

# WASHINGTON STATE BAR ASSOCIATION

To: Section Chairs, Chair-Elects, and Treasurers  
From: Tiffany Lynch, Associate Director for Finance  
cc: Sections Leaders Team  
Re: FY 2019 Section Per-Member Charge  
Date: June 19, 2018

---

The Section Per-Member Charge is calculated as part of the WSBA annual budget process. It is based on the first draft of the budget for costs of the administrative support to WSBA Section leaders and executive committees for the upcoming fiscal year as reflected in the Sections Administration cost center. These costs include: (1) salaries and benefits, (2) overhead, and (3) direct expenses.

***The Budget and Audit Committee of the Board of Governors reviewed the first draft FY 2019 Budget on June 18, 2018. The Committee unanimously agreed not to increase the Per-Member Charge. The FY 2019 Per-Member Charge will remain at its current rate of \$18.75.***

## FY2018 PER-MEMBER CHARGE CALCULATION

### 1. SALARIES AND BENEFITS

The Per-Member charge includes the salaries and benefits of employees that directly support Sections. *It does not include any staffing costs for mini-CLEs, Section membership dues processing, or any other work performed by WSBA employees in support of Sections.* Benefits are calculated as a percentage of total salaries. The percentage is derived from the WSBA's total salaries and benefits budget for the fiscal year. Items included in employee benefits are employer federal taxes and insurance, medical coverage, retirement plan contributions, employee bus passes, and employee service awards and assistance plan.

Direct Employee Support	Full Time Equivalent (FTE)
• Sections Administration Employees	3.0
• Administrative Employee Time <sup>1</sup>	0.08
<b>Total FTE</b>	<b>3.08</b>
• Salaries for 3.08 FTEs	\$205,957
• Benefits (35.5% of estimated salaries)	\$73,115

<b>Total FY19 Salaries and Benefits Budgeted for Sections</b>	<b>\$279,072</b>
---	------------------

---

<sup>1</sup> Includes cost of employee time for processing accounts payable arising from section activities.

## 2. OVERHEAD

This charge includes expenses related to general operations attributable to all WSBA employees. Overhead cost is calculated based on a per-FTE dollar amount, which is derived by taking the total cost of overhead divided by the total number of WSBA FTEs. This generates a per-FTE cost, which is multiplied by the total number of FTEs allocated to Sections. Overhead costs in the first draft FY19 budget consist of:

<b>Overhead Category</b>	<b>Cost</b>
• Rent	\$1,802,000
• Furniture, Maintenance & Leasehold Improvements	35,200
• Office Supplies & Equipment	46,000
• Computer Software Depreciation	132,100
• Telephone & Internet	47,000
• Production Services	12,000
• Workplace Benefits	39,000
• HR Expenses	102,400
• Personal Property Taxes	14,000
• Furniture & Equipment Depreciation	57,500
• Computer Hardware Depreciation	52,800
• Insurance	150,000
• Professional Fees-Audit	35,000
• Bank Fees	35,400
• Information Technology Department Expenses	667,610
<b>Total Overhead Budgeted for FY19</b>	<b>\$3,228,010</b>

- Estimated total WSBA FTEs for FY 2019 = 140.75
- Overhead per FTE = \$3,228,010/140.75 = \$22,934

**Total Estimated FY19 overhead<sup>2</sup> to be charged to Sections (\$22,934 x 3.08 FTEs) = \$70,636.72**

## 3. DIRECT EXPENSES

These are out-of-pocket costs of administering Sections, and include:

- Dues Statements (paper, postage, and printing of annual Section membership dues statements)
- Section Meetings Expenses (Fall & Spring Section Leaders meeting costs for food, supplies, and conference calls)
- Employee Travel (costs for Sections staff to attend Executive Committee meetings and other Section events)

**Direct expenses budgeted for all Sections = \$9,297**

---

<sup>2</sup> Historically, there are small overhead differences between the first and final draft WSBA budgets.

**FY 2019 PER-MEMBER CHARGE CALCULATION BASED ON FIRST DRAFT FY 2019 BUDGET**

1. Total Salaries and Benefits	+ \$279,072
2. Total Overhead	+70,637
3. Direct Expenses	+9,297
<b>Total expenses for Sections Administration cost center</b>	<b>= \$ 359,006</b>
<b>Estimated total # of section memberships for FY 2019 =</b>	<b>16,000 members</b>
<b>2019 Per-Member Charge: \$22.44/member</b>	

**FY 2019 SECTION BUDGETS**

*As a reminder, Section Budget Requests and Request to Change Dues are due on July 13<sup>th</sup>. You may make additional changes after the budget has been submitted until August 10<sup>th</sup>. Please email all budget documents to [sectionbudgets@wsba.org](mailto:sectionbudgets@wsba.org) or mail to Tiffany Lynch at 1325 4<sup>th</sup> Avenue, Suite 600, Seattle WA 98101.*

If you have any questions about any of the information contained in this memo or need additional information, please feel free to contact Finance or your Section Leaders Team for assistance.

**Finance:**

Tiffany Lynch      [tiffanyl@wsba.org](mailto:tiffanyl@wsba.org)      206-727-8247

**Sections Leaders Team:**

Paris Eriksen      [parise@wsba.org](mailto:parise@wsba.org)      206-239-2116

Pat Mead      [patrickm@wsba.org](mailto:patrickm@wsba.org)      206-733-5921

Eleen Trang      [eleent@wsba.org](mailto:eleent@wsba.org)      206-733-5996