>31.94%</u>
NET INCOME (LOSS):	<u>(204,958.00)</u>	<u>(32,547.78)</u>	<u>(65,464.93)</u>		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW CLERK PROGRAM					
REVENUE:					
LAW CLERK FEES	162,000.00	625.00	2,625.00	159,375.00	1.62%
LAW CLERK APPLICATION FEES	4,000.00	400.00	400.00	3,600.00	10.00%
TOTAL REVENUE:	166,000.00	1,025.00	3,025.00	162,975.00	1.82%
DIRECT EXPENSES:					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	6,000.00	418.33	418.33	5,581.67	6.97%
LAW CLERK OUTREACH	5,000.00	-	-	5,000.00	0.00%
TOTAL DIRECT EXPENSES:	11,350.00	418.33	418.33	10,931.67	3.69%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.10 FTE)	84,449.00	7,012.98	14,025.96	70,423.04	16.61%
BENEFITS EXPENSE	31,033.00	2,296.90	4,654.18	26,378.82	15.00%
OTHER INDIRECT EXPENSE	27,183.00	2,365.34	5,150.39	22,032.61	18.95%
TOTAL INDIRECT EXPENSES:	142,665.00	11,675.22	23,830.53	118,834.47	16.70%
TOTAL ALL EXPENSES:	154,015.00	12,093.55	24,248.86	129,766.14	15.74%
NET INCOME (LOSS):	11,985.00	(11,068.55)	(21,223.86)		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LEGISLATIVE					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,550.00	104.91	(95.61)	4,645.61	-2.10%
STAFF MEMBERSHIP DUES	450.00	-	-	450.00	0.00%
SUBSCRIPTIONS	2,000.00	-	-	2,000.00	0.00%
TELEPHONE	400.00	-	-	400.00	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	570.02	1,258.36	1,241.64	50.33%
BOG LEGISLATIVE COMMITTEE	250.00	-	-	250.00	0.00%
TOTAL DIRECT EXPENSES:	18,650.00	674.93	1,162.75	17,487.25	6.23%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.10 FTE)	80,340.00	6,705.76	13,411.52	66,928.48	16.69%
BENEFITS EXPENSE	27,893.00	2,059.79	4,188.14	23,704.86	15.02%
OTHER INDIRECT EXPENSE	27,183.00	2,365.32	5,150.37	22,032.63	18.95%
TOTAL INDIRECT EXPENSES:	135,416.00	11,130.87	22,750.03	112,665.97	16.80%
TOTAL ALL EXPENSES:	154,066.00	11,805.80	23,912.78	130,153.22	15.52%
NET INCOME (LOSS):	(154,066.00)	(11,805.80)	(23,912.78)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSING & MEMBERSHIP RECORDS					
REVENUE:					
STATUS CERTIFICATE FEES	22,000.00	1,462.21	3,192.54	18,807.46	14.51%
RULE 9/LEGAL INTERN FEES	11,000.00	350.00	600.00	10,400.00	5.45%
INVESTIGATION FEES	22,000.00	2,100.00	4,500.00	17,500.00	20.45%
PRO HAC VICE	230,000.00	18,858.00	56,510.00	173,490.00	24.57%
MEMBER CONTACT INFORMATION	19,000.00	133.89	2,208.89	16,791.11	11.63%
PHOTO BAR CARD SALES	350.00	12.00	12.00	338.00	3.43%
TOTAL REVENUE:	304,350.00	22,916.10	67,023.43	237,326.57	22.02%
DIRECT EXPENSES:					
DEPRECIATION	13,812.00	1,150.00	2,301.00	11,511.00	16.66%
POSTAGE	29,000.00	109.36	9,419.55	19,580.45	32.48%
LICENSING FORMS	3,000.00	11.51	2,165.54	834.46	72.18%
TOTAL DIRECT EXPENSES:	45,812.00	1,270.87	13,886.09	31,925.91	30.31%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.35 FTE)	395,080.00	31,990.14	63,980.28	331,099.72	16.19%
BENEFITS EXPENSE	133,752.00	9,859.74	20,022.76	113,729.24	14.97%
OTHER INDIRECT EXPENSE	107,495.00	9,370.39	20,403.47	87,091.53	18.98%
TOTAL INDIRECT EXPENSES:	636,327.00	51,220.27	104,406.51	531,920.49	16.41%
TOTAL ALL EXPENSES:	682,139.00	52,491.14	118,292.60	563,846.40	17.34%
NET INCOME (LOSS):	(377,789.00)	(29,575.04)	(51,269.17)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	600.00	60.33	60.33	539.67	10.06%
LLLT BOARD	17,000.00	1,298.07	2,254.50	14,745.50	13.26%
LLLT OUTREACH	8,000.00	84.19	1,551.97	6,448.03	19.40%
TOTAL DIRECT EXPENSES:	<u>25,600.00</u>	<u>1,442.59</u>	<u>3,866.80</u>	<u>21,733.20</u>	<u>15.10%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.55 FTE)	135,526.00	11,176.24	22,352.48	113,173.52	16.49%
BENEFITS EXPENSE	41,762.00	3,494.93	7,093.42	34,668.58	16.99%
OTHER INDIRECT EXPENSE	38,303.00	3,335.71	7,263.35	31,039.65	18.96%
TOTAL INDIRECT EXPENSES:	<u>215,591.00</u>	<u>18,006.88</u>	<u>36,709.25</u>	<u>178,881.75</u>	<u>17.03%</u>
TOTAL ALL EXPENSES:	<u>241,191.00</u>	<u>19,449.47</u>	<u>40,576.05</u>	<u>200,614.95</u>	<u>16.82%</u>
NET INCOME (LOSS):	<u><u>(241,191.00)</u></u>	<u><u>(19,449.47)</u></u>	<u><u>(40,576.05)</u></u>		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED PRACTICE OFFICERS					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
LPO BOARD	3,000.00	-	711.74	2,288.26	23.72%
TOTAL DIRECT EXPENSES:	3,000.00	-	711.74	2,288.26	23.72%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.17 FTE)	99,089.00	8,226.80	16,453.60	82,635.40	16.60%
BENEFITS EXPENSE	40,651.00	2,583.32	5,238.89	35,412.11	12.89%
OTHER INDIRECT EXPENSE	28,913.00	2,516.95	5,480.52	23,432.48	18.96%
TOTAL INDIRECT EXPENSES:	168,653.00	13,327.07	27,173.01	141,479.99	16.11%
TOTAL ALL EXPENSES:	171,653.00	13,327.07	27,884.75	143,768.25	16.24%
NET INCOME (LOSS):	(171,653.00)	(13,327.07)	(27,884.75)		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANDATORY CONTINUING LEGAL EDUCATION					
REVENUE:					
ACCREDITED PROGRAM FEES	540,000.00	53,500.00	121,700.00	418,300.00	22.54%
FORM 1 LATE FEES	150,000.00	19,600.00	42,725.00	107,275.00	28.48%
MEMBER LATE FEES	203,000.00	(800.00)	700.00	202,300.00	0.34%
ANNUAL ACCREDITED SPONSOR FEES	43,000.00	42,250.00	42,750.00	250.00	99.42%
ATTENDANCE LATE FEES	85,000.00	10,150.00	17,580.00	67,420.00	20.68%
COMITY CERTIFICATES	29,000.00	5,950.56	7,000.57	21,999.43	24.14%
TOTAL REVENUE:	1,050,000.00	130,650.56	232,455.57	817,544.43	22.14%
DIRECT EXPENSES:					
DEPRECIATION	249,948.00	20,675.00	41,349.00	208,599.00	16.54%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
MCLE BOARD	2,000.00	-	176.99	1,823.01	8.85%
TOTAL DIRECT EXPENSES:	252,448.00	20,675.00	41,525.99	210,922.01	16.45%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.90 FTE)	374,898.00	26,965.53	58,769.31	316,128.69	15.68%
BENEFITS EXPENSE	124,996.00	9,282.93	18,816.61	106,179.39	15.05%
OTHER INDIRECT EXPENSE	121,087.00	10,553.04	22,978.63	98,108.37	18.98%
TOTAL INDIRECT EXPENSES:	620,981.00	46,801.50	100,564.55	520,416.45	16.19%
TOTAL ALL EXPENSES:	873,429.00	67,476.50	142,090.54	731,338.46	16.27%
NET INCOME (LOSS):	176,571.00	63,174.06	90,365.03		

Washington State Bar Association
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16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER ASSISTANCE PROGRAM					
REVENUE:					
DIVERSIONS	10,000.00	1,516.80	1,516.80	8,483.20	15.17%
TOTAL REVENUE:	10,000.00	1,516.80	1,516.80	8,483.20	15.17%
DIRECT EXPENSES:					
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	225.00	-	-	225.00	0.00%
PROF LIAB INSURANCE	850.00	-	-	850.00	0.00%
TOTAL DIRECT EXPENSES:	1,275.00	-	-	1,275.00	0.00%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.90 FTE)	84,582.00	7,095.26	14,208.30	70,373.70	16.80%
BENEFITS EXPENSE	34,402.00	2,548.01	5,158.16	29,243.84	14.99%
OTHER INDIRECT EXPENSE	22,240.00	1,940.80	4,225.96	18,014.04	19.00%
TOTAL INDIRECT EXPENSES:	141,224.00	11,584.07	23,592.42	117,631.58	16.71%
TOTAL ALL EXPENSES:	142,499.00	11,584.07	23,592.42	118,906.58	16.56%
NET INCOME (LOSS):	(132,499.00)	(10,067.27)	(22,075.62)		

Washington State Bar Association
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16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER SERVICES & ENGAGEMENT					
REVENUE:					
ROYALTIES	30,000.00	8,592.83	11,465.72	18,534.28	38.22%
NMP PRODUCT SALES	70,000.00	16,126.64	19,448.64	50,551.36	27.78%
SPONSORSHIPS	1,200.00	-	-	1,200.00	0.00%
SEMINAR REGISTRATIONS	30,000.00	-	-	30,000.00	0.00%
TRIAL ADVOCACY PROGRAM	10,000.00	-	-	10,000.00	0.00%
TOTAL REVENUE:	141,200.00	24,719.47	30,914.36	110,285.64	21.89%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	4,500.00	93.08	93.08	4,406.92	2.07%
SUBSCRIPTIONS	480.00	-	769.60	(289.60)	160.33%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
YLL SECTION PROGRAM	1,100.00	-	-	1,100.00	0.00%
WYLC CLE COMPS	1,000.00	-	-	1,000.00	0.00%
WYLC OUTREACH EVENTS	2,500.00	-	-	2,500.00	0.00%
WYL COMMITTEE	15,000.00	49.99	448.12	14,551.88	2.99%
OPEN SECTIONS NIGHT	4,400.00	-	-	4,400.00	0.00%
RURAL PLACEMENT PROGRAM	10,500.00	-	-	10,500.00	0.00%
TRIAL ADVOCACY EXPENSES	2,500.00	-	-	2,500.00	0.00%
RECEPTION/FORUM EXPENSE	4,000.00	-	-	4,000.00	0.00%
WYLC SCHOLARSHIPS/DONATIONS/GRANT	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	385.00	-	-	385.00	0.00%
LENDING LIBRARY	5,500.00	117.55	1,583.55	3,916.45	28.79%
NMP SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	-	4.16	1,495.84	0.28%
TOTAL DIRECT EXPENSES:	56,065.00	260.62	2,898.51	53,166.49	5.17%
INDIRECT EXPENSES:					
SALARY EXPENSE (3.98 FTE)	296,941.00	21,303.60	45,949.76	250,991.24	15.47%
BENEFITS EXPENSE	110,321.00	8,159.13	16,549.48	93,771.52	15.00%
OTHER INDIRECT EXPENSE	98,352.00	8,581.91	18,686.65	79,665.35	19.00%
TOTAL INDIRECT EXPENSES:	505,614.00	38,045.64	81,185.89	424,428.11	16.06%
TOTAL ALL EXPENSES:	561,679.00	38,305.26	84,084.40	477,594.60	14.97%
NET INCOME (LOSS):	(420,479.00)	(13,585.79)	(53,170.04)		

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16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBERSHIP BENEFITS					
REVENUE:					
MP3 SALES	-	1,029.00	1,127.00	(1,127.00)	
SPONSORSHIPS	8,000.00	-	-	8,000.00	0.00%
INTERNET SALES	9,000.00	1,715.00	2,499.00	6,501.00	27.77%
TOTAL REVENUE:	17,000.00	2,744.00	3,626.00	13,374.00	21.33%
DIRECT EXPENSES:					
LEGAL LUNCHBOX COURSEBOOK PRODUCTION	500.00	-	-	500.00	0.00%
LEGAL LUNCHBOX SPEAKERS & PROGRAM	1,700.00	-	13.69	1,686.31	0.81%
WSBA CONNECTS	46,560.00	7,760.00	7,760.00	38,800.00	16.67%
CASEMAKER & FASTCASE	136,336.00	5,416.00	10,832.00	125,504.00	7.95%
CONFERENCE CALLS	-	-	127.69	(127.69)	
TOTAL DIRECT EXPENSES:	185,096.00	13,176.00	18,733.38	166,362.62	10.12%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.73 FTE)	54,366.00	4,113.02	8,597.44	45,768.56	15.81%
BENEFITS EXPENSE	20,206.00	1,498.18	3,043.36	17,162.64	15.06%
OTHER INDIRECT EXPENSE	18,039.00	1,576.91	3,433.62	14,605.38	19.03%
TOTAL INDIRECT EXPENSES:	92,611.00	7,188.11	15,074.42	77,536.58	16.28%
TOTAL ALL EXPENSES:	277,707.00	20,364.11	33,807.80	243,899.20	12.17%
NET INCOME (LOSS):	(260,707.00)	(17,620.11)	(30,181.80)		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NORTHWEST LAWYER					
REVENUE:					
ROYALTIES	-	-	1,267.59	(1,267.59)	
DISPLAY ADVERTISING	297,500.00	-	-	297,500.00	0.00%
SUBSCRIPT/SINGLE ISSUES	350.00	36.00	72.00	278.00	20.57%
CLASSIFIED ADVERTISING	12,500.00	2,389.35	4,799.20	7,700.80	38.39%
GEN ANNOUNCEMENTS	17,500.00	-	-	17,500.00	0.00%
PROF ANNOUNCEMENTS	21,000.00	-	-	21,000.00	0.00%
JOB TARGET ADVERTISING	112,500.00	19,826.40	36,731.91	75,768.09	32.65%
TOTAL REVENUE:	461,350.00	22,251.75	42,870.70	418,479.30	9.29%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	2,000.00	-	(1,950.00)	3,950.00	-97.50%
POSTAGE	89,000.00	-	10,235.96	78,764.04	11.50%
PRINTING, COPYING & MAILING	250,000.00	30,053.96	30,053.96	219,946.04	12.02%
DIGITAL/ONLINE DEVELOPMENT	10,200.00	-	700.00	9,500.00	6.86%
GRAPHICS/ARTWORK	3,500.00	-	-	3,500.00	0.00%
EDITORIAL ADVISORY COMMITTEE	800.00	-	136.26	663.74	17.03%
STAFF MEMBERSHIP DUES	135.00	-	-	135.00	0.00%
TOTAL DIRECT EXPENSES:	355,635.00	30,053.96	39,176.18	316,458.82	11.02%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.25 FTE)	177,211.00	15,437.37	32,431.74	144,779.26	18.30%
BENEFITS EXPENSE	70,006.00	3,508.86	7,162.40	62,843.60	10.23%
OTHER INDIRECT EXPENSE	55,601.00	4,851.94	10,564.89	45,036.11	19.00%
TOTAL INDIRECT EXPENSES:	302,818.00	23,798.17	50,159.03	252,658.97	16.56%
TOTAL ALL EXPENSES:	658,453.00	53,852.13	89,335.21	569,117.79	13.57%
NET INCOME (LOSS):	(197,103.00)	(31,600.38)	(46,464.51)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL					
REVENUE:					
COPY FEES	-	-	330.00	(330.00)	
TOTAL REVENUE:	-	-	330.00	(330.00)	
DIRECT EXPENSES:					
DEPRECIATION	3,336.00	-	-	3,336.00	0.00%
STAFF TRAVEL/PARKING	3,240.00	-	-	3,240.00	0.00%
STAFF MEMBERSHIP DUES	1,500.00	-	200.00	1,300.00	13.33%
COURT RULES COMMITTEE	2,000.00	-	532.83	1,467.17	26.64%
DISCIPLINE ADVISORY ROUNDTABLE	500.00	-	-	500.00	0.00%
CUSTODIANSHIPS	2,500.00	-	-	2,500.00	0.00%
TOTAL DIRECT EXPENSES:	13,076.00	-	732.83	12,343.17	5.60%
INDIRECT EXPENSES:					
SALARY EXPENSE (5.75 FTE)	588,978.00	38,553.64	78,333.70	510,644.30	13.30%
BENEFITS EXPENSE	197,610.00	14,488.41	29,436.96	168,173.04	14.90%
OTHER INDIRECT EXPENSE	142,092.00	12,402.85	27,006.51	115,085.49	19.01%
TOTAL INDIRECT EXPENSES:	928,680.00	65,444.90	134,777.17	793,902.83	14.51%
TOTAL ALL EXPENSES:	941,756.00	65,444.90	135,510.00	806,246.00	14.39%
NET INCOME (LOSS):	(941,756.00)	(65,444.90)	(135,180.00)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
DISCIPLINARY BOARD EXPENSES	10,000.00	47.94	889.55	9,110.45	8.90%
CHIEF HEARING OFFICER	33,000.00	2,500.00	5,000.00	28,000.00	15.15%
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	3,000.00	6,000.00	49,000.00	10.91%
TOTAL DIRECT EXPENSES:	103,500.00	5,547.94	11,889.55	91,610.45	11.49%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.45 FTE)	110,578.00	7,806.54	15,616.69	94,961.31	14.12%
BENEFITS EXPENSE	40,663.00	3,015.00	6,112.87	34,550.13	15.03%
OTHER INDIRECT EXPENSE	35,832.00	3,123.46	6,801.16	29,030.84	18.98%
TOTAL INDIRECT EXPENSES:	187,073.00	13,945.00	28,530.72	158,542.28	15.25%
TOTAL ALL EXPENSES:	290,573.00	19,492.94	40,420.27	250,152.73	13.91%
NET INCOME (LOSS):	(290,573.00)	(19,492.94)	(40,420.27)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OUTREACH & ENGAGEMENT					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
STAFF TRAVEL/PARKING	1,400.00	-	-	1,400.00	0.00%
STAFF MEMBERSHIP DUES	1,152.00	-	-	1,152.00	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	17.64	496.74	103.26	82.79%
JUDICIAL RECOMMENDATIONS COMMITTEE	4,500.00	1,300.19	1,323.55	3,176.45	29.41%
BOG ELECTIONS	6,500.00	-	-	6,500.00	0.00%
BAR OUTREACH	10,000.00	17.80	440.27	9,559.73	4.40%
PROFESSIONALISM	2,000.00	-	-	2,000.00	0.00%
TOTAL DIRECT EXPENSES:	30,852.00	1,335.63	2,260.56	28,591.44	7.33%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.73 FTE)	224,397.00	18,729.30	37,458.60	186,938.40	16.69%
BENEFITS EXPENSE	79,186.00	5,843.73	11,867.10	67,318.90	14.99%
OTHER INDIRECT EXPENSE	67,463.00	5,882.99	12,809.91	54,653.09	18.99%
TOTAL INDIRECT EXPENSES:	371,046.00	30,456.02	62,135.61	308,910.39	16.75%
TOTAL ALL EXPENSES:	401,898.00	31,791.65	64,396.17	337,501.83	16.02%
NET INCOME (LOSS):	(401,898.00)	(31,791.65)	(64,396.17)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE OF LAW BOARD					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
PRACTICE OF LAW BOARD	16,000.00	1,443.28	2,524.05	13,475.95	15.78%
TOTAL DIRECT EXPENSES:	<u>16,000.00</u>	<u>1,443.28</u>	<u>2,524.05</u>	<u>13,475.95</u>	<u>15.78%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (0.40 FTE)	50,676.00	1,802.08	3,596.95	47,079.05	7.10%
BENEFITS EXPENSE	13,502.00	1,028.79	2,099.85	11,402.15	15.55%
OTHER INDIRECT EXPENSE	<u>9,885.00</u>	<u>849.08</u>	<u>1,848.85</u>	<u>8,036.15</u>	<u>18.70%</u>
TOTAL INDIRECT EXPENSES:	<u>74,063.00</u>	<u>3,679.95</u>	<u>7,545.65</u>	<u>66,517.35</u>	<u>10.19%</u>
TOTAL ALL EXPENSES:	<u>90,063.00</u>	<u>5,123.23</u>	<u>10,069.70</u>	<u>79,993.30</u>	<u>11.18%</u>
NET INCOME (LOSS):	<u>(90,063.00)</u>	<u>(5,123.23)</u>	<u>(10,069.70)</u>		

Washington State Bar Association
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For the Period from November 1, 2018 to November 30, 2018
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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PROFESSIONAL RESPONSIBILITY PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
CPE COMMITTEE	4,200.00	26.70	856.01	3,343.99	20.38%
TOTAL DIRECT EXPENSES:	6,700.00	26.70	856.01	5,843.99	12.78%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.65 FTE)	160,192.00	13,395.14	26,786.26	133,405.74	16.72%
BENEFITS EXPENSE	57,904.00	4,276.06	8,678.11	49,225.89	14.99%
OTHER INDIRECT EXPENSE	40,774.00	3,548.01	7,725.55	33,048.45	18.95%
TOTAL INDIRECT EXPENSES:	258,870.00	21,219.21	43,189.92	215,680.08	16.68%
TOTAL ALL EXPENSES:	265,570.00	21,245.91	44,045.93	221,524.07	16.59%
NET INCOME (LOSS):	(265,570.00)	(21,245.91)	(44,045.93)		

Washington State Bar Association
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16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLIC SERVICE PROGRAMS					
REVENUE:					
DONATIONS & GRANTS	110,000.00	-	137,500.00	(27,500.00)	125.00%
PSP PRODUCT SALES	2,000.00	128.00	236.00	1,764.00	11.80%
TOTAL REVENUE:	112,000.00	128.00	137,736.00	(25,736.00)	122.98%
DIRECT EXPENSES:					
DONATIONS/SPONSORSHIPS/GRANTS	207,915.00	-	-	207,915.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	32.85	49.85	1,950.15	2.49%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	-	311.36	1,688.64	15.57%
PUBLIC SERVICE EVENTS AND PROJECTS	20,500.00	906.33	906.33	19,593.67	4.42%
TOTAL DIRECT EXPENSES:	232,415.00	939.18	1,267.54	231,147.46	0.55%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.03 FTE)	87,057.00	6,045.60	10,474.36	76,582.64	12.03%
BENEFITS EXPENSE	29,994.00	2,217.17	4,493.50	25,500.50	14.98%
OTHER INDIRECT EXPENSE	25,453.00	2,213.72	4,820.24	20,632.76	18.94%
TOTAL INDIRECT EXPENSES:	142,504.00	10,476.49	19,788.10	122,715.90	13.89%
TOTAL ALL EXPENSES:	374,919.00	11,415.67	21,055.64	353,863.36	5.62%
NET INCOME (LOSS):	(262,919.00)	(11,287.67)	116,680.36		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLICATION & DESIGN SERVICES					
REVENUE:					
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:					
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
SUBSCRIPTIONS	83.00	-	-	83.00	0.00%
IMAGE LIBRARY	4,680.00	-	4,100.00	580.00	87.61%
TOTAL DIRECT EXPENSES:	<u>5,263.00</u>	<u>-</u>	<u>4,100.00</u>	<u>1,163.00</u>	<u>77.90%</u>
INDIRECT EXPENSES:					
SALARY EXPENSE (1.22 FTE)	80,074.00	7,963.14	16,577.39	63,496.61	20.70%
BENEFITS EXPENSE	31,380.00	2,283.25	4,623.14	26,756.86	14.73%
OTHER INDIRECT EXPENSE	30,148.00	2,638.26	5,744.64	24,403.36	19.05%
TOTAL INDIRECT EXPENSES:	<u>141,602.00</u>	<u>12,884.65</u>	<u>26,945.17</u>	<u>114,656.83</u>	<u>19.03%</u>
TOTAL ALL EXPENSES:	<u>146,865.00</u>	<u>12,884.65</u>	<u>31,045.17</u>	<u>115,819.83</u>	<u>21.14%</u>
NET INCOME (LOSS):	<u>(146,865.00)</u>	<u>(12,884.65)</u>	<u>(31,045.17)</u>		

Washington State Bar Association
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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS ADMINISTRATION					
REVENUE:					
REIMBURSEMENTS FROM SECTIONS	300,000.00	918.75	1,893.75	298,106.25	0.63%
TOTAL REVENUE:	300,000.00	918.75	1,893.75	298,106.25	0.63%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,200.00	125.77	206.36	993.64	17.20%
SUBSCRIPTIONS	372.00	372.00	372.00	-	100.00%
CONFERENCE CALLS	300.00	-	78.70	221.30	26.23%
MISCELLANEOUS	300.00	-	-	300.00	0.00%
SECTION/COMMITTEE CHAIR MTGS	1,000.00	-	360.87	639.13	36.09%
DUES STATEMENTS	6,000.00	-	-	6,000.00	0.00%
STAFF MEMBERSHIP DUES	125.00	-	-	125.00	0.00%
TOTAL DIRECT EXPENSES:	9,297.00	497.77	1,017.93	8,279.07	10.95%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.25 FTE)	297,955.00	20,562.38	46,725.20	251,229.80	15.68%
BENEFITS EXPENSE	112,039.00	8,308.83	16,832.86	95,206.14	15.02%
OTHER INDIRECT EXPENSE	105,024.00	9,158.09	19,941.25	85,082.75	18.99%
TOTAL INDIRECT EXPENSES:	515,018.00	38,029.30	83,499.31	431,518.69	16.21%
TOTAL ALL EXPENSES:	524,315.00	38,527.07	84,517.24	439,797.76	16.12%
NET INCOME (LOSS):	(224,315.00)	(37,608.32)	(82,623.49)		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
TECHNOLOGY					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CONSULTING SERVICES	85,000.00	11,200.00	28,785.56	56,214.44	33.87%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,398.98	2,812.77	21,187.23	11.72%
COMPUTER HARDWARE	29,000.00	(463.08)	1,379.53	27,620.47	4.76%
COMPUTER SOFTWARE	29,000.00	-	-	29,000.00	0.00%
HARDWARE SERVICE & WARRANTIES	60,000.00	-	24,523.11	35,476.89	40.87%
SOFTWARE MAINTENANCE & LICENSING	270,000.00	21,129.93	96,880.35	173,119.65	35.88%
TELEPHONE HARDWARE & MAINTENANCE	10,000.00	-	-	10,000.00	0.00%
COMPUTER SUPPLIES	15,000.00	4,317.02	4,704.12	10,295.88	31.36%
THIRD PARTY SERVICES	143,000.00	33,202.25	47,841.75	95,158.25	33.46%
TRANSFER TO INDIRECT EXPENSES	(667,610.00)	(70,785.10)	(206,927.19)	(460,682.81)	31.00%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (12.10 FTE)	1,059,680.00	92,702.28	182,222.42	877,457.58	17.20%
BENEFITS EXPENSE	370,332.00	27,310.41	55,453.79	314,878.21	14.97%
CAPITAL LABOR & OVERHEAD	(188,800.00)	(18,012.96)	(23,856.45)	(164,943.55)	12.64%
OTHER INDIRECT EXPENSE	299,010.00	26,079.34	56,786.28	242,223.72	18.99%
TOTAL INDIRECT EXPENSES:	1,540,222.00	128,079.07	270,606.04	1,269,615.96	17.57%
TOTAL ALL EXPENSES:	1,540,222.00	128,079.07	270,606.04	1,269,615.96	17.57%
NET INCOME (LOSS):	(1,540,222.00)	(128,079.07)	(270,606.04)		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLE - PRODUCTS					
REVENUE:					
SHIPPING & HANDLING	1,000.00	36.00	63.00	937.00	6.30%
COURSEBOOK SALES	11,000.00	779.00	1,965.00	9,035.00	17.86%
MP3 AND VIDEO SALES	950,000.00	125,517.13	196,349.69	753,650.31	20.67%
TOTAL REVENUE:	962,000.00	126,332.13	198,377.69	763,622.31	20.62%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	100.00	(399.00)	(399.00)	499.00	-399.00%
DEPRECIATION	5,540.00	632.00	1,265.00	4,275.00	22.83%
STAFF MEMBERSHIP DUES	410.00	-	335.00	75.00	81.71%
COST OF SALES - COURSEBOOKS	1,200.00	75.44	178.68	1,021.32	14.89%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
ONLINE PRODUCT HOSTING EXPENSES	40,000.00	3,581.50	7,035.62	32,964.38	17.59%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	500.00	33.04	56.98	443.02	11.40%
COST OF SALES - DESKBOOKS	-	(2,051.05)	(2,051.05)	2,051.05	
TOTAL DIRECT EXPENSES:	49,350.00	1,871.93	6,421.23	42,928.77	13.01%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.63 FTE)	98,425.00	8,304.08	16,629.75	81,795.25	16.90%
BENEFITS EXPENSE	40,026.00	2,973.55	6,032.89	33,993.11	15.07%
OTHER INDIRECT EXPENSE	40,280.00	3,517.66	7,659.55	32,620.45	19.02%
TOTAL INDIRECT EXPENSES:	178,731.00	14,795.29	30,322.19	148,408.81	16.97%
TOTAL ALL EXPENSES:	228,081.00	16,667.22	36,743.42	191,337.58	16.11%
NET INCOME (LOSS):	733,919.00	109,664.91	161,634.27		

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	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLE - SEMINARS					
REVENUE:					
SEMINAR REGISTRATIONS	876,000.00	84,380.00	98,182.00	777,818.00	11.21%
SEMINAR-EXHIB/SPNSR/ETC	41,500.00	-	-	41,500.00	0.00%
TOTAL REVENUE:	917,500.00	84,380.00	98,182.00	819,318.00	10.70%
DIRECT EXPENSES:					
BAD DEBT EXPENSE	500.00	(124.00)	(124.00)	624.00	-24.80%
STAFF TRAVEL/PARKING	5,675.00	49.00	94.60	5,580.40	1.67%
STAFF MEMBERSHIP DUES	850.00	-	672.00	178.00	79.06%
SUPPLIES	3,650.00	186.17	186.17	3,463.83	5.10%
COURSEBOOK PRODUCTION	3,000.00	40.50	47.46	2,952.54	1.58%
POSTAGE - FLIERS/CATALOGS	10,685.00	936.23	1,447.38	9,237.62	13.55%
POSTAGE - MISC./DELIVERY	2,500.00	-	70.00	2,430.00	2.80%
ACCREDITATION FEES	4,696.00	16.00	(32.00)	4,728.00	-0.68%
SEMINAR BROCHURES	20,770.00	1,011.18	4,328.29	16,441.71	20.84%
FACILITIES	223,500.00	15,125.42	18,330.10	205,169.90	8.20%
SPEAKERS & PROGRAM DEVELOP	68,100.00	1,615.82	4,498.17	63,601.83	6.61%
CLE SEMINAR COMMITTEE	500.00	-	37.85	462.15	7.57%
TOTAL DIRECT EXPENSES:	344,426.00	18,856.32	29,556.02	314,869.98	8.58%
INDIRECT EXPENSES:					
SALARY EXPENSE (8.09 FTE)	557,997.00	46,499.87	92,799.89	465,197.11	16.63%
BENEFITS EXPENSE	214,152.00	15,816.07	32,126.23	182,025.77	15.00%
OTHER INDIRECT EXPENSE	199,917.00	17,436.77	37,967.54	161,949.46	18.99%
TOTAL INDIRECT EXPENSES:	972,066.00	79,752.71	162,893.66	809,172.34	16.76%
TOTAL ALL EXPENSES:	1,316,492.00	98,609.03	192,449.68	1,124,042.32	14.62%
NET INCOME (LOSS):	(398,992.00)	(14,229.03)	(94,267.68)		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONTINUING LEGAL EDUCATION (CLE)					
REVENUE:					
SEMINAR REGISTRATIONS	876,000.00	84,380.00	98,182.00	777,818.00	11.21%
SEMINAR-EXHIB/SPNSR/ETC	41,500.00	-	-	41,500.00	0.00%
SHIPPING & HANDLING	1,000.00	36.00	63.00	937.00	6.30%
COURSEBOOK SALES	11,000.00	779.00	1,965.00	9,035.00	17.86%
MP3 AND VIDEO SALES	950,000.00	125,517.13	196,349.69	753,650.31	20.67%
TOTAL REVENUE:	1,879,500.00	210,712.13	296,559.69	1,582,940.31	15.78%
DIRECT EXPENSES:					
COURSEBOOK PRODUCTION	3,000.00	40.50	47.46	2,952.54	1.58%
POSTAGE - FLIERS/CATALOGS	10,685.00	936.23	1,447.38	9,237.62	13.55%
POSTAGE - MISC./DELIVERY	2,500.00	-	70.00	2,430.00	2.80%
DEPRECIATION	5,540.00	632.00	1,265.00	4,275.00	22.83%
ONLINE EXPENSES	40,000.00	3,581.50	7,035.62	32,964.38	17.59%
ACCREDITATION FEES	4,696.00	16.00	(32.00)	4,728.00	-0.68%
SEMINAR BROCHURES	20,770.00	1,011.18	4,328.29	16,441.71	20.84%
FACILITIES	223,500.00	15,125.42	18,330.10	205,169.90	8.20%
SPEAKERS & PROGRAM DEVELOP	68,100.00	1,615.82	4,498.17	63,601.83	6.61%
CLE SEMINAR COMMITTEE	500.00	-	37.85	462.15	7.57%
BAD DEBT EXPENSE	600.00	(523.00)	(523.00)	1,123.00	-87.17%
STAFF TRAVEL/PARKING	5,675.00	49.00	94.60	5,580.40	1.67%
STAFF MEMBERSHIP DUES	1,260.00	-	1,007.00	253.00	79.92%
SUPPLIES	3,650.00	186.17	186.17	3,463.83	5.10%
COST OF SALES - DESKBOOKS	-	(2,051.05)	(2,051.05)	2,051.05	
COST OF SALES - COURSEBOOKS	1,200.00	75.44	178.68	1,021.32	14.89%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
SHIPPING SUPPLIES	100.00	-	-	100.00	0.00%
POSTAGE & DELIVERY-COURSEBOOKS	500.00	33.04	56.98	443.02	11.40%
TOTAL DIRECT EXPENSES:	393,776.00	20,728.25	35,977.25	357,798.75	9.14%
INDIRECT EXPENSES:					
SALARY EXPENSE (9.72 FTE)	656,422.00	54,803.95	109,429.64	546,992.36	16.67%
BENEFITS EXPENSE	254,178.00	18,789.62	38,159.12	216,018.88	15.01%
OTHER INDIRECT EXPENSE	240,197.00	20,954.43	45,627.09	194,569.91	19.00%
TOTAL INDIRECT EXPENSES:	1,150,797.00	94,548.00	193,215.85	957,581.15	16.79%
TOTAL ALL EXPENSES:	1,544,573.00	115,276.25	229,193.10	1,315,379.90	14.84%
NET INCOME (LOSS):	334,927.00	95,435.88	67,366.59		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DESKBOOKS					
REVENUE:					
SHIPPING & HANDLING	2,000.00	72.00	162.00	1,838.00	8.10%
DESKBOOK SALES	80,000.00	5,835.00	8,535.00	71,465.00	10.67%
SECTION PUBLICATION SALES	3,000.00	225.00	675.00	2,325.00	22.50%
CASEMAKER ROYALTIES	75,000.00	1,300.94	5,701.16	69,298.84	7.60%
TOTAL REVENUE:	160,000.00	7,432.94	15,073.16	144,926.84	9.42%
DIRECT EXPENSES:					
COST OF SALES - DESKBOOKS	50,000.00	6,583.83	8,556.84	41,443.16	17.11%
COST OF SALES - SECTION PUBLICATION	750.00	39.02	117.06	632.94	15.61%
SPLITS TO SECTIONS	1,000.00	-	-	1,000.00	0.00%
DESKBOOK ROYALTIES	1,000.00	-	-	1,000.00	0.00%
SHIPPING SUPPLIES	150.00	-	-	150.00	0.00%
POSTAGE & DELIVER-DESKBOOKS	2,000.00	96.95	174.65	1,825.35	8.73%
FLIERS/CATALOGS	3,000.00	-	-	3,000.00	0.00%
POSTAGE - FLIERS/CATALOGS	1,500.00	-	-	1,500.00	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	675.00	1,295.00	6,145.00	17.41%
STAFF MEMBERSHIP DUES	250.00	-	168.00	82.00	67.20%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSES:	69,390.00	7,394.80	10,311.55	59,078.45	14.86%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.05 FTE)	117,663.00	9,822.92	20,343.21	97,319.79	17.29%
BENEFITS EXPENSE	48,981.00	3,639.88	7,370.31	41,610.69	15.05%
OTHER INDIRECT EXPENSE	50,659.00	4,427.43	9,640.47	41,018.53	19.03%
TOTAL INDIRECT EXPENSES:	217,303.00	17,890.23	37,353.99	179,949.01	17.19%
TOTAL ALL EXPENSES:	286,693.00	25,285.03	47,665.54	239,027.46	16.63%
NET INCOME (LOSS):	(126,693.00)	(17,852.09)	(32,592.38)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLIENT PROTECTION FUND					
REVENUE:					
CPF RESTITUTION	3,000.00	162.60	359.75	2,640.25	11.99%
CPF MEMBER ASSESSMENTS	982,000.00	120,360.00	133,380.00	848,620.00	13.58%
INTEREST INCOME	7,500.00	5,923.21	12,222.93	(4,722.93)	162.97%
TOTAL REVENUE:	992,500.00	126,445.81	145,962.68	846,537.32	14.71%
DIRECT EXPENSES:					
BANK FEES - WELLS FARGO	1,000.00	(57.30)	(125.77)	1,125.77	-12.58%
GIFTS TO INJURED CLIENTS	500,000.00	-	1,200.00	498,800.00	0.24%
CPF BOARD EXPENSES	3,000.00	127.27	129.67	2,870.33	4.32%
TOTAL DIRECT EXPENSES:	504,000.00	69.97	1,203.90	502,796.10	0.24%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.25 FTE)	97,740.00	6,735.72	13,471.44	84,268.56	13.78%
BENEFITS EXPENSE	35,581.00	2,625.62	5,334.83	30,246.17	14.99%
OTHER INDIRECT EXPENSE	30,889.00	2,698.91	5,876.71	25,012.29	19.03%
TOTAL INDIRECT EXPENSES:	164,210.00	12,060.25	24,682.98	139,527.02	15.03%
TOTAL ALL EXPENSES:	668,210.00	12,130.22	25,886.88	642,323.12	3.87%
NET INCOME (LOSS):	324,290.00	114,315.59	120,075.80		

Washington State Bar Association

Statement of Activities

For the Period from November 1, 2018 to November 30, 2018

16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)					
REVENUE:					
REGISTRATION REVENUE	33,000.00	-	-	33,000.00	0.00%
OTHER ACTIVITIES REGISTRATION REVENUE	20,000.00	-	-	20,000.00	0.00%
WESTERN STATES BAR MEMBERSHIP DUES	3,200.00	-	-	3,200.00	0.00%
SPONSORSHIPS	12,000.00	-	-	12,000.00	0.00%
TOTAL REVENUE:	68,200.00	-	-	68,200.00	0.00%
DIRECT EXPENSES:					
FACILITIES	55,000.00	-	-	55,000.00	0.00%
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	-	1,000.00	0.00%
BANK FEES	-	-	1.00	(1.00)	
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	3,500.00	-	-	3,500.00	0.00%
MARKETING EXPENSE	800.00	-	52.04	747.96	6.51%
STAFF TRAVEL/PARKING	2,000.00	-	777.87	1,222.13	38.89%
TOTAL DIRECT EXPENSES:	62,800.00	-	830.91	61,969.09	1.32%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	62,800.00	-	830.91	61,969.09	1.32%
NET INCOME (LOSS):	5,400.00	-	(830.91)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS OPERATIONS					
REVENUE:					
SECTION DUES	471,440.00	1,455.00	2,815.00	468,625.00	0.60%
SEMINAR PROFIT SHARE	15,000.00	-	-	15,000.00	0.00%
INTEREST INCOME	1,900.00	-	-	1,900.00	0.00%
PUBLICATIONS REVENUE	4,000.00	-	-	4,000.00	0.00%
OTHER	49,250.00	4,318.75	8,873.75	40,376.25	18.02%
TOTAL REVENUE:	541,590.00	5,773.75	11,688.75	529,901.25	2.16%
DIRECT EXPENSES:					
DIRECT EXPENSES OF SECTION ACTIVITIES	533,005.00	19,807.35	43,026.28	489,978.72	8.07%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	308,232.00	918.75	1,893.75	306,338.25	0.61%
TOTAL DIRECT EXPENSES:	841,237.00	20,726.10	44,920.03	796,316.97	5.34%
NET INCOME (LOSS):	(299,647.00)	(14,952.35)	(33,231.28)		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
INDIRECT EXPENSES:					
SALARIES	11,868,980.00	965,826.74	1,940,886.34	9,928,093.66	16.35%
ALLOWANCE FOR OPEN POSITIONS	(200,000.00)	-	-	(200,000.00)	0.00%
TEMPORARY SALARIES	141,330.00	4,062.00	15,160.40	126,169.60	10.73%
CAPITAL LABOR & OVERHEAD	(188,800.00)	(18,012.96)	(23,856.45)	(164,943.55)	12.64%
EMPLOYEE ASSISTANCE PLAN	4,800.00	1,200.00	1,200.00	3,600.00	25.00%
EMPLOYEE SERVICE AWARDS	2,230.00	200.00	1,360.00	870.00	60.99%
FICA (EMPLOYER PORTION)	879,000.00	64,687.60	134,722.48	744,277.52	15.33%
L&I INSURANCE	47,250.00	-	-	47,250.00	0.00%
MEDICAL (EMPLOYER PORTION)	1,590,000.00	120,497.45	241,690.89	1,348,309.11	15.20%
RETIREMENT (EMPLOYER PORTION)	1,494,000.00	121,075.19	245,849.88	1,248,150.12	16.46%
TRANSPORTATION ALLOWANCE	119,250.00	355.00	710.00	118,540.00	0.60%
UNEMPLOYMENT INSURANCE	87,500.00	1,777.32	4,207.57	83,292.43	4.81%
STAFF DEVELOPMENT-GENERAL	6,900.00	315.72	315.72	6,584.28	4.58%
TOTAL SALARY & BENEFITS EXPENSE:	15,852,440.00	1,261,984.06	2,562,246.83	13,290,193.17	16.16%
WORKPLACE BENEFITS	39,000.00	2,841.24	6,807.81	32,192.19	17.46%
HUMAN RESOURCES POOLED EXP	102,400.00	4,353.49	9,039.12	93,360.88	8.83%
MEETING SUPPORT EXPENSES	12,500.00	803.83	2,432.22	10,067.78	19.46%
RENT	1,802,000.00	152,639.25	298,333.65	1,503,666.35	16.56%
PERSONAL PROP TAXES-WSBA	14,000.00	1,613.93	3,227.86	10,772.14	23.06%
FURNITURE, MAINT, LH IMP	35,200.00	181.67	535.09	34,664.91	1.52%
OFFICE SUPPLIES & EQUIPMENT	46,000.00	5,966.48	12,726.75	33,273.25	27.67%
FURN & OFFICE EQUIP DEPRECIATION	51,300.00	3,699.78	7,399.78	43,900.22	14.42%
COMPUTER HARDWARE DEPRECIATION	51,800.00	3,454.00	6,906.00	44,894.00	13.33%
COMPUTER SOFTWARE DEPRECIATION	162,700.00	9,310.00	19,074.00	143,626.00	11.72%
INSURANCE	143,000.00	11,916.18	23,832.36	119,167.64	16.67%
PROFESSIONAL FEES-AUDIT	35,000.00	1,825.60	5,575.60	29,424.40	15.93%
PROFESSIONAL FEES-LEGAL	50,000.00	12,021.90	12,021.90	37,978.10	24.04%
TELEPHONE & INTERNET	47,000.00	3,570.36	7,766.86	39,233.14	16.53%
POSTAGE - GENERAL	36,000.00	1,859.03	4,135.07	31,864.93	11.49%
RECORDS STORAGE	40,000.00	4,979.25	11,041.45	28,958.55	27.60%
STAFF TRAINING	95,245.00	7,344.03	15,056.60	80,188.40	15.81%
BANK FEES	35,400.00	2,737.81	4,932.47	30,467.53	13.93%
PRODUCTION MAINTENANCE & SUPPLIES	12,000.00	1,029.35	2,218.01	9,781.99	18.48%
COMPUTER POOLED EXPENSES	667,610.00	70,785.10	206,927.19	460,682.81	31.00%
TOTAL OTHER INDIRECT EXPENSES:	3,478,155.00	302,932.28	659,989.79	2,818,165.21	18.98%
TOTAL INDIRECT EXPENSES:	19,330,595.00	1,564,916.34	3,222,236.62		

Washington State Bar Association
Statement of Activities
For the Period from November 1, 2018 to November 30, 2018
16.67% OF YEAR COMPLETE

	FISCAL 2019 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
SUMMARY PAGE				
LICENSE FEES	15,958,200.00	1,287,947.02	2,600,761.55	13,357,438.45
ACCESS TO JUSTICE	(327,324.00)	(20,818.39)	(47,829.33)	(279,494.67)
ADMINISTRATION	(1,043,654.00)	(75,325.98)	(178,643.75)	(865,010.25)
ADMISSIONS/BAR EXAM	69,421.00	73,654.19	223,101.13	(153,680.13)
BOARD OF GOVERNORS	(834,709.00)	(50,327.71)	(163,480.00)	(671,229.00)
COMMUNICATIONS	(604,832.00)	(52,499.51)	(107,866.24)	(496,965.76)
CONFERENCE & BROADCAST SERVICES	(783,893.00)	(62,713.03)	(128,118.32)	(655,774.68)
DISCIPLINE	(5,788,075.00)	(468,517.56)	(949,902.86)	(4,838,172.14)
DIVERSITY	(445,817.00)	(46,710.85)	44,096.83	(489,913.83)
FOUNDATION	(164,863.00)	(12,905.37)	(26,113.53)	(138,749.47)
HUMAN RESOURCES	(204,958.00)	(32,547.78)	(65,464.93)	(139,493.07)
LAP	(132,499.00)	(10,067.27)	(22,075.62)	(110,423.38)
LEGISLATIVE	(154,066.00)	(11,805.80)	(23,912.78)	(130,153.22)
LICENSING AND MEMBERSHIP	(377,789.00)	(29,575.04)	(51,269.17)	(326,519.83)
LIMITED LICENSE LEGAL TECHNICIAN	(241,191.00)	(19,449.47)	(40,576.05)	(200,614.95)
LIMITED PRACTICE OFFICERS	(171,653.00)	(13,327.07)	(27,884.75)	(143,768.25)
MANDATORY CLE ADMINISTRATION	176,571.00	63,174.06	90,365.03	86,205.97
MEMBER BENEFITS	(260,707.00)	(17,620.11)	(30,181.80)	(230,525.20)
MEMBER SERVICES & ENGAGEMENT	(420,479.00)	(13,585.79)	(53,170.04)	(367,308.96)
NW LAWYER	(197,103.00)	(31,600.38)	(46,464.51)	(150,638.49)
OFFICE OF GENERAL COUNSEL	(941,756.00)	(65,444.90)	(135,180.00)	(806,576.00)
OGC-DISCIPLINARY BOARD	(290,573.00)	(19,492.94)	(40,420.27)	(250,152.73)
OUTREACH & ENGAGEMENT	(401,898.00)	(31,791.65)	(64,396.17)	(337,501.83)
PRACTICE OF LAW BOARD	(90,063.00)	(5,123.23)	(10,069.70)	(79,993.30)
PROFESSIONAL RESPONSIBILITY PROGRAM	(265,570.00)	(21,245.91)	(44,045.93)	(221,524.07)
PUBLICATION & DESIGN SERVICES	(146,865.00)	(12,884.65)	(31,045.17)	(115,819.83)
PUBLIC SERVICE PROGRAMS	(262,919.00)	(11,287.67)	116,680.36	(379,599.36)
LAW CLERK PROGRAM	11,985.00	(11,068.55)	(21,223.86)	33,208.86
SECTIONS ADMINISTRATION	(224,315.00)	(37,608.32)	(82,623.49)	(141,691.51)
TECHNOLOGY	(1,540,222.00)	(128,079.07)	(270,606.04)	(1,269,615.96)
CLE - PRODUCTS	733,919.00	109,664.91	161,634.27	572,284.73
CLE - SEMINARS	(398,992.00)	(14,229.03)	(94,267.68)	(304,724.32)
SECTIONS OPERATIONS	(299,647.00)	(14,952.35)	(33,231.28)	(266,415.72)
DESKBOOKS	(126,693.00)	(17,852.09)	(32,592.38)	(94,100.62)
CLIENT PROTECTION FUND	324,290.00	114,315.59	120,075.80	204,214.20
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	5,400.00	-	(830.91)	6,230.91
INDIRECT EXPENSES	(19,330,595.00)	(1,564,916.34)	(3,222,236.62)	(16,108,358.38)
TOTAL OF ALL	19,193,934.00	1,276,618.04	2,689,008.21	16,504,925.79
NET INCOME (LOSS)	136,661.00	288,298.30	533,228.41	

**Washington State Bar Association
Analysis of Cash Investments
As of November 30, 2018**

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	\$ 1,021,448

Total

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	2.25%	\$ 1,844,060
UBS Financial Money Market	2.26%	\$ 1,056,135
Morgan Stanley Money Market	2.16%	\$ 26,233
Merrill Lynch Money Market	2.20%	\$ 1,919,765
Long Term Investments	Varies	\$ 3,259,975
Short Term Investments	Varies	\$ -

General Fund Total \$ 9,127,616

Client Protection Fund

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	\$ 793,975

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	2.25%	\$ 3,298,366
Morgan Stanley Money Market	1.88%	\$ 104,413
Wells Fargo Investments	Varies	\$ -

Client Protection Fund Total \$ 4,196,754

Grand Total Cash & Investments \$ 13,324,370

**Washington State Bar Association
Analysis of Cash Investments
As of November 30, 2018**

Long Term Investments- General Fund

UBS Financial Long Term Investments
Nuveen 3-7 year Municipal Bond Portfolio

Value as of 11/30/2018
\$ 307,788.46

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 11/30/2018
\$ 789,239.82
\$ 1,093,581.16
\$ 1,069,365.79
\$ 2,052,186.77

Total Long Term Investments- General Fund 3,259,975.23

Short Term Investments- General Fund

Bank

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

AGENDA ITEM 5.

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Tiffany Lynch, Associated Director for Finance

Re: Investment Update as of October 31, 2018 and November 30, 2018

Date: December 26, 2018

WSBA's investments consist of short and long term bond portfolios, and are managed by our advisors at Morgan Stanley and UBS Financial. There has been no change in the makeup of the portfolio since the last report. As of November 30, there is an aggregate gain across all funds of \$31,960, or 0.99%:

TOTAL INCEPTION VALUE OF ALL FUNDS	\$3,228,015
TOTAL VALUE OF ALL FUNDS AS OF 11/30/18	\$3,259,975
GAIN/(LOSS) SINCE INCEPTION (\$ and %)	\$31,960, 0.99%

The chart below details value by fund at inception, transfers of portfolio gains above \$100,000 to the WSBA's general fund operating accounts per the Budget and Audit Committee's June 2016 direction, end of month for the periods September through November, and Gain/(Loss) from November 30, 2017 to November 30, 2018:

INVESTMENT FUND	VALUE					GAIN/(LOSS)
	Inception	Transfer of Gains	9/30/18 (Previously Reported)	10/31/18	11/30/18	11/30/17 – 11/30/18
Nuveen 3-7 year Municipal Bond Portfolio	\$500,000	(\$200,000) ¹	\$306,693	\$303,881	\$307,788	\$1,190
Lord Abbett & Company Short Term Duration Income Fund	\$628,015 ²	\$0	\$789,809	\$788,635	\$789,240	\$7,350
Guggenheim Total Return Bond Fund	\$1,050,000 ³	\$0	\$1,097,384	\$1,089,481	\$1,093,581	\$2,794
Virtus Multi-Sector Short Term Bond Fund	\$1,050,000 ³	\$0	\$1,076,307	\$1,073,034	\$1,069,366	(\$7,154)
Total	\$3,228,015	(\$200,000)	\$3,270,193	\$3,255,031	\$3,259,975	\$4,180

¹ Transfer of \$200,000 made on November 22, 2017.

² Inception value is based on original amount of \$1,428,015 (\$500,000 original purchase price of Lord Abbett, plus \$599,995 Legg Mason fund transferred on May 9, 2014, plus \$328,000 liquidation of Hays Advisory Fund on March 3, 2015) minus \$800,000 that was redistributed evenly to Guggenheim and Virtus on September 19, 2017.

³ Inception value is \$1,050,000 based on original purchase price is \$650,000 plus \$400,000 re-distributed from Lord Abbett on Sept 19, 2017.

AGENDA ITEM 6.

WASHINGTON STATE BAR ASSOCIATION

To: Budget and Audit Committee

From: Ann Holmes, Chief Operations Officer
Tiffany Lynch, Associate Director of Finance

Re: Proposed Revised Policy on President and President-elect Travel to and Attendance at National/Regional Events

Date: December 26, 2018

ACTION: Recommend that Board of Governors approve the proposed revised policy on President and President-elect travel to and attendance at National/Regional Events.

At its November 13th meeting, the Budget and Audit Committee requested that fiscal policies be updated to reflect a policy change regarding President and President-elect Travel to National/Regional Events consistent with the FY 2019 Budget funding. Below is the current policy as set forth in WSBA Fiscal Policies and Procedures Manual, Chapter 6, Section IV.C.1, with proposed redline revisions:

1. Officer Conferences

*The President **and President-elect are each is** budgeted to attend one National Conference of Bar Presidents meeting, **the Bar Leaders Institute in Chicago, and the Western States Bar Conference.***
~~*The President-elect is budgeted to attend the Bar Leaders Institute in Chicago, the Western States Bar Conference, and one National Conference of Bar Presidents meeting.*~~

AGENDA ITEM 7.



To: WSBA Budget & Audit Committee

From: Terra Nevitt, Chief Development Officer

Re: Financial Reports for January 10, 2019 Meeting

Date: December 28, 2018

This memo follows on ongoing discussion of the Washington State Bar Foundation's health and viability at each Budget & Audit Committee meeting since June 2017. Attached, please find the Foundation's most recent financial report covering the period of October 1, 2018 through November 30, 2018. Also attached is the WSBF's year-to-date fundraising report.

Looking at the *WSBF Balance Sheet*, you can see that as of November 30, the Foundation had a net worth of \$82,531. This is a decrease of \$277,004 from the net worth as of the end of September, which we reported on at the November meeting. The decrease follows a transfer of \$275,000 to WSBA in October, which was \$55,000 more than WSBA expected for FY19. The *WSBF Statement of Activities* details these and other income and expenses year-to-date. WSBA's support of the Foundation is captured in the report as WSBA Staff Support and WSBA Expenses under In Kind Expenses, which total \$26,113 as of the end of November. Our total income through contributions as of the end of November is \$9,830.

The *Fundraising Progress Report* provides a more up-to-date, but unofficial, look at the amount and source of contributions for FY19. The majority of funds raised are through the licensing campaign, which is trending ahead of last year.



Advancing WSBA's Vision of a Just Washington

To: Paula Littlewood and Terra Nevitt

From: Tiffany Lynch, Associate Director for Finance

Re: Foundation Financial Statements as of November 30, 2018

Date: December 26, 2018

Attached are the final financial statements for the Washington State Bar Foundation as of November 30, 2018. Below is a summary of the fund balances¹ as of November 30, 2018.

WSBF Fund Balances¹
As of November 30, 2018

Fund Name	Cash	Committed Funds	Available Funds
ATJ/Bar Leaders Conference	2	0	2
Call to Duty	50	0	50
Diversity	25	0	25
ELUL Midyear Scholarship Fund	1,651	(1,651)	0
McMahon	8,352	0	8,352
Moderate Means	250	0	250
Peter Greenfield Internship	6,903	0	6,903
Presidents' and Governors' Diversity Scholarship	28,611	0	28,611
WSBA Justice & Diversity Opportunities	4,000	0	4,000
Unrestricted	<u>18,284</u>	<u>(180)</u>	<u>18,104</u>
Total Fund Balances	<u>\$68,128</u>	<u>(\$1,831)</u>	<u>\$66,297</u>

¹ Excludes fixed assets (\$14,400 in artwork).

WSBA Foundation
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Checking	16,237
Wells Fargo Heritage Money Mkt	51,894
Total Checking/Savings	68,131
Total Current Assets	68,131
Fixed Assets	
Artwork	14,400
Total Fixed Assets	14,400
TOTAL ASSETS	82,531
LIABILITIES & EQUITY	
Equity	
Increase/Decrease Fund Balance	359,535
Net Income	-277,005
Total Equity	82,531
TOTAL LIABILITIES & EQUITY	82,531

WSBA Foundation
Statement of Activities (Profit & Loss)
October through November 2018

	Oct - Nov 18
Ordinary Income/Expense	
Income	
Contributions & Grants Income	
Corporate	750
Individuals/Private Donors	6,680
Other	2,400
Total Contributions & Grants Income	9,830
In Kind Donations	31,400
Total Income	41,230
Expense	
In Kind Expenses	
WSBA Staff Support	25,576
WSBA Expenses	537
In Kind Expenses - Other	5,286
Total In Kind Expenses	31,400
Bank Service Charges	40
Credit Card Fees	854
Program Expense	
Taxation Scholarship	5,000
WSBA Justice & Div. Opportunity	1,000
WSBA Funding	275,000
Total Program Expense	281,000
Total Expense	313,294
Net Ordinary Income	-272,064
Other Income/Expense	
Other Income	
Interest Income	190
Total Other Income	190
Other Expense	
Other Expenses	5,130
Total Other Expense	5,130
Net Other Income	-4,941
Net Income	-277,005

2:14 PM
12/26/18
Cash Basis

WSBA Foundation

Balance Sheet Prev Year Comparison

As of November 30, 2018

	Nov 30, 18	Nov 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Wells Fargo Checking	16,236.79	28,816.57	-12,579.78	-43.7%
Wells Fargo Heritage Money Mkt	51,893.78	50,956.00	937.78	1.8%
Total Checking/Savings	68,130.57	79,772.57	-11,642.00	-14.6%
Total Current Assets	68,130.57	79,772.57	-11,642.00	-14.6%
Fixed Assets				
Artwork	14,400.00	14,400.00	0.00	0.0%
Total Fixed Assets	14,400.00	14,400.00	0.00	0.0%
TOTAL ASSETS	82,530.57	94,172.57	-11,642.00	-12.4%
LIABILITIES & EQUITY				
Equity				
Increase/Decrease Fund Balance	359,535.09	279,078.15	80,456.94	28.8%
Net Income	-277,004.52	-184,905.58	-92,098.94	-49.8%
Total Equity	82,530.57	94,172.57	-11,642.00	-12.4%
TOTAL LIABILITIES & EQUITY	82,530.57	94,172.57	-11,642.00	-12.4%

WSBA Foundation
Profit & Loss Prev Year Comparison
October through November 2018

	Oct - Nov 18	Oct - Nov 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Contributions & Grants Income				
Corporate	750.00	12,490.00	-11,740.00	-94.0%
Foundations & Nonprofits	0.00	500.00	-500.00	-100.0%
Individuals/Private Donors	6,680.42	2,070.00	4,610.42	222.7%
Other	2,400.00	0.00	2,400.00	100.0%
Total Contributions & Grants Income	9,830.42	15,060.00	-5,229.58	-34.7%
In Kind Donations	31,399.53	25,265.51	6,134.02	24.3%
Miscellaneous Income	0.00	1,814.37	-1,814.37	-100.0%
Total Income	41,229.95	42,139.88	-909.93	-2.2%
Expense				
In Kind Expenses				
WSBA Staff Support	25,576.31	24,929.94	646.37	2.6%
WSBA Expenses	537.22	335.57	201.65	60.1%
In Kind Expenses - Other	5,286.00	0.00	5,286.00	100.0%
Total In Kind Expenses	31,399.53	25,265.51	6,134.02	24.3%
Bank Service Charges	40.00	0.00	40.00	100.0%
Credit Card Fees	854.24	540.46	313.78	58.1%
Program Expense				
Taxation Scholarship	5,000.00	0.00	5,000.00	100.0%
WSBA Justice & Div. Opportunity	1,000.00	0.00	1,000.00	100.0%
WSBA Funding	275,000.00	200,000.00	75,000.00	37.5%
Program Expense - Other	0.00	1,186.62	-1,186.62	-100.0%
Total Program Expense	281,000.00	201,186.62	79,813.38	39.7%
Total Expense	313,293.77	226,992.59	86,301.18	38.0%
Net Ordinary Income	-272,063.82	-184,852.71	-87,211.11	-47.2%
Other Income/Expense				
Other Income				
Interest Income	189.55	145.13	44.42	30.6%
Total Other Income	189.55	145.13	44.42	30.6%
Other Expense				
Other Expenses	5,130.25	198.00	4,932.25	2,491.0%
Total Other Expense	5,130.25	198.00	4,932.25	2,491.0%
Net Other Income	-4,940.70	-52.87	-4,887.83	-9,245.0%
Net Income	-277,004.52	-184,905.58	-92,098.94	-49.8%

FY19 Fundraising Progress Report
As of December 28, 2018

FUNDRAISING ACTIVITY		DONATION SOURCE			
		Foundation Trustees & Trustee Firms	Board of Governors (non Trustee)	Individuals	Firms and Organizations
Annual Giving	\$1,230.46	\$30.00		\$1,200.46	
Licensing	\$40,889.00	\$50.00		\$40,139.00	\$700.00
Events					
2018 APEX Awards (income rec'd in FY19)	\$1,430.00	\$500.00		\$930.00	
2019 APEX Awards	\$0.00				
Program Event Sponsorships	\$0.00				
Matching Gifts	\$300.00				\$300.00
Sections	\$7,875.00			\$5,275.00	\$2,600.00
TOTAL	\$51,724.46	\$580.00	\$0.00	\$47,544.46	\$3,600.00