



WSBA

**Washington State Bar Association
Budget and Audit Committee Meeting Agenda
September 12, 2017 | 9:00 am – 12:00 pm
WSBA Offices**

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AGENDA ITEM 2.

DRAFT
Washington State Bar Association
Budget and Audit Committee
Seattle, WA
June 29, 2017

Treasurer Karmy called the meeting to order at 1:06 p.m. Committee members present were Immediate Past President Bill Hyslop, Governors Dan Bridges, Ann Danieli, James Doane, Athan Papailiou and Kim Risenmay; Executive Director Paula Littlewood, and Chief Operations Officer Ann Holmes. President Brad Furlong participated by phone. Also present were Controller Mark Hayes, Chief Disciplinary Counsel Doug Ende, General Counsel Sean Davis, Regulatory Counsel Jean McElroy, Director of Advancement/Chief Development Officer Terra Nevitt and Human Resources Director Frances Dujon-Reynolds. Washington State Bar Foundation guests in attendance were President Judy Masong, Trustee Ken Masters, and Vice President James Armstrong (who participated by phone.)

Minutes of April 13, 2017 Meeting

The minutes of the April 13, 2017 meeting were approved by consent.

Finances: March, April, and May 2017 Financial Statements; and 2nd Quarter Fiscal Update

Chief Operating Officer Holmes provided an overview of current trends, noting that license fees were trending slightly favorable to budget. She explained that expenses were within normal trends and were also trending slightly favorable to budget.

Investment Update as of April 30 and May 31, 2017

Controller Hayes provided an update of the status of WSBA's investment portfolio as of April 30 and May 31, noting that there was no change in the investment portfolio since the last meeting and the portfolio continued to generate a gain for the year.

FY18 Initial Draft Budgets

Chief Operations Office Holmes presented a PowerPoint overview of the FY18 Initial draft General Fund, Capital, Continuing Legal Education (CLE), and Lawyers Fund for Client Protection (LFCP) budgets. (Section budgets will be presented to the Committee in August, after the sections have submitted them.)

The initial draft assumes General Fund Revenue of \$18,913,199, expenses of \$19,528,210; and a net loss of \$615,011. WSBA-wide, FTE are reduced from 141.90 FTE to 141.15 FTE (the 2008-2009 level). Compared to the FY17 budget, the initial draft reflects: (1) increased revenues of \$2,022,975 (principally related to license fee revenue at \$449 for .75 of the fiscal year); (2) increased expenses of \$640,641 (principally related to staffing costs and rent); and (3) a \$1,382,334 reduction in net loss. General Fund reserves are projected to be \$2,100,000 at the end of FY18, consistent with Board policy that General Fund reserves should not fall below \$2,000,000.

Following discussion, the Committee unanimously recommended that the FY18 Initial Draft Budget be presented to the Board of Governors at the July 27-29 meeting, with the addition of FTE information by cost center and more specific cost center narratives explaining any significant changes from the FY17 budget.

FY18 Section Per-Member Charge (PMC)

The PMC is based on the WSBA's administrative costs associated with section support for the upcoming fiscal year (these costs include salaries and benefits, overhead and general section administration expenses). The Per-Member Charge needed to cover costs in FY18 is \$20.92. Following discussion, the Committee unanimously recommended to keep the PMC at its current rate of \$18.75 for FY18.

Washington State Bar Foundation

Director of Advancement/Chief Development Officer Nevitt and Foundation President Masong presented a PowerPoint overview of the Foundation's history, finances, donor base, and fundraising strategies. Following discussion about the viability of the Foundation and near-term strategic fund raising objectives, the Committee requested that review of the Foundation's financial performance become a standing agenda item.

Washington Leadership Institute

Chief Operations Office Holmes reviewed WSBA funding of the Washington Leadership Institute (WLI), which has been \$60,000 since 2016, and presented a 2018 Partnership Grant Agreement executed by the University of Washington School of Law that is expressly contingent on passage of the FY18 WSBA budget. Executive Director Littlewood advised the Committee that the parties were also in the process of updating the underlying MOU regarding their shared support of the WLI. The Committee recommended that WSBA enter into the FY18 contingent grant agreement as presented, and that the agreement and revised MOU be forwarded for Board approval.

Lawyers Fund for Client Protection Program and Reserves

Chief Regulatory Counsel McElroy reviewed the background of the increase in the gift limit from \$75,000 to \$150,000 last year, and recent examples of large payouts that other States have had to pay which materially impacted their reserves. After discussion, it was agreed that the current and projected reserve balance for the Lawyers Fund for Client Protection should not be altered.

WSBA Payment Plan

Chief Operations Office Holmes reviewed the 2018 license fee payment plan, which enables interested members to take up to 5 months to pay their license fees (there has been a 3 month payment plan since 2012).

FY18 Budget Timeline-Next Steps

Chief Operations Office Holmes reviewed the remaining budget timeline and next steps to receive final approval of the FY2018 budget.

Treasurer Karmy adjourned the meeting at 4:03 p.m.

AGENDA ITEM 3.

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

To: Budget and Audit Committee

From: Mark Hayes, Controller

Re: Investment Update as of June 30, July 31 and August 31, 2017

Date: September 5, 2017

The last update on the investment portfolio showed a total value of \$3,421,291 as of May 31st. There was no change in the makeup of the portfolio for the months of June and July. We remain invested in several bond funds and a short-term income fund. The portfolio value of \$3,420,373 as of June 30th represents a \$918 decrease from the prior month. The portfolio rebounded in July with a July 31st value of \$3,433,097, which represents a \$12,724 or .04% increase from the month of June. Further gains were enjoyed in the month of August with the August 31st portfolio balance of \$3,452,088, which was \$18,991 or .5% increase over July. Year-to-date for FY2017, the portfolio has achieved a gain of 3.31%.

The WSBA's investments are managed by our advisors at Morgan Stanley and UBS Financial. As of August 31st we have an aggregate gain across all funds of \$224,073 since first creating an investment portfolio with an actual percentage gain of 6.94%. The breakdown by fund is as follows:

INVESTMENT FUND	5/31/17 Value	6/30/17 Value	\$ Gain/(Loss) Over 1 Year	\$ Gain/(Loss) Over 5 Years	\$ Gain/(Loss) Since Inception	% Gain/(Loss) Since Inception
Nuveen 3-7 year Municipal Bond Portfolio	\$507,842	\$506,006	(\$7,181) ¹	N/A	\$6,006	1.20% ¹
Lord Abbett & Company Short Term Duration Income Fund	\$1,565,702	\$1,566,756	\$37,902	\$218,845 ²	\$138,741 ³	9.72%
Guggenheim Total Return Bond Fund	\$674,873 ⁴	\$677,391	\$27,391	N/A	\$27,391	4.21%
Virtus Multi-Sector Short Term Bond Fund	\$672,874 ⁴	\$670,220	\$20,220	N/A	\$20,220	3.11%
Total	\$3,421,291	\$3,420,373	\$78,332	\$218,845	\$192,358	5.96%

INVESTMENT FUND	6/30/17 Value	7/31/17 Value	\$ Gain/(Loss) Over 1 Year	\$ Gain/(Loss) Over 5 Years	\$ Gain/(Loss) Since Inception	% Gain/(Loss) Since Inception
Nuveen 3-7 year Municipal Bond Portfolio	\$506,006	\$508,488	(\$2,978) ¹	N/A	\$8,488	1.70% ¹
Lord Abbett & Company Short Term Duration Income Fund	\$1,566,756	\$1,571,620	\$34,147	\$222,655 ²	\$143,605 ³	10.06%
Guggenheim Total Return Bond Fund	\$677,391 ⁴	\$678,353	\$21,039	N/A	\$28,353	4.36%
Virtus Multi-Sector Short Term Bond Fund	\$670,220 ⁴	\$674,636	\$22,082	N/A	\$24,636	3.79%
Total	\$3,420,373	\$3,433,097	\$74,290	\$222,655	\$205,082	6.35%

INVESTMENT FUND	7/31/17 Value	8/31/17 Value	\$ Gain/(Loss) Over 1 Year	\$ Gain/(Loss) Over 5 Years	\$ Gain/(Loss) Since Inception	% Gain/(Loss) Since Inception
Nuveen 3-7 year Municipal Bond Portfolio	\$508,488	\$512,716	\$1,250 ¹	N/A	\$12,716	2.54% ¹
Lord Abbett & Company Short Term Duration Income Fund	\$1,571,620	\$1,576,284	\$38,811	\$227,319 ²	\$148,269 ³	10.38%
Guggenheim Total Return Bond Fund	\$678,353 ⁴	\$685,625	\$28,311	N/A	\$35,625	5.48%
Virtus Multi-Sector Short Term Bond Fund	\$674,636 ⁴	\$677,463	\$24,909	N/A	\$27,463	4.23%
Total	\$3,433,097	\$3,452,088	\$93,281	\$227,319	\$224,073	6.94%

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

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

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

⁴ Purchase price is \$650,000

AGENDA ITEM 4.

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

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

Re: Results through June 30, 2017 (75% of fiscal year)

Date: August 4, 2017

Attached are the year-to-date financial statements through June 2017, which show that most revenue and expenses are favorably within acceptable ranges of the budgeted amounts. Below is a summary of revenue and expense highlights through June 30, 2017, 75% of the fiscal year.

REVENUE AND EXPENSE ANALYSIS

General Fund Revenues

- *Licensing revenue* is over budget at 77.13%. The majority of 2017 licensing fees have been collected and we are on track to finish the year ahead of budget.
- *Interest Income* is over budget at 162.71% and based on our current and projected money market balances we will come in over budget.
- *Gain/Loss on Investments* is currently over budget at 148.19%. Market fluctuation is part of the investment landscape and difficult to predict. Our overall portfolio is showing a 5.96% gain since the portfolio was first created, up from 4.76% at the end of the second quarter.
- *Licensing Exam Fees* is currently higher than budget at 112.90% and will continue to collect additional revenue throughout the year from application fees. Fees collected as of June include February and July exam fees and admission by motion applications. At this point we expect to end the year slightly ahead of budget.
- *Discipline revenue* is under budget at 56.88%. The major revenue source for Discipline revenue is recovery of discipline costs that varies and is difficult to predict. Based on collections to date, we expect to come in slightly under budget.
- *Law Clerk Fees* are higher than budget at 108.69%. We collect money throughout the year; however, our highest collection months are between December and February so it is likely we have collected the majority of the revenue at this time.
- *License and Membership Records revenue* is coming in over budget at 99.84%. *Pro hac vice* license fees of \$185,185 are \$45,895 or 32.9% higher than same time last year.

- *MCLE Revenue* is higher than budget at 85.18%, which is consistent with historical trends in the timing of revenue collection. We expect the revenue to continue to be on track and to come in on or slightly over budget at the end of the year.
- *NW Lawyer Revenue* is slightly under budget at 72.760%. This includes revenue from display and classified advertising as well as general and professional announcements. We anticipate that the revenue for this cost center will come in on or slightly below budget through the rest of the year.
- *Reimbursement from Sections* revenue is over budget at 105.49%. This revenue is generated from the section per-member charge and is budgeted based on the estimated total number of section memberships for the year. At this point in time, the majority of section dues have been paid; however, there may be some additional revenue between now and the end of the fiscal year.

Indirect Expenses

Salaries for regular employees are slightly under budget at 74.79%. This is a result of normal staff turnover and open positions. It is expected that we will come in slightly under budget by year end. *Temporary salaries* are under budget at 73.87%. *Employee Benefits* are under budget at 72.16% as of the end of June, which is consistent with lower salaries and open positions.

Other Indirect Expenses such as *rent, insurance, depreciation, property taxes* etc. are below budget at 67.51%. A few outliers include: *Furniture, maintenance & Leasehold Improvements Expense* is under budget at 44.04%. Spending in this category varies and is subject to timing of purchases. *Furniture and Office Depreciation Expense* is over budget at 81.49% due to timing in that a large amount of these assets have become fully-depreciated within the year after which no further expense are incurred; *Computer Software Depreciation Expense* is under budget at 18.04%. This expense will increase as we put our new website in to production. *Professional Fees- Audit* is over budget at 121.49%. Our FY16 audit came in \$1,662 more than we had budgeted and we enlisted the auditors to do a review of our expense reimbursement processes; *Professional Fees - Legal* is 39.29% of budget. This expense is incurred on a case by case basis and is difficult to predict; *Technology* direct expenses (computer hardware, software, etc.) are below budget at 43.87%. To date we have spent \$58,240 or 27.47% of our budget for consulting services. We are engaged in projects that will see this expense climb over the 4th quarter. Overall Technology direct expenses are expected to come in slightly under budget for the year; and *Meeting Support Expenses* is at 62.17% of budget. Spending in this category varies and is subject to the timing and number of meetings conducted in the conference center.

General Fund Direct Expenses

Direct expenses are under budget in a variety of areas. In total, Direct Expenses are 63.21%. Some key areas follow:

- *Access to Justice* expenses are over budget at 94.93%. Spending for the bi-annual ATJ conference is underway; sponsorship and donations that will offset some of those expenses are expected to come in July.
- *Admission/Bar Exam* expenses are under budget at 43.92%, which is driven by the timing of the bar exams. The majority of costs for the Winter exam have been paid. The remaining costs budgeted are to be spent for the July exam.
- *BOG Travel & Outreach* expenses in the Board of Governors cost center is under budget at 61.18%. Expenses in this line are related to Board travel and attendance at various events such as committee

meetings, local bar events, etc. Spending patterns depend on timing of events throughout the year but we expect to come in on budget.

- *Communication* expense is under budget at 40.80%. This is a timing issue, because \$63,000 of the \$130,060 direct expense budget is for the annual awards dinner which will be spent toward the end of the fiscal year. Note also that the expenses for the awards dinner will be offset by ticket sales to the event.
- *Discipline* expense is under budget at 57.53%. Court reporter and litigation expenses key components of the direct expenses and are incurred on a case by case basis and difficult to predict.
- *OGC Disciplinary Board* expense is under budget at 62.12%. Outside counsel costs are a key component of the direct expenses and are incurred on a case by case basis and difficult to predict.

Continuing Legal Education (CLE)

Overall CLE revenue of \$1,502,999 came in below budget at 58.37%. CLE is experiencing market impacts that we believe are tied to the MCLE rules changes effective January 1, 2016, which eliminated the requirement of live attendance at CLEs. The drop in live registrations began in August 2016 and increased dramatically between October and December 2016, which is typically our best performing period for CLEs. Year to date (through June 30, 2017), registration for live attendance is down 48%. As a result, CLE seminar revenue was below budget at 41.84%. However, while the rule changes are contributing to this negative impact to live seminar registrations, they seem to have had a positive impact on recorded product sales. Year to date (through June 30, 2017), product sales are up 14.7% as compared to product sales during this same time last year. Through June 30, 2017, CLE Product revenue was above budget at 90.22%.

CLE Indirect expenses are slightly under budget at 72.33%. CLE Direct expenses are below budget at 48.28%. Expense related to section splits, which account for 21% of the total Direct expense budget is under budget at 24.66%. This should pick up as the results of section mid-year programs which take place over the summer months start to be booked.

Based on market trend, we are anticipating a CLE net loss of approximately \$100,000. Thanks to our success last year, the CLE Reserve Fund is currently at \$456,568 so we would be able to absorb the projected loss and still maintain a healthy reserve fund. The CLE team is taking proactive steps to optimize efficiency within the operation to save costs. Additionally, we are looking at the marketing of WSBA CLEs to ensure we have the optimal product mix and most efficient delivery models given the shifts in market demand. We are confident that with operational efficiency gains we will be effectively responding to these market changes.

Lawyers' Fund for Client Protection (LFCP)

LFCP revenues are over budget at 101.69% due to the collection of the bulk of the LFCP assessments with the annual license fee in January and February. Currently, total LFCP direct expenses are below budget at 35.90%. Gifts to Injured Clients are the key component of the Direct Expense and are difficult to predict, particularly since sometimes awards are not paid out until the end of the year if pro-rating is required. Indirect expenses are slightly below budget and will likely remain so throughout the rest of the fiscal year.



WSBA Financial Reports

(Unaudited)

Year to Date June 30, 2017

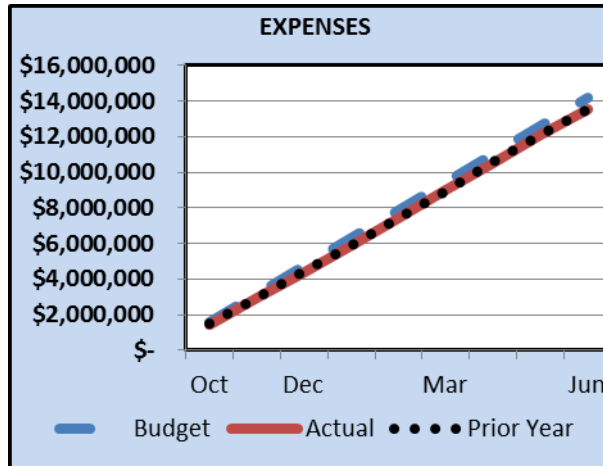
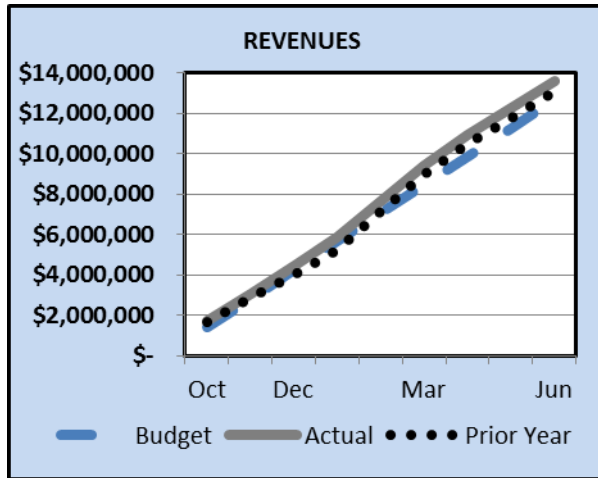
Prepared by Mark Hayes, Controller

Submitted by

Ann Holmes, Chief Operations Officer

July 17, 2017

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



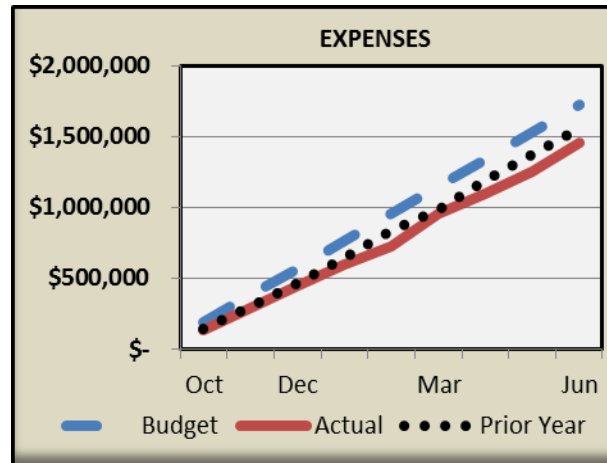
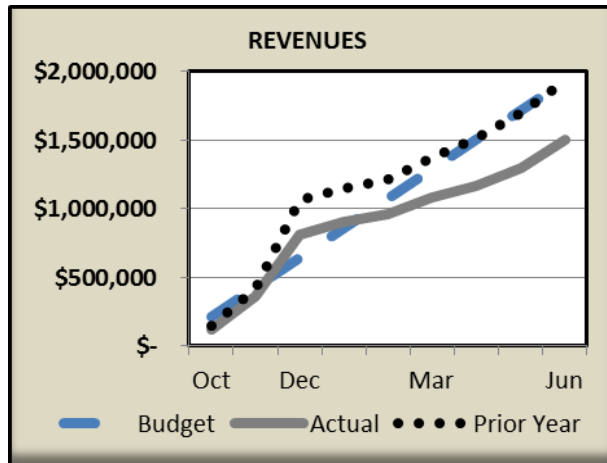
REVENUES: The majority of revenues collected through June are from license fees which are tracking slightly ahead of budget. Additional revenues currently higher than budget include interest, gain on investments, bar exam, *pro hac vice* and mandatory CLE fees.

EXPENSES: Indirect expenses (salaries, benefits, overhead) are slightly under budget due to open staff positions that are in the process of being filled. Direct expenses are currently under budget due to timing of activities required for spending.

PROJECTED NET RESULT: Given current trends, we expect revenue to come in over budget and expenses under budget, resulting in a lower net loss than anticipated.

	<u>FY17 Budget</u>	<u>FY17 Actuals</u>	<u>Variance</u>
Revenues	\$12,667,688	\$13,598,150	<u>\$930,462</u>
Expenses	\$14,165,677	\$13,527,728	<u>\$637,949</u>
Profit/(Loss)	<u>(\$1,497,989)</u>	<u>\$70,422</u>	<u>\$1,568,411</u>

CLE FUND



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

EXPENSES: Indirect expenses are slightly below budget due to open staff positions that are in the process of being filled. Direct expenses are lower than budget, because splits with sections, which represent 21% of the direct expense budget, largely occur in the summer and are recognized in the 4th quarter.

PROJECTED NET RESULT: Based on current trend, the loss of seminar revenue is not being offset by the increase in product revenue. While expenses are below budget, it is expected that by year end CLE net result will come in about \$100,000 below budget.

	<u>FY17 Budget</u>	<u>FY17 Actuals</u>	<u>Variance</u>
Revenues	\$1,931,100	\$1,502,999	<u>(\$428,101)</u>
Expenses	\$1,726,940	\$1,457,184	<u>\$269,756</u>
Profit/(Loss)	<u>\$204,160</u>	<u>\$45,815</u>	<u>(\$158,345)</u>

LAWYERS FUND FOR CLIENT PROTECTION

REVENUES: Actual revenues are ahead of budget with the bulk of the member assessments coming in January and February. We expect revenue to approximate budget for the year.

EXPENSES: Actual expenses are below budget. We expect to see additional spending for gifts to injured clients in the remaining months of the fiscal year, but not likely to budget.

PROJECTED NET RESULT: We expect the LFCP fund to come in slightly under budget by year end.

SECTIONS OPERATIONS

REVENUES: The majority of revenue collected by Sections is from member dues, which are at 103.42% collected so far this year. The remaining revenue to be collected is related to CLE seminar profit.

EXPENSES: Actual direct expenses are below budget at 62.16%. Variances depend on timing of Section spending throughout the year. Expenses related to the WSBA Per-Member Charge are consistent with revenues collected.

PROJECTED NET RESULT: Through June, Sections Operations shows a slight net profit due to timing of the collection of membership dues. We expect this to fall in line with budget by the end of the year.



To: Board of Governors
Budget and Audit Committee

From: Mark Hayes, Controller

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

Date: June 17, 2017

	% of Year	Current Year % YTD	Current Year \$ Difference ¹	Prior Year YTD	Comments
Salaries	75.00%	74.79%	\$22,336 (Under budget)	73.48%	Expected to be on or slightly under budget
Benefits	75.00%	72.16%	\$105,069 (Under budget)	70.77%	Expected to be on or slightly under budget
Other Indirect Expenses	75.00%	67.51%	\$251,923 (Under budget)	83.12%	Expected to be slightly under budget
Total Indirect Expenses	75.00%	72.88%	\$379,329 (Under budget)	74.64%	Expected to be on or slightly under budget

General Fund Revenues	75.00%	80.51%	\$930,482 (Over budget)	81.11%	Expected to be slightly over budget
General Fund Direct Expenses	75.00%	63.32%	\$298,130 (Under budget)	65.08%	Expected to be on or slightly under budget

CLE Revenue	75.00%	58.37%	\$428,101 (Under budget)	77.31%	Expected to be under budget
CLE Direct Expenses	75.00%	48.28%	\$231,437 (Under budget)	84.52%	Expected to be slightly under budget
CLE Indirect Expenses	75.00%	72.33%	\$38,321 (Under budget)	71.51%	Expected to be on or slightly under 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 June, 2017 (9 months into the fiscal year).

Washington State Bar Association Financial Summary
Year to Date as of June 30, 2017 75.00% of Year
Compared to Fiscal Year 2017 Budget

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice	-	8,000.00	176,067	197,913	58,717	61,850	234,784	259,763	(234,784)	(251,763)
Administration	85,141	55,000	776,297	1,026,621	931	3,135	777,228	1,029,756	(692,087)	(974,756)
Admissions/Bar Exam	1,207,985	1,070,000	568,999	784,390	165,541	376,900	734,540	1,161,290	473,445	(91,290)
Board of Governors	-	-	390,443	487,946	204,470	294,650	594,913	782,596	(594,913)	(782,596)
Communications	2,244	44,250	1,097,448	1,570,598	53,070	130,060	1,150,518	1,700,658	(1,148,273)	(1,656,408)
Discipline	79,637	140,000	3,905,658	5,335,003	153,996	267,668	4,059,654	5,602,671	(3,980,016)	(5,462,671)
Diversity	90,275	100,374	270,716	365,119	11,283	29,150	281,999	394,269	(191,724)	(293,895)
Foundation	-	-	110,717	148,649	6,102	19,300	116,819	167,949	(116,819)	(167,949)
Human Resources	-	-	277,043	257,819	-	-	277,043	257,819	(277,043)	(257,819)
Law Clerk Program	105,425	97,000	63,130	101,085	2,785	5,350	65,916	106,435	39,509	(9,435)
Law Office Management Asst.Prog	2,790	2,500	135,557	198,202	2,762	4,700	138,319	202,902	(135,529)	(200,402)
Lawyers Assistance Program	4,795	15,750	89,539	127,432	47,251	46,770	136,790	174,202	(131,996)	(158,452)
Legislative	-	-	138,598	220,465	30,094	42,800	168,692	263,265	(168,692)	(263,265)
Licensing Fees	10,183,933	13,204,000	-	-	-	-	-	-	10,183,933	13,204,000
License and Membership Records	247,402	247,800	418,397	559,967	30,844	27,500	449,241	587,467	(201,839)	(339,667)
Limited License Legal Technician	8,950	13,400	127,227	175,010	21,763	60,054	148,990	235,064	(140,040)	(221,664)
Limited Practice Officers	99,873	132,700	116,114	189,203	7,876	13,284	123,990	202,487	(24,117)	(69,787)
Mandatory CLE	605,643	711,000	354,666	468,890	169,224	266,500	523,890	735,390	81,753	(24,390)
Member Benefits	18,092	3,000	-	-	48,962	75,000	48,962	75,000	(30,870)	(72,000)
Mentorship Program	-	-	115,011	177,973	3,742	23,500	118,753	201,473	(118,753)	(201,473)
New Lawyer Program	21,682	80,000	191,865	275,191	20,434	32,700	212,299	307,891	(190,617)	(227,891)
NW Lawyer	417,224	573,450	156,167	221,408	318,250	402,800	474,417	624,208	(57,192)	(50,758)
Office of General Counsel	59	-	562,290	777,270	4,734	15,700	567,024	792,970	(566,965)	(792,970)
OGC-Disciplinary Board	-	-	115,745	154,747	63,982	103,000	179,727	257,747	(179,727)	(257,747)
Practice of Law Board	-	-	75,386	101,271	13,395	14,100	88,781	115,371	(88,781)	(115,371)
Professional Responsibility Program	-	-	181,019	272,851	4,554	8,000	185,573	280,851	(185,573)	(280,851)
Public Service Programs	93,132	85,000	148,058	216,540	163,666	215,460	311,724	432,000	(218,592)	(347,000)
Sections Administration	323,869	307,000	341,289	448,056	7,467	12,100	348,755	460,156	(24,886)	(153,156)
Technology	-	-	1,008,389	1,475,919	-	-	1,008,389	1,475,919	(1,008,389)	(1,475,919)
Subtotal General Fund	13,598,150	16,890,224	11,911,836	16,335,538	1,615,893	2,552,031	13,527,728	18,887,569	70,422	(1,997,345)
Expenses using reserve funds							13,527,728		-	-
Total General Fund - Net Result from Operations									70,422	(1,997,345)
Percentage of Budget	80.51%		72.92%		63.32%		71.62%			
CLE-Products	793,743	879,800	382,689	512,809	94,776	144,865	477,465	657,674	316,277	222,126
CLE-Seminars	709,256	1,695,000	656,255	923,544	323,463	721,369	979,718	1,644,913	(270,462)	50,087
Total CLE	1,502,999	2,574,800	1,038,944	1,436,353	418,239	866,234	1,457,184	2,302,587	45,815	272,213
Percentage of Budget	58.37%		72.33%		48.28%		63.28%			
Total All Sections	587,371	688,611	-	-	583,349	904,833	583,349	904,833	4,022	(216,222)
Lawyers Fund for Client Protection-Restricted	1,002,680	986,000	84,100	113,721	180,385	502,500	264,485	616,221	738,195	369,779
Management Western States Bar Conference (No WSBA Funds)	67,950	50,000	-	-	59,136	50,000	59,136	50,000.00	8,814	-
Totals	16,759,150	21,189,635	13,034,880	17,885,612	2,857,002	4,875,597.75	15,891,883	22,761,210	867,268	(1,571,575)
Percentage of Budget	79.09%		72.88%		58.60%		69.82%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2016	Fund Balances Year to date	2017 Budgeted Fund Balances
Restricted Funds:			
Lawyers Fund for Client Protection	2,646,222	3,384,417	3,016,001
Western States Bar Conference (No WSBA Funds)	10,958	19,772	10,958
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	456,568	502,383	728,781
Section Funds	1,212,637	1,216,660	996,416
Board-Designated Funds (General Fund):			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	200,000	200,000	200,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	2,218,536	2,288,958	221,191
Total Fund Balance	8,244,921	9,112,189	6,673,347
Net Change In Fund Balance		867,268	(1,571,575)

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSE FEES					
REVENUE:					
LICENSE FEES	<u>13,204,000.00</u>	<u>1,101,895.59</u>	<u>10,183,933.23</u>	<u>3,020,066.77</u>	<u>77.13%</u>
TOTAL REVENUE:	<u><u>13,204,000.00</u></u>	<u><u>1,101,895.59</u></u>	<u><u>10,183,933.23</u></u>	<u><u>3,020,066.77</u></u>	<u><u>77.13%</u></u>

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ACCESS TO JUSTICE					
REVENUE:					
CONFERENCES & INSTITUTES	8,000.00	-	-	8,000.00	0%
TOTAL REVENUE:	8,000.00	-	-	8,000.00	0%
DIRECT EXPENSES:					
ATJ BOARD RETREAT	2,000.00	-	1,661.99	338.01	83.10%
LEADERSHIP TRAINING	2,000.00	-	-	2,000.00	0.00%
ATJ BOARD EXPENSE	15,100.00	(599.10)	10,793.99	4,306.01	71.48%
ATJ BOARD COMMITTEES EXPENSE	5,000.00	453.42	2,934.67	2,065.33	58.69%
STAFF TRAVEL/PARKING	1,200.00	-	753.64	446.36	62.80%
STAFF MEMBERSHIP DUES	150.00	-	-	150.00	0.00%
PUBLIC DEFENSE	8,400.00	574.39	3,922.15	4,477.85	46.69%
CONFERENCE/INSTITUTE EXPENSE	23,000.00	11,051.62	37,751.62	(14,751.62)	164%
RECEPTION/FORUM EXPENSE	5,000.00	-	899.00	4,101.00	18%
TOTAL DIRECT EXPENSES:	61,850.00	11,480.33	58,717.06	3,132.94	94.93%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.10 FTE)	105,884.00	12,434.90	113,044.22	(7,160.22)	106.76%
BENEFITS EXPENSE	42,244.00	3,562.86	29,430.41	12,813.59	69.67%
OTHER INDIRECT EXPENSE	49,785.00	3,400.67	33,592.53	16,192.47	67.48%
TOTAL INDIRECT EXPENSES:	197,913.00	19,398.43	176,067.16	21,845.84	88.96%
TOTAL ALL EXPENSES:	259,763.00	30,878.76	234,784.22	24,978.78	90.38%
NET INCOME (LOSS):	(251,763.00)	(30,878.76)	(234,784.22)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMINISTRATION					
REVENUE:					
INTEREST INCOME	25,000.00	6,197.87	40,677.76	(15,677.76)	162.71%
GAIN/LOSS ON INVESTMENTS	30,000.00	(918.15)	44,456.97	(14,456.97)	148.19%
MISCELLANEOUS	-	1,000.00	6.00	(6.00)	
TOTAL REVENUE:	55,000.00	6,279.72	85,140.73	(30,140.73)	154.80%
DIRECT EXPENSES:					
CREDIT CARD MERCHANT FEES	-	191.95	(791.46)	791.46	
STAFF TRAVEL/PARKING	2,500.00	-	1,722.00	778.00	68.88%
STAFF MEMBERSHIP DUES	635.00	-	-	635.00	0.00%
TOTAL DIRECT EXPENSES:	3,135.00	191.95	930.54	2,204.46	29.68%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.92 FTE)	632,169.00	48,725.16	496,086.11	136,082.89	78.47%
BENEFITS EXPENSE	206,690.00	15,869.27	153,551.42	53,138.58	74.29%
OTHER INDIRECT EXPENSE	187,762.00	12,821.48	126,659.56	61,102.44	67.46%
TOTAL INDIRECT EXPENSES:	1,026,621.00	77,415.91	776,297.09	250,323.91	75.62%
TOTAL ALL EXPENSES:	1,029,756.00	77,607.86	777,227.63	252,528.37	75.48%
NET INCOME (LOSS):	(974,756.00)	(71,328.14)	(692,086.90)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMISSIONS/BAR EXAMS					
REVENUE:					
EXAM SOFT REVENUE	40,000.00	-	12,215.00	27,785.00	30.54%
BAR EXAM FEES	1,000,000.00	41,200.00	1,146,965.00	(146,965.00)	114.70%
SPECIAL ADMISSIONS	30,000.00	3,685.00	48,805.00	(18,805.00)	162.68%
TOTAL REVENUE:	1,070,000.00	44,885.00	1,207,985.00	(137,985.00)	112.90%
DIRECT EXPENSES:					
FACILITY, PARKING, FOOD	65,000.00	6,677.79	54,307.49	10,692.51	83.55%
EXAMINER FEES	32,500.00	-	10,000.00	22,500.00	30.77%
UBE EXMINATIONS	136,000.00	-	40,342.00	95,658.00	29.66%
BOARD OF BAR EXAMINERS	30,000.00	540.60	9,478.02	20,521.98	31.59%
BAR EXAM PROCTORS	33,000.00	-	14,609.00	18,391.00	44.27%
CHARACTER & FITNESS BOARD	20,000.00	241.51	9,772.10	10,227.90	48.86%
DISABILITY ACCOMMODATIONS	25,000.00	-	12,272.87	12,727.13	49.09%
CHARACTER & FITNESS INVESTIGATIONS	1,000.00	(8.00)	152.32	847.68	15.23%
LAW SCHOOL VISITS	1,000.00	-	49.00	951.00	4.90%
COURT REPORTERS	15,000.00	-	6,633.93	8,366.07	44.23%
POSTAGE	4,000.00	126.08	3,040.46	959.54	76.01%
STAFF TRAVEL/PARKING	13,000.00	-	4,557.54	8,442.46	35.06%
STAFF MEMBERSHIP DUES	200.00	-	-	200.00	0.00%
SUPPLIES	1,200.00	-	325.78	874.22	27.15%
TOTAL DIRECT EXPENSES:	376,900.00	7,577.98	165,540.51	211,359.49	43.92%
INDIRECT EXPENSES:					
SALARY EXPENSE (6.48 FTE)	465,903.00	38,028.88	344,099.22	121,803.78	73.86%
BENEFITS EXPENSE	164,864.00	13,528.02	121,166.31	43,697.69	73.49%
OTHER INDIRECT EXPENSE	153,623.00	10,500.73	103,733.92	49,889.08	67.52%
TOTAL INDIRECT EXPENSES:	784,390.00	62,057.63	568,999.45	215,390.55	72.54%
TOTAL ALL EXPENSES:	1,161,290.00	69,635.61	734,539.96	426,750.04	63.25%
NET INCOME (LOSS):	(91,290.00)	(24,750.61)	473,445.04		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
BOG/OED					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
BOG MEETINGS	125,000.00	12,481.89	73,058.27	51,941.73	58.45%
BOG COMMITTEES' EXPENSES	30,000.00	2,524.38	12,564.06	17,435.94	41.88%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	60,000.00	-	100.00%
BOG CONFERENCE ATTENDANCE	17,500.00	-	17,037.22	462.78	97.36%
BOG TRAVEL & OUTREACH	45,000.00	3,221.46	27,533.15	17,466.85	61.18%
ED TRAVEL & OUTREACH	5,000.00	315.53	1,923.89	3,076.11	38.48%
BOG ELECTIONS	5,000.00	-	6,818.43	(1,818.43)	136.37%
STAFF TRAVEL/PARKING	4,000.00	328.00	3,208.40	791.60	80.21%
STAFF MEMBERSHIP DUES	1,850.00	840.00	1,662.70	187.30	89.88%
TELEPHONE	1,300.00	86.91	664.25	635.75	51.10%
TOTAL DIRECT EXPENSES:	294,650.00	19,798.17	204,470.37	90,179.63	69.39%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	336,231.00	26,807.52	283,349.68	52,881.32	84.27%
BENEFITS EXPENSE	93,632.00	7,244.83	67,815.53	25,816.47	72.43%
OTHER INDIRECT EXPENSE	58,083.00	3,975.14	39,277.73	18,805.27	67.62%
TOTAL INDIRECT EXPENSES:	487,946.00	38,027.49	390,442.94	97,503.06	80.02%
TOTAL ALL EXPENSES:	782,596.00	57,825.66	594,913.31	187,682.69	76.02%
NET INCOME (LOSS):	(782,596.00)	(57,825.66)	(594,913.31)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COMMUNICATIONS					
REVENUE:					
AWARDS LUNCH/DINNER	44,000.00	750.00	654.16	43,345.84	1.49%
50 YEAR MEMBER TRIBUTE LUNCH	250.00	-	1,170.00	(920.00)	468.00%
WSBA LOGO MERCHANDISE SALES	-	-	420.00	(420.00)	
TOTAL REVENUE:	44,250.00	750.00	2,244.16	42,005.84	5.07%
DIRECT EXPENSES:					
IMAGE LIBRARY	4,100.00	-	3,999.00	101.00	97.54%
BAR OUTREACH	2,500.00	253.28	1,350.94	1,149.06	54.04%
ABA DELEGATES	5,600.00	-	750.00	4,850.00	13.39%
ANNUAL CHAIR MTGS	600.00	-	877.32	(277.32)	146.22%
AWARDS DINNER	63,000.00	7,487.50	17,057.50	45,942.50	27.08%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	-	9,374.15	(1,374.15)	117.18%
JUD RECOMMEND COMMITTEE	4,500.00	191.58	1,348.33	3,151.67	29.96%
PROFESSIONALISM	750.00	-	1,206.20	(456.20)	160.83%
COMMUNICATIONS OUTREACH	15,000.00	11.30	1,559.91	13,440.09	10.40%
TRANSLATION SERVICES	3,500.00	280.45	2,508.25	991.75	71.66%
DEPRECIATION	2,300.00	227.00	2,035.00	265.00	88.48%
EQUIPMENT, HARDWARE & SOFTWARE	-	-	79.47	(79.47)	
STAFF TRAVEL/PARKING	4,000.00	167.80	864.60	3,135.40	21.62%
STAFF MEMBERSHIP DUES	1,960.00	-	450.00	1,510.00	22.96%
SUBSCRIPTIONS	10,050.00	15.96	6,223.71	3,826.29	61.93%
DIGITAL/ONLINE DEVELOPMENT	4,000.00	256.60	3,352.39	647.61	83.81%
CONFERENCE CALLS	200.00	-	33.00	167.00	16.50%
TOTAL DIRECT EXPENSES:	130,060.00	8,891.47	53,069.77	76,990.23	40.80%
INDIRECT EXPENSES:					
SALARY EXPENSE (14.64 FTE)	896,797.00	71,084.24	636,502.02	260,294.98	70.98%
BENEFITS EXPENSE	326,726.00	24,102.04	226,702.87	100,023.13	69.39%
OTHER INDIRECT EXPENSE	347,075.00	23,712.84	234,242.84	112,832.16	67.49%
TOTAL INDIRECT EXPENSES:	1,570,598.00	118,899.12	1,097,447.73	473,150.27	69.87%
TOTAL ALL EXPENSES:	1,700,658.00	127,790.59	1,150,517.50	550,140.50	67.65%
NET INCOME (LOSS):	(1,656,408.00)	(127,040.59)	(1,148,273.34)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DISCIPLINE					
REVENUE:					
AUDIT REVENUE	2,000.00	85.00	2,225.00	(225.00)	111.25%
RECOVERY OF DISCIPLINE COSTS	125,000.00	3,686.90	67,337.90	57,662.10	53.87%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,283.60	10,074.40	2,925.60	77.50%
TOTAL REVENUE:	140,000.00	5,055.50	79,637.30	60,362.70	56.88%
DIRECT EXPENSES:					
COURT REPORTERS	65,000.00	1,251.15	34,151.39	30,848.61	52.54%
OUTSIDE COUNSEL/AIC	3,500.00	-	996.99	2,503.01	28.49%
LITIGATION EXPENSES	30,000.00	1,921.74	14,686.13	15,313.87	48.95%
DISABILITY EXPENSES	15,000.00	-	5,076.45	9,923.55	33.84%
ONLINE LEGAL RESEARCH	65,900.00	-	43,192.08	22,707.92	65.54%
LAW LIBRARY	13,075.00	206.99	4,490.18	8,584.82	34.34%
TRANSLATION SERVICES	3,000.00	-	715.00	2,285.00	23.83%
DEPRECIATION-SOFTWARE	25,200.00	530.00	16,491.08	8,708.92	65.44%
PUBLICATIONS PRODUCTION	250.00	-	212.23	37.77	84.89%
STAFF TRAVEL/PARKING	38,500.00	2,916.91	27,247.15	11,252.85	70.77%
STAFF MEMBERSHIP DUES	3,243.00	-	2,044.38	1,198.62	63.04%
TELEPHONE	5,000.00	181.84	4,692.68	307.32	93.85%
TOTAL DIRECT EXPENSES:	267,668.00	7,008.63	153,995.74	113,672.26	57.53%
INDIRECT EXPENSES:					
SALARY EXPENSE (37.77 FTE)	3,370,608.00	286,985.54	2,521,386.89	849,221.11	74.81%
BENEFITS EXPENSE	1,068,970.00	84,841.40	780,004.66	288,965.34	72.97%
OTHER INDIRECT EXPENSE	895,425.00	61,166.21	604,266.30	291,158.70	67.48%
TOTAL INDIRECT EXPENSES:	5,335,003.00	432,993.15	3,905,657.85	1,429,345.15	73.21%
TOTAL ALL EXPENSES:	5,602,671.00	440,001.78	4,059,653.59	1,543,017.41	72.46%
NET INCOME (LOSS):	(5,462,671.00)	(434,946.28)	(3,980,016.29)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DIVERSITY					
REVENUE:					
DONATIONS & GRANTS	90,000.00	-	90,000.00	-	100.00%
SEMINAR REGISTRATIONS	-	-	275.00	(275.00)	
WORK STUDY GRANTS	10,374.00	-	-	10,374.00	0.00%
TOTAL REVENUE:	100,374.00	-	90,275.00	10,099.00	89.94%
DIRECT EXPENSES:					
STAFF MEMBERSHIP DUES	350.00	-	-	350.00	0.00%
STAFF TRAVEL/PARKING	8,600.00	820.94	3,653.77	4,946.23	42.49%
SUPPLIES	2,000.00	-	-	2,000.00	0.00%
COMMITTEE FOR DIVERSITY	6,200.00	421.12	3,760.23	2,439.77	60.65%
DIVERSITY EVENTS & PROJECTS	5,500.00	143.18	3,736.52	1,763.48	67.94%
SPECIAL EVENTS	5,000.00	67.17	117.17	4,882.83	2.34%
MISCELLANEOUS	-	(816.79)	(8.00)	8.00	
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	-	1,000.00	0.00%
INTERNAL DIVERSITY OUTREACH	500.00	-	22.96	477.04	4.59%
TOTAL DIRECT EXPENSE:	29,150.00	635.62	11,282.65	17,867.35	38.71%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.97 FTE)	222,565.00	19,314.83	169,901.09	52,663.91	76.34%
BENEFITS EXPENSE	72,143.00	5,911.76	53,375.01	18,767.99	73.99%
OTHER INDIRECT EXPENSE	70,411.00	4,802.32	47,439.83	22,971.17	67.38%
TOTAL INDIRECT EXPENSES:	365,119.00	30,028.91	270,715.93	94,403.07	74.14%
TOTAL ALL EXPENSES:	394,269.00	30,664.53	281,998.58	112,270.42	71.52%
NET INCOME (LOSS):	(293,895.00)	(30,664.53)	(191,723.58)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
FOUNDATION					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
BOARD OF TRUSTEES	5,000.00	89.52	1,694.07	3,305.93	33.88%
GRAPHIC DESIGN	1,500.00	-	-	1,500.00	0.00%
CONSULTING SERVICES	3,000.00	-	2,600.00	400.00	86.67%
POSTAGE	500.00	-	-	500.00	0.00%
PRINTING & COPYING	1,500.00	-	717.26	782.74	47.82%
STAFF TRAVEL/PARKING	1,700.00	-	63.83	1,636.17	3.75%
STAFF MEMBERSHIP DUES	600.00	-	183.00	417.00	30.50%
SUPPLIES	500.00	-	116.58	383.42	23.32%
SPECIAL EVENTS	5,000.00	-	727.24	4,272.76	14.54%
TOTAL DIRECT EXPENSES:	19,300.00	89.52	6,101.98	13,198.02	31.62%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.25 FTE)	88,294.00	7,559.70	68,079.75	20,214.25	77.11%
BENEFITS EXPENSE	30,721.00	2,494.27	22,664.28	8,056.72	73.77%
OTHER INDIRECT EXPENSE	29,634.00	2,022.02	19,973.12	9,660.88	67.40%
TOTAL INDIRECT EXPENSES:	148,649.00	12,075.99	110,717.15	37,931.85	74.48%
TOTAL ALL EXPENSES:	167,949.00	12,165.51	116,819.13	51,129.87	69.56%
NET INCOME (LOSS):	(167,949.00)	(12,165.51)	(116,819.13)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 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 TRAINING- GENERAL	35,000.00	1,564.00	10,604.46	24,395.54	30.30%
RECRUITING AND ADVERTISING	7,000.00	588.47	4,249.93	2,750.07	60.71%
PAYROLL PROCESSING	55,000.00	3,257.06	36,513.90	18,486.10	66.39%
SALARY SURVEYS	2,700.00	-	1,190.64	1,509.36	44.10%
DEPRECIATION	835.00	-	835.21	(0.21)	100.03%
CONSULTING SERVICES	9,000.00	-	9,760.00	(760.00)	108.44%
STAFF TRAVEL/PARKING	250.00	-	13.00	237.00	5.20%
STAFF MEMBERSHIP DUES	1,378.00	264.00	1,092.00	286.00	79.25%
SUBSCRIPTIONS	1,993.00	-	1,744.95	248.05	87.55%
THIRD PARTY SERVICES	13,500.00	-	13,426.00	74.00	99.45%
TRANSFER TO INDIRECT EXPENSE	(126,656.00)	(5,673.53)	(79,430.09)	(47,225.91)	62.71%
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:					
SALARY EXPENSE (2.48 FTE)	244,580.00	19,092.13	183,857.69	60,722.31	75.17%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
BENEFITS EXPENSE	74,445.00	5,931.10	53,460.82	20,984.18	71.81%
OTHER INDIRECT EXPENSE	58,794.00	4,021.09	39,724.95	19,069.05	67.57%
TOTAL INDIRECT EXPENSES:	<u>257,819.00</u>	<u>29,044.32</u>	<u>277,043.46</u>	<u>(19,224.46)</u>	<u>107.46%</u>
TOTAL ALL EXPENSES:	<u>257,819.00</u>	<u>29,044.32</u>	<u>277,043.46</u>	<u>(19,224.46)</u>	<u>107.46%</u>
NET INCOME (LOSS):	<u>(257,819.00)</u>	<u>(29,044.32)</u>	<u>(277,043.46)</u>		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW CLERK PROGRAM					
REVENUE:					
LAW CLERK FEES	95,000.00	-	103,225.00	(8,225.00)	108.66%
LAW CLERK APPLICATION FEES	2,000.00	700.00	2,200.00	(200.00)	110.00%
TOTAL REVENUE:	97,000.00	700.00	105,425.00	(8,425.00)	108.69%
DIRECT EXPENSES:					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	5,000.00	712.75	2,785.38	2,214.62	55.71%
TOTAL DIRECT EXPENSES:	5,350.00	712.75	2,785.38	2,564.62	52.06%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.89 FTE)	59,025.00	3,006.47	34,754.40	24,270.60	58.88%
BENEFITS EXPENSE	20,961.00	1,466.47	14,076.02	6,884.98	67.15%
OTHER INDIRECT EXPENSE	21,099.00	1,447.59	14,299.73	6,799.27	67.77%
TOTAL INDIRECT EXPENSES:	101,085.00	5,920.53	63,130.15	37,954.85	62.45%
TOTAL ALL EXPENSES:	106,435.00	6,633.28	65,915.53	40,519.47	61.93%
NET INCOME (LOSS):	(9,435.00)	(5,933.28)	39,509.47		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW OFFICE MNGT ASSISTANCE PROGRAM					
REVENUE:					
LAW OFFICE IN A BOX SALES	2,500.00	180.00	2,790.04	(290.04)	111.60%
TOTAL REVENUE:	2,500.00	180.00	2,790.04	(290.04)	111.60%
DIRECT EXPENSES:					
LIBRARY MATERIALS/RESOURCES	1,500.00	-	653.35	846.65	43.56%
LAW OFFICE IN A BOX	500.00	23.98	381.08	118.92	76.22%
STAFF TRAVEL/PARKING	2,000.00	116.19	1,329.58	670.42	66.48%
STAFF MEMBERSHIP DUES	600.00	-	389.00	211.00	64.83%
CONFERENCE CALLS	100.00	8.53	8.53	91.47	8.53%
TOTAL DIRECT EXPENSES:	4,700.00	148.70	2,761.54	1,938.46	58.76%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.50 FTE)	122,445.00	10,529.84	83,451.46	38,993.54	68.15%
BENEFITS EXPENSE	40,196.00	3,240.49	28,043.02	12,152.98	69.77%
OTHER INDIRECT EXPENSE	35,561.00	2,435.63	24,062.99	11,498.01	67.67%
TOTAL INDIRECT EXPENSES:	198,202.00	16,205.96	135,557.47	62,644.53	68.39%
TOTAL ALL EXPENSES:	202,902.00	16,354.66	138,319.01	64,582.99	68.17%
NET INCOME (LOSS):	(200,402.00)	(16,174.66)	(135,528.97)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAWYER ASSISTANCE PROGRAM					
REVENUE:					
DIVERSIONS	15,750.00	750.00	4,250.00	11,500.00	26.98%
LAP CLIENT FEES	-	-	255.00	(255.00)	
LAP GROUPS REVENUE	-	-	240.00	(240.00)	
MEMB HEALTH CARE INSUR REBATE	-	-	49.50	(49.50)	
TOTAL REVENUE:	15,750.00	750.00	4,794.50	10,955.50	30.44%
DIRECT EXPENSES:					
PROF LIAB INSURANCE	850.00	-	825.00	25.00	97.06%
MEMBER ASSISTANCE PROGRAM	45,120.00	11,640.00	46,200.00	(1,080.00)	102.39%
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	350.00	-	226.00	124.00	64.57%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
MISCELLANEOUS	150.00	-	-	150.00	0.00%
TOTAL DIRECT EXPENSES:	46,770.00	11,640.00	47,251.00	(481.00)	101.03%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.87 FTE)	77,476.00	6,564.59	56,942.95	20,533.05	73.50%
BENEFITS EXPENSE	29,331.00	1,986.65	18,750.25	10,580.75	63.93%
OTHER INDIRECT EXPENSE	20,625.00	1,401.62	13,846.23	6,778.77	67.13%
TOTAL INDIRECT EXPENSES:	127,432.00	9,952.86	89,539.43	37,892.57	70.26%
TOTAL ALL EXPENSES:	174,202.00	21,592.86	136,790.43	37,411.57	78.52%
NET INCOME (LOSS):	(158,452.00)	(20,842.86)	(131,995.93)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LEGISLATIVE					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
OLYMPIA RENT	5,000.00	-	1,234.02	3,765.98	24.68%
CONTRACT LOBBYIST	20,000.00	-	20,000.00	-	100.00%
LOBBYIST CONTACT COSTS	1,600.00	-	96.22	1,503.78	6.01%
LEGISLATIVE COMMITTEE	2,500.00	-	2,415.42	84.58	96.62%
BOG LEGISLATIVE COMMITTEE	250.00	-	218.92	31.08	87.57%
STAFF TRAVEL/PARKING	8,000.00	154.68	3,443.92	4,556.08	43.05%
STAFF MEMBERSHIP DUES	450.00	-	142.17	307.83	31.59%
SUBSCRIPTIONS	2,000.00	-	1,972.80	27.20	98.64%
TELEPHONE	3,000.00	26.61	570.69	2,429.31	19.02%
TOTAL DIRECT EXPENSES:	42,800.00	181.29	30,094.16	12,705.84	70.31%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.85 FTE)	131,303.00	3,038.97	77,411.12	53,891.88	58.96%
BENEFITS EXPENSE	45,303.00	2,783.39	31,678.80	13,624.20	69.93%
OTHER INDIRECT EXPENSE	43,859.00	2,987.07	29,508.33	14,350.67	67.28%
TOTAL INDIRECT EXPENSES:	220,465.00	8,809.43	138,598.25	81,866.75	62.87%
TOTAL ALL EXPENSES:	263,265.00	8,990.72	168,692.41	94,572.59	64.08%
NET INCOME (LOSS):	(263,265.00)	(8,990.72)	(168,692.41)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSING & MEMBERSHIP RECORDS					
REVENUE:					
STATUS CERTIFICATE FEES	22,000.00	1,542.46	16,820.47	5,179.53	76.46%
RULE 9/LEGAL INTERN FEES	11,000.00	1,100.00	9,650.00	1,350.00	87.73%
INVESTIGATION FEES	20,000.00	2,200.00	18,700.00	1,300.00	93.50%
PRO HAC VICE	170,000.00	23,485.00	185,185.00	(15,185.00)	108.93%
MEMBER CONTACT INFORMATION	24,000.00	1,651.28	16,770.56	7,229.44	69.88%
PHOTO BAR CARD SALES	800.00	24.00	276.00	524.00	34.50%
TOTAL REVENUE:	247,800.00	30,002.74	247,402.03	397.97	99.84%
DIRECT EXPENSES:					
LICENSING FORMS	2,500.00	-	2,659.92	(159.92)	106.40%
POSTAGE	25,000.00	-	27,290.05	(2,290.05)	109.16%
SUPPLIES - BAR CARDS	-	-	800.00	(800.00)	
MISCELLANEOUS	-	-	94.15	(94.15)	
TOTAL DIRECT EXPENSES:	27,500.00	-	30,844.12	(3,344.12)	112.16%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.29 FTE)	346,073.00	28,916.39	267,094.45	78,978.55	77.18%
BENEFITS EXPENSE	112,190.00	9,047.89	82,751.55	29,438.45	73.76%
OTHER INDIRECT EXPENSE	101,704.00	6,939.24	68,550.54	33,153.46	67.40%
TOTAL INDIRECT EXPENSES:	559,967.00	44,903.52	418,396.54	141,570.46	74.72%
TOTAL ALL EXPENSES:	587,467.00	44,903.52	449,240.66	138,226.34	76.47%
NET INCOME (LOSS):	(339,667.00)	(14,900.78)	(201,838.63)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM					
REVENUE:					
LLLT LICENSE FEES	5,950.00	320.76	3,150.00	2,800.00	52.94%
LLLT EXAM FEES	7,150.00	300.00	1,950.00	5,200.00	27.27%
LLLT EDUCATION APPROVAL FEES	-	2,500.00	2,500.00	(2,500.00)	
LLLT WAIVER FEES	300.00	150.00	1,350.00	(1,050.00)	450.00%
TOTAL REVENUE:	13,400.00	3,270.76	8,950.00	4,450.00	66.79%
DIRECT EXPENSES:					
CHRACTER & FITNESS INVESTIGATIONS	700.00	-	114.00	586.00	16.29%
LLLT BOARD	18,000.00	883.23	10,972.85	7,027.15	60.96%
LLLT OUTREACH	8,000.00	-	3,514.47	4,485.53	43.93%
DEPRECIATION	3,354.00	-	-	3,354.00	0.00%
LLLT EXAM WRITING	29,600.00	-	6,825.00	22,775.00	23.06%
STAFF TRAVEL/PARKING	400.00	-	226.74	173.26	56.69%
STAFF MEMBERSHIP DUES	-	-	110.00	(110.00)	
TOTAL DIRECT EXPENSES:	60,054.00	883.23	21,763.06	38,290.94	36.24%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.39 FTE)	106,271.00	8,609.49	78,495.69	27,775.31	73.86%
BENEFITS EXPENSE	35,786.00	2,910.30	26,486.25	9,299.75	74.01%
OTHER INDIRECT EXPENSE	32,953.00	2,251.77	22,245.05	10,707.95	67.51%
TOTAL INDIRECT EXPENSES:	175,010.00	13,771.56	127,226.99	47,783.01	72.70%
TOTAL ALL EXPENSES:	235,064.00	14,654.79	148,990.05	86,073.95	63.38%
NET INCOME (LOSS):	(221,664.00)	(11,384.03)	(140,040.05)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED PRACTICE OFFICERS					
REVENUE:					
LPO EXAMINATION FEES	17,000.00	800.00	17,300.00	(300.00)	101.76%
LPO LICENSE FEES	108,000.00	8,816.48	80,817.50	27,182.50	74.83%
LPO LATE LICENSE FEES	1,000.00	-	55.00	945.00	5.50%
LPO CEU & TA LATE FEES	4,000.00	-	100.00	3,900.00	2.50%
LPO CONTINUING ED ACCRED FEE	2,700.00	350.00	1,600.00	1,100.00	59.26%
TOTAL REVENUE:	132,700.00	9,966.48	99,872.50	32,827.50	75.26%
DIRECT EXPENSES:					
LPO EXAM FACILITIES	800.00	-	639.16	160.84	79.90%
LPO BOARD	3,000.00	168.46	1,630.67	1,369.33	54.36%
LPO DISCIPLINE EXPENSES	500.00	-	-	500.00	0.00%
FINGERPRINT CARD PROCESSING	3,230.00	-	4,788.00	(1,558.00)	148.24%
DEPRECIATION	3,354.00	-	-	3,354.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
POSTAGE	2,300.00	158.24	817.87	1,482.13	35.56%
TOTAL DIRECT EXPENSES:	13,284.00	326.70	7,875.70	5,408.30	59.29%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.47 FTE)	115,843.00	5,632.76	67,443.03	48,399.97	58.22%
BENEFITS EXPENSE	38,510.00	2,540.27	25,062.48	13,447.52	65.08%
OTHER INDIRECT EXPENSE	34,850.00	2,389.68	23,608.41	11,241.59	67.74%
TOTAL INDIRECT EXPENSES:	189,203.00	10,562.71	116,113.92	73,089.08	61.37%
TOTAL ALL EXPENSES:	202,487.00	10,889.41	123,989.62	78,497.38	61.23%
NET INCOME (LOSS):	(69,787.00)	(922.93)	(24,117.12)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANDATORY CLE ADMINISTRATION					
REVENUE:					
ACCREDITED PROGRAM FEES	300,000.00	23,950.00	200,200.00	99,800.00	66.73%
FORM 1 LATE FEES	75,000.00	11,690.00	96,845.00	(21,845.00)	129.13%
MEMBER LATE FEES	150,000.00	3,500.00	172,275.00	(22,275.00)	114.85%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	-	28,250.00	(1,250.00)	104.63%
ATTENDANCE FEES	70,000.00	4,495.00	40,433.00	29,567.00	57.76%
COMITY CERTIFICATES	29,000.00	275.00	25,569.81	3,430.19	88.17%
ATTENDANCE LATE FEES	60,000.00	4,025.00	42,070.00	17,930.00	70.12%
TOTAL REVENUE:	711,000.00	47,935.00	605,642.81	105,357.19	85.18%
DIRECT EXPENSES:					
MCLE BOARD	3,000.00	5.19	1,428.85	1,571.15	47.63%
POSTAGE	2,000.00	-	-	2,000.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	500.00	-	100.00%
DEPRECIATION	261,000.00	18,995.00	167,295.00	93,705.00	64.10%
TOTAL DIRECT EXPENSES:	266,500.00	19,000.19	169,223.85	97,276.15	63.50%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.72 FTE)	257,805.00	26,979.79	204,482.62	53,322.38	79.32%
BENEFITS EXPENSE	99,187.00	8,317.76	74,598.41	24,588.59	75.21%
OTHER INDIRECT EXPENSE	111,898.00	7,651.49	75,584.81	36,313.19	67.55%
TOTAL INDIRECT EXPENSES:	468,890.00	42,949.04	354,665.84	114,224.16	75.64%
TOTAL ALL EXPENSES:	735,390.00	61,949.23	523,889.69	211,500.31	71.24%
NET INCOME (LOSS):	(24,390.00)	(14,014.23)	81,753.12		

Washington State Bar Association

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER BENEFITS					
REVENUE:					
ROYALTIES	3,000.00	608.87	18,092.16	(15,092.16)	603.07%
TOTAL REVENUE:	3,000.00	608.87	18,092.16	(15,092.16)	603.07%
DIRECT EXPENSES:					
CASEMAKER	75,000.00	-	48,962.24	26,037.76	65.28%
TOTAL DIRECT EXPENSES:	75,000.00	-	48,962.24	26,037.76	65.28%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	75,000.00	-	48,962.24	26,037.76	65.28%
NET INCOME (LOSS):	(72,000.00)	608.87	(30,870.08)		

Washington State Bar Association

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75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MENTORSHIP PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
MENTORSHIP PROGRAM EXPENSES	15,000.00	1.15	1,379.21	13,620.79	9.19%
RECEPTION/FORUM EXPENSE	4,800.00	677.84	2,107.37	2,692.63	43.90%
CONSULTING SERVICES	1,000.00	-	-	1,000.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
SUBSCRIPTIONS	500.00	-	224.00	276.00	44.80%
CONFERENCE CALLS	200.00	10.13	31.80	168.20	15.90%
TOTAL DIRECT EXPENSES:	23,500.00	689.12	3,742.38	19,757.62	15.93%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.40 FTE)	108,515.00	6,459.37	66,449.07	42,065.93	61.23%
BENEFITS EXPENSE	36,268.00	2,960.62	26,088.99	10,179.01	71.93%
OTHER INDIRECT EXPENSE	33,190.00	2,274.82	22,472.57	10,717.43	67.71%
TOTAL INDIRECT EXPENSES:	177,973.00	11,694.81	115,010.63	62,962.37	64.62%
TOTAL ALL EXPENSES:	201,473.00	12,383.93	118,753.01	82,719.99	58.94%
NET INCOME (LOSS):	(201,473.00)	(12,383.93)	(118,753.01)		

Washington State Bar Association

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NEW LAWYER PROGRAM					
REVENUE:					
DONATIONS	-	-	1,200.00	(1,200.00)	
SEMINAR REGISTRATIONS	55,000.00	-	3,249.00	51,751.00	5.91%
TRIAL ADVOCACY PROGRAM	25,000.00	-	17,233.00	7,767.00	68.93%
TOTAL REVENUE:	80,000.00	-	21,682.00	58,318.00	27.10%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,000.00	465.30	1,097.20	(97.20)	109.72%
STAFF MEMBERSHIP DUES	200.00	-	-	200.00	0.00%
ONLINE EXPENSES	2,500.00	(1,821.08)	419.00	2,081.00	16.76%
NEW LAWYER OUTREACH EVENTS	1,000.00	499.63	679.12	320.88	67.91%
NEW LAWYERS COMMITTEE	15,000.00	3,203.54	11,232.51	3,767.49	74.88%
OPEN SECTIONS NIGHT	3,500.00	-	3,577.78	(77.78)	102.22%
TRIAL ADVOCACY PROGRAM	3,500.00	-	1,424.77	2,075.23	40.71%
SEMINAR BROCHURES	2,000.00	-	68.18	1,931.82	3.41%
SPEAKERS & PROGRAM DEVELOPMENT	2,000.00	19.52	935.07	1,064.93	46.75%
SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	-	1,000.00	1,000.00	50.00%
TOTAL DIRECT EXPENSES:	32,700.00	2,366.91	20,433.63	12,266.37	62.49%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.25 FTE)	165,467.00	14,247.71	115,419.46	50,047.54	69.75%
BENEFITS EXPENSE	56,383.00	4,605.52	40,351.92	16,031.08	71.57%
OTHER INDIRECT EXPENSE	53,341.00	3,653.40	36,093.59	17,247.41	67.67%
TOTAL INDIRECT EXPENSES:	275,191.00	22,506.63	191,864.97	83,326.03	69.72%
TOTAL ALL EXPENSES:	307,891.00	24,873.54	212,298.60	95,592.40	68.95%
NET INCOME (LOSS):	(227,891.00)	(24,873.54)	(190,616.60)		

Washington State Bar Association

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75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NORTHWEST LAWYER					
REVENUE:					
ROYALTIES	-	-	1,133.91	(1,133.91)	
DISPLAY ADVERTISING	440,000.00	44,883.00	300,141.00	139,859.00	68.21%
SUBSCRIPT/SINGLE ISSUES	450.00	71.82	251.82	198.18	55.96%
CLASSIFIED ADVERTISING	89,000.00	11,146.59	93,177.74	(4,177.74)	104.69%
GEN ANNOUNCEMENTS	17,000.00	2,000.00	7,100.00	9,900.00	41.76%
PROF ANNOUNCEMENTS	27,000.00	1,925.00	15,420.00	11,580.00	57.11%
TOTAL REVENUE:	573,450.00	60,026.41	417,224.47	156,225.53	72.76%
DIRECT EXPENSES:					
GRAPHICS/ARTWORK	3,500.00	-	1,583.80	1,916.20	45.25%
OUTSIDE SALES EXPENSE	80,000.00	-	45,989.86	34,010.14	57.49%
EDITORIAL ADVISORY COMMITTEE	800.00	18.36	140.85	659.15	17.61%
DIGITAL/ONLINE DEVELOPMENT	8,400.00	-	4,500.00	3,900.00	53.57%
BAD DEBT EXPENSE	1,000.00	100.00	1,775.00	(775.00)	177.50%
POSTAGE	89,100.00	10,035.77	81,869.83	7,230.17	91.89%
PRINTING, COPYING & MAILING	220,000.00	27,455.65	182,390.16	37,609.84	82.90%
TOTAL DIRECT EXPENSES:	402,800.00	37,609.78	318,249.50	84,550.50	79.01%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.72 FTE)	131,759.00	8,312.00	98,326.02	33,432.98	74.63%
BENEFITS EXPENSE	48,872.00	2,964.44	30,376.88	18,495.12	62.16%
OTHER INDIRECT EXPENSE	40,777.00	2,780.28	27,464.21	13,312.79	67.35%
TOTAL INDIRECT EXPENSES:	221,408.00	14,056.72	156,167.11	65,240.89	70.53%
TOTAL ALL EXPENSES:	624,208.00	51,666.50	474,416.61	149,791.39	76.00%
NET INCOME (LOSS):	(50,758.00)	8,359.91	(57,192.14)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL					
REVENUE:					
COPY FEES	-	2.70	58.52	(58.52)	
TOTAL REVENUE:	-	2.70	58.52	(58.52)	
DIRECT EXPENSES:					
AMICUS BRIEF COMMITTEE	100.00	-	83.63	16.37	83.63%
COURT RULES COMMITTEE	5,000.00	469.99	1,127.28	3,872.72	22.55%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	-	-	1,500.00	0.00%
LITIGATION EXPENSES	-	52.56	237.88	(237.88)	
CUSTODIANSHIPS	5,000.00	25.23	1,036.10	3,963.90	20.72%
STAFF TRAVEL/PARKING	2,600.00	208.00	2,224.26	375.74	85.55%
STAFF MEMBERSHIP DUES	1,500.00	-	25.00	1,475.00	1.67%
TOTAL DIRECT EXPENSES:	15,700.00	755.78	4,734.15	10,965.85	30.15%
INDIRECT EXPENSES:					
SALARY EXPENSE (5.7 FTE)	484,565.00	40,692.96	358,282.60	126,282.40	73.94%
BENEFITS EXPENSE	157,573.00	12,290.93	112,755.56	44,817.44	71.56%
OTHER INDIRECT EXPENSE	135,132.00	9,236.99	91,251.35	43,880.65	67.53%
TOTAL INDIRECT EXPENSES:	777,270.00	62,220.88	562,289.51	214,980.49	72.34%
TOTAL ALL EXPENSES:	792,970.00	62,976.66	567,023.66	225,946.34	71.51%
NET INCOME (LOSS):	(792,970.00)	(62,973.96)	(566,965.14)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OGC-DISCIPLINARY BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
DISCIPLINARY BOARD EXPENSES	7,500.00	131.69	7,147.21	352.79	95.30%
CHIEF HEARING OFFICER	33,000.00	2,500.00	22,500.00	10,500.00	68.18%
HEARING OFFICER EXPENSES	5,000.00	832.15	2,646.91	2,353.09	52.94%
HEARING OFFICER TRAINING	2,000.00	-	1,926.98	73.02	96.35%
OUTSIDE COUNSEL	55,000.00	3,000.00	29,235.00	25,765.00	53.15%
DISCIPLINARY SELECTION PANEL	-	-	526.24	(526.24)	
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
TOTAL DIRECT EXPENSES:	103,000.00	6,463.84	63,982.34	39,017.66	62.12%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.30 FTE)	92,118.00	7,903.24	71,173.78	20,944.22	77.26%
BENEFITS EXPENSE	31,810.00	2,609.98	23,685.99	8,124.01	74.46%
OTHER INDIRECT EXPENSE	30,819.00	2,113.91	20,884.81	9,934.19	67.77%
TOTAL INDIRECT EXPENSES:	154,747.00	12,627.13	115,744.58	39,002.42	74.80%
TOTAL ALL EXPENSES:	257,747.00	19,090.97	179,726.92	78,020.08	69.73%
NET INCOME (LOSS):	(257,747.00)	(19,090.97)	(179,726.92)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE OF LAW BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
PRACTICE OF LAW BOARD	14,000.00	3,285.83	13,319.56	680.44	95.14%
TRANSLATION SERVICES	100.00	-	75.00	25.00	75.00%
LITIGATION EXPENSES	-	-	0.38	(0.38)	
TOTAL DIRECT EXPENSES:	14,100.00	3,285.83	13,394.94	705.06	95.00%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.81 FTE)	61,398.00	5,292.72	47,075.73	14,322.27	76.67%
BENEFITS EXPENSE	20,670.00	1,689.84	15,373.41	5,296.59	74.38%
OTHER INDIRECT EXPENSE	19,203.00	1,309.74	12,937.05	6,265.95	67.37%
TOTAL INDIRECT EXPENSES:	101,271.00	8,292.30	75,386.19	25,884.81	74.44%
TOTAL ALL EXPENSES:	115,371.00	11,578.13	88,781.13	26,589.87	76.95%
NET INCOME (LOSS):	(115,371.00)	(11,578.13)	(88,781.13)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PROFESSIONAL RESPONSIBILITY PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CPE COMMITTEE	6,000.00	392.26	3,061.13	2,938.87	51.02%
STAFF TRAVEL/PARKING	1,500.00	604.14	1,492.42	7.58	99.49%
STAFF MEMBERSHIP DUES	500.00	-	-	500.00	0.00%
TOTAL DIRECT EXPENSES:	8,000.00	996.40	4,553.55	3,446.45	56.92%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.07 FTE)	165,405.00	12,150.55	108,173.24	57,231.76	65.40%
BENEFITS EXPENSE	58,372.00	4,339.78	39,704.75	18,667.25	68.02%
OTHER INDIRECT EXPENSE	49,074.00	3,354.71	33,140.96	15,933.04	67.53%
TOTAL INDIRECT EXPENSES:	272,851.00	19,845.04	181,018.95	91,832.05	66.34%
TOTAL ALL EXPENSES:	280,851.00	20,841.44	185,572.50	95,278.50	66.08%
NET INCOME (LOSS):	(280,851.00)	(20,841.44)	(185,572.50)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLIC SERVICE PROGRAMS					
REVENUE:					
DONATIONS & GRANTS	85,000.00	-	85,000.00	-	100.00%
PSP PRODUCT SALES	-	611.00	8,132.00	(8,132.00)	
TOTAL REVENUE:	85,000.00	611.00	93,132.00	(8,132.00)	109.57%
DIRECT EXPENSES:					
DONATIONS/SPONSORSHIPS/GRANTS	203,915.00	-	160,716.61	43,198.39	78.82%
SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	-	-	1,500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	634.51	655.09	1,344.91	32.75%
STAFF MEMBERSHIP DUES	95.00	-	-	95.00	0.00%
VOLUNTEER RECRUITMENT & OUTREACH	2,100.00	-	28.55	2,071.45	1.36%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	78.90	523.28	1,476.72	26.16%
VOLUNTEER RECRUITMENT & APPREC	500.00	134.08	969.99	(469.99)	194.00%
DAY OF SERVICE	3,150.00	-	772.48	2,377.52	24.52%
TOTAL DIRECT EXPENSES:	215,460.00	847.49	163,666.00	51,794.00	75.96%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.70 FTE)	132,099.00	10,156.20	89,332.61	42,766.39	67.63%
BENEFITS EXPENSE	44,139.00	3,574.62	31,485.60	12,653.40	71.33%
OTHER INDIRECT EXPENSE	40,302.00	2,757.31	27,240.16	13,061.84	67.59%
TOTAL INDIRECT EXPENSES:	216,540.00	16,488.13	148,058.37	68,481.63	68.37%
TOTAL ALL EXPENSES:	432,000.00	17,335.62	311,724.37	120,275.63	72.16%
NET INCOME (LOSS):	(347,000.00)	(16,724.62)	(218,592.37)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS ADMINISTRATION					
REVENUE:					
REIMBURSEMENTS FROM SECTIONS	307,000.00	1,312.50	323,868.75	(16,868.75)	105.49%
TOTAL REVENUE:	307,000.00	1,312.50	323,868.75	(16,868.75)	105.49%
DIRECT EXPENSES:					
DUES STATEMENTS	9,500.00	-	5,416.72	4,083.28	57.02%
STAFF TRAVEL/PARKING	1,000.00	58.75	836.07	163.93	83.61%
SECTION/COMMITTEE CHAIR MTGS	1,000.00	-	879.38	120.62	87.94%
CONFERENCE CALLS	300.00	27.02	169.98	130.02	56.66%
MISCELLANEOUS	300.00	30.39	164.39	135.61	54.80%
TOTAL DIRECT EXPENSES:	12,100.00	116.16	7,466.54	4,633.46	61.71%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.03 FTE)	259,395.00	25,119.38	207,358.75	52,036.25	79.94%
BENEFITS EXPENSE	93,121.00	7,677.64	69,468.19	23,652.81	74.60%
OTHER INDIRECT EXPENSE	95,540.00	6,525.65	64,461.67	31,078.33	67.47%
TOTAL INDIRECT EXPENSES:	448,056.00	39,322.67	341,288.61	106,767.39	76.17%
TOTAL ALL EXPENSES:	460,156.00	39,438.83	348,755.15	111,400.85	75.79%
NET INCOME (LOSS):	(153,156.00)	(38,126.33)	(24,886.40)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
TECHNOLOGY					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
COMPUTER HARDWARE	29,000.00	295.00	9,768.76	19,231.24	33.69%
COMPUTER SOFTWARE	28,000.00	352.00	12,499.65	15,500.35	44.64%
SOFTWARE MAINTENANCE & LICENSING	286,500.00	4,681.56	137,822.54	148,677.46	48.11%
HARDWARE SERVICE & WARRANTIES	41,000.00	8,981.83	31,787.90	9,212.10	77.53%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	1,402.39	14,091.96	11,908.04	54.20%
COMPUTER SUPPLIES	34,000.00	234.73	8,276.24	25,723.76	24.34%
THIRD PARTY SERVICES	40,500.00	1,182.25	31,758.00	8,742.00	78.41%
CONSULTING SERVICES	212,000.00	12,432.76	58,239.90	153,760.10	27.47%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,563.06	13,217.67	10,782.33	55.07%
TRANSFER TO INDIRECT EXPENSES	(723,610.00)	(31,125.58)	(317,462.62)	(406,147.38)	43.87%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (12.10 FTE)	1,002,250.00	74,847.87	687,511.71	314,738.29	68.60%
BENEFITS EXPENSE	327,511.00	24,660.58	230,182.05	97,328.95	70.28%
CAPITAL LABOR & OVERHEAD	(140,700.00)	(11,803.20)	(102,245.22)	(38,454.78)	72.67%
OTHER INDIRECT EXPENSE	286,858.00	19,530.89	192,940.71	93,917.29	67.26%
TOTAL INDIRECT EXPENSES:	1,475,919.00	107,236.14	1,008,389.25	467,529.75	68.32%
TOTAL ALL EXPENSES:	1,475,919.00	107,236.14	1,008,389.25	467,529.75	68.32%
NET INCOME (LOSS):	(1,475,919.00)	(107,236.14)	(1,008,389.25)		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONTINUING LEGAL EDUCATION (CLE)					
REVENUE:					
SEMINAR REGISTRATIONS	1,670,000.00	154,410.00	687,990.75	982,009.25	41.20%
SEMINAR-EXHIB/SPNSR/ETC	25,000.00	13,900.00	21,265.00	3,735.00	85.06%
SHIPPING & HANDLING	4,600.00	245.00	3,177.28	1,422.72	69.07%
DESKBOOK SALES	80,000.00	2,998.00	61,647.16	18,352.84	77.06%
COURSEBOOK SALES	20,000.00	1,210.00	11,562.50	8,437.50	57.81%
SECTION PUBLICATION SALES	15,200.00	1,400.00	9,251.34	5,948.66	60.86%
ROYALTIES	-	-	180.00	(180.00)	
CASEMAKER ROYALTIES	60,000.00	-	32,623.34	27,376.66	54.37%
MP3 AND VIDEO SALES	700,000.00	33,041.83	675,301.17	24,698.83	96.47%
TOTAL REVENUE:	2,574,800.00	207,204.83	1,502,998.54	1,071,801.46	58.37%
DIRECT EXPENSES:					
COURSEBOOK PRODUCTION	4,000.00	65.78	1,229.56	2,770.44	30.74%
POSTAGE - FLIERS/CATALOGS	40,000.00	-	16,502.55	23,497.45	41.26%
POSTAGE - MISC./DELIVERY	2,500.00	105.00	559.00	1,941.00	22.36%
DEPRECIATION	19,000.00	1,689.00	16,166.00	2,834.00	85.08%
ONLINE EXPENSES	82,000.00	5,322.50	68,036.27	13,963.73	82.97%
ACCREDITATION FEES	6,500.00	422.00	4,674.00	1,826.00	71.91%
SEMINAR BROCHURES	65,000.00	2,105.39	25,856.63	39,143.37	39.78%
FACILITIES	285,988.00	52,452.15	145,754.59	140,233.41	50.97%
SPEAKERS & PROGRAM DEVELOP	55,000.00	10,827.54	31,597.49	23,402.51	57.45%
SPLITS TO SECTIONS	167,456.00	5,542.25	41,296.35	126,159.65	24.66%
SPLITS TO CO-SPONSORS	7,500.00	-	-	7,500.00	0.00%
HONORARIA	20,250.00	-	-	20,250.00	0.00%
CLE SEMINAR COMMITTEE	1,500.00	-	126.67	1,373.33	8.44%
BAD DEBT EXPENSE	600.00	-	-	600.00	0.00%
STAFF TRAVEL/PARKING	6,500.00	3,955.62	4,291.41	2,208.59	66.02%
STAFF MEMBERSHIP DUES	1,550.00	-	-	1,550.00	0.00%
SUPPLIES	2,000.00	256.00	1,213.66	786.34	60.68%
COST OF SALES - DESKBOOKS	56,000.00	1,898.90	42,786.34	13,213.66	76.40%
COST OF SALES - COURSEBOOKS	1,400.00	124.38	986.18	413.82	70.44%
COST OF SALES SECTION PUBLICATION	2,800.00	257.62	1,623.31	1,176.69	57.98%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
DESKBOOK ROYALTIES	1,000.00	-	570.72	429.28	57.07%
RECORDED SEMINAR ROYALTIES	-	-	192.50	(192.50)	
SHIPPING SUPPLIES	250.00	-	-	250.00	0.00%
POSTAGE & DELIVERY-DESKBOOKS	4,000.00	362.28	2,531.25	1,468.75	63.28%
POSTAGE & DELIVERY-COURSEBOOKS	3,000.00	45.20	355.58	2,644.42	11.85%
SPLITS WITH SECTIONS	4,800.00	-	2,007.87	2,792.13	41.83%
FLIERS/CATALOGS	7,500.00	168.75	722.51	6,777.49	9.63%
POSTAGE - FLIERS/CATALOGS	5,000.00	2,794.57	2,794.57	2,205.43	55.89%
COMPLIMENTARY BOOK PROGRAM	4,000.00	-	1,404.15	2,595.85	35.10%
RECORDS STORAGE - OFF SITE	7,440.00	620.00	4,960.00	2,480.00	66.67%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSES:	866,234.00	89,014.93	418,239.16	447,994.84	48.28%
INDIRECT EXPENSES:					
SALARY EXPENSE (12.77 FTE)	837,663.00	67,961.18	613,046.75	224,616.25	73.19%
BENEFITS EXPENSE	295,948.00	24,142.96	219,754.56	76,193.44	74.25%
OTHER INDIRECT EXPENSE	302,742.00	20,679.76	206,143.18	96,598.82	68.09%
TOTAL INDIRECT EXPENSES:	1,436,353.00	112,783.90	1,038,944.49	397,408.51	72.33%
TOTAL ALL EXPENSES:	2,302,587.00	201,798.83	1,457,183.65	845,403.35	63.28%
NET INCOME (LOSS):	272,213.00	5,406.00	45,814.89		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS OPERATIONS					
REVENUE:					
SECTION DUES	475,770.00	2,127.50	492,032.75	(16,262.75)	103.42%
SEMINAR PROFIT SHARE	151,310.00	5,542.25	58,456.35	92,853.65	38.63%
INTEREST INCOME	1,406.00	-	-	1,406.00	0.00%
PUBLICATIONS REVENUE	5,000.00	-	4,806.07	193.93	96.12%
OTHER	55,125.00	15,065.59	32,076.01	23,048.99	58.19%
TOTAL REVENUE:	688,611.00	22,735.34	587,371.18	101,239.82	85.30%
DIRECT EXPENSES:					
DIRECT EXPENSES OF SECTION ACTIVITIES	627,684.00	59,447.32	259,480.29	368,203.71	41.34%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	310,818.75	1,312.50	323,868.75	(13,050.00)	104.20%
TOTAL DIRECT EXPENSES:	938,502.75	60,759.82	583,349.04	355,153.71	62.16%
NET INCOME (LOSS):	(249,891.75)	(38,024.48)	4,022.14		

Washington State Bar Association

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAWYERS FUND FOR CLIENT PROTECTION					
REVENUE:					
LFCP RESTITUTION	1,000.00	285.11	2,889.60	(1,889.60)	288.96%
LFCP MEMBER ASSESSMENTS	982,000.00	4,410.00	986,947.50	(4,947.50)	100.50%
INTEREST INCOME	3,000.00	1,690.34	12,843.28	(9,843.28)	428.11%
TOTAL REVENUE:	986,000.00	6,385.45	1,002,680.38	(16,680.38)	101.69%
DIRECT EXPENSES:					
GIFTS TO INJURED CLIENTS	500,000.00	5,500.00	178,633.12	321,366.88	35.73%
LFCP BOARD EXPENSES	1,500.00	59.74	1,207.67	292.33	80.51%
BANK FEES - WELLS FARGO	1,000.00	(65.70)	343.96	656.04	34.40%
STAFF MEMBERSHIP DUES	-	-	200.00	(200.00)	
TOTAL DIRECT EXPENSES:	502,500.00	5,494.04	180,384.75	322,115.25	35.90%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.01 FTE)	66,205.00	5,670.46	50,435.43	15,769.57	76.18%
BENEFITS EXPENSE	23,572.00	1,941.64	17,551.07	6,020.93	74.46%
OTHER INDIRECT EXPENSE	23,944.00	1,631.41	16,113.95	7,830.05	67.30%
TOTAL INDIRECT EXPENSES:	113,721.00	9,243.51	84,100.45	29,620.55	73.95%
TOTAL ALL EXPENSES:	616,221.00	14,737.55	264,485.20	351,735.80	42.92%
NET INCOME (LOSS):	369,779.00	(8,352.10)	738,195.18		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)					
REVENUE:					
REGISTRATION REVENUE	25,600.00	-	30,150.00	(4,550.00)	117.77%
OTHER ACTIVITIES REGISTRATION REVENUE	13,000.00	-	23,200.00	(10,200.00)	178.46%
WESTERN STATES BAR MEMBERSHIP DUES	2,400.00	-	2,400.00	-	100.00%
SPONSORSHIPS	9,000.00	200.00	12,200.00	(3,200.00)	135.56%
TOTAL REVENUE:	50,000.00	200.00	67,950.00	(17,950.00)	135.90%
DIRECT EXPENSES:					
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	600.81	399.19	60.08%
FACILITIES	44,000.00	-	52,315.50	(8,315.50)	118.90%
STAFF TRAVEL/PARKING	2,300.00	-	1,932.61	367.39	84.03%
BANK FEES	560.00	46.60	421.12	138.88	75.20%
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	1,200.00	-	3,130.58	(1,930.58)	260.88%
MARKETING EXPENSE	440.00	-	735.83	(295.83)	167.23%
TOTAL DIRECT EXPENSES:	50,000.00	46.60	59,136.45	(9,136.45)	118.27%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	50,000.00	46.60	59,136.45	(9,136.45)	118.27%
NET INCOME (LOSS):	-	153.40	8,813.55		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
INDIRECT EXPENSES:					
SALARIES	10,987,791.00	886,910.64	8,126,335.52	2,861,455.48	73.96%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
TEMPORARY SALARIES	98,320.00	15,214.20	72,632.02	25,687.98	73.87%
CAPITAL LABOR & OVERHEAD	(140,700.00)	(11,803.20)	(102,245.22)	(38,454.78)	72.67%
EMPLOYEE ASSISTANCE PLAN	4,800.00	-	3,600.00	1,200.00	75.00%
EMPLOYEE SERVICE AWARDS	1,970.00	-	1,650.00	320.00	83.76%
FICA (EMPLOYER PORTION)	823,000.00	64,014.12	582,777.58	240,222.42	70.81%
L&I INSURANCE	48,000.00	9,280.55	28,107.42	19,892.58	58.56%
MEDICAL (EMPLOYER PORTION)	1,335,000.00	115,301.05	1,011,878.00	323,122.00	75.80%
RETIREMENT (EMPLOYER PORTION)	1,252,000.00	92,738.72	859,939.96	392,060.04	68.69%
TRANSPORTATION ALLOWANCE	118,500.00	130.00	106,184.50	12,315.50	89.61%
UNEMPLOYMENT INSURANCE	106,000.00	7,772.88	72,259.60	33,740.40	68.17%
STAFF DEVELOPMENT-GENERAL	6,865.00	-	634.76	6,230.24	9.25%
TOTAL SALARY & BENEFITS EXPENSE:	14,521,546.00	1,179,558.96	10,763,754.14	3,757,791.86	74.12%
WORKPLACE BENEFITS	42,000.00	1,951.65	29,957.35	12,042.65	71.33%
HUMAN RESOURCES POOLED EXP	126,656.00	5,673.53	79,430.09	47,225.91	62.71%
MEETING SUPPORT EXPENSES	15,000.00	434.76	9,418.95	5,581.05	62.79%
RENT	1,645,000.00	142,466.75	1,311,603.83	333,396.17	79.73%
PERSONAL PROP TAXES-WSBA	12,500.00	701.08	7,296.69	5,203.31	58.37%
FURNITURE, MAINT, LH IMP	38,000.00	416.10	16,736.30	21,263.70	44.04%
OFFICE SUPPLIES & EQUIPMENT	50,000.00	4,187.41	36,318.81	13,681.19	72.64%
FURN & OFFICE EQUIP DEPRECIATION	74,000.00	3,396.00	60,304.59	13,695.41	81.49%
COMPUTER HARDWARE DEPRECIATION	63,000.00	4,831.00	47,227.51	15,772.49	74.96%
COMPUTER SOFTWARE DEPRECIATION	94,500.00	1,825.00	17,045.01	77,454.99	18.04%
INSURANCE	130,400.00	10,865.35	97,887.15	32,512.85	75.07%
PROFESSIONAL FEES-AUDIT	31,000.00	5,000.00	37,662.06	(6,662.06)	121.49%
PROFESSIONAL FEES-LEGAL	60,000.00	-	23,571.37	36,428.63	39.29%
TELEPHONE & INTERNET	38,000.00	3,490.40	30,345.52	7,654.48	79.86%
POSTAGE - GENERAL	45,000.00	1,948.79	26,965.36	18,034.64	59.92%
RECORDS STORAGE	40,000.00	2,936.61	27,776.53	12,223.47	69.44%
STAFF TRAINING	75,000.00	4,571.44	61,108.49	13,891.51	81.48%
BANK FEES	35,400.00	2,368.42	24,875.74	10,524.26	70.27%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	1,585.59	8,132.35	16,867.65	32.53%
COMPUTER POOLED EXPENSES	723,610.00	31,125.58	317,462.62	406,147.38	43.87%
TOTAL OTHER INDIRECT EXPENSES:	3,364,066.00	229,775.46	2,271,126.32	1,092,939.68	67.51%
TOTAL INDIRECT EXPENSES:	17,885,612.00	1,409,334.42	13,034,880.46		

Washington State Bar Association

Statement of Activities

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

75.00% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
SUMMARY PAGE				
LICENSE FEES	13,204,000.00	1,101,895.59	10,183,933.23	3,020,066.77
ACCESS TO JUSTICE	(251,763.00)	(30,878.76)	(234,784.22)	(16,978.78)
ADMINISTRATION	(974,756.00)	(71,328.14)	(692,086.90)	(282,669.10)
ADMISSIONS/BAR EXAM	(91,290.00)	(24,750.61)	473,445.04	(564,735.04)
BOARD OF GOVERNORS	(782,596.00)	(57,825.66)	(594,913.31)	(187,682.69)
COMMUNICATIONS	(1,656,408.00)	(127,040.59)	(1,148,273.34)	(508,134.66)
DISCIPLINE	(5,462,671.00)	(434,946.28)	(3,980,016.29)	(1,482,654.71)
DIVERSITY	(293,895.00)	(30,664.53)	(191,723.58)	(102,171.42)
FOUNDATION	(167,949.00)	(12,165.51)	(116,819.13)	(51,129.87)
HUMAN RESOURCES	(257,819.00)	(29,044.32)	(277,043.46)	19,224.46
PUBLIC SERVICE PROGRAMS	(347,000.00)	(16,724.62)	(218,592.37)	(128,407.63)
LOMAP	(200,402.00)	(16,174.66)	(135,528.97)	(64,873.03)
LAP	(158,452.00)	(20,842.86)	(131,995.93)	(26,456.07)
LEGISLATIVE	(263,265.00)	(8,990.72)	(168,692.41)	(94,572.59)
LICENSING AND MEMBERSHIP	(339,667.00)	(14,900.78)	(201,838.63)	(137,828.37)
LIMITED LICENSE LEGAL TECHNICIAN	(221,664.00)	(11,384.03)	(140,040.05)	(81,623.95)
LIMITED PRACTICE OFFICERS	(69,787.00)	(922.93)	(24,117.12)	(45,669.88)
MANDATORY CLE ADMINISTRATION	(24,390.00)	(14,014.23)	81,753.12	(106,143.12)
MEMBER BENEFITS	(72,000.00)	608.87	(30,870.08)	(41,129.92)
MENTORSHIP PROGRAM	(201,473.00)	(12,383.93)	(118,753.01)	(82,719.99)
NEW LAWYER PROGRAM	(227,891.00)	(24,873.54)	(190,616.60)	(37,274.40)
NW LAWYER	(50,758.00)	8,359.91	(57,192.14)	6,434.14
OFFICE OF GENERAL COUNSEL	(792,970.00)	(62,973.96)	(566,965.14)	(226,004.86)
OGC-DISCIPLINARY BOARD	(257,747.00)	(19,090.97)	(179,726.92)	(78,020.08)
PRACTICE OF LAW BOARD	(115,371.00)	(11,578.13)	(88,781.13)	(26,589.87)
PROFESSIONAL RESPONSIBILITY	(280,851.00)	(20,841.44)	(185,572.50)	(95,278.50)
LAW CLERK PROGRAM	(9,435.00)	(5,933.28)	39,509.47	(48,944.47)
SECTIONS ADMINISTRATION	(153,156.00)	(38,126.33)	(24,886.40)	(128,269.60)
TECHNOLOGY	(1,475,919.00)	(107,236.14)	(1,008,389.25)	(467,529.75)
CLE - PRODUCTS	222,126.00	(12,268.23)	316,277.32	(94,151.32)
CLE - SEMINARS	50,087.00	17,674.23	(270,462.43)	320,549.43
SECTIONS OPERATIONS	(249,891.75)	(38,024.48)	4,022.14	(253,913.89)
LFCP	369,779.00	(8,352.10)	738,195.18	(368,416.18)
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	-	153.40	8,813.55	(8,813.55)
INDIRECT EXPENSES	(17,885,612.00)	(1,409,334.42)	(13,034,880.46)	(4,850,731.54)
TOTAL OF ALL	19,490,856.75	1,564,924.18	12,167,612.72	7,323,244.03
NET INCOME (LOSS)	(1,605,244.75)	(155,589.76)	867,267.74	

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	\$ 222,765
Total		\$ 222,765

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.92%	\$ 2,172,386
UBS Financial Money Market	1.00%	\$ 839,608
Morgan Stanley Money Market	0.65%	\$ 25,712
Merrill Lynch Money Market	1.04%	\$ 1,877,257
Long Term Investments	Varies	\$ 3,420,372
Short Term Investments	Varies	\$ 3,000,000
General Fund Total		\$ 11,558,100

Lawyer's Fund for Client Protection

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	\$ 1,476,180

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.92%	\$ 2,235,854
Morgan Stanley Money Market	0.24%	\$ 102,661
Wells Fargo Investments	Varies	\$ -
Lawyers' Fund for Client Protection Total		\$ 3,814,696

Grand Total Cash & Investments	\$ 15,372,796
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Long Term Investments- General Fund**UBS Financial Long Term Investments**

Nuveen 3-7 year Municipal Bond Portfolio

Value as of 6/30/2017

\$ 506,005.65

Morgan Stanley Long Term Investments

Lord Abbett Short Term Duration Income Fund

Value as of 6/30/2017

\$ 1,566,755.76

Guggenheim Total Return Bond Fund

\$ 677,390.68

Virtus Multi-Sector Short Term Bond Fund

\$ 670,219.99

\$ 2,914,366.43**Total Long Term Investments- General Fund 3,420,372.08****Short Term Investments- General Fund****Bank**

	<u>Interest Rate</u>	<u>Yield</u>	<u>Term</u>	<u>Maturity Date</u>	<u>Amount</u>
Enterprise Bank	0.65%	0.65%	6 months	7/31/2017	250,000.00
Pacific Western Bank	0.65%	0.65%	6 months	7/31/2017	250,000.00
First VA Community Bank	0.65%	0.65%	6 months	7/31/2017	250,000.00
Bank of China NY	0.85%	0.85%	9 months	10/30/2017	250,000.00
Bank of Baroda	0.90%	0.90%	9 months	10/31/2017	250,000.00
ZB NA	0.80%	0.80%	9 months	11/1/2017	250,000.00
First Merchant Bank	0.65%	0.65%	6 months	8/3/2017	250,000.00
Bank India NY	0.80%	0.80%	6 months	8/9/2017	250,000.00
Huntington National Bank	0.80%	0.80%	6 months	8/15/2017	250,000.00
Safra National Bank NY	0.65%	0.65%	6 months	8/15/2017	250,000.00
United Bank Vernon Rockville CT	0.65%	0.65%	6 months	8/16/2017	250,000.00
Washington First Bank Reston VA	0.70%	0.70%	6 months	8/28/2017	250,000.00

Total Short Term Investments- General Fund 3,000,000.00**Lawyer's Fund for Client Protection****Bank**

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

WASHINGTON STATE BAR ASSOCIATION

Statements of Cash Flows

For the Nine Months Ended June 30, 2017 and 2016

	2017	2016
Cash Flows From Operating Activities:		
Cash received from licensing fees	\$ 13,463,292	\$ 13,251,254
Cash received from CLE products and seminars	1,512,405	\$ 1,924,984
Cash received from other activities	4,950,486	5,089,685
Cash paid to employees	(7,965,359)	(7,863,867)
Cash paid to vendors	(7,716,366)	(8,286,879)
Interest received	48,971	27,514
Net Cash Used by Operating Activities	4,293,429	4,142,692
Cash Flows From Investing Activities:		
Change in restricted cash and cash equivalents	(714,624)	(395,346)
Proceeds from sale of investments	2,250,000	4,983,195
Purchase of investments	(4,500,000)	(5,550,000)
Acquisition of property and equipment	(416,056)	(859,464)
Net Cash Provided by Investing Activities	(3,380,680)	(1,821,616)
Net Change in Cash and Cash Equivalents	912,748	2,321,076
Cash and cash equivalents, beginning of year	4,228,422	4,159,656
Cash and Cash Equivalents, End of Year	\$ 5,141,171	\$ 6,480,732
Reconciliation of Change in Net Assets to Net Cash Flows		
From Operating Activities:		
Change in net assets	\$ 867,268	\$ 687,664
Adjustments to reconcile change in net assets to net cash flows from operating activities-		
Depreciation	327,399	329,399
Amortization of deferred lease incentive	-	-
Unrealized loss (gain) on investments	(44,085)	(123,423)
Loss on disposal of property and equipment	-	-
Change in operating assets and liabilities:		
Receivables	25,523	23,183
Desk and course books	(964)	(14,063)
Deferred seminar costs and prepaid expenses	38,075	241,747
Accounts payable and accrued expenses	(235,100)	(737,725)
Deferred licensing fees	3,279,359	3,692,922
Deferred lease obligation and incentive	124,833	162,175
Other deferred revenue	(88,880)	(119,187)
Net Cash Used by Operating Activities	4,293,429	\$ 4,142,692



WSBA Financial Reports

(Unaudited)

Year to Date July 31, 2017

Prepared by Mark Hayes, Controller

Submitted by

Ann Holmes, Chief Operations Officer

August 24, 2017



To: Board of Governors
Budget and Audit Committee

From: Mark Hayes, Controller

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

Date: August 22, 2017

	% of Year	Current Year % YTD	Current Year \$ Difference ¹	Prior Year YTD	Comments
Salaries	83.33%	82.90%	\$46,898 (Under budget)	80.81%	Expected to be on or under budget
Benefits	83.33%	80.04%	\$121,687 (Under budget)	77.25%	Expected to be on or under budget
Other Indirect Expenses	83.33%	75.28%	\$270,899 (Under budget)	84.27%	Expected to be under budget
Total Indirect Expenses	83.33%	80.87%	\$439,484 (Under budget)	80.71%	Expected to be under budget

General Fund Revenues	83.33%	88.22%	\$825,435 (Over budget)	87.35%	Expected to be over budget
General Fund Direct Expenses	83.33%	67.53%	\$403,280 (Under budget)	68.96%	Expected to be under budget

CLE Revenue	83.33%	67.59%	\$405,353 (Under budget)	90.98%	Expected to be under budget
CLE Direct Expenses	83.33%	54.97%	\$245,665 (Under budget)	68.27%	Expected to be under budget
CLE Indirect Expenses	83.33%	80.00%	\$47,800 (Under budget)	73.66%	Expected to be on or under 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 July, 2017 (10 months into the fiscal year).

Washington State Bar Association Financial Summary
Year to Date as of July 31, 2017 83.33% of Year
Compared to Fiscal Year 2017 Budget

Category	Actual Revenues	Budgeted Revenues	Actual Indirect Expenses	Budgeted Indirect Expenses	Actual Direct Expenses	Budgeted Direct Expenses	Actual Total Expenses	Budgeted Total Expenses	Actual Net Result	Budgeted Net Result
Access to Justice	-	8,000.00	195,637	197,913	55,939	61,850	251,576	259,763	(251,576)	(251,763)
Administration	103,784	55,000	854,951	1,026,621	1,215	3,135	856,166	1,029,756	(752,382)	(974,756)
Admissions/Bar Exam	1,245,165	1,070,000	632,230	784,390	207,978	376,900	840,208	1,161,290	404,957	(91,290)
Board of Governors	-	-	428,457	487,946	214,308	294,650	642,765	782,596	(642,765)	(782,596)
Communications	2,244	44,250	1,219,256	1,570,598	54,719	130,060	1,273,975	1,700,658	(1,271,731)	(1,656,408)
Discipline	82,882	140,000	4,325,996	5,335,003	173,542	267,668	4,499,538	5,602,671	(4,416,657)	(5,462,671)
Diversity	90,275	100,374	300,926	365,119	14,952	29,150	315,878	394,269	(225,603)	(293,895)
Foundation	-	-	122,869	148,649	6,464	19,300	129,333	167,949	(129,333)	(167,949)
Human Resources	-	-	306,171	257,819	-	-	306,171	257,819	(306,171)	(257,819)
Law Clerk Program	105,325	97,000	69,216	101,085	3,164	5,350	72,379	106,435	32,946	(9,435)
Law Office Management Asst.Prog	3,150	2,500	151,838	198,202	3,077	4,700	154,916	202,902	(151,766)	(200,402)
Lawyers Assistance Program	5,310	15,750	99,527	127,432	47,251	46,770	146,778	174,202	(141,469)	(158,452)
Legislative	-	-	147,543	220,465	30,121	42,800	177,664	263,265	(177,664)	(263,265)
Licensing Fees	11,280,839	13,204,000	-	-	-	-	-	-	11,280,839	13,204,000
License and Membership Records	268,392	247,800	463,625	559,967	30,844	27,500	494,469	587,467	(226,076)	(339,667)
Limited License Legal Technician	12,619	13,400	139,953	175,010	28,759	60,054	168,712	235,064	(156,093)	(221,664)
Limited Practice Officers	113,268	132,700	126,745	189,203	8,018	13,284	134,762	202,487	(21,494)	(69,787)
Mandatory CLE	647,689	711,000	399,569	468,890	188,219	266,500	587,788	735,390	59,901	(24,390)
Member Benefits	19,616	3,000	-	-	61,251	75,000	61,251	75,000	(41,635)	(72,000)
Mentorship Program	-	-	126,780	177,973	3,795	23,500	130,575	201,473	(130,575)	(201,473)
New Lawyer Program	21,682	80,000	214,162	275,191	21,739	32,700	235,900	307,891	(214,218)	(227,891)
NW Lawyer	478,711	573,450	170,590	221,408	344,458	402,800	515,048	624,208	(36,337)	(50,758)
Office of General Counsel	59	-	642,547	777,270	6,954	15,700	649,500	792,970	(649,442)	(792,970)
OGC-Disciplinary Board	-	-	128,451	154,747	70,674	103,000	199,124	257,747	(199,124)	(257,747)
Practice of Law Board	-	-	83,773	101,271	15,225	14,100	98,997	115,371	(98,997)	(115,371)
Professional Responsibility Program	-	-	200,972	272,851	5,039	8,000	206,011	280,851	(206,011)	(280,851)
Public Service Programs	94,192	85,000	164,638	216,540	179,285	215,460	343,923	432,000	(249,731)	(347,000)
Sections Administration	324,769	307,000	382,017	448,056	7,588	12,100	389,605	460,156	(64,836)	(153,156)
Technology	-	-	1,123,587	1,475,919	-	-	1,123,587	1,475,919	(1,123,587)	(1,475,919)
Subtotal General Fund	14,899,969	16,890,224	13,222,023	16,335,538	1,784,578	2,552,031	15,006,601	18,887,569	(106,632)	(1,997,345)
Expenses using reserve funds							15,006,601		-	-
Total General Fund - Net Result from Operations									(106,632)	(1,997,345)
Percentage of Budget	88.22%		80.94%		69.93%		79.45%			
CLE-Products	997,635	879,800	423,870	512,809	105,008	144,865	528,878	657,674	468,757	222,126
CLE-Seminars	742,593	1,695,000	725,242	923,544	371,160	721,369	1,096,402	1,644,913	(353,809)	50,087
Total CLE	1,740,228	2,574,800	1,149,113	1,436,353	476,168	866,234	1,625,280	2,302,587	114,948	272,213
Percentage of Budget	67.59%		80.00%		54.97%		70.58%			
Total All Sections	613,675	688,611	-	-	619,532	904,833	619,532	904,833	(5,856)	(216,222)
Lawyers Fund for Client Protection-Restricted	1,008,492	986,000	93,460	113,721	180,307	502,500	273,767	616,221	734,725	369,779
Management Western States Bar Conference (No WSBA Funds)	67,950	50,000	-	-	59,183	50,000	59,183	50,000.00	8,767	-
Totals	18,330,315	21,189,635	14,464,596	17,885,612	3,119,767	4,875,597.75	17,584,363	22,761,210	745,952	(1,571,575)
Percentage of Budget	86.51%		80.87%		63.99%		77.26%			

Summary of Fund Balances:	Fund Balances Sept. 30, 2016	Fund Balances Year to date	2017 Budgeted Fund Balances
Restricted Funds:			
Lawyers Fund for Client Protection	2,646,222	3,380,947	3,016,001
Western States Bar Conference (No WSBA Funds)	10,958	19,725	10,958
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	456,568	571,516	728,781
Section Funds	1,212,637	1,206,781	996,416
Board-Designated Funds (General Fund):			
Operating Reserve Fund	1,500,000	1,500,000	1,500,000
Facilities Reserve Fund	200,000	200,000	200,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	2,218,536	2,111,904	221,191
Total Fund Balance	8,244,921	8,990,874	6,673,347
Net Change In Fund Balance		745,952	(1,571,575)

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSE FEES					
REVENUE:					
LICENSE FEES	<u>13,204,000.00</u>	<u>1,096,905.36</u>	<u>11,280,838.59</u>	<u>1,923,161.41</u>	<u>85.44%</u>
TOTAL REVENUE:	<u>13,204,000.00</u>	<u>1,096,905.36</u>	<u>11,280,838.59</u>	<u>1,923,161.41</u>	<u>85.44%</u>

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ACCESS TO JUSTICE					
REVENUE:					
CONFERENCES & INSTITUTES	8,000.00	-	-	8,000.00	0%
TOTAL REVENUE:	8,000.00	-	-	8,000.00	0%
DIRECT EXPENSES:					
ATJ BOARD RETREAT	2,000.00	-	1,661.99	338.01	83.10%
LEADERSHIP TRAINING	2,000.00	-	-	2,000.00	0.00%
ATJ BOARD EXPENSE	15,100.00	(3,923.82)	6,870.17	8,229.83	45.50%
ATJ BOARD COMMITTEES EXPENSE	5,000.00	197.09	3,131.76	1,868.24	62.64%
STAFF TRAVEL/PARKING	1,200.00	-	753.64	446.36	62.80%
STAFF MEMBERSHIP DUES	150.00	-	-	150.00	0.00%
PUBLIC DEFENSE	8,400.00	385.47	4,307.62	4,092.38	51.28%
CONFERENCE/INSTITUTE EXPENSE	23,000.00	563.13	38,314.75	(15,314.75)	167%
RECEPTION/FORUM EXPENSE	5,000.00	-	899.00	4,101.00	18%
TOTAL DIRECT EXPENSES:	61,850.00	(2,778.13)	55,938.93	5,911.07	90.44%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.10 FTE)	105,884.00	12,188.34	125,232.56	(19,348.56)	118.27%
BENEFITS EXPENSE	42,244.00	3,513.66	32,944.07	9,299.93	77.99%
OTHER INDIRECT EXPENSE	49,785.00	3,867.78	37,460.31	12,324.69	75.24%
TOTAL INDIRECT EXPENSES:	197,913.00	19,569.78	195,636.94	2,276.06	98.85%
TOTAL ALL EXPENSES:	259,763.00	16,791.65	251,575.87	8,187.13	96.85%
NET INCOME (LOSS):	(251,763.00)	(16,791.65)	(251,575.87)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMINISTRATION					
REVENUE:					
INTEREST INCOME	25,000.00	5,807.34	46,485.10	(21,485.10)	185.94%
GAIN/LOSS ON INVESTMENTS	30,000.00	12,725.75	57,182.72	(27,182.72)	190.61%
MISCELLANEOUS	-	110.00	116.00	(116.00)	
TOTAL REVENUE:	55,000.00	18,643.09	103,783.82	(48,783.82)	188.70%
DIRECT EXPENSES:					
CREDIT CARD MERCHANT FEES	-	(174.75)	(966.21)	966.21	
STAFF TRAVEL/PARKING	2,500.00	-	1,722.00	778.00	68.88%
STAFF MEMBERSHIP DUES	635.00	266.00	266.00	369.00	41.89%
MISCELLANEOUS	-	193.38	193.38	(193.38)	
TOTAL DIRECT EXPENSES:	3,135.00	284.63	1,215.17	1,919.83	38.76%
INDIRECT EXPENSES:					
SALARY EXPENSE (7.92 FTE)	632,169.00	48,074.96	544,161.07	88,007.93	86.08%
BENEFITS EXPENSE	206,690.00	15,996.32	169,547.74	37,142.26	82.03%
OTHER INDIRECT EXPENSE	187,762.00	14,582.57	141,242.13	46,519.87	75.22%
TOTAL INDIRECT EXPENSES:	1,026,621.00	78,653.85	854,950.94	171,670.06	83.28%
TOTAL ALL EXPENSES:	1,029,756.00	78,938.48	856,166.11	173,589.89	83.14%
NET INCOME (LOSS):	(974,756.00)	(60,295.39)	(752,382.29)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
ADMISSIONS/BAR EXAMS					
REVENUE:					
EXAM SOFT REVENUE	40,000.00	-	12,215.00	27,785.00	30.54%
BAR EXAM FEES	1,000,000.00	30,980.00	1,177,945.00	(177,945.00)	117.79%
SPECIAL ADMISSIONS	30,000.00	6,200.00	55,005.00	(25,005.00)	183.35%
TOTAL REVENUE:	1,070,000.00	37,180.00	1,245,165.00	(175,165.00)	116.37%
DIRECT EXPENSES:					
FACILITY, PARKING, FOOD	65,000.00	18,978.73	73,286.22	(8,286.22)	112.75%
EXAMINER FEES	32,500.00	16,000.00	26,000.00	6,500.00	80.00%
UBE EXMINATIONS	136,000.00	-	40,342.00	95,658.00	29.66%
BOARD OF BAR EXAMINERS	30,000.00	573.10	10,051.12	19,948.88	33.50%
BAR EXAM PROCTORS	33,000.00	-	14,609.00	18,391.00	44.27%
CHARACTER & FITNESS BOARD	20,000.00	826.40	10,598.50	9,401.50	52.99%
DISABILITY ACCOMMODATIONS	25,000.00	3,500.00	15,772.87	9,227.13	63.09%
CHARACTER & FITNESS INVESTIGATIONS	1,000.00	-	152.32	847.68	15.23%
LAW SCHOOL VISITS	1,000.00	-	49.00	951.00	4.90%
COURT REPORTERS	15,000.00	461.51	7,095.44	7,904.56	47.30%
POSTAGE	4,000.00	68.98	3,109.44	890.56	77.74%
STAFF TRAVEL/PARKING	13,000.00	1,642.75	6,200.29	6,799.71	47.69%
STAFF MEMBERSHIP DUES	200.00	200.00	200.00	-	100.00%
SUPPLIES	1,200.00	186.45	512.23	687.77	42.69%
TOTAL DIRECT EXPENSES:	376,900.00	42,437.92	207,978.43	168,921.57	55.18%
INDIRECT EXPENSES:					
SALARY EXPENSE (6.48 FTE)	465,903.00	37,739.92	381,839.14	84,063.86	81.96%
BENEFITS EXPENSE	164,864.00	13,547.08	134,713.39	30,150.61	81.71%
OTHER INDIRECT EXPENSE	153,623.00	11,943.06	115,676.98	37,946.02	75.30%
TOTAL INDIRECT EXPENSES:	784,390.00	63,230.06	632,229.51	152,160.49	80.60%
TOTAL ALL EXPENSES:	1,161,290.00	105,667.98	840,207.94	321,082.06	72.35%
NET INCOME (LOSS):	(91,290.00)	(68,487.98)	404,957.06		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
BOG/OED					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
BOG MEETINGS	125,000.00	6,221.01	79,279.28	45,720.72	63.42%
BOG COMMITTEES' EXPENSES	30,000.00	2,035.81	14,599.87	15,400.13	48.67%
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	-	60,000.00	-	100.00%
BOG CONFERENCE ATTENDANCE	17,500.00	-	17,037.22	462.78	97.36%
BOG TRAVEL & OUTREACH	45,000.00	572.78	28,105.93	16,894.07	62.46%
ED TRAVEL & OUTREACH	5,000.00	234.38	2,158.27	2,841.73	43.17%
BOG ELECTIONS	5,000.00	-	6,818.43	(1,818.43)	136.37%
STAFF TRAVEL/PARKING	4,000.00	328.00	3,536.40	463.60	88.41%
STAFF MEMBERSHIP DUES	1,850.00	366.00	2,028.70	(178.70)	109.66%
TELEPHONE	1,300.00	79.33	743.58	556.42	57.20%
TOTAL DIRECT EXPENSES:	294,650.00	9,837.31	214,307.68	80,342.32	72.73%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.45 FTE)	336,231.00	26,037.02	309,386.70	26,844.30	92.02%
BENEFITS EXPENSE	93,632.00	7,456.09	75,271.62	18,360.38	80.39%
OTHER INDIRECT EXPENSE	58,083.00	4,521.13	43,798.86	14,284.14	75.41%
TOTAL INDIRECT EXPENSES:	487,946.00	38,014.24	428,457.18	59,488.82	87.81%
TOTAL ALL EXPENSES:	782,596.00	47,851.55	642,764.86	139,831.14	82.13%
NET INCOME (LOSS):	(782,596.00)	(47,851.55)	(642,764.86)		

Washington State Bar Association

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
COMMUNICATIONS					
REVENUE:					
AWARDS LUNCH/DINNER	44,000.00	-	654.16	43,345.84	1.49%
50 YEAR MEMBER TRIBUTE LUNCH	250.00	-	1,170.00	(920.00)	468.00%
WSBA LOGO MERCHANDISE SALES	-	-	420.00	(420.00)	
TOTAL REVENUE:	44,250.00	-	2,244.16	42,005.84	5.07%
DIRECT EXPENSES:					
IMAGE LIBRARY	4,100.00	-	3,999.00	101.00	97.54%
BAR OUTREACH	2,500.00	-	1,350.94	1,149.06	54.04%
ABA DELEGATES	5,600.00	-	750.00	4,850.00	13.39%
ANNUAL CHAIR MTGS	600.00	-	877.32	(277.32)	146.22%
AWARDS DINNER	63,000.00	306.77	17,364.27	45,635.73	27.56%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	-	9,374.15	(1,374.15)	117.18%
JUD RECOMMEND COMMITTEE	4,500.00	-	1,348.33	3,151.67	29.96%
PROFESSIONALISM	750.00	-	1,206.20	(456.20)	160.83%
COMMUNICATIONS OUTREACH	15,000.00	161.91	1,721.82	13,278.18	11.48%
TRANSLATION SERVICES	3,500.00	343.65	2,851.90	648.10	81.48%
DEPRECIATION	2,300.00	225.38	2,260.38	39.62	98.28%
EQUIPMENT, HARDWARE & SOFTWARE	-	-	79.47	(79.47)	
STAFF TRAVEL/PARKING	4,000.00	188.40	1,053.00	2,947.00	26.33%
STAFF MEMBERSHIP DUES	1,960.00	135.00	585.00	1,375.00	29.85%
SUBSCRIPTIONS	10,050.00	31.92	6,255.63	3,794.37	62.25%
DIGITAL/ONLINE DEVELOPMENT	4,000.00	256.60	3,608.99	391.01	90.22%
CONFERENCE CALLS	200.00	-	33.00	167.00	16.50%
TOTAL DIRECT EXPENSES:	130,060.00	1,649.63	54,719.40	75,340.60	42.07%
INDIRECT EXPENSES:					
SALARY EXPENSE (14.64 FTE)	896,797.00	70,807.45	707,309.47	189,487.53	78.87%
BENEFITS EXPENSE	326,726.00	24,039.39	250,742.26	75,983.74	76.74%
OTHER INDIRECT EXPENSE	347,075.00	26,961.05	261,203.89	85,871.11	75.26%
TOTAL INDIRECT EXPENSES:	1,570,598.00	121,807.89	1,219,255.62	351,342.38	77.63%
TOTAL ALL EXPENSES:	1,700,658.00	123,457.52	1,273,975.02	426,682.98	74.91%
NET INCOME (LOSS):	(1,656,408.00)	(123,457.52)	(1,271,730.86)		

Washington State Bar Association

Statement of Activities

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83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DISCIPLINE					
REVENUE:					
AUDIT REVENUE	2,000.00	233.75	2,458.75	(458.75)	122.94%
RECOVERY OF DISCIPLINE COSTS	125,000.00	2,000.24	69,338.14	55,661.86	55.47%
DISCIPLINE HISTORY SUMMARY	13,000.00	1,010.42	11,084.82	1,915.18	85.27%
TOTAL REVENUE:	140,000.00	3,244.41	82,881.71	57,118.29	59.20%
DIRECT EXPENSES:					
COURT REPORTERS	65,000.00	2,767.56	36,918.95	28,081.05	56.80%
OUTSIDE COUNSEL/AIC	3,500.00	-	996.99	2,503.01	28.49%
LITIGATION EXPENSES	30,000.00	1,234.62	15,920.75	14,079.25	53.07%
DISABILITY EXPENSES	15,000.00	-	5,076.45	9,923.55	33.84%
ONLINE LEGAL RESEARCH	65,900.00	11,132.46	54,324.54	11,575.46	82.43%
LAW LIBRARY	13,075.00	916.96	5,407.14	7,667.86	41.35%
TRANSLATION SERVICES	3,000.00	530.00	1,245.00	1,755.00	41.50%
DEPRECIATION-SOFTWARE	25,200.00	530.00	17,021.08	8,178.92	67.54%
PUBLICATIONS PRODUCTION	250.00	-	212.23	37.77	84.89%
STAFF TRAVEL/PARKING	38,500.00	1,887.04	29,134.19	9,365.81	75.67%
STAFF MEMBERSHIP DUES	3,243.00	366.00	2,410.38	832.62	74.33%
TELEPHONE	5,000.00	181.84	4,874.52	125.48	97.49%
TOTAL DIRECT EXPENSES:	267,668.00	19,546.48	173,542.22	94,125.78	64.83%
INDIRECT EXPENSES:					
SALARY EXPENSE (37.77 FTE)	3,370,608.00	264,906.18	2,786,293.07	584,314.93	82.66%
BENEFITS EXPENSE	1,068,970.00	85,864.41	865,869.07	203,100.93	81.00%
OTHER INDIRECT EXPENSE	895,425.00	69,567.72	673,834.02	221,590.98	75.25%
TOTAL INDIRECT EXPENSES:	5,335,003.00	420,338.31	4,325,996.16	1,009,006.84	81.09%
TOTAL ALL EXPENSES:	5,602,671.00	439,884.79	4,499,538.38	1,103,132.62	80.31%
NET INCOME (LOSS):	(5,462,671.00)	(436,640.38)	(4,416,656.67)		

Washington State Bar Association

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83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
DIVERSITY					
REVENUE:					
DONATIONS & GRANTS	90,000.00	-	90,000.00	-	100.00%
SEMINAR REGISTRATIONS	-	-	275.00	(275.00)	
WORK STUDY GRANTS	10,374.00	-	-	10,374.00	0.00%
TOTAL REVENUE:	100,374.00	-	90,275.00	10,099.00	89.94%
DIRECT EXPENSES:					
STAFF MEMBERSHIP DUES	350.00	531.00	531.00	(181.00)	151.71%
STAFF TRAVEL/PARKING	8,600.00	408.96	4,062.73	4,537.27	47.24%
SUPPLIES	2,000.00	-	-	2,000.00	0.00%
COMMITTEE FOR DIVERSITY	6,200.00	337.04	4,097.27	2,102.73	66.09%
DIVERSITY EVENTS & PROJECTS	5,500.00	1,582.43	5,318.95	181.05	96.71%
SPECIAL EVENTS	5,000.00	809.95	927.12	4,072.88	18.54%
MISCELLANEOUS	-	-	(8.00)	8.00	
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	-	1,000.00	0.00%
INTERNAL DIVERSITY OUTREACH	500.00	-	22.96	477.04	4.59%
TOTAL DIRECT EXPENSE:	29,150.00	3,669.38	14,952.03	14,197.97	51.29%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.97 FTE)	222,565.00	18,829.42	188,730.51	33,834.49	84.80%
BENEFITS EXPENSE	72,143.00	5,918.63	59,293.64	12,849.36	82.19%
OTHER INDIRECT EXPENSE	70,411.00	5,461.91	52,901.74	17,509.26	75.13%
TOTAL INDIRECT EXPENSES:	365,119.00	30,209.96	300,925.89	64,193.11	82.42%
TOTAL ALL EXPENSES:	394,269.00	33,879.34	315,877.92	78,391.08	80.12%
NET INCOME (LOSS):	(293,895.00)	(33,879.34)	(225,602.92)		

Washington State Bar Association

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
FOUNDATION					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
BOARD OF TRUSTEES	5,000.00	182.27	1,876.34	3,123.66	37.53%
GRAPHIC DESIGN	1,500.00	-	-	1,500.00	0.00%
CONSULTING SERVICES	3,000.00	-	2,600.00	400.00	86.67%
POSTAGE	500.00	-	-	500.00	0.00%
PRINTING & COPYING	1,500.00	-	717.26	782.74	47.82%
STAFF TRAVEL/PARKING	1,700.00	-	63.83	1,636.17	3.75%
STAFF MEMBERSHIP DUES	600.00	180.00	363.00	237.00	60.50%
SUPPLIES	500.00	-	116.58	383.42	23.32%
SPECIAL EVENTS	5,000.00	-	727.24	4,272.76	14.54%
TOTAL DIRECT EXPENSES:	19,300.00	362.27	6,464.25	12,835.75	33.49%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.25 FTE)	88,294.00	7,354.24	75,433.99	12,860.01	85.44%
BENEFITS EXPENSE	30,721.00	2,497.82	25,162.10	5,558.90	81.91%
OTHER INDIRECT EXPENSE	29,634.00	2,299.76	22,272.88	7,361.12	75.16%
TOTAL INDIRECT EXPENSES:	148,649.00	12,151.82	122,868.97	25,780.03	82.66%
TOTAL ALL EXPENSES:	167,949.00	12,514.09	129,333.22	38,615.78	77.01%
NET INCOME (LOSS):	(167,949.00)	(12,514.09)	(129,333.22)		

Washington State Bar Association

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
HUMAN RESOURCES					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
STAFF TRAINING- GENERAL	35,000.00	497.57	11,102.03	23,897.97	31.72%
RECRUITING AND ADVERTISING	7,000.00	475.65	4,725.58	2,274.42	67.51%
PAYROLL PROCESSING	55,000.00	3,490.09	40,003.99	14,996.01	72.73%
SALARY SURVEYS	2,700.00	-	1,190.64	1,509.36	44.10%
DEPRECIATION	835.00	-	835.21	(0.21)	100.03%
CONSULTING SERVICES	9,000.00	10,037.50	19,797.50	(10,797.50)	219.97%
STAFF TRAVEL/PARKING	250.00	-	13.00	237.00	5.20%
STAFF MEMBERSHIP DUES	1,378.00	-	1,092.00	286.00	79.25%
SUBSCRIPTIONS	1,993.00	300.00	2,044.95	(51.95)	102.61%
THIRD PARTY SERVICES	13,500.00	-	13,426.00	74.00	99.45%
TRANSFER TO INDIRECT EXPENSE	(126,656.00)	(14,800.81)	(94,230.90)	(32,425.10)	74.40%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (2.48 FTE)	244,580.00	18,532.24	202,389.93	42,190.07	82.75%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
BENEFITS EXPENSE	74,445.00	6,022.36	59,483.18	14,961.82	79.90%
OTHER INDIRECT EXPENSE	58,794.00	4,573.38	44,298.33	14,495.67	75.34%
TOTAL INDIRECT EXPENSES:	257,819.00	29,127.98	306,171.44	(48,352.44)	118.75%
TOTAL ALL EXPENSES:	257,819.00	29,127.98	306,171.44	(48,352.44)	118.75%
NET INCOME (LOSS):	(257,819.00)	(29,127.98)	(306,171.44)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW CLERK PROGRAM					
REVENUE:					
LAW CLERK FEES	95,000.00	(1,500.00)	101,725.00	(6,725.00)	107.08%
LAW CLERK APPLICATION FEES	2,000.00	1,400.00	3,600.00	(1,600.00)	180.00%
TOTAL REVENUE:	97,000.00	(100.00)	105,325.00	(8,325.00)	108.58%
DIRECT EXPENSES:					
SUBSCRIPTIONS	250.00	-	-	250.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
LAW CLERK BOARD EXPENSE	5,000.00	378.18	3,163.56	1,836.44	63.27%
TOTAL DIRECT EXPENSES:	5,350.00	378.18	3,163.56	2,186.44	59.13%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.89 FTE)	59,025.00	2,967.78	37,722.18	21,302.82	63.91%
BENEFITS EXPENSE	20,961.00	1,471.39	15,547.41	5,413.59	74.17%
OTHER INDIRECT EXPENSE	21,099.00	1,646.44	15,946.17	5,152.83	75.58%
TOTAL INDIRECT EXPENSES:	101,085.00	6,085.61	69,215.76	31,869.24	68.47%
TOTAL ALL EXPENSES:	106,435.00	6,463.79	72,379.32	34,055.68	68.00%
NET INCOME (LOSS):	(9,435.00)	(6,563.79)	32,945.68		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAW OFFICE MNGT ASSISTANCE PROGRAM					
REVENUE:					
LAW OFFICE IN A BOX SALES	2,500.00	360.00	3,150.04	(650.04)	126.00%
TOTAL REVENUE:	2,500.00	360.00	3,150.04	(650.04)	126.00%
DIRECT EXPENSES:					
LIBRARY MATERIALS/RESOURCES	1,500.00	-	653.35	846.65	43.56%
LAW OFFICE IN A BOX	500.00	269.57	650.65	(150.65)	130.13%
STAFF TRAVEL/PARKING	2,000.00	46.27	1,375.85	624.15	68.79%
STAFF MEMBERSHIP DUES	600.00	-	389.00	211.00	64.83%
CONFERENCE CALLS	100.00	-	8.53	91.47	8.53%
TOTAL DIRECT EXPENSES:	4,700.00	315.84	3,077.38	1,622.62	65.48%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.50 FTE)	122,445.00	10,244.76	93,696.22	28,748.78	76.52%
BENEFITS EXPENSE	40,196.00	3,265.83	31,308.85	8,887.15	77.89%
OTHER INDIRECT EXPENSE	35,561.00	2,770.17	26,833.16	8,727.84	75.46%
TOTAL INDIRECT EXPENSES:	198,202.00	16,280.76	151,838.23	46,363.77	76.61%
TOTAL ALL EXPENSES:	202,902.00	16,596.60	154,915.61	47,986.39	76.35%
NET INCOME (LOSS):	(200,402.00)	(16,236.60)	(151,765.57)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LAWYER ASSISTANCE PROGRAM					
REVENUE:					
DIVERSIONS	15,750.00	375.00	4,625.00	11,125.00	29.37%
LAP CLIENT FEES	-	-	255.00	(255.00)	
LAP GROUPS REVENUE	-	140.00	380.00	(380.00)	
MEMB HEALTH CARE INSUR REBATE	-	-	49.50	(49.50)	
TOTAL REVENUE:	15,750.00	515.00	5,309.50	10,440.50	33.71%
DIRECT EXPENSES:					
PROF LIAB INSURANCE	850.00	-	825.00	25.00	97.06%
MEMBER ASSISTANCE PROGRAM	45,120.00	-	46,200.00	(1,080.00)	102.39%
PUBLICATIONS PRODUCTION	200.00	-	-	200.00	0.00%
STAFF MEMBERSHIP DUES	350.00	-	226.00	124.00	64.57%
CONFERENCE CALLS	100.00	-	-	100.00	0.00%
MISCELLANEOUS	150.00	-	-	150.00	0.00%
TOTAL DIRECT EXPENSES:	46,770.00	-	47,251.00	(481.00)	101.03%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.87 FTE)	77,476.00	6,382.24	63,325.19	14,150.81	81.74%
BENEFITS EXPENSE	29,331.00	2,011.29	20,761.54	8,569.46	70.78%
OTHER INDIRECT EXPENSE	20,625.00	1,594.15	15,440.38	5,184.62	74.86%
TOTAL INDIRECT EXPENSES:	127,432.00	9,987.68	99,527.11	27,904.89	78.10%
TOTAL ALL EXPENSES:	174,202.00	9,987.68	146,778.11	27,423.89	84.26%
NET INCOME (LOSS):	(158,452.00)	(9,472.68)	(141,468.61)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LEGISLATIVE					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
OLYMPIA RENT	5,000.00	-	1,234.02	3,765.98	24.68%
CONTRACT LOBBYIST	20,000.00	-	20,000.00	-	100.00%
LOBBYIST CONTACT COSTS	1,600.00	-	96.22	1,503.78	6.01%
LEGISLATIVE COMMITTEE	2,500.00	-	2,415.42	84.58	96.62%
BOG LEGISLATIVE COMMITTEE	250.00	-	218.92	31.08	87.57%
STAFF TRAVEL/PARKING	8,000.00	-	3,443.92	4,556.08	43.05%
STAFF MEMBERSHIP DUES	450.00	-	142.17	307.83	31.59%
SUBSCRIPTIONS	2,000.00	-	1,972.80	27.20	98.64%
TELEPHONE	3,000.00	26.61	597.30	2,402.70	19.91%
TOTAL DIRECT EXPENSES:	42,800.00	26.61	30,120.77	12,679.23	70.38%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.85 FTE)	131,303.00	2,733.34	80,144.46	51,158.54	61.04%
BENEFITS EXPENSE	45,303.00	2,814.15	34,492.95	10,810.05	76.14%
OTHER INDIRECT EXPENSE	43,859.00	3,397.37	32,905.70	10,953.30	75.03%
TOTAL INDIRECT EXPENSES:	220,465.00	8,944.86	147,543.11	72,921.89	66.92%
TOTAL ALL EXPENSES:	263,265.00	8,971.47	177,663.88	85,601.12	67.48%
NET INCOME (LOSS):	(263,265.00)	(8,971.47)	(177,663.88)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LICENSING & MEMBERSHIP RECORDS					
REVENUE:					
STATUS CERTIFICATE FEES	22,000.00	1,290.90	18,111.37	3,888.63	82.32%
RULE 9/LEGAL INTERN FEES	11,000.00	750.00	10,400.00	600.00	94.55%
INVESTIGATION FEES	20,000.00	2,200.00	20,900.00	(900.00)	104.50%
PRO HAC VICE	170,000.00	15,785.00	200,970.00	(30,970.00)	118.22%
MEMBER CONTACT INFORMATION	24,000.00	952.50	17,723.06	6,276.94	73.85%
PHOTO BAR CARD SALES	800.00	12.00	288.00	512.00	36.00%
TOTAL REVENUE:	247,800.00	20,990.40	268,392.43	(20,592.43)	108.31%
DIRECT EXPENSES:					
LICENSING FORMS	2,500.00	-	2,659.92	(159.92)	106.40%
POSTAGE	25,000.00	-	27,290.05	(2,290.05)	109.16%
SUPPLIES - BAR CARDS	-	-	800.00	(800.00)	
MISCELLANEOUS	-	-	94.15	(94.15)	
TOTAL DIRECT EXPENSES:	27,500.00	-	30,844.12	(3,344.12)	112.16%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.29 FTE)	346,073.00	28,227.92	295,322.37	50,750.63	85.34%
BENEFITS EXPENSE	112,190.00	9,107.70	91,859.25	20,330.75	81.88%
OTHER INDIRECT EXPENSE	101,704.00	7,892.37	76,442.91	25,261.09	75.16%
TOTAL INDIRECT EXPENSES:	559,967.00	45,227.99	463,624.53	96,342.47	82.79%
TOTAL ALL EXPENSES:	587,467.00	45,227.99	494,468.65	92,998.35	84.17%
NET INCOME (LOSS):	(339,667.00)	(24,237.59)	(226,076.22)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED LICENSE LEGAL TECHNICIAN PROGRAM					
REVENUE:					
LLLT LICENSE FEES	5,950.00	319.17	3,469.17	2,480.83	58.31%
LLLT EXAM FEES	7,150.00	3,200.00	5,150.00	2,000.00	72.03%
LLLT EDUCATION APPROVAL FEES	-	-	2,500.00	(2,500.00)	
LLLT WAIVER FEES	300.00	150.00	1,500.00	(1,200.00)	500.00%
TOTAL REVENUE:	13,400.00	3,669.17	12,619.17	780.83	94.17%
DIRECT EXPENSES:					
CHRACTER & FITNESS INVESTIGATIONS	700.00	-	114.00	586.00	16.29%
LLLT BOARD	18,000.00	160.22	11,133.07	6,866.93	61.85%
LLLT OUTREACH	8,000.00	10.62	3,525.09	4,474.91	44.06%
DEPRECIATION	3,354.00	-	-	3,354.00	0.00%
LLLT EXAM WRITING	29,600.00	6,825.00	13,650.00	15,950.00	46.11%
STAFF TRAVEL/PARKING	400.00	-	226.74	173.26	56.69%
STAFF MEMBERSHIP DUES	-	-	110.00	(110.00)	
TOTAL DIRECT EXPENSES:	60,054.00	6,995.84	28,758.90	31,295.10	47.89%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.39 FTE)	106,271.00	7,239.63	85,735.32	20,535.68	80.68%
BENEFITS EXPENSE	35,786.00	2,925.49	29,411.74	6,374.26	82.19%
OTHER INDIRECT EXPENSE	32,953.00	2,561.09	24,806.14	8,146.86	75.28%
TOTAL INDIRECT EXPENSES:	175,010.00	12,726.21	139,953.20	35,056.80	79.97%
TOTAL ALL EXPENSES:	235,064.00	19,722.05	168,712.10	66,351.90	71.77%
NET INCOME (LOSS):	(221,664.00)	(16,052.88)	(156,092.93)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
LIMITED PRACTICE OFFICERS					
REVENUE:					
LPO EXAMINATION FEES	17,000.00	5,000.00	22,300.00	(5,300.00)	131.18%
LPO LICENSE FEES	108,000.00	8,120.55	88,938.05	19,061.95	82.35%
LPO LATE LICENSE FEES	1,000.00	-	55.00	945.00	5.50%
LPO CEU & TA LATE FEES	4,000.00	50.00	150.00	3,850.00	3.75%
LPO CONTINUING ED ACCRED FEE	2,700.00	225.00	1,825.00	875.00	67.59%
TOTAL REVENUE:	132,700.00	13,395.55	113,268.05	19,431.95	85.36%
DIRECT EXPENSES:					
LPO EXAM FACILITIES	800.00	-	639.16	160.84	79.90%
LPO BOARD	3,000.00	-	1,630.67	1,369.33	54.36%
LPO DISCIPLINE EXPENSES	500.00	-	-	500.00	0.00%
FINGERPRINT CARD PROCESSING	3,230.00	-	4,788.00	(1,558.00)	148.24%
DEPRECIATION	3,354.00	-	-	3,354.00	0.00%
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	-	100.00	0.00%
POSTAGE	2,300.00	142.14	960.01	1,339.99	41.74%
TOTAL DIRECT EXPENSES:	13,284.00	142.14	8,017.84	5,266.16	60.36%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.47 FTE)	115,843.00	5,337.84	72,780.87	43,062.13	62.83%
BENEFITS EXPENSE	38,510.00	2,574.84	27,637.32	10,872.68	71.77%
OTHER INDIRECT EXPENSE	34,850.00	2,717.91	26,326.32	8,523.68	75.54%
TOTAL INDIRECT EXPENSES:	189,203.00	10,630.59	126,744.51	62,458.49	66.99%
TOTAL ALL EXPENSES:	202,487.00	10,772.73	134,762.35	67,724.65	66.55%
NET INCOME (LOSS):	(69,787.00)	2,622.82	(21,494.30)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANDATORY CLE ADMINISTRATION					
REVENUE:					
ACCREDITED PROGRAM FEES	300,000.00	24,050.00	224,250.00	75,750.00	74.75%
FORM 1 LATE FEES	75,000.00	8,925.00	105,770.00	(30,770.00)	141.03%
MEMBER LATE FEES	150,000.00	1,175.00	173,450.00	(23,450.00)	115.63%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	-	28,250.00	(1,250.00)	104.63%
ATTENDANCE FEES	70,000.00	3,301.00	43,734.00	26,266.00	62.48%
COMITY CERTIFICATES	29,000.00	500.01	26,069.82	2,930.18	89.90%
ATTENDANCE LATE FEES	60,000.00	4,095.00	46,165.00	13,835.00	76.94%
TOTAL REVENUE:	711,000.00	42,046.01	647,688.82	63,311.18	91.10%
DIRECT EXPENSES:					
MCLE BOARD	3,000.00	-	1,428.85	1,571.15	47.63%
POSTAGE	2,000.00	-	-	2,000.00	0.00%
STAFF MEMBERSHIP DUES	500.00	-	500.00	-	100.00%
DEPRECIATION	261,000.00	18,995.00	186,290.00	74,710.00	71.38%
TOTAL DIRECT EXPENSES:	266,500.00	18,995.00	188,218.85	78,281.15	70.63%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.72 FTE)	257,805.00	27,966.60	232,449.22	25,355.78	90.16%
BENEFITS EXPENSE	99,187.00	8,234.49	82,832.90	16,354.10	83.51%
OTHER INDIRECT EXPENSE	111,898.00	8,702.49	84,287.30	27,610.70	75.33%
TOTAL INDIRECT EXPENSES:	468,890.00	44,903.58	399,569.42	69,320.58	85.22%
TOTAL ALL EXPENSES:	735,390.00	63,898.58	587,788.27	147,601.73	79.93%
NET INCOME (LOSS):	(24,390.00)	(21,852.57)	59,900.55		

Washington State Bar Association

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MEMBER BENEFITS					
REVENUE:					
ROYALTIES	3,000.00	1,523.62	19,615.78	(16,615.78)	653.86%
TOTAL REVENUE:	3,000.00	1,523.62	19,615.78	(16,615.78)	653.86%
DIRECT EXPENSES:					
CASEMAKER	75,000.00	12,288.94	61,251.18	13,748.82	81.67%
TOTAL DIRECT EXPENSES:	75,000.00	12,288.94	61,251.18	13,748.82	81.67%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	75,000.00	12,288.94	61,251.18	13,748.82	81.67%
NET INCOME (LOSS):	(72,000.00)	(10,765.32)	(41,635.40)		

Washington State Bar Association

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83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MENTORSHIP PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
MENTORSHIP PROGRAM EXPENSES	15,000.00	-	1,379.21	13,620.79	9.19%
RECEPTION/FORUM EXPENSE	4,800.00	52.79	2,160.16	2,639.84	45.00%
CONSULTING SERVICES	1,000.00	-	-	1,000.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	-	-	2,000.00	0.00%
SUBSCRIPTIONS	500.00	-	224.00	276.00	44.80%
CONFERENCE CALLS	200.00	-	31.80	168.20	15.90%
TOTAL DIRECT EXPENSES:	23,500.00	52.79	3,795.17	19,704.83	16.15%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.40 FTE)	108,515.00	6,202.54	72,651.61	35,863.39	66.95%
BENEFITS EXPENSE	36,268.00	2,979.19	29,068.18	7,199.82	80.15%
OTHER INDIRECT EXPENSE	33,190.00	2,587.23	25,059.80	8,130.20	75.50%
TOTAL INDIRECT EXPENSES:	177,973.00	11,768.96	126,779.59	51,193.41	71.24%
TOTAL ALL EXPENSES:	201,473.00	11,821.75	130,574.76	70,898.24	64.81%
NET INCOME (LOSS):	(201,473.00)	(11,821.75)	(130,574.76)		

Washington State Bar Association

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NEW LAWYER PROGRAM					
REVENUE:					
DONATIONS	-	-	1,200.00	(1,200.00)	
SEMINAR REGISTRATIONS	55,000.00	-	3,249.00	51,751.00	5.91%
TRIAL ADVOCACY PROGRAM	25,000.00	-	17,233.00	7,767.00	68.93%
TOTAL REVENUE:	80,000.00	-	21,682.00	58,318.00	27.10%
DIRECT EXPENSES:					
STAFF TRAVEL/PARKING	1,000.00	45.88	1,143.08	(143.08)	114.31%
STAFF MEMBERSHIP DUES	200.00	-	-	200.00	0.00%
ONLINE EXPENSES	2,500.00	20.00	439.00	2,061.00	17.56%
NEW LAWYER OUTREACH EVENTS	1,000.00	320.88	1,000.00	-	100.00%
NEW LAWYERS COMMITTEE	15,000.00	918.24	12,150.75	2,849.25	81.01%
OPEN SECTIONS NIGHT	3,500.00	-	3,577.78	(77.78)	102.22%
TRIAL ADVOCACY PROGRAM	3,500.00	-	1,424.77	2,075.23	40.71%
SEMINAR BROCHURES	2,000.00	-	68.18	1,931.82	3.41%
SPEAKERS & PROGRAM DEVELOPMENT	2,000.00	-	935.07	1,064.93	46.75%
SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	-	1,000.00	1,000.00	50.00%
TOTAL DIRECT EXPENSES:	32,700.00	1,305.00	21,738.63	10,961.37	66.48%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.25 FTE)	165,467.00	13,520.28	128,939.74	36,527.26	77.92%
BENEFITS EXPENSE	56,383.00	4,621.34	44,973.26	11,409.74	79.76%
OTHER INDIRECT EXPENSE	53,341.00	4,155.24	40,248.83	13,092.17	75.46%
TOTAL INDIRECT EXPENSES:	275,191.00	22,296.86	214,161.83	61,029.17	77.82%
TOTAL ALL EXPENSES:	307,891.00	23,601.86	235,900.46	71,990.54	76.62%
NET INCOME (LOSS):	(227,891.00)	(23,601.86)	(214,218.46)		

Washington State Bar Association

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
NORTHWEST LAWYER					
REVENUE:					
ROYALTIES	-	-	1,133.91	(1,133.91)	
DISPLAY ADVERTISING	440,000.00	48,104.25	348,245.25	91,754.75	79.15%
SUBSCRIPT/SINGLE ISSUES	450.00	-	251.82	198.18	55.96%
CLASSIFIED ADVERTISING	89,000.00	9,907.35	103,085.09	(14,085.09)	115.83%
GEN ANNOUNCEMENTS	17,000.00	1,700.00	8,800.00	8,200.00	51.76%
PROF ANNOUNCEMENTS	27,000.00	1,775.00	17,195.00	9,805.00	63.69%
TOTAL REVENUE:	573,450.00	61,486.60	478,711.07	94,738.93	83.48%
DIRECT EXPENSES:					
GRAPHICS/ARTWORK	3,500.00	-	1,583.80	1,916.20	45.25%
OUTSIDE SALES EXPENSE	80,000.00	-	45,989.86	34,010.14	57.49%
EDITORIAL ADVISORY COMMITTEE	800.00	27.45	168.30	631.70	21.04%
DIGITAL/ONLINE DEVELOPMENT	8,400.00	1,400.00	5,900.00	2,500.00	70.24%
BAD DEBT EXPENSE	1,000.00	-	1,775.00	(775.00)	177.50%
POSTAGE	89,100.00	-	81,869.83	7,230.17	91.89%
PRINTING, COPYING & MAILING	220,000.00	24,781.09	207,171.25	12,828.75	94.17%
TOTAL DIRECT EXPENSES:	402,800.00	26,208.54	344,458.04	58,341.96	85.52%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.72 FTE)	131,759.00	8,260.30	106,586.32	25,172.68	80.89%
BENEFITS EXPENSE	48,872.00	3,000.39	33,377.27	15,494.73	68.30%
OTHER INDIRECT EXPENSE	40,777.00	3,162.15	30,626.36	10,150.64	75.11%
TOTAL INDIRECT EXPENSES:	221,408.00	14,422.84	170,589.95	50,818.05	77.05%
TOTAL ALL EXPENSES:	624,208.00	40,631.38	515,047.99	109,160.01	82.51%
NET INCOME (LOSS):	(50,758.00)	20,855.22	(36,336.92)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OFFICE OF GENERAL COUNSEL					
REVENUE:					
COPY FEES	-	-	58.52	(58.52)	
TOTAL REVENUE:	-	-	58.52	(58.52)	
DIRECT EXPENSES:					
AMICUS BRIEF COMMITTEE	100.00	-	83.63	16.37	83.63%
COURT RULES COMMITTEE	5,000.00	167.38	1,294.66	3,705.34	25.89%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	-	-	1,500.00	0.00%
LITIGATION EXPENSES	-	-	237.88	(237.88)	
CUSTODIANSHIPS	5,000.00	-	1,036.10	3,963.90	20.72%
STAFF TRAVEL/PARKING	2,600.00	538.00	2,762.26	(162.26)	106.24%
STAFF MEMBERSHIP DUES	1,500.00	1,514.00	1,539.00	(39.00)	102.60%
TOTAL DIRECT EXPENSES:	15,700.00	2,219.38	6,953.53	8,746.47	44.29%
INDIRECT EXPENSES:					
SALARY EXPENSE (5.7 FTE)	484,565.00	57,336.42	415,619.02	68,945.98	85.77%
BENEFITS EXPENSE	157,573.00	12,415.05	125,170.61	32,402.39	79.44%
OTHER INDIRECT EXPENSE	135,132.00	10,505.69	101,757.04	33,374.96	75.30%
TOTAL INDIRECT EXPENSES:	777,270.00	80,257.16	642,546.67	134,723.33	82.67%
TOTAL ALL EXPENSES:	792,970.00	82,476.54	649,500.20	143,469.80	81.91%
NET INCOME (LOSS):	(792,970.00)	(82,476.54)	(649,441.68)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
OGC-DISCIPLINARY BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSE:					
DISCIPLINARY BOARD EXPENSES	7,500.00	794.08	7,941.29	(441.29)	105.88%
CHIEF HEARING OFFICER	33,000.00	2,500.00	25,000.00	8,000.00	75.76%
HEARING OFFICER EXPENSES	5,000.00	31.19	2,678.10	2,321.90	53.56%
HEARING OFFICER TRAINING	2,000.00	-	1,926.98	73.02	96.35%
OUTSIDE COUNSEL	55,000.00	3,000.00	32,235.00	22,765.00	58.61%
DISCIPLINARY SELECTION PANEL	-	-	526.24	(526.24)	
STAFF MEMBERSHIP DUES	500.00	366.00	366.00	134.00	73.20%
TOTAL DIRECT EXPENSES:	103,000.00	6,691.27	70,673.61	32,326.39	68.62%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.30 FTE)	92,118.00	7,687.50	78,861.28	13,256.72	85.61%
BENEFITS EXPENSE	31,810.00	2,614.31	26,300.30	5,509.70	82.68%
OTHER INDIRECT EXPENSE	30,819.00	2,404.32	23,289.13	7,529.87	75.57%
TOTAL INDIRECT EXPENSES:	154,747.00	12,706.13	128,450.71	26,296.29	83.01%
TOTAL ALL EXPENSES:	257,747.00	19,397.40	199,124.32	58,622.68	77.26%
NET INCOME (LOSS):	(257,747.00)	(19,397.40)	(199,124.32)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PRACTICE OF LAW BOARD					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
PRACTICE OF LAW BOARD	14,000.00	1,829.70	15,149.26	(1,149.26)	108.21%
TRANSLATION SERVICES	100.00	-	75.00	25.00	75.00%
LITIGATION EXPENSES	-	-	0.38	(0.38)	
TOTAL DIRECT EXPENSES:	14,100.00	1,829.70	15,224.64	(1,124.64)	107.98%
INDIRECT EXPENSES:					
SALARY EXPENSE (0.81 FTE)	61,398.00	5,198.90	52,274.63	9,123.37	85.14%
BENEFITS EXPENSE	20,670.00	1,697.96	17,071.37	3,598.63	82.59%
OTHER INDIRECT EXPENSE	19,203.00	1,489.63	14,426.68	4,776.32	75.13%
TOTAL INDIRECT EXPENSES:	101,271.00	8,386.49	83,772.68	17,498.32	82.72%
TOTAL ALL EXPENSES:	115,371.00	10,216.19	98,997.32	16,373.68	85.81%
NET INCOME (LOSS):	(115,371.00)	(10,216.19)	(98,997.32)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PROFESSIONAL RESPONSIBILITY PROGRAM					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
CPE COMMITTEE	6,000.00	40.69	3,101.82	2,898.18	51.70%
STAFF TRAVEL/PARKING	1,500.00	28.94	1,521.36	(21.36)	101.42%
STAFF MEMBERSHIP DUES	500.00	416.00	416.00	84.00	83.20%
TOTAL DIRECT EXPENSES:	8,000.00	485.63	5,039.18	2,960.82	62.99%
INDIRECT EXPENSES:					
SALARY EXPENSE (2.07 FTE)	165,405.00	11,762.74	119,935.98	45,469.02	72.51%
BENEFITS EXPENSE	58,372.00	4,374.45	44,079.20	14,292.80	75.51%
OTHER INDIRECT EXPENSE	49,074.00	3,815.49	36,956.45	12,117.55	75.31%
TOTAL INDIRECT EXPENSES:	272,851.00	19,952.68	200,971.63	71,879.37	73.66%
TOTAL ALL EXPENSES:	280,851.00	20,438.31	206,010.81	74,840.19	73.35%
NET INCOME (LOSS):	(280,851.00)	(20,438.31)	(206,010.81)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
PUBLIC SERVICE PROGRAMS					
REVENUE:					
DONATIONS & GRANTS	85,000.00	-	85,000.00	-	100.00%
PSP PRODUCT SALES	-	1,060.00	9,192.00	(9,192.00)	
TOTAL REVENUE:	85,000.00	1,060.00	94,192.00	(9,192.00)	110.81%
DIRECT EXPENSES:					
DONATIONS/SPONSORSHIPS/GRANTS	203,915.00	15,597.59	176,314.20	27,600.80	86.46%
SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	-	-	1,500.00	0.00%
STAFF TRAVEL/PARKING	2,000.00	6.00	661.09	1,338.91	33.05%
STAFF MEMBERSHIP DUES	95.00	-	-	95.00	0.00%
VOLUNTEER RECRUITMENT & OUTREACH	2,100.00	-	28.55	2,071.45	1.36%
CONFERENCE CALLS	200.00	-	-	200.00	0.00%
PRO BONO & PUBLIC SERVICE COMMITTEE	2,000.00	15.66	538.94	1,461.06	26.95%
VOLUNTEER RECRUITMENT & APPREC	500.00	-	969.99	(469.99)	194.00%
DAY OF SERVICE	3,150.00	-	772.48	2,377.52	24.52%
TOTAL DIRECT EXPENSES:	215,460.00	15,619.25	179,285.25	36,174.75	83.21%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.70 FTE)	132,099.00	9,848.00	99,180.61	32,918.39	75.08%
BENEFITS EXPENSE	44,139.00	3,595.22	35,080.82	9,058.18	79.48%
OTHER INDIRECT EXPENSE	40,302.00	3,136.06	30,376.22	9,925.78	75.37%
TOTAL INDIRECT EXPENSES:	216,540.00	16,579.28	164,637.65	51,902.35	76.03%
TOTAL ALL EXPENSES:	432,000.00	32,198.53	343,922.90	88,077.10	79.61%
NET INCOME (LOSS):	(347,000.00)	(31,138.53)	(249,730.90)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS ADMINISTRATION					
REVENUE:					
REIMBURSEMENTS FROM SECTIONS	307,000.00	900.00	324,768.75	(17,768.75)	105.79%
TOTAL REVENUE:	307,000.00	900.00	324,768.75	(17,768.75)	105.79%
DIRECT EXPENSES:					
DUES STATEMENTS	9,500.00	-	5,416.72	4,083.28	57.02%
STAFF TRAVEL/PARKING	1,000.00	-	836.07	163.93	83.61%
SECTION/COMMITTEE CHAIR MTGS	1,000.00	-	879.38	120.62	87.94%
CONFERENCE CALLS	300.00	20.69	190.67	109.33	63.56%
MISCELLANEOUS	300.00	100.75	265.14	34.86	88.38%
TOTAL DIRECT EXPENSES:	12,100.00	121.44	7,587.98	4,512.02	62.71%
INDIRECT EXPENSES:					
SALARY EXPENSE (4.03 FTE)	259,395.00	25,648.60	233,007.35	26,387.65	89.83%
BENEFITS EXPENSE	93,121.00	7,657.56	77,125.75	15,995.25	82.82%
OTHER INDIRECT EXPENSE	95,540.00	7,421.94	71,883.61	23,656.39	75.24%
TOTAL INDIRECT EXPENSES:	448,056.00	40,728.10	382,016.71	66,039.29	85.26%
TOTAL ALL EXPENSES:	460,156.00	40,849.54	389,604.69	70,551.31	84.67%
NET INCOME (LOSS):	(153,156.00)	(39,949.54)	(64,835.94)		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
TECHNOLOGY					
REVENUE:					
TOTAL REVENUE:	-	-	-	-	
DIRECT EXPENSES:					
COMPUTER HARDWARE	29,000.00	-	9,768.76	19,231.24	33.69%
COMPUTER SOFTWARE	28,000.00	-	12,499.65	15,500.35	44.64%
SOFTWARE MAINTENANCE & LICENSING	286,500.00	5,714.32	143,536.86	142,963.14	50.10%
HARDWARE SERVICE & WARRANTIES	41,000.00	-	31,787.90	9,212.10	77.53%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	2,804.78	16,896.74	9,103.26	64.99%
COMPUTER SUPPLIES	34,000.00	1,781.35	10,057.59	23,942.41	29.58%
THIRD PARTY SERVICES	40,500.00	1,681.50	33,439.50	7,060.50	82.57%
CONSULTING SERVICES	212,000.00	38,764.54	97,004.44	114,995.56	45.76%
STAFF TRAVEL/PARKING	2,500.00	-	-	2,500.00	0.00%
STAFF MEMBERSHIP DUES	110.00	-	-	110.00	0.00%
TELEPHONE	24,000.00	1,588.03	14,805.70	9,194.30	61.69%
TRANSFER TO INDIRECT EXPENSES	(723,610.00)	(52,334.52)	(369,797.14)	(353,812.86)	51.10%
TOTAL DIRECT EXPENSES:	-	-	-	-	
INDIRECT EXPENSES:					
SALARY EXPENSE (12.10 FTE)	1,002,250.00	82,798.78	770,310.49	231,939.51	76.86%
BENEFITS EXPENSE	327,511.00	24,939.88	255,121.93	72,389.07	77.90%
CAPITAL LABOR & OVERHEAD	(140,700.00)	(14,754.00)	(116,999.22)	(23,700.78)	83.16%
OTHER INDIRECT EXPENSE	286,858.00	22,213.57	215,154.28	71,703.72	75.00%
TOTAL INDIRECT EXPENSES:	1,475,919.00	115,198.23	1,123,587.48	352,331.52	76.13%
TOTAL ALL EXPENSES:	1,475,919.00	115,198.23	1,123,587.48	352,331.52	76.13%
NET INCOME (LOSS):	(1,475,919.00)	(115,198.23)	(1,123,587.48)		

Washington State Bar Association

Statement of Activities
For the Period from July 1, 2017 to July 31, 2017
83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CONTINUING LEGAL EDUCATION (CLE)					
REVENUE:					
SEMINAR REGISTRATIONS	1,670,000.00	33,337.50	721,328.25	948,671.75	43.19%
SEMINAR-EXHIB/SPNSR/ETC	25,000.00	-	21,265.00	3,735.00	85.06%
SHIPPING & HANDLING	4,600.00	274.00	3,451.28	1,148.72	75.03%
DESKBOOK SALES	80,000.00	2,739.60	64,386.76	15,613.24	80.48%
COURSEBOOK SALES	20,000.00	990.00	12,552.50	7,447.50	62.76%
SECTION PUBLICATION SALES	15,200.00	478.49	9,729.83	5,470.17	64.01%
ROYALTIES	-	-	180.00	(180.00)	
CASEMAKER ROYALTIES	60,000.00	2,972.77	35,596.11	24,403.89	59.33%
MP3 AND VIDEO SALES	700,000.00	196,437.41	871,738.58	(171,738.58)	124.53%
TOTAL REVENUE:	2,574,800.00	237,229.77	1,740,228.31	834,571.69	67.59%
DIRECT EXPENSES:					
COURSEBOOK PRODUCTION	4,000.00	85.60	1,315.16	2,684.84	32.88%
POSTAGE - FLIERS/CATALOGS	40,000.00	1,179.42	17,681.97	22,318.03	44.20%
POSTAGE - MISC./DELIVERY	2,500.00	35.00	594.00	1,906.00	23.76%
DEPRECIATION	19,000.00	1,688.37	17,854.37	1,145.63	93.97%
ONLINE EXPENSES	82,000.00	3,503.00	71,539.27	10,460.73	87.24%
ACCREDITATION FEES	6,500.00	450.00	5,124.00	1,376.00	78.83%
SEMINAR BROCHURES	65,000.00	1,129.36	26,985.99	38,014.01	41.52%
FACILITIES	285,988.00	15,862.42	161,617.01	124,370.99	56.51%
SPEAKERS & PROGRAM DEVELOP	55,000.00	11,879.07	43,476.56	11,523.44	79.05%
SPLITS TO SECTIONS	167,456.00	15,017.45	56,313.80	111,142.20	33.63%
SPLITS TO CO-SPONSORS	7,500.00	-	-	7,500.00	0.00%
HONORARIA	20,250.00	-	-	20,250.00	0.00%
CLE SEMINAR COMMITTEE	1,500.00	40.00	166.67	1,333.33	11.11%
BAD DEBT EXPENSE	600.00	-	-	600.00	0.00%
STAFF TRAVEL/PARKING	6,500.00	92.50	4,383.91	2,116.09	67.44%
STAFF MEMBERSHIP DUES	1,550.00	316.00	316.00	1,234.00	20.39%
SUPPLIES	2,000.00	-	1,213.66	786.34	60.68%
COST OF SALES - DESKBOOKS	56,000.00	1,851.18	44,637.52	11,362.48	79.71%
COST OF SALES - COURSEBOOKS	1,400.00	58.45	1,044.63	355.37	74.62%
COST OF SALES SECTION PUBLICATION	2,800.00	39.02	1,662.33	1,137.67	59.37%
A/V DEVELOP COSTS (RECORDING)	1,500.00	-	-	1,500.00	0.00%
DESKBOOK ROYALTIES	1,000.00	-	570.72	429.28	57.07%
RECORDED SEMINAR ROYALTIES	-	-	192.50	(192.50)	
SHIPPING SUPPLIES	250.00	-	-	250.00	0.00%
POSTAGE & DELIVERY-DESKBOOKS	4,000.00	1,135.62	3,666.87	333.13	91.67%
POSTAGE & DELIVERY-COURSEBOOKS	3,000.00	23.17	378.75	2,621.25	12.63%
SPLITS WITH SECTIONS	4,800.00	-	2,007.87	2,792.13	41.83%
FLIERS/CATALOGS	7,500.00	2,923.09	3,645.60	3,854.40	48.61%
POSTAGE - FLIERS/CATALOGS	5,000.00	-	2,794.57	2,205.43	55.89%
COMPLIMENTARY BOOK PROGRAM	4,000.00	-	1,404.15	2,595.85	35.10%
RECORDS STORAGE - OFF SITE	7,440.00	620.00	5,580.00	1,860.00	75.00%
MISCELLANEOUS	200.00	-	-	200.00	0.00%
TOTAL DIRECT EXPENSES:	866,234.00	57,928.72	476,167.88	390,066.12	54.97%
INDIRECT EXPENSES:					
SALARY EXPENSE (12.77 FTE)	837,663.00	62,548.79	675,595.54	162,067.46	80.65%
BENEFITS EXPENSE	295,948.00	24,090.13	243,844.69	52,103.31	82.39%
OTHER INDIRECT EXPENSE	302,742.00	23,529.09	229,672.27	73,069.73	75.86%
TOTAL INDIRECT EXPENSES:	1,436,353.00	110,168.01	1,149,112.50	287,240.50	80.00%
TOTAL ALL EXPENSES:	2,302,587.00	168,096.73	1,625,280.38	677,306.62	70.58%
NET INCOME (LOSS):	272,213.00	69,133.04	114,947.93		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
SECTIONS OPERATIONS					
REVENUE:					
SECTION DUES	475,770.00	1,398.75	493,431.50	(17,661.50)	103.71%
SEMINAR PROFIT SHARE	151,310.00	15,017.45	73,473.80	77,836.20	48.56%
INTEREST INCOME	1,406.00	-	-	1,406.00	0.00%
PUBLICATIONS REVENUE	5,000.00	121.20	4,927.27	72.73	98.55%
OTHER	55,125.00	9,766.70	41,842.71	13,282.29	75.91%
TOTAL REVENUE:	688,611.00	26,304.10	613,675.28	74,935.72	89.12%
DIRECT EXPENSES:					
DIRECT EXPENSES OF SECTION ACTIVITIES	627,684.00	35,282.59	294,762.88	332,921.12	46.96%
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	310,818.75	900.00	324,768.75	(13,950.00)	104.49%
TOTAL DIRECT EXPENSES:	938,502.75	36,182.59	619,531.63	318,971.12	66.01%
NET INCOME (LOSS):	(249,891.75)	(9,878.49)	(5,856.35)		

Washington State Bar Association

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83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
CLIENT PROTECTION FUND					
REVENUE:					
CPF RESTITUTION	1,000.00	235.85	3,125.45	(2,125.45)	312.55%
CPF MEMBER ASSESSMENTS	982,000.00	3,390.00	990,337.50	(8,337.50)	100.85%
INTEREST INCOME	3,000.00	2,186.13	15,029.41	(12,029.41)	500.98%
TOTAL REVENUE:	986,000.00	5,811.98	1,008,492.36	(22,492.36)	102.28%
DIRECT EXPENSES:					
GIFTS TO INJURED CLIENTS	500,000.00	-	178,633.12	321,366.88	35.73%
CPF BOARD EXPENSES	1,500.00	-	1,207.67	292.33	80.51%
BANK FEES - WELLS FARGO	1,000.00	(77.79)	266.17	733.83	26.62%
STAFF MEMBERSHIP DUES	-	-	200.00	(200.00)	
TOTAL DIRECT EXPENSES:	502,500.00	(77.79)	180,306.96	322,193.04	35.88%
INDIRECT EXPENSES:					
SALARY EXPENSE (1.01 FTE)	66,205.00	5,566.36	56,001.79	10,203.21	84.59%
BENEFITS EXPENSE	23,572.00	1,937.90	19,488.97	4,083.03	82.68%
OTHER INDIRECT EXPENSE	23,944.00	1,855.47	17,969.42	5,974.58	75.05%
TOTAL INDIRECT EXPENSES:	113,721.00	9,359.73	93,460.18	20,260.82	82.18%
TOTAL ALL EXPENSES:	616,221.00	9,281.94	273,767.14	342,453.86	44.43%
NET INCOME (LOSS):	369,779.00	(3,469.96)	734,725.22		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
MANAGEMENT OF WESTERN STATES BAR CONFERENCE (NO WSBA FUNDS)					
REVENUE:					
REGISTRATION REVENUE	25,600.00	-	30,150.00	(4,550.00)	117.77%
OTHER ACTIVITIES REGISTRATION REVENUE	13,000.00	-	23,200.00	(10,200.00)	178.46%
WESTERN STATES BAR MEMBERSHIP DUES	2,400.00	-	2,400.00	-	100.00%
SPONSORSHIPS	9,000.00	-	12,200.00	(3,200.00)	135.56%
TOTAL REVENUE:	50,000.00	-	67,950.00	(17,950.00)	135.90%
DIRECT EXPENSES:					
SPEAKERS & PROGRAM DEVELOPMENT	1,000.00	-	600.81	399.19	60.08%
FACILITIES	44,000.00	-	52,315.50	(8,315.50)	118.90%
STAFF TRAVEL/PARKING	2,300.00	-	1,932.61	367.39	84.03%
BANK FEES	560.00	46.59	467.71	92.29	83.52%
WSBC PRESIDENT TRAVEL	500.00	-	-	500.00	0.00%
OPTIONAL ACTIVITIES EXPENSE	1,200.00	-	3,130.58	(1,930.58)	260.88%
MARKETING EXPENSE	440.00	-	735.83	(295.83)	167.23%
TOTAL DIRECT EXPENSES:	50,000.00	46.59	59,183.04	(9,183.04)	118.37%
INDIRECT EXPENSES:					
TOTAL INDIRECT EXPENSES:	-	-	-	-	
TOTAL ALL EXPENSES:	50,000.00	46.59	59,183.04	(9,183.04)	118.37%
NET INCOME (LOSS):	-	(46.59)	8,766.96		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
INDIRECT EXPENSES:					
SALARIES	10,987,791.00	874,541.79	9,000,877.31	1,986,913.69	81.92%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	-	-	(120,000.00)	0.00%
TEMPORARY SALARIES	98,320.00	17,407.30	90,039.32	8,280.68	91.58%
CAPITAL LABOR & OVERHEAD	(140,700.00)	(14,754.00)	(116,999.22)	(23,700.78)	83.16%
EMPLOYEE ASSISTANCE PLAN	4,800.00	-	3,600.00	1,200.00	75.00%
EMPLOYEE SERVICE AWARDS	1,970.00	-	1,650.00	320.00	83.76%
FICA (EMPLOYER PORTION)	823,000.00	63,680.49	646,458.07	176,541.93	78.55%
L&I INSURANCE	48,000.00	-	28,107.42	19,892.58	58.56%
MEDICAL (EMPLOYER PORTION)	1,335,000.00	112,231.13	1,124,109.13	210,890.87	84.20%
RETIREMENT (EMPLOYER PORTION)	1,252,000.00	108,969.34	968,909.30	283,090.70	77.39%
TRANSPORTATION ALLOWANCE	118,500.00	130.00	106,314.50	12,185.50	89.72%
UNEMPLOYMENT INSURANCE	106,000.00	6,173.36	78,432.96	27,567.04	73.99%
STAFF DEVELOPMENT-GENERAL	6,865.00	85.80	720.56	6,144.44	10.50%
TOTAL SALARY & BENEFITS EXPENSE:	14,521,546.00	1,168,465.21	11,932,219.35	2,589,326.65	82.17%
WORKPLACE BENEFITS	42,000.00	1,985.21	31,942.56	10,057.44	76.05%
HUMAN RESOURCES POOLED EXP	126,656.00	14,800.81	94,230.90	32,425.10	74.40%
MEETING SUPPORT EXPENSES	15,000.00	874.02	10,292.97	4,707.03	68.62%
RENT	1,645,000.00	147,654.66	1,459,258.49	185,741.51	88.71%
PERSONAL PROP TAXES-WSBA	12,500.00	701.08	7,997.77	4,502.23	63.98%
FURNITURE, MAINT, LH IMP	38,000.00	320.39	17,056.69	20,943.31	44.89%
OFFICE SUPPLIES & EQUIPMENT	50,000.00	3,838.65	40,157.46	9,842.54	80.31%
FURN & OFFICE EQUIP DEPRECIATION	74,000.00	3,396.97	63,701.56	10,298.44	86.08%
COMPUTER HARDWARE DEPRECIATION	63,000.00	4,830.00	52,057.51	10,942.49	82.63%
COMPUTER SOFTWARE DEPRECIATION	94,500.00	1,826.00	18,871.01	75,628.99	19.97%
INSURANCE	130,400.00	10,865.35	108,752.50	21,647.50	83.40%
PROFESSIONAL FEES-AUDIT	31,000.00	-	37,662.06	(6,662.06)	121.49%
PROFESSIONAL FEES-LEGAL	60,000.00	6,887.50	30,458.87	29,541.13	50.76%
TELEPHONE & INTERNET	38,000.00	3,574.86	33,920.38	4,079.62	89.26%
POSTAGE - GENERAL	45,000.00	1,627.25	28,592.61	16,407.39	63.54%
RECORDS STORAGE	40,000.00	2,661.55	30,438.08	9,561.92	76.10%
STAFF TRAINING	75,000.00	1,107.98	62,216.47	12,783.53	82.96%
BANK FEES	35,400.00	2,114.18	26,989.92	8,410.08	76.24%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	(150.55)	7,981.80	17,018.20	31.93%
COMPUTER POOLED EXPENSES	723,610.00	52,334.52	369,797.14	353,812.86	51.10%
TOTAL OTHER INDIRECT EXPENSES:	3,364,066.00	261,250.43	2,532,376.75	831,689.25	75.28%
TOTAL INDIRECT EXPENSES:	17,885,612.00	1,429,715.64	14,464,596.10		

Washington State Bar Association

Statement of Activities

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

83.33% OF YEAR COMPLETE

	FISCAL 2017 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
SUMMARY PAGE				
LICENSE FEES	13,204,000.00	1,096,905.36	11,280,838.59	1,923,161.41
ACCESS TO JUSTICE	(251,763.00)	(16,791.65)	(251,575.87)	(187.13)
ADMINISTRATION	(974,756.00)	(60,295.39)	(752,382.29)	(222,373.71)
ADMISSIONS/BAR EXAM	(91,290.00)	(68,487.98)	404,957.06	(496,247.06)
BOARD OF GOVERNORS	(782,596.00)	(47,851.55)	(642,764.86)	(139,831.14)
COMMUNICATIONS	(1,656,408.00)	(123,457.52)	(1,271,730.86)	(384,677.14)
DISCIPLINE	(5,462,671.00)	(436,640.38)	(4,416,656.67)	(1,046,014.33)
DIVERSITY	(293,895.00)	(33,879.34)	(225,602.92)	(68,292.08)
FOUNDATION	(167,949.00)	(12,514.09)	(129,333.22)	(38,615.78)
HUMAN RESOURCES	(257,819.00)	(29,127.98)	(306,171.44)	48,352.44
PUBLIC SERVICE PROGRAMS	(347,000.00)	(31,138.53)	(249,730.90)	(97,269.10)
LOMAP	(200,402.00)	(16,236.60)	(151,765.57)	(48,636.43)
LAP	(158,452.00)	(9,472.68)	(141,468.61)	(16,983.39)
LEGISLATIVE	(263,265.00)	(8,971.47)	(177,663.88)	(85,601.12)
LICENSING AND MEMBERSHIP	(339,667.00)	(24,237.59)	(226,076.22)	(113,590.78)
LIMITED LICENSE LEGAL TECHNICIAN	(221,664.00)	(16,052.88)	(156,092.93)	(65,571.07)
LIMITED PRACTICE OFFICERS	(69,787.00)	2,622.82	(21,494.30)	(48,292.70)
MANDATORY CLE ADMINISTRATION	(24,390.00)	(21,852.57)	59,900.55	(84,290.55)
MEMBER BENEFITS	(72,000.00)	(10,765.32)	(41,635.40)	(30,364.60)
MENTORSHIP PROGRAM	(201,473.00)	(11,821.75)	(130,574.76)	(70,898.24)
NEW LAWYER PROGRAM	(227,891.00)	(23,601.86)	(214,218.46)	(13,672.54)
NW LAWYER	(50,758.00)	20,855.22	(36,336.92)	(14,421.08)
OFFICE OF GENERAL COUNSEL	(792,970.00)	(82,476.54)	(649,441.68)	(143,528.32)
OGC-DISCIPLINARY BOARD	(257,747.00)	(19,397.40)	(199,124.32)	(58,622.68)
PRACTICE OF LAW BOARD	(115,371.00)	(10,216.19)	(98,997.32)	(16,373.68)
PROFESSIONAL RESPONSIBILITY	(280,851.00)	(20,438.31)	(206,010.81)	(74,840.19)
LAW CLERK PROGRAM	(9,435.00)	(6,563.79)	32,945.68	(42,380.68)
SECTIONS ADMINISTRATION	(153,156.00)	(39,949.54)	(64,835.94)	(88,320.06)
TECHNOLOGY	(1,475,919.00)	(115,198.23)	(1,123,587.48)	(352,331.52)
CLE - PRODUCTS	222,126.00	152,479.49	468,756.81	(246,630.81)
CLE - SEMINARS	50,087.00	(83,346.45)	(353,808.88)	403,895.88
SECTIONS OPERATIONS	(249,891.75)	(9,878.49)	(5,856.35)	(244,035.40)
LFCP	369,779.00	(3,469.96)	734,725.22	(364,946.22)
WESTERN STATES BAR CONFERENCE (No WSBA Funds)	-	(46.59)	8,766.96	(8,766.96)
INDIRECT EXPENSES	(17,885,612.00)	(1,429,715.64)	(14,464,596.10)	(3,421,015.90)
TOTAL OF ALL	19,490,856.75	1,551,031.37	13,718,644.09	5,772,212.66
NET INCOME (LOSS)	(1,605,244.75)	(121,315.73)	745,952.01	

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	\$ 623,059
Total		\$ 623,059

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.92%	\$ 1,424,110
UBS Financial Money Market	1.00%	\$ 840,137
Morgan Stanley Money Market	0.65%	\$ 25,731
Merrill Lynch Money Market	1.04%	\$ 1,878,767
Long Term Investments	Varies	\$ 3,433,098
Short Term Investments	Varies	\$ 2,250,000
General Fund Total		\$ 10,474,903

Lawyer's Fund for Client Protection

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	\$ 1,479,806

<u>Investments</u>	<u>Rate</u>	<u>Amount</u>
Wells Fargo Money Market	0.92%	\$ 2,237,995
Morgan Stanley Money Market	0.24%	\$ 102,707
Wells Fargo Investments	Varies	\$ -
Lawyers' Fund for Client Protection Total		\$ 3,820,508

Grand Total Cash & Investments	\$ 14,295,411
--------------------------------	----------------------

Long Term Investments- General Fund**UBS Financial Long Term Investments**

Nuveen 3-7 year Municipal Bond Portfolio

Value as of 7/31/2017

\$ 508,488.26

Morgan Stanley Long Term Investments

Lord Abbett Short Term Duration Income Fund

Value as of 7/31/2017

\$ 1,571,620.12

Guggenheim Total Return Bond Fund

\$ 678,353.19

Virtus Multi-Sector Short Term Bond Fund

\$ 674,636.26

\$ 2,924,609.57**Total Long Term Investments- General Fund 3,433,097.83****Short Term Investments- General Fund****Bank**

Bank of China NY

Bank of Baroda

ZB NA

First Merchant Bank

Bank India NY

Huntington National Bank

Safra National Bank NY

United Bank Vernon Rockville CT

Washington First Bank Reston VA

Interest**Rate****Yield****Term****Maturity****Date****Amount**

0.85%

0.85%

9 months

10/30/2017

250,000.00

0.90%

0.90%

9 months

10/31/2017

250,000.00

0.80%

0.80%

9 months

11/1/2017

250,000.00

0.65%

0.65%

6 months

8/3/2017

250,000.00

0.80%

0.80%

6 months

8/9/2017

250,000.00

0.80%

0.80%

6 months

8/15/2017

250,000.00

0.65%

0.65%

6 months

8/15/2017

250,000.00

0.65%

0.65%

6 months

8/16/2017

250,000.00

0.70%

0.70%

6 months

8/28/2017

250,000.00

Total Short Term Investments- General Fund 2,250,000.00**Lawyer's Fund for Client Protection****Bank****Interest****Rate****Yield****Term****Mths****Maturity****Date****Amount****Total LFCP -**

WASHINGTON STATE BAR ASSOCIATION

Statements of Cash Flows

For the Ten Months Ended July 31, 2017 and 2016

	2017	2016
Cash Flows From Operating Activities:		
Cash received from licensing fees	\$ 13,485,578	\$ 13,274,518
Cash received from CLE products and seminars	1,752,414	\$ 2,204,493
Cash received from other activities	5,222,806	5,303,831
Cash paid to employees	(8,842,554)	(8,718,253)
Cash paid to vendors	(8,431,748)	(9,098,774)
Interest received	56,082	34,253
Net Cash Used by Operating Activities	3,242,578	3,000,068
Cash Flows From Investing Activities:		
Change in restricted cash and cash equivalents	(720,390)	(393,526)
Proceeds from sale of investments	3,000,000	6,233,195
Purchase of investments	(4,500,000)	(6,050,000)
Acquisition of property and equipment	(455,188)	(907,589)
Net Cash Provided by Investing Activities	(2,675,577)	(1,117,921)
Net Change in Cash and Cash Equivalents	567,001	1,882,147
Cash and cash equivalents, beginning of year	4,228,422	4,159,656
Cash and Cash Equivalents, End of Year	\$ 4,795,423	\$ 6,041,803
Reconciliation of Change in Net Assets to Net Cash Flows		
From Operating Activities:		
Change in net assets	\$ 745,953	\$ 630,009
Adjustments to reconcile change in net assets to net cash flows from operating activities-		
Depreciation	358,891	371,580
Amortization of deferred lease incentive	-	-
Unrealized loss (gain) on investments	(56,811)	(139,528)
Loss on disposal of property and equipment	-	-
Change in operating assets and liabilities:		
Receivables	20,360	19,189
Desk and course books	926	(8,457)
Deferred seminar costs and prepaid expenses	(119,635)	239,173
Accounts payable and accrued expenses	(9,670)	(821,768)
Deferred licensing fees	2,204,739	2,636,317
Deferred lease obligation and incentive	136,361	177,852
Other deferred revenue	(38,535)	(104,299)
Net Cash Used by Operating Activities	3,242,578	\$ 3,000,068

AGENDA ITEM 5.

WASHINGTON STATE BAR ASSOCIATION

To: Budget and Audit Committee

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

cc: Executive Management Team

Re: Final Draft FY18 Budget

Date: September 6, 2017

ACTION: Recommend that Board of Governors approve Final Draft FY18 Budget.

Attached for your consideration is the Final Draft FY18 WSBA Budget (Final Draft). The First Draft, which the Committee unanimously recommended and the Board of Governors heard on first reading in July, included the General Fund, Capital, CLE Fund, and the Client Protection Fund (CPF) budgets. This memorandum: (1) identifies several updates to the First Draft FY18 General Fund and Capital Budgets (there were no changes to the CLE and CPF budgets); and (2) presents the FY18 Section Budgets.

I. FINAL GENERAL FUND AND CAPITAL BUDGETS

A. GENERAL FUND (*Tab A*)

The Final Draft assumes revenue of \$18,913,199 (no change from the First Draft), expenses of \$19,514,890 (\$13,320 lower than the First Draft), and a projected net loss of \$601,691 (reduced from \$615,011 as projected in the First Draft). As previously reported, based on efficiencies and savings seen at the end of FY16 and projected through FY17, and the budget presented, General Fund reserves will not fall below \$2 million at the end of FY18. Funding changes between the First and Final Drafts are set forth below:

Cost Center	Amount	Comments
• Admissions	-\$20,000	Uniform Bar Exam (UBE) racial impact study deferred (similar study in progress by other UBE jurisdictions)
• Public Service Programs	+\$4,000	Moderate Means Program grant increase to cover Washington law school program operations costs
• Various	+\$1,680	Increased travel and parking costs
• Disciplinary Board	+\$1,000	Increased meeting schedule costs
NET CHANGE	-\$(\$13,320)	

Since the First Draft was presented, we have received salary survey information showing that WSBA compensation levels fall well below midpoint for a number of senior level positions. However, the Final Draft does not include any increase in salary or benefits costs. To the extent that salary savings are realized, we will make compensation adjustments in the coming year.

B. CAPITAL BUDGET (*Tab B*)

The FY18 Capital Budget includes the cost of purchasing, refreshing and/or replacing outdated hardware and software as needed to protect data security and increase our efficiency. Capital labor costs involve in-house development, customization, and/or upgrading to systems and projects. Capital costs depreciate over the useful life of a project once it is in production.

The timeframe for several capital projects has shifted for the reasons identified below, which increases the FY18 Final Draft Capital Budget from \$399,527 to \$563,727. However, because most of the change in capital is movement from FY17 to FY18, there is no appreciable difference from the annual depreciation calculated in the First Draft:

Project	Comments	Difference between First and Final Draft	
		Capital Amount	Annual Depreciation Expense
• Navision Upgrade	Deferred until FY19, based on organizational capacity	-\$30,000	-\$3,000
• Website Redesign Phase 2	WSBA.org post production site refinements, including ADA	\$25,000	\$4,167
• Conference Center Webcast Room	Leasehold improvements cost moved from FY17 due to permitting delays	\$50,000	\$1,344
• Rollout of Personify Upgrade	Capital software cost moved from FY17 based on organizational capacity	\$70,000	-\$2,333
• Rollout of Personify Upgrade	Capital labor costs moved from FY17 based on organizational capacity	\$49,200	-\$1,640
NET CHANGE		+\$164,200	-\$1,462

II. FY18 SECTION BUDGETS (*Attachment C*)

The FY18 Section budgets are relatively similar to FY17 with minimal increases in revenue and expenses. Revenues mainly consist of membership dues and profits from CLE seminars. Expenses vary depending on the Section's work plan for the year. The Per-Member Charge needed to cover costs in FY18 is \$20.92. In June, the Committee unanimously agreed at its June meeting to keep the Per-Member Charge at its current rate of \$18.75 for FY18.

ATTACHMENTS

- A FY18 Final Draft General Fund Budget
- B FY18 Final Draft Capital Budget
- C FY18 Draft Section Budgets
- D FY18 Final Draft CLE Budget
- E FY18 Final Draft CPF Budget

A

Washington State Bar Association Final Draft Fiscal Year 2018 Budget Summary

Cost Centers	Revenue	Expense	Net
Access to Justice	0	305,327	(305,327)
Administration	55,000	1,050,999	(995,999)
Admissions	1,327,400	1,169,438	157,962
Board of Governors	0	802,546	(802,546)
Communications Strategies	44,750	636,530	(591,780)
Conference and Broadcast Services	0	738,960	(738,960)
Discipline	130,300	5,767,755	(5,637,455)
Diversity	100,374	442,633	(342,259)
Foundation (Revenue reflected in Diversity and Public Service Programs cost center)	0	164,730	(164,730)
Human Resources	0	269,931	(269,931)
Law Clerk Program	112,000	112,617	(617)
Legislative	0	151,840	(151,840)
Licensing and Membership Records	284,700	697,145	(412,445)
Licensing Fees	15,068,125	0	15,068,125
Limited License Legal Technician	0	254,748	(254,748)
Limited Practice Officers	0	159,182	(159,182)
Mandatory Continuing Legal Education	761,000	777,340	(16,340)
Member Assistance Program	10,000	133,105	(123,105)
Membership Benefits	0	166,530	(166,530)
Mentorship Program	0	115,842	(115,842)
New Member Programs	53,200	297,863	(244,663)
NW Lawyer	538,350	661,305	(122,955)
Office of General Counsel	0	795,748	(795,748)
Office of General Counsel Disciplinary Board	0	303,963	(303,963)
Outreach and Engagement	0	385,421	(385,421)
Practice Management Assistance	15,000	211,569	(196,569)
Practice of Law Board	0	111,234	(111,234)
Professional Responsibility Program	0	284,096	(284,096)
Public Service Programs	105,000	449,548	(344,548)
Publication and Design Services	0	156,000	(156,000)
Sections Administration	308,000	472,903	(164,903)
Technology		1,468,042	(1,468,042)
Total General Fund Operating Gain/(Loss) for FY 2018	18,913,199	19,514,890	(601,691)

Depreciation			315,638
Straight Line Rent			143,635
Capital Labor			(194,000)
Net Cash Flow from FY 2018 operations			(336,418)

Continuing Legal Education (CLE)	2,032,235	2,040,336	(8,101)
Sections Operations	611,335	901,606	(290,271)
Client Protection Fund	992,500	565,720	426,780
Western States Bar Conference (No WSBA Funds)	49,900	46,860	3,040
Total	22,599,169	23,069,412	(470,243)

Washington State Bar Association
Budget Comparison Report
For the Period from October 1, 2017 to September 30, 2018

ACCESS TO JUSTICE	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
CONFERENCES & INSTITUTES	8,000.00	-	(8,000.00)	-100%
TOTAL REVENUE:	<u>8,000.00</u>	<u>-</u>	<u>(8,000.00)</u>	<u>-100%</u>
DIRECT EXPENSES:				
ATJ BOARD RETREAT	2,000.00	2,000.00	-	0%
LEADERSHIP TRAINING	2,000.00	2,000.00	-	0%
ATJ BOARD EXPENSE	15,100.00	24,000.00	8,900.00	59%
ATJ BOARD COMMITTEES EXPENSE	5,000.00	3,000.00	(2,000.00)	-40%
PUBLIC DEFENSE	8,400.00	8,400.00	-	0%
CONFERENCE/INSTITUTE EXPENSE	23,000.00	-	(23,000.00)	-100%
RECEPTION/FORUM EXPENSE	5,000.00	9,500.00	4,500.00	90%
STAFF TRAVEL/PARKING	1,200.00	2,700.00	1,500.00	125%
STAFF MEMBERSHIP DUES	150.00	-	(150.00)	-100%
TOTAL DIRECT EXPENSES:	<u>61,850.00</u>	<u>51,600.00</u>	<u>(10,250.00)</u>	<u>-17%</u>
INDIRECT EXPENSES:				
FTE	2.10	2.10	-	0%
SALARY EXPENSE	105,884.00	148,145.00	42,261.00	40%
BENEFIT EXPENSE	42,244.00	54,588.00	12,344.00	29%
OVERHEAD	49,785.00	50,994.00	1,209.00	2%
TOTAL INDIRECT EXPENSES:	<u>197,913.00</u>	<u>253,727.00</u>	<u>55,814.00</u>	<u>28%</u>
TOTAL ALL EXPENSES:	<u>259,763.00</u>	<u>305,327.00</u>	<u>45,564.00</u>	<u>18%</u>
NET INCOME (LOSS):	<u>(251,763.00)</u>	<u>(305,327.00)</u>	<u>(53,564.00)</u>	

WSBA administers the Supreme Court-established Access to Justice Board and most of its initiatives and working committees. This cost center also includes staffing and other support for WSBA's Council on Public Defense. Overall, revenue and direct costs are reduced in FY18, as the Access to Justice Conference is held every odd year. Funds for the ATJ Board and staff travel have increased to allow for two out-of-Seattle meetings of the Board. There are also increased costs associated with initial implementation of the FY18-FY20 State Plan for the Coordinated Delivery of Civil Legal Aid to Low Income People. The State Plan will coordinate the collective efforts of the Alliance for Equal Justice, which is comprised of statewide and specialty legal aid organizations and 17 volunteer lawyer programs across the state to deliver measurable, impactful legal assistance to low-income people and families.

Increased ATJ Board expenses and travel costs relate to new Spokane-based ATJ Board members and associated Spokane meetings. Salary and benefit cost increases correct an FY17 budget error.

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

ADMINISTRATION	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	25,000.00	25,000.00	-	0%
GAIN/LOSS ON INVESTMENTS	30,000.00	30,000.00	-	0%
TOTAL REVENUE:	55,000.00	55,000.00	-	0%
DIRECT EXPENSES:				
STAFF TRAVEL/PARKING	2,500.00	2,500.00	-	0%
STAFF MEMBERSHIP DUES	635.00	545.00	(90.00)	-14%
TOTAL DIRECT EXPENSES:	3,135.00	3,045.00	(90.00)	-3%
INDIRECT EXPENSES:				
FTE	7.92	7.88	(0.04)	-1%
SALARY EXPENSE	632,169.00	636,186.00	4,017.00	1%
BENEFIT EXPENSE	206,690.00	220,418.00	13,728.00	7%
OVERHEAD	187,762.00	191,350.00	3,588.00	2%
TOTAL INDIRECT EXPENSES:	1,026,621.00	1,047,954.00	21,333.00	2%
TOTAL ALL EXPENSES:	1,029,756.00	1,050,999.00	21,243.00	2%
NET INCOME (LOSS):	(974,756.00)	(995,999.00)	(21,243.00)	

Finance and Administration provides organizational support services, including accounting, financial reporting, investments, payroll, facilities maintenance, and general office administration. Revenue coded to this cost center is interest income on WSBA's cash and investments.

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ADMISSIONS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
EXAMSOFT REVENUE	40,000.00	35,000.00	(5,000.00)	-13%
BAR EXAM FEES	1,000,000.00	1,200,000.00	200,000.00	20%
SPECIAL ADMISSIONS	30,000.00	60,000.00	30,000.00	100%
LLLT EXAM FEES	-	7,500.00	7,500.00	
LLLT WAIVER FEES	-	900.00	900.00	
LPO EXAMINATION FEES	-	24,000.00	24,000.00	
TOTAL REVENUE:	1,070,000.00	1,327,400.00	257,400.00	24%
DIRECT EXPENSES:				
FACILITY, PARKING, FOOD	65,000.00	66,000.00	1,000.00	2%
EXAMINER FEES	32,500.00	35,000.00	2,500.00	8%
BOARD OF BAR EXAMINERS	30,000.00	25,000.00	(5,000.00)	-17%
BAR EXAM PROCTORS	33,000.00	30,000.00	(3,000.00)	-9%
CHARACTER & FITNESS BOARD EXP	20,000.00	20,000.00	-	0%
DISABILITY ACCOMMODATIONS	25,000.00	20,000.00	(5,000.00)	-20%
CHARACTER & FITNESS INVESTIGATIONS	1,000.00	900.00	(100.00)	-10%
LAW SCHOOL VISITS	1,000.00	1,000.00	-	0%
UBE APPLICATIONS	136,000.00	130,000.00	(6,000.00)	-4%
EXAM WRITING	-	28,355.00	28,355.00	
COURT REPORTERS	15,000.00	18,000.00	3,000.00	20%
DEPRECIATION	-	2,222.00	2,222.00	
POSTAGE	4,000.00	4,000.00	-	0%
STAFF TRAVEL/PARKING	13,000.00	10,240.00	(2,760.00)	-21%
STAFF MEMBERSHIP DUES	200.00	400.00	200.00	100%
SUPPLIES	1,200.00	1,000.00	(200.00)	-17%
TOTAL DIRECT EXPENSES:	376,900.00	392,117.00	15,217.00	4%
INDIRECT EXPENSES:				
FTE	6.48	6.20	(0.28)	-4%
SALARY EXPENSE	465,903.00	454,259.00	(11,644.00)	-2%
BENEFIT EXPENSE	164,864.00	172,508.00	7,644.00	5%
OVERHEAD	153,623.00	150,554.00	(3,069.00)	-2%
TOTAL INDIRECT EXPENSES:	784,390.00	777,321.00	(7,069.00)	-1%
TOTAL ALL EXPENSES:	1,161,290.00	1,169,438.00	8,148.00	1%
NET INCOME (LOSS):	(91,290.00)	157,962.00	249,252.00	

The Supreme Court has delegated to WSBA administrative responsibility over admissions for lawyers, Limited License Legal Technicians (LLLTs), and Limited Practice Officers (LPOs). Each year, approximately 1,200 people take one of the Uniform Bar Exams offered in February and July in the Puget Sound area, and much smaller numbers take the licensing exams for LPOs and LLLTs, also offered twice a year. In addition, approximately 600 people are admitted through admission by motion and 100 through a UBE score transfer, and another several hundred are licensed to practice as house counsel

Beginning in September 2017, this work unit will review all admission applications for all license types, perform limited background checks on applicants, investigate identified character and fitness issues (up to several hundred each year), and support the Character and Fitness Board in conducting hearings and making recommendations to the Supreme Court regarding whether to admit and license applicants for all license types (recently up to 24 hearings each year). This work unit also works with the National Conference of Bar Examiners in administering and grading exams for lawyers, with Ergometrics in preparing LPO and LLLT exams, and with the LPO and LLLT Boards in grading the LPO and LLLT exams. Work will begin, and should last through the year, to develop a new online application program that can accommodate all of the different types of admissions and licensing the three license types, which for the first time will all be consolidated within this one cost center.

Revenue increases are consistent with historic trends. Direct expense budget includes costs for developing LLLT and LPO exams.

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BOARD OF GOVERNORS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
WASHINGTON LEADERSHIP INSTITUTE	60,000.00	60,000.00	-	0%
BOG MEETINGS	125,000.00	115,000.00	(10,000.00)	-8%
BOG COMMITTEES' EXPENSES	30,000.00	30,000.00	-	0%
BOG CONFERENCE ATTENDANCE	17,500.00	17,500.00	-	0%
BOG TRAVEL & OUTREACH	45,000.00	45,000.00	-	0%
ED TRAVEL & OUTREACH	5,000.00	5,000.00	-	0%
BOG ELECTIONS	5,000.00	-	(5,000.00)	-100%
STAFF TRAVEL/PARKING	4,000.00	4,700.00	700.00	18%
STAFF MEMBERSHIP DUES	1,850.00	1,880.00	30.00	2%
TELEPHONE	1,300.00	1,000.00	(300.00)	-23%
TOTAL DIRECT EXPENSES:	<u>294,650.00</u>	<u>280,080.00</u>	<u>(14,570.00)</u>	<u>-5%</u>
INDIRECT EXPENSES:				
FTE	2.45	2.45	-	0%
SALARY EXPENSE	336,231.00	357,509.00	21,278.00	6%
BENEFIT EXPENSE	93,632.00	105,464.00	11,832.00	13%
OVERHEAD	58,083.00	59,493.00	1,410.00	2%
TOTAL INDIRECT EXPENSES:	<u>487,946.00</u>	<u>522,466.00</u>	<u>34,520.00</u>	<u>7%</u>
TOTAL ALL EXPENSES:	<u>782,596.00</u>	<u>802,546.00</u>	<u>19,950.00</u>	<u>3%</u>
NET INCOME (LOSS):	<u>(782,596.00)</u>	<u>(802,546.00)</u>	<u>(19,950.00)</u>	

This cost center supports the president, the president-elect, the Board of Governors' work and meetings, Board committees, and the Office of the Executive Director. The budget includes funding for Board meetings, Board committees, governor travel and outreach (to local, specialty, and minority bar associations, committees, sections, etc.), and staff-related expenses. In FY18, it also continues to earmark support for the Washington Leadership Institute.

In FY18, BOG election costs are included in the Outreach and Engagement cost center.

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COMMUNICATION STRATEGIES	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
AWARDS DINNER	44,000.00	44,000.00	-	0%
50 YEAR MEMBER TRIBUTE LUNCH	250.00	750.00	500.00	200%
TOTAL REVENUE:	44,250.00	44,750.00	500.00	1%
DIRECT EXPENSES:				
ABA DELEGATES	5,600.00	-	(5,600.00)	-100%
ANNUAL CHAIR MEETINGS	600.00	-	(600.00)	-100%
AWARDS DINNER	63,000.00	63,000.00	-	0%
50 YEAR MEMBER TRIBUTE LUNCH	8,000.00	8,000.00	-	0%
JUDICIAL RECOMMENDATIONS COMMITTEE	4,500.00	-	(4,500.00)	-100%
COMMUNICATIONS OUTREACH	15,000.00	15,000.00	-	0%
SPEAKERS & PROGRAM DEVELOP	-	1,600.00	1,600.00	
IMAGE LIBRARY	4,100.00	-	(4,100.00)	-100%
BAR OUTREACH	2,500.00	-	(2,500.00)	-100%
PROFESSIONALISM	750.00	-	(750.00)	-100%
TRANSLATION SERVICES	3,500.00	-	(3,500.00)	-100%
DEPRECIATION	2,300.00	-	(2,300.00)	-100%
STAFF TRAVEL/PARKING	4,000.00	2,640.00	(1,360.00)	-34%
STAFF MEMBERSHIP DUES	1,960.00	1,700.00	(260.00)	-13%
SUBSCRIPTIONS	10,050.00	10,050.00	-	0%
DIGITAL/ONLINE DEVELOPMENT	4,000.00	1,450.00	(2,550.00)	-64%
CONFERENCE CALLS	200.00	-	(200.00)	-100%
TOTAL DIRECT EXPENSES:	130,060.00	103,440.00	(26,620.00)	-20%
INDIRECT EXPENSES:				
FTE	14.64	4.68	(9.96)	-68%
SALARY EXPENSE	896,797.00	304,516.00	(592,281.00)	-66%
BENEFIT EXPENSE	326,726.00	114,930.00	(211,796.00)	-65%
OVERHEAD	347,075.00	113,644.00	(233,431.00)	-67%
TOTAL INDIRECT EXPENSES:	1,570,598.00	533,090.00	(1,037,508.00)	-66%
TOTAL ALL EXPENSES:	1,700,658.00	636,530.00	(1,064,128.00)	-63%
NET INCOME (LOSS):	(1,656,408.00)	(591,780.00)	1,064,628.00	

media and public relations; marketing; special events; and strategic communication tools aimed at improving member and public engagement and outreach (including the WSBA website, website content, and WSBA's blog (NWSidebar), social media channels, and broadcast emails). It works with all WSBA departments to support the communications and marketing of WSBA programs, services, and matters of interest to members and the public.

Communication Strategies is responsible for member, public, and internal communications; branding and reputation management; media and public relations; marketing; special events; and strategic communication tools aimed at improving member and public engagement and outreach (including the WSBA website, website content, and WSBA's blog (NWSidebar), social media channels, and broadcast emails). It works with all WSBA departments to support the communications and marketing of WSBA programs, services, and matters of interest to members and the public.

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CONFERENCE & BROADCAST SERVICES	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
TRANSLATION SERVICES	-	3,500.00	3,500.00	
STAFF TRAVEL/PARKING	-	1,200.00	1,200.00	
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>4,700.00</u>	<u>4,700.00</u>	
INDIRECT EXPENSES:				
FTE	-	7.15	7.15	
SALARY EXPENSE	-	398,693.00	398,693.00	
BENEFIT EXPENSE	-	161,944.00	161,944.00	
OVERHEAD	-	173,623.00	173,623.00	
TOTAL INDIRECT EXPENSES:	<u>-</u>	<u>734,260.00</u>	<u>734,260.00</u>	
TOTAL ALL EXPENSES:	<u>-</u>	<u>738,960.00</u>	<u>738,960.00</u>	
NET INCOME (LOSS):	<u>-</u>	<u>(738,960.00)</u>	<u>(738,960.00)</u>	

In FY17, the Communications cost center included revenues and expenses related to all functions performed by the Communications Department. In FY18, for greater transparency, and to better reflect the department's restructuring this year, this cost center has been replaced with: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publications and Design Services.

Conference and Broadcast Services is responsible for the Service Center, meeting facilities, mail and print services, and all other services on WSBA's public floor. Last year, WSBA supported over 1,500 on-site meetings and events, and the Service Center handled over 50,000 communications with members and the public. This cost center also supports all non-CLE activities related to webcasting, webinars, and recorded products.

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DISCIPLINE	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
AUDIT REVENUE	2,000.00	2,300.00	300.00	15%
RECOVERY OF DISCIPLINE COSTS	125,000.00	115,000.00	(10,000.00)	-8%
DISCIPLINE HISTORY SUMMARY	13,000.00	13,000.00	-	0%
TOTAL REVENUE:	140,000.00	130,300.00	(9,700.00)	-7%
DIRECT EXPENSES:				
COURT REPORTERS	65,000.00	65,000.00	-	0%
OUTSIDE COUNSEL/ADC	3,500.00	2,000.00	(1,500.00)	-43%
LITIGATION EXPENSES	30,000.00	30,000.00	-	0%
DISABILITY EXPENSES	15,000.00	15,000.00	-	0%
ONLINE LEGAL RESEARCH	65,900.00	66,900.00	1,000.00	2%
LAW LIBRARY	13,075.00	12,000.00	(1,075.00)	-8%
TRANSLATION SERVICES	3,000.00	3,000.00	-	0%
DEPRECIATION	25,200.00	17,028.00	(8,172.00)	-32%
PUBLICATIONS PRODUCTION	250.00	330.00	80.00	32%
STAFF TRAVEL/PARKING	38,500.00	39,460.00	960.00	2%
STAFF MEMBERSHIP DUES	3,243.00	3,308.00	65.00	2%
TELEPHONE	5,000.00	2,800.00	(2,200.00)	-44%
TOTAL DIRECT EXPENSES:	267,668.00	256,826.00	(10,842.00)	-4%
INDIRECT EXPENSES:				
FTE	37.77	36.89	(0.88)	-2%
SALARY EXPENSE	3,370,608.00	3,465,982.00	95,374.00	3%
BENEFIT EXPENSE	1,068,970.00	1,149,149.00	80,179.00	8%
OVERHEAD	895,425.00	895,798.00	373.00	0%
TOTAL INDIRECT EXPENSES:	5,335,003.00	5,510,929.00	175,926.00	3%
TOTAL ALL EXPENSES:	5,602,671.00	5,767,755.00	165,084.00	3%
NET INCOME (LOSS):	(5,462,671.00)	(5,637,455.00)	(174,784.00)	

The Washington Supreme Court's exclusive responsibility to administer the lawyer, LPO, and LLLT discipline and disability systems is delegated by court rule to WSBA. This function is discharged in part by the lawyers and staff of the Office of Disciplinary Counsel (ODC), which is responsible for fielding communications from individuals with concerns about a lawyer, investigating allegations of licensee misconduct and disability, identifying and dismissing grievances that do not allege unethical conduct, prosecuting violations of the Rules of Professional Conduct, and seeking to transfer to disability-inactive status for licensees lacking the capacity to practice law. ODC also has responsibility for investigation and prosecution of ethical misconduct by LPOs and LLLTs upon referral from the corresponding regulatory board. All matters not resolved by stipulation are heard before WSBA hearing officers and in some cases the applicable regulatory board and the Supreme Court. Many matters involving less serious misconduct are diverted from discipline into the Diversion Program. In addition to supporting investigative and prosecutorial work, ODC reviews trust account overdraft notices and conducts random examinations of trust account books and records. Revenues consist primarily of recovery of discipline costs and expenses and service fees for providing discipline history summaries. ODC expenses are primarily staff-related.

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DIVERSITY	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
DONATIONS	90,000.00	90,000.00	-	0%
WORK STUDY GRANTS	10,374.00	10,374.00	-	0%
TOTAL REVENUE:	<u>100,374.00</u>	<u>100,374.00</u>	<u>-</u>	<u>0%</u>
DIRECT EXPENSES:				
COMMITTEE FOR DIVERSITY	6,200.00	6,200.00	-	0%
DIVERSITY EVENTS & PROJECTS	5,500.00	10,000.00	4,500.00	82%
INTERNAL DIVERSITY OUTREACH	500.00	200.00	(300.00)	
SPECIAL EVENTS	5,000.00	-	(5,000.00)	-100%
SPEAKERS & PROGRAM DEVELOP	1,000.00	500.00	(500.00)	-50%
PRINTING & COPYING	2,000.00	-	(2,000.00)	-100%
STAFF TRAVEL/PARKING	8,600.00	8,000.00	(600.00)	-7%
STAFF MEMBERSHIP DUES	350.00	350.00	-	0%
TOTAL DIRECT EXPENSES:	<u>29,150.00</u>	<u>25,250.00</u>	<u>(3,900.00)</u>	<u>-13%</u>
INDIRECT EXPENSES:				
FTE	2.97	3.21	0.24	8%
SALARY EXPENSE	222,565.00	253,236.00	30,671.00	14%
BENEFIT EXPENSE	72,143.00	86,199.00	14,056.00	19%
OVERHEAD	70,411.00	77,948.00	7,537.00	11%
TOTAL INDIRECT EXPENSES:	<u>365,119.00</u>	<u>417,383.00</u>	<u>52,264.00</u>	<u>14%</u>
TOTAL ALL EXPENSES:	<u>394,269.00</u>	<u>442,633.00</u>	<u>48,364.00</u>	<u>12%</u>
NET INCOME (LOSS):	<u>(293,895.00)</u>	<u>(342,259.00)</u>	<u>(48,364.00)</u>	

This cost center captures the cost of WSBA's staffing and programming to implement the statewide WSBA Diversity and Inclusion Plan. Activities supported by this cost center include diversity-related research, community networking events held across the state, events to promote inclusion and provide opportunities for mentorship such as the Experience Exchange Breakfast and the Seattle University Law School ARC Reception, and outreach to and collaboration with Washington's minority bar associations (MBAs). This cost center also supports the development of three diversity-related CLE programs for the Legal Lunchbox and other educational events, like the Beyond the Dialogue Series. The diversity programs are supported by a \$90,000 grant from the Washington State Bar Foundation in FY18.

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FOUNDATION	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
SPECIAL EVENTS	5,000.00	5,000.00	-	0%
BOARD OF TRUSTEES	5,000.00	5,000.00	-	0%
GRAPHIC DESIGN	1,500.00	500.00	(1,000.00)	-67%
CONSULTING SERVICES	3,000.00	3,000.00	-	0%
POSTAGE	500.00	-	(500.00)	-100%
PRINTING & COPYING	1,500.00	1,500.00	-	0%
STAFF TRAVEL/PARKING	1,700.00	1,500.00	(200.00)	-12%
STAFF MEMBERSHIP DUES	600.00	600.00	-	0%
SUPPLIES	500.00	500.00	-	0%
TOTAL DIRECT EXPENSES:	<u>19,300.00</u>	<u>17,600.00</u>	<u>(1,700.00)</u>	<u>-9%</u>
INDIRECT EXPENSES:				
FTE	1.25	1.20	(0.05)	-4%
SALARY EXPENSE	88,294.00	85,993.00	(2,301.00)	-3%
BENEFIT EXPENSE	30,721.00	31,997.00	1,276.00	4%
OVERHEAD	29,634.00	29,140.00	(494.00)	-2%
TOTAL INDIRECT EXPENSES:	<u>148,649.00</u>	<u>147,130.00</u>	<u>(1,519.00)</u>	<u>-1%</u>
TOTAL ALL EXPENSES:	<u>167,949.00</u>	<u>164,730.00</u>	<u>(3,219.00)</u>	<u>-2%</u>
NET INCOME (LOSS):	<u>(167,949.00)</u>	<u>(164,730.00)</u>	<u>3,219.00</u>	

The Washington State Bar Foundation is the fundraising arm of the WSBA. This cost center reflects the staffing, operations, and administrative support WSBA provides to the Foundation in exchange for its fundraising services. The Foundation will contribute \$185,000 in revenue to WSBA's FY18 budget to support public service and diversity efforts within the Advancement Department cost centers. Indirect and direct costs are reduced in this cost center to better reflect the actual cost of delivering this service.

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HUMAN RESOURCES	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
STAFF TRAINING- GENERAL	35,000.00	29,400.00	(5,600.00)	-16%
RECRUITING AND ADVERTISING	7,000.00	7,000.00	-	0%
PAYROLL PROCESSING	55,000.00	55,000.00	-	0%
SALARY SURVEYS	2,700.00	2,900.00	200.00	7%
THIRD PARTY SERVICES	13,500.00	22,500.00	9,000.00	67%
DEPRECIATION	835.00	-	(835.00)	-100%
CONSULTING SERVICES	9,000.00	-	(9,000.00)	-100%
STAFF TRAVEL/PARKING	250.00	150.00	(100.00)	-40%
STAFF MEMBERSHIP DUES	1,378.00	1,188.00	(190.00)	-14%
SUBSCRIPTIONS	1,993.00	1,938.00	(55.00)	-3%
TRANSFER TO INDIRECT EXPENSE	(126,656.00)	(120,076.00)	6,580.00	-5%
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:				
FTE	2.48	2.48	-	0%
SALARY EXPENSE	244,580.00	249,508.00	4,928.00	2%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	(120,000.00)	-	0%
BENEFIT EXPENSE	74,445.00	80,201.00	5,756.00	8%
OVERHEAD	58,794.00	60,222.00	1,428.00	2%
TOTAL INDIRECT EXPENSES:	<u>257,819.00</u>	<u>269,931.00</u>	<u>12,112.00</u>	<u>5%</u>
TOTAL ALL EXPENSES:	<u>257,819.00</u>	<u>269,931.00</u>	<u>12,112.00</u>	<u>5%</u>
NET INCOME (LOSS):	<u>(257,819.00)</u>	<u>(269,931.00)</u>	<u>(12,112.00)</u>	

The Human Resources Department handles all human resources functions, including recruitment and retention, compensation and benefits administration, employee relations, legal compliance, equal employment opportunity, employee on-boarding, ongoing employee training and development, performance management, and human resources policies and procedures. Expenses reflected here are solely for staffing (salaries, benefits, and overhead). Direct costs located in this cost center are allocated out to all cost centers through "Overhead" in the indirect expense allocation. Direct expenses include payroll processing, staff training, and recruiting costs.

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LAW CLERK PROGRAM	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
LAW CLERK FEES	95,000.00	110,000.00	15,000.00	16%
LAW CLERK APPLICATION FEES	2,000.00	2,000.00	-	0%
TOTAL REVENUE:	97,000.00	112,000.00	15,000.00	15%
DIRECT EXPENSES:				
CHARACTER & FITNESS INVESTIGATIONS	100.00	100.00	-	0%
LAW CLERK BOARD EXPENSE	5,000.00	4,000.00	(1,000.00)	-20%
SUBSCRIPTIONS	250.00	250.00	-	0%
TOTAL DIRECT EXPENSES:	5,350.00	4,350.00	(1,000.00)	-19%
INDIRECT EXPENSES:				
FTE	0.89	0.85	(0.04)	-4%
SALARY EXPENSE	59,025.00	64,505.00	5,480.00	9%
BENEFIT EXPENSE	20,961.00	23,122.00	2,161.00	10%
OVERHEAD	21,099.00	20,640.00	(459.00)	-2%
TOTAL INDIRECT EXPENSES:	101,085.00	108,267.00	7,182.00	7%
TOTAL ALL EXPENSES:	106,435.00	112,617.00	6,182.00	6%
NET INCOME (LOSS):	(9,435.00)	(617.00)	8,818.00	

The Law Clerk Program is joining with other programs in a newly formed "Innovative Licensing Programs" work unit within RSD, together with the LPO and LLLT programs. This cost center captures the revenue and expenses for the APR Rule 6 Law Clerk Program, which is a program of education that offers an alternative to law school by allowing Law Clerks to study law with a tutor/employer while working full time with the employer; the standard program is four years, the curriculum is essentially the same as a three year JD program curriculum, and Law Clerks must pass character and fitness review and pass the Bar exam to be eligible for admission and licensing as a lawyer. Revenues are generated from modest fees charged to the Law Clerks to participate in the program; the Law Clerk Board has been considering whether it is time to recommend an increase in the participation fee in order to cover increased costs. Expenses are the costs to administer the Law Clerk program and the expenses incurred by the Law Clerk Board. This program has been slowly increasing in size and currently stands at about 80 clerk/tutor pairs around the state. The Board hopes to expand the program through increased outreach and education about the program, and with improving employment situations, expansion of the number of participants may continue to be a possibility. RSD staff has been working to improve the data base at the heart of the program in order to provide improved services to the Law Clerks and tutors.

Salary and benefits costs include additional allocated time of Chief Regulatory Counsel, following Budget and Audit's agreement this year to split the General Counsel/Chief Regulatory Counsel into two positions so long as the position was created within current budget parameters.

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LEGISLATIVE	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
RENT - OLYMPIA OFFICE	5,000.00	2,500.00	(2,500.00)	-50%
CONTRACT LOBBYIST	20,000.00	5,000.00	(15,000.00)	-75%
LOBBYIST CONTACT COSTS	1,600.00	1,000.00	(600.00)	-38%
LEGISLATIVE COMMITTEE	2,500.00	2,500.00	-	0%
BOG LEGISLATIVE COMMITTEE	250.00	250.00	-	0%
STAFF TRAVEL/PARKING	8,000.00	8,000.00	-	0%
STAFF MEMBERSHIP DUES	450.00	450.00	-	0%
SUBSCRIPTIONS	2,000.00	2,000.00	-	0%
TELEPHONE	3,000.00	3,000.00	-	0%
TOTAL DIRECT EXPENSES:	<u>42,800.00</u>	<u>24,700.00</u>	<u>(18,100.00)</u>	<u>-42%</u>
INDIRECT EXPENSES:				
FTE	1.85	1.00	(0.85)	-46%
SALARY EXPENSE	131,303.00	75,697.00	(55,606.00)	-42%
BENEFIT EXPENSE	45,303.00	27,160.00	(18,143.00)	-40%
OVERHEAD	43,859.00	24,283.00	(19,576.00)	-45%
TOTAL INDIRECT EXPENSES:	<u>220,465.00</u>	<u>127,140.00</u>	<u>(93,325.00)</u>	<u>-42%</u>
TOTAL ALL EXPENSES:	<u>263,265.00</u>	<u>151,840.00</u>	<u>(111,425.00)</u>	<u>-42%</u>
NET INCOME (LOSS):	<u>(263,265.00)</u>	<u>(151,840.00)</u>	<u>111,425.00</u>	

In FY17, the Communications cost center included revenues and expenses related to all functions performed by the Communications Department. In FY18, for greater transparency, and to better reflect the department's restructuring this year, this cost center has been replaced with: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publication and Design Services.

The Outreach and Legislative Affairs Manager and the Outreach and Legislative Affairs Coordinator work closely with WSBA leadership and sections to formulate positions on legislation, track relevant legislation during session and provide technical advice on bills and existing statutes to the Legislature. Reduced contract lobbyist, Olympia space rental, and staffing costs reflect reevaluation of legislative support needs.

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**LICENSING AND MEMBERSHIP
RECORDS**

	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
STATUS CERTIFICATE FEES	22,000.00	22,000.00	-	0%
RULE 9/LEGAL INTERN FEES	11,000.00	11,000.00	-	0%
INVESTIGATION FEES	20,000.00	20,000.00	-	0%
PRO HAC VICE	170,000.00	210,000.00	40,000.00	24%
MEMBER CONTACT INFORMATION	24,000.00	21,000.00	(3,000.00)	-13%
PHOTO BAR CARD SALES	800.00	700.00	(100.00)	-13%
TOTAL REVENUE:	247,800.00	284,700.00	36,900.00	15%
DIRECT EXPENSES:				
LICENSING FORMS	2,500.00	3,000.00	500.00	20%
DEPRECIATION	-	11,496.00	11,496.00	
POSTAGE	25,000.00	31,500.00	6,500.00	26%
TOTAL DIRECT EXPENSES:	27,500.00	45,996.00	18,496.00	67%
INDIRECT EXPENSES:				
FTE	4.29	4.65	0.36	8%
SALARY EXPENSE	346,073.00	402,984.00	56,911.00	16%
BENEFIT EXPENSE	112,190.00	135,249.00	23,059.00	21%
OVERHEAD	101,704.00	112,916.00	11,212.00	11%
TOTAL INDIRECT EXPENSES:	559,967.00	651,149.00	91,182.00	16%
TOTAL ALL EXPENSES:	587,467.00	697,145.00	109,678.00	19%
NET INCOME (LOSS):	(339,667.00)	(412,445.00)	(72,778.00)	

As part of the coordinated licensing and admissions project that culminated in FY17 with the adoption of significant amendments to the APR, all member and license types will be tracked in one database and their annual license renewal processes administered by this work group, rather than being handled separately according to license type. This work group includes all activities associated with the collection of annual license fees; processing changes to a member's information on record with the WSBA; providing mailing and emailing lists for internal and external requesters consistent with WSBA policy, bylaws, and the Admission and Practice Rules; and maintaining the membership records database.

Revenues are generated from application fees for Rule 9 Legal Interns and pro hac vice, as well as limited sales of member contact information, member status certificates, investigation fees for status changes, and revenue for photo bar cards. Expenses are primarily printing and postage costs for the annual license packets, the costs of administering the Rule 9 Legal Intern and pro hac vice programs, and all status changes.

Revenue changes are consistent with historic trends; direct costs have increased due to rising printing and mailing costs. Salary and benefits costs include additional allocated time of Chief Regulatory Counsel, following Budget and Audit's agreement this year to split the General Counsel/Chief Regulatory Counsel into two positions so long as the position was created within current budget parameters.

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LICENSING FEES	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
LLLT LICENSE FEES	-	6,125.00	6,125.00	
LICENSE FEES	13,204,000.00	14,953,000.00	1,749,000.00	13%
LPO LICENSE FEES	-	109,000.00	109,000.00	
TOTAL REVENUE:	<u>13,204,000.00</u>	<u>15,068,125.00</u>	<u>1,864,125.00</u>	<u>14%</u>
DIRECT EXPENSES:				
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:				
TOTAL INDIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	
TOTAL ALL EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	
NET INCOME (LOSS):	<u>13,204,000.00</u>	<u>15,068,125.00</u>	<u>1,864,125.00</u>	

Most cost centers across WSBA are supported by license fee funds. Beginning in FY18 and because LPOs and LLLTs are now WSBA members, for the first time, revenues from LPO and LLLT license fees also will be included in this cost center. The Licensing cost center tracks this revenue without any associated expenses.

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LIMITED LICENSE LEGAL TECHNICIAN	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
LLLT LICENSE FEES	5,950.00	-	(5,950.00)	-100%
LLLT EXAM FEES	7,150.00	-	(7,150.00)	-100%
LLLT WAIVER FEES	300.00	-	(300.00)	-100%
TOTAL REVENUE:	13,400.00	-	(13,400.00)	-100%
DIRECT EXPENSES:				
CHARACTER & FITNESS INVESTIGATIONS	700.00	-	(700.00)	-100%
LLLT BOARD	18,000.00	17,000.00	(1,000.00)	-6%
LLLT OUTREACH	8,000.00	8,000.00	-	
LLLT EXAM WRITING	29,600.00	-	(29,600.00)	-100%
DEPRECIATION	3,354.00	-	(3,354.00)	-100%
STAFF TRAVEL/PARKING	400.00	600.00	200.00	50%
TOTAL DIRECT EXPENSES:	60,054.00	25,600.00	(34,454.00)	-57%
INDIRECT EXPENSES:				
FTE	1.39	1.70	0.31	22%
SALARY EXPENSE	106,271.00	138,305.00	32,034.00	30%
BENEFIT EXPENSE	35,786.00	48,348.00	12,562.00	35%
OVERHEAD	32,953.00	42,495.00	9,542.00	29%
TOTAL INDIRECT EXPENSES:	175,010.00	229,148.00	54,138.00	31%
TOTAL ALL EXPENSES:	235,064.00	254,748.00	19,684.00	8%
NET INCOME (LOSS):	(221,664.00)	(254,748.00)	(33,084.00)	

This program administers and regulates the Limited License Legal Technician (LLLT) program (APR 28), which the Supreme Court delegated to WSBA in 2012. In the past, this cost center was used to track all revenues and expenses associated with the "LLLT Program". LLLTs are now WSBA members, and with the recently adopted amendments to the WSBA Bylaws and the Admission and Practice Rules, the administration and regulation of these member types will be consolidated within existing work groups and cost centers that already perform these functions for lawyers, including Admissions, License and Membership Records, and MCLE, although it will continue to be possible to determine these costs separately by member type. For FY18, this cost center will be used primarily to track staffing and expenses related to the LLLT Board, which by court rule oversees the program.

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LIMITED PRACTICE OFFICERS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
LPO EXAMINATION FEES	17,000.00	-	(17,000.00)	-100%
LPO LICENSE FEES	108,000.00	-	(108,000.00)	-100%
LPO LATE LICENSE FEES	1,000.00	-	(1,000.00)	-100%
LPO CEU & TA LATE FEES	4,000.00	-	(4,000.00)	-100%
LPO CONTINUING ED ACCRED FEE	2,700.00	-	(2,700.00)	-100%
TOTAL REVENUE:	132,700.00	-	(132,700.00)	-100%
DIRECT EXPENSES:				
CHARACTER & FITNESS INVESTIGATIONS	100.00	-	(100.00)	-100%
LPO EXAM FACILITIES	800.00	-	(800.00)	-100%
LPO BOARD	3,000.00	3,000.00	-	0%
LPO DISCIPLINE EXPENSES	500.00	-	(500.00)	-100%
FINGERPRINT CARD PROCESSING	3,230.00	-	(3,230.00)	-100%
DEPRECIATION	3,354.00	-	(3,354.00)	-100%
POSTAGE	2,300.00	-	(2,300.00)	-100%
TOTAL DIRECT EXPENSES:	13,284.00	3,000.00	(10,284.00)	-77%
INDIRECT EXPENSES:				
FTE	1.47	1.16	(0.31)	-21%
SALARY EXPENSE	115,843.00	94,904.00	(20,939.00)	-18%
BENEFIT EXPENSE	38,510.00	33,110.00	(5,400.00)	-14%
OVERHEAD	34,850.00	28,168.00	(6,682.00)	-19%
TOTAL INDIRECT EXPENSES:	189,203.00	156,182.00	(33,021.00)	-17%
TOTAL ALL EXPENSES:	202,487.00	159,182.00	(43,305.00)	-21%
NET INCOME (LOSS):	(69,787.00)	(159,182.00)	(89,395.00)	

This program administers and regulates the Limited Practice Officer (LPO) licensing program (APR 12), which the Supreme Court delegated to the WSBA in 2002. There are about 1,000 licensed LPOs in Washington. In the past, this cost center was used to track all revenues and expenses associated with the "Limited Practice Officer (LPO) licensing program". LPOs are now WSBA members, and with the recently adopted amendments to the WSBA Bylaws and the Admission and Practice Rules, the Admission, License and Membership Records, and MCLE, although it will continue to be possible to determine these costs separately by member type. For FY18, this cost center will be used primarily to track staffing and expenses related to the Limited Practice Board, which by court rule oversees the program.

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MANDATORY CONTINUING LEGAL EDUCATION	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
ACCREDITED PROGRAM FEES	300,000.00	282,000.00	(18,000.00)	-6%
FORM1 LATE FEE	75,000.00	100,000.00	25,000.00	33%
MEMBER LATE FEES	150,000.00	203,000.00	53,000.00	35%
ANNUAL ACCREDITED SPONSOR FEES	27,000.00	27,000.00	-	0%
ATTENDANCE FEES	70,000.00	60,000.00	(10,000.00)	-14%
ATTENDANCE LATE FEES	60,000.00	60,000.00	-	0%
COMITY CERTIFICATES	29,000.00	29,000.00	-	0%
TOTAL REVENUE:	711,000.00	761,000.00	50,000.00	7%
DIRECT EXPENSES:				
MCLE BOARD EXPENSES	3,000.00	2,000.00	(1,000.00)	-33%
DEPRECIATION	261,000.00	235,944.00	(25,056.00)	-10%
POSTAGE	2,000.00	-	(2,000.00)	-100%
STAFF MEMBERSHIP DUES	500.00	500.00	-	0%
TOTAL DIRECT EXPENSES:	266,500.00	238,444.00	(28,056.00)	-11%
INDIRECT EXPENSES:				
FTE	4.72	4.80	0.08	2%
SALARY EXPENSE	257,805.00	310,624.00	52,819.00	20%
BENEFIT EXPENSE	99,187.00	112,928.00	13,741.00	14%
OVERHEAD	111,898.00	115,344.00	3,446.00	3%
TOTAL INDIRECT EXPENSES:	468,890.00	538,896.00	70,006.00	15%
TOTAL ALL EXPENSES:	735,390.00	777,340.00	41,950.00	6%
NET INCOME (LOSS):	(24,390.00)	(16,340.00)	8,050.00	

MCLE administration is a core regulatory function of the WSBA. This area processes requests for accreditation of all CLE programs, a total of about 20,000 accreditation requests per year, and tracks the earned credits and the CLE certifications and requirements of all individual members to ascertain whether they have completed their minimum continuing education requirements. Every year, approximately one-third of the active WSBA members are required to report their MCLE credits. For the first time, in FY18 this cost center will also be responsible for accrediting courses for, and tracking the credit requirements of, WSBA's LLLT and LPO members. The cost center is also used to track staffing and expenses related to the MCLE Board, which by court rule oversees the program, and which, beginning in FY18, will also perform this function for continuing education of WSBA's LLLT and LPO members.

Revenue changes are consistent with historical trends. Salary and benefits costs include additional allocated time of Chief Regulatory Counsel, following Budget and Audit's agreement this year to split the General Counsel/Chief Regulatory Counsel into two positions so long as the position was created within current budget parameters.

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MEMBER ASSISTANCE PROGRAM	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
DIVERSIONS	15,750.00	10,000.00	(5,750.00)	-37%
TOTAL REVENUE:	<u>15,750.00</u>	<u>10,000.00</u>	<u>(5,750.00)</u>	<u>-37%</u>
DIRECT EXPENSES:				
MEMBER ASSISTANCE PROGRAM	45,120.00	-	(45,120.00)	
PROF LIAB INSURANCE	850.00	850.00	-	0%
PUBLICATIONS PRODUCTION	200.00	200.00	-	0%
STAFF MEMBERSHIP DUES	350.00	350.00	-	0%
CONFERENCE CALLS	100.00	100.00	-	0%
MISCELLANEOUS	150.00	-	(150.00)	-100%
TOTAL DIRECT EXPENSES:	<u>46,770.00</u>	<u>1,500.00</u>	<u>(45,270.00)</u>	<u>-97%</u>
INDIRECT EXPENSES:				
FTE	0.87	0.87	-	0%
SALARY EXPENSE	77,476.00	78,885.00	1,409.00	2%
BENEFIT EXPENSE	29,331.00	31,594.00	2,263.00	8%
OVERHEAD	20,625.00	21,126.00	501.00	2%
TOTAL INDIRECT EXPENSES:	<u>127,432.00</u>	<u>131,605.00</u>	<u>4,173.00</u>	<u>3%</u>
TOTAL ALL EXPENSES:	<u>174,202.00</u>	<u>133,105.00</u>	<u>(41,097.00)</u>	<u>-24%</u>
NET INCOME (LOSS):	<u>(158,452.00)</u>	<u>(123,105.00)</u>	<u>35,347.00</u>	

The Member Assistance Program (MAP) is a confidential (APR 19) program whose goal is to help lawyers prevent and/or address psychological, emotional, addiction, family, health, stress, and other personal problems. Services include assessment, short-term consultation, group services (e.g. for Job Seekers) and referral, follow-up, and training. MAP administers all Diversion Program respondent evaluations, and handles evaluation interviews, written reports, monitoring, and consultations with other treating professionals and ODC staff. MAP also provides judicial officer referrals for clinical service through the Judicial Assistance Services Program (JASP). Last year, MAP conducted 300 consultations and gave presentations reaching 5,500 members.

Additionally, MAP makes assistance available to all WSBA members through a community partner, KEPRO, whose licensed professionals are available 24/7 assess, treat, and refer impaired lawyers. This program, known as WSBAConnects, provides members access to a suite of work/life integration services including financial counseling, family caregiver referral, and online resources and information to address a wide range of personal and work issues. Extended resources include a free, statewide MAP-trained peer advisor network, self-care website resources, and free or low cost work and wellness educational programming. Revenues come from Diversion Program fees; expenses are principally staff-related costs. In FY18, this benefit for WSBA members that they receive as a function of paying their license fees has been moved to the Membership Benefits cost center.

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MEMBERSHIP BENEFITS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
ROYALTIES	3,000.00	-	(3,000.00)	-100%
TOTAL REVENUE:	<u>3,000.00</u>	<u>-</u>	<u>(3,000.00)</u>	<u>-100%</u>
DIRECT EXPENSES:				
LEGAL LUNCHBOX COURSEBOOK PRODUCTION	-	500.00	500.00	
LEGAL LUNCHBOX SPEAKERS & PROGRAM DEVELOP	-	1,700.00	1,700.00	
WSBA CONNECTS	-	46,560.00	46,560.00	
CASEMAKER	75,000.00	75,000.00	-	0%
TOTAL DIRECT EXPENSES:	<u>75,000.00</u>	<u>123,760.00</u>	<u>48,760.00</u>	<u>65%</u>
INDIRECT EXPENSES:				
FTE	-	0.40	0.40	
SALARY EXPENSE	-	23,685.00	23,685.00	
BENEFIT EXPENSE	-	9,372.00	9,372.00	
OVERHEAD	-	9,713.00	9,713.00	
TOTAL INDIRECT EXPENSES:	<u>-</u>	<u>42,770.00</u>	<u>42,770.00</u>	
TOTAL ALL EXPENSES:	<u>75,000.00</u>	<u>166,530.00</u>	<u>91,530.00</u>	<u>122%</u>
NET INCOME (LOSS):	<u>(72,000.00)</u>	<u>(166,530.00)</u>	<u>(94,530.00)</u>	

This cost center includes costs associated with programs benefiting WSBA's membership as a part of their annual license fee: (1) CaseMaker, a free legal research tool; (2) Legal Lunch Box Series, free monthly CLEs accessed by more than 17,000 members in FY16; and (3) WSBA Connects, a confidential 24/7 member assistance program operated by Kepro, our community partner (see Lawyer Assistance Program cost center narrative for a fuller description of this program). In FY18, revenues and costs associated with practice management tools that members may purchase at a discount (such as ABA insurance programs), are accounted for in the Practice Management Assistance cost center.

In FY17, the Membership Benefits cost center included- vendor royalties from law practice products sold at a discount to WSBA members, and expenses associated with CaseMaker.

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MENTORSHIP PROGRAM	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
MENTORSHIP PROGRAM EXPENSE	15,000.00	2,500.00	(12,500.00)	-83%
RECEPTION/FORUM EXPENSE	4,800.00	6,500.00	1,700.00	35%
CONSULTING SERVICES	1,000.00	-	(1,000.00)	-100%
STAFF TRAVEL/PARKING	2,000.00	2,000.00	-	0%
SUBSCRIPTIONS	500.00	125.00	(375.00)	-75%
CONFERENCE CALLS	200.00	100.00	(100.00)	-50%
TOTAL DIRECT EXPENSES:	<u>23,500.00</u>	<u>11,225.00</u>	<u>(12,275.00)</u>	<u>-52%</u>
INDIRECT EXPENSES:				
FTE	1.40	0.90	(0.50)	-36%
SALARY EXPENSE	108,515.00	60,292.00	(48,223.00)	-44%
BENEFIT EXPENSE	36,268.00	22,470.00	(13,798.00)	-38%
OVERHEAD	33,190.00	21,855.00	(11,335.00)	-34%
TOTAL INDIRECT EXPENSES:	<u>177,973.00</u>	<u>104,617.00</u>	<u>(73,356.00)</u>	<u>-41%</u>
TOTAL ALL EXPENSES:	<u>201,473.00</u>	<u>115,842.00</u>	<u>(85,631.00)</u>	<u>-43%</u>
NET INCOME (LOSS):	<u>(201,473.00)</u>	<u>(115,842.00)</u>	<u>85,631.00</u>	

This cost center includes funding for WSBA's mentorship programming, including the development and promotion of a mentorship curriculum and other mentorship resources including an attorney matching database, mentorship events, and technical support to and promotion of mentorship programs offered by our community partners across the state. In FY18 the mentorship program will host 8 mentorship events, including 2 out of Seattle. Indirect and direct costs for this cost center are reduced in FY18 to better reflect the actual cost of delivering this programming.

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NEW MEMBER PROGRAMS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
NLE PRODUCT SALES	-	15,000.00	15,000.00	
SPONSORSHIPS	-	1,200.00	1,200.00	
SEMINAR REGISTRATIONS	55,000.00	20,000.00	(35,000.00)	-64%
TRIAL ADVOCACY PROGRAM	25,000.00	17,000.00	(8,000.00)	-32%
TOTAL REVENUE:	80,000.00	53,200.00	(26,800.00)	-34%
DIRECT EXPENSES:				
WYLC OUTREACH EVENTS	1,000.00	3,000.00	2,000.00	200%
NLE ONLINE EXPENSES	2,500.00	2,250.00	(250.00)	-10%
NLE SEMINAR BROCHURES	2,000.00	1,500.00	(500.00)	-25%
NLE SPEAKERS & PROGRAM DEVELOPMENT	2,000.00	1,500.00	(500.00)	-25%
NEW LAWYERS COMMITTEE	15,000.00	15,000.00	-	0%
OPEN SECTIONS NIGHT	3,500.00	3,000.00	(500.00)	
TRIAL ADVOCACY PROGRAM	3,500.00	2,500.00	(1,000.00)	-29%
WYLC SCHOLARSHIPS/DONATIONS/GRANT	2,000.00	2,000.00	-	0%
YLL SECTION PROGRAM	-	1,500.00	1,500.00	
CLE COMPS	-	1,500.00	1,500.00	
STAFF TRAVEL/PARKING	1,000.00	2,000.00	1,000.00	100%
STAFF MEMBERSHIP DUES	200.00	30.00	(170.00)	-85%
TOTAL DIRECT EXPENSES:	32,700.00	35,780.00	3,080.00	9%
INDIRECT EXPENSES:				
FTE	2.25	2.20	(0.05)	-2%
SALARY EXPENSE	165,467.00	152,325.00	(13,142.00)	-8%
BENEFIT EXPENSE	56,383.00	56,336.00	(47.00)	0%
OVERHEAD	53,341.00	53,422.00	81.00	0%
TOTAL INDIRECT EXPENSES:	275,191.00	262,083.00	(13,108.00)	-5%
TOTAL ALL EXPENSES:	307,891.00	297,863.00	(10,028.00)	-3%
NET INCOME (LOSS):	(227,891.00)	(244,663.00)	(16,772.00)	

New Member Programs includes outreach, education, and support to newly admitted members of the Bar. This cost center also supports the direct and indirect costs of developing low-cost CLEs tailored to the needs of new members. In FY18 this cost center will support the development of a 24-credit Business Law Learning Track, a 4-credit Evidence and Objections Learning Track, the annual Trial Advocacy Program, and a free financial/debt management seminar. The cost center also includes support for two Open Sections Nights in Tacoma and Seattle, the Young Lawyer Liaison Program (to Sections), and the Public Service Incentive Award (free CLEs). This cost center also includes law school outreach and support for the Washington Young Lawyers Committee (WYLC). Revenue in this cost center is reduced due to decreased live participation in educational programming, partially offset by the addition of recorded product revenue. The net increase in direct costs is associated with additional planned WYLC outreach activities.

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NW LAWYER	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
DISPLAY ADVERTISING	440,000.00	400,000.00	(40,000.00)	-9%
SUBSCRIPT/SINGLE ISSUES	450.00	350.00	(100.00)	-22%
CLASSIFIED ADVERTISING	89,000.00	100,000.00	11,000.00	12%
GEN ANNOUNCEMENTS	17,000.00	15,000.00	(2,000.00)	-12%
PROF ANNOUNCEMENTS	27,000.00	23,000.00	(4,000.00)	-15%
TOTAL REVENUE:	573,450.00	538,350.00	(35,100.00)	-6%
DIRECT EXPENSES:				
GRAPHICS/ARTWORK	3,500.00	3,500.00	-	0%
OUTSIDE SALES EXPENSE	80,000.00	75,000.00	(5,000.00)	-6%
EDITORIAL ADVIS COMMITTEE EXP	800.00	800.00	-	0%
BAD DEBT EXPENSE	1,000.00	6,000.00	5,000.00	500%
POSTAGE	89,100.00	89,000.00	(100.00)	0%
PRINTING & COPYING	220,000.00	250,000.00	30,000.00	14%
DIGITAL/ONLINE DEVELOPMENT	8,400.00	10,200.00	1,800.00	21%
TOTAL DIRECT EXPENSES:	402,800.00	434,500.00	31,700.00	8%
INDIRECT EXPENSES:				
FTE	1.72	1.80	0.08	5%
SALARY EXPENSE	131,759.00	130,495.00	(1,264.00)	-1%
BENEFIT EXPENSE	48,872.00	52,601.00	3,729.00	8%
OVERHEAD	40,777.00	43,709.00	2,932.00	7%
TOTAL INDIRECT EXPENSES:	221,408.00	226,805.00	5,397.00	2%
TOTAL ALL EXPENSES:	624,208.00	661,305.00	37,097.00	6%
NET INCOME (LOSS):	(50,758.00)	(122,955.00)	(72,197.00)	

NW Lawyer is the official publication of the WSBA and serves as the primary method of print communications that is received by all WSBA members and is available to inactive and emeritus members on request. A digital online version is also available. The Editorial Advisory Committee provides oversight and guidance as needed. Authors are volunteers and are not paid for their contributions. Editing and production of NW Lawyer is administered by the staff in the Communications and Outreach Department. NW Lawyer revenues are received from sales of advertisements (display ads, classified ads, professional ads, and announcements) and subscriptions. Expenses include outside sales management, printing, mailing services, postage, and some artwork. All design and layout, as well as much of the photography and artwork, are performed in-house.

Revenue reduction reflects the continuing trend of declining display advertising revenue; the Board will be considering a possible increase to the advertising rates in September for next fiscal year. The overall net increase in direct costs reflects higher printing and publication costs.

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OFFICE OF GENERAL COUNSEL	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
AMICUS BRIEF COMMITTEE	100.00	-	(100.00)	-100%
COURT RULES COMMITTEE	5,000.00	4,000.00	(1,000.00)	-20%
DISCIPLINE ADVISORY ROUNDTABLE	1,500.00	1,500.00	-	0%
CUSTODIANSHIP	5,000.00	2,500.00	(2,500.00)	-50%
DEPRECIATION	-	556.00	556.00	
STAFF TRAVEL/PARKING	2,600.00	3,240.00	640.00	25%
STAFF MEMBERSHIP DUES	1,500.00	1,500.00	-	0%
TOTAL DIRECT EXPENSES:	<u>15,700.00</u>	<u>13,296.00</u>	<u>(2,404.00)</u>	<u>-15%</u>
INDIRECT EXPENSES:				
FTE	5.70	5.41	(0.29)	-5%
SALARY EXPENSE	484,565.00	484,284.00	(281.00)	0%
BENEFIT EXPENSE	157,573.00	166,797.00	9,224.00	6%
OVERHEAD	135,132.00	131,371.00	(3,761.00)	-3%
TOTAL INDIRECT EXPENSES:	<u>777,270.00</u>	<u>782,452.00</u>	<u>5,182.00</u>	<u>1%</u>
TOTAL ALL EXPENSES:	<u>792,970.00</u>	<u>795,748.00</u>	<u>2,778.00</u>	<u>0%</u>
NET INCOME (LOSS):	<u>(792,970.00)</u>	<u>(795,748.00)</u>	<u>(2,778.00)</u>	

The Office of General Counsel serves as counsel to WSBA and the Board of Governors. This office handles or oversees all litigation against WSBA, interpretations and changes to the WSBA bylaws, and other legal issues. It also handles public records requests, custodianship matters, the Lawyers Fund for Client Protection applications, investigation, and processing, and logistical support for Hearing Officers, Conflicts Review Counsel, and for the outside counsel appointed to represent incapacitated respondents in the lawyer discipline system. Staff in this office also supports various boards, committees, task forces, and workgroups, including the Lawyers' Fund for Client Protection Board, the Amicus Brief Committee, the Court Rules Committee, and the Discipline Advisory Round Table.

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OFFICE OF GENERAL COUNSEL DISCIPLINARY BOARD	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
DISCIPLINARY BOARD EXPENSES	7,500.00	10,000.00	2,500.00	33%
CHIEF HEARING OFFICER	33,000.00	33,000.00	-	0%
HEARING OFFICER EXPENSES	5,000.00	3,000.00	(2,000.00)	-40%
HEARING OFFICER TRAINING	2,000.00	2,000.00	-	0%
OUTSIDE COUNSEL	55,000.00	55,000.00	-	0%
STAFF MEMBERSHIP DUES	500.00	500.00	-	0%
TOTAL DIRECT EXPENSES:	<u>103,000.00</u>	<u>103,500.00</u>	<u>500.00</u>	<u>0%</u>
INDIRECT EXPENSES:				
FTE	1.30	1.60	0.30	23%
SALARY EXPENSE	92,118.00	117,064.00	24,946.00	27%
BENEFIT EXPENSE	31,810.00	44,546.00	12,736.00	40%
OVERHEAD	30,819.00	38,853.00	8,034.00	26%
TOTAL INDIRECT EXPENSES:	<u>154,747.00</u>	<u>200,463.00</u>	<u>45,716.00</u>	<u>30%</u>
TOTAL ALL EXPENSES:	<u>257,747.00</u>	<u>303,963.00</u>	<u>46,216.00</u>	<u>18%</u>
NET INCOME (LOSS):	<u>(257,747.00)</u>	<u>(303,963.00)</u>	<u>(46,216.00)</u>	

The Disciplinary Board reviews stipulations to and hearing officer recommendations for suspension and disbarment, holds public oral arguments, and issues written recommendations to the Supreme Court in disciplinary matters. Four separate Review Committees made up of Disciplinary Board members review disciplinary counsel requests for public hearing, admonition, and interim suspension, and dismissals upon request. One assistant general counsel devotes approximately half of his time to this function, assisted by the Clerk to the Disciplinary Board, who handles a significant number of requests for public discipline information. In FY18, a system for online filing of public discipline documents will be in place and exploration of a coordinated discipline system for all license types continues.

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OUTREACH AND ENGAGEMENT	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
ABA DELEGATES	-	4,500.00	4,500.00	
ANNUAL CHAIR MEETINGS	-	600.00	600.00	
JUDICIAL RECOMMENDATIONS COMMITTEE	-	4,500.00	4,500.00	
BOG ELECTIONS	-	6,500.00	6,500.00	
BAR OUTREACH	-	5,000.00	5,000.00	
PROFESSIONALISM	-	750.00	750.00	
STAFF TRAVEL/PARKING	-	400.00	400.00	
STAFF MEMBERSHIP DUES	-	300.00	300.00	
CONFERENCE CALLS	-	200.00	200.00	
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>22,750.00</u>	<u>22,750.00</u>	
INDIRECT EXPENSES:				
FTE	-	2.83	2.83	
SALARY EXPENSE	-	216,560.00	216,560.00	
BENEFIT EXPENSE	-	77,390.00	77,390.00	
OVERHEAD	-	68,721.00	68,721.00	
TOTAL INDIRECT EXPENSES:	<u>-</u>	<u>362,671.00</u>	<u>362,671.00</u>	
TOTAL ALL EXPENSES:	<u>-</u>	<u>385,421.00</u>	<u>385,421.00</u>	
NET INCOME (LOSS):	<u>-</u>	<u>(385,421.00)</u>	<u>(385,421.00)</u>	

In FY17, the Communications cost center included revenues and expenses related to all functions performed by the Communications Department. In FY18, for greater transparency, and to better reflect the department's restructuring this year, this cost center has been replaced with: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publication and Design Services.

The Outreach and Engagement Division advances strategic Bar initiatives by developing, supporting, and overseeing activities that build relationships with the general public; legal professionals; local, county, and specialty bars; policymakers/influencers, and other stakeholders. Outreach work aims to enhance volunteer recruitment, raise awareness and understanding of WSBA programs and priorities, create a sustainable stakeholder network, and leverage Board and staff as brand ambassadors and champions to influence their networks outside of WSBA.

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PRACTICE MANAGEMENT ASSISTANCE	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
ROYALTIES	-	15,000.00	15,000.00	
LAW OFFICE IN A BOX SALES	2,500.00	-	(2,500.00)	-100%
TOTAL REVENUE:	2,500.00	15,000.00	12,500.00	500%
DIRECT EXPENSES:				
LIBRARY MATERIALS/RESOURCES	1,500.00	1,000.00	(500.00)	-33%
LAW OFFICE IN A BOX	500.00	-	(500.00)	-100%
WSBA MEMBER BENEFITS OPEN HOUSE	-	2,250.00	2,250.00	
STAFF TRAVEL/PARKING	2,000.00	2,000.00	-	0%
STAFF MEMBERSHIP DUES	600.00	500.00	(100.00)	-17%
CONFERENCE CALLS	100.00	100.00	-	0%
TOTAL DIRECT EXPENSES:	4,700.00	5,850.00	1,150.00	24%
INDIRECT EXPENSES:				
FTE	1.50	1.50	-	0%
SALARY EXPENSE	122,445.00	125,950.00	3,505.00	3%
BENEFIT EXPENSE	40,196.00	43,345.00	3,149.00	8%
OVERHEAD	35,561.00	36,424.00	863.00	2%
TOTAL INDIRECT EXPENSES:	198,202.00	205,719.00	7,517.00	4%
TOTAL ALL EXPENSES:	202,902.00	211,569.00	8,667.00	4%
NET INCOME (LOSS):	(200,402.00)	(196,569.00)	3,833.00	

The Practice Management Assistance Program (formerly called the Law Office Management Assistance Program or LOMAP) offers a wide range of services to members – especially those in solo and small-firm practice settings and those going through practice transitions – including free telephone consultations; a reference library; and referrals to consultants, vendors, and other WSBA resources. In FY16 more than 80 members accessed the free consultations. New in FY18, this cost center includes support for a WSBA Member Benefits Open House. Also new in FY18, revenue in this cost center includes rebates received for WSBA's identification of practice management assistance products made available to WSBA members at a discount.

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PRACTICE LAW BOARD	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
TRANSLATION SERVICES	100.00	200.00	100.00	100%
PRACTICE OF LAW BOARD	14,000.00	15,000.00	1,000.00	7%
TOTAL DIRECT EXPENSES:	<u>14,100.00</u>	<u>15,200.00</u>	<u>1,100.00</u>	<u>8%</u>
INDIRECT EXPENSES:				
FTE	0.81	0.65	(0.16)	-20%
SALARY EXPENSE	61,398.00	60,125.00	(1,273.00)	-2%
BENEFIT EXPENSE	20,670.00	20,125.00	(545.00)	-3%
OVERHEAD	19,203.00	15,784.00	(3,419.00)	-18%
TOTAL INDIRECT EXPENSES:	<u>101,271.00</u>	<u>96,034.00</u>	<u>(5,237.00)</u>	<u>-5%</u>
TOTAL ALL EXPENSES:	<u>115,371.00</u>	<u>111,234.00</u>	<u>(4,137.00)</u>	<u>-4%</u>
NET INCOME (LOSS):	<u>(115,371.00)</u>	<u>(111,234.00)</u>	<u>4,137.00</u>	

The Practice of Law Board is established by Supreme Court rule and administered by the WSBA to review allegations of the unauthorized practice of law (UPL) and to refer matters for prosecution when appropriate; to issue UPL opinions; to assist in educating the public about authorized practice; and to make recommendations to the Supreme Court regarding the definition of the practice of law and ways that others besides lawyers can assist members of the public who are in need of legal services.

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PROFESSIONAL RESPONSIBILITY PROGRAM	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
RPC COMMITTEE	6,000.00	4,000.00	(2,000.00)	-33%
STAFF TRAVEL/PARKING	1,500.00	1,800.00	300.00	20%
STAFF MEMBERSHIP DUES	500.00	500.00	-	0%
TOTAL DIRECT EXPENSES:	<u>8,000.00</u>	<u>6,300.00</u>	<u>(1,700.00)</u>	<u>-21%</u>
INDIRECT EXPENSES:				
FTE	2.07	1.89	(0.18)	-9%
SALARY EXPENSE	165,405.00	169,068.00	3,663.00	2%
BENEFIT EXPENSE	58,372.00	62,833.00	4,461.00	8%
OVERHEAD	49,074.00	45,895.00	(3,179.00)	-6%
TOTAL INDIRECT EXPENSES:	<u>272,851.00</u>	<u>277,796.00</u>	<u>4,945.00</u>	<u>2%</u>
TOTAL ALL EXPENSES:	<u>280,851.00</u>	<u>284,096.00</u>	<u>3,245.00</u>	<u>1%</u>
NET INCOME (LOSS):	<u>(280,851.00)</u>	<u>(284,096.00)</u>	<u>(3,245.00)</u>	

This program includes the ethics phone line, a resource for members to get answers to ethics questions before they take action; support for the Committee on Professional Ethics; and statewide educational ethics presentations. The Ethics Line provides ethics assistance in around 3,000 member calls a year, and Professional Responsibility Counsel is a frequent local (and occasionally national) speaker, making between 35 and 40 presentations a year on ethical issues of concern to our members. In FY17, WSBA staff completed a revamp of the Ethics Advisory Opinion database and search function to make it easier for people to find current, accurate ethics information on the WSBA website

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PUBLIC SERVICE PROGRAMS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
DONATIONS	85,000.00	95,000.00	10,000.00	12%
PSP PRODUCT SALES	-	10,000.00	10,000.00	
TOTAL REVENUE:	85,000.00	105,000.00	20,000.00	24%
DIRECT EXPENSES:				
PRO BONO & OUBLIC SERVICE COMMITTEE	2,000.00	2,000.00	-	0%
VOLUNTEER APPRECIATION	500.00	-	(500.00)	-100%
PUBLIC SERVICE EVENTS AND PROJECTS	3,150.00	11,500.00	8,350.00	265%
SPEAKERS & PROGRAM DEVELOPMENT	1,500.00	-	(1,500.00)	-100%
DONATIONS/SPONSORSHIPS	203,915.00	207,915.00	4,000.00	2%
POSTAGE	-	500.00	500.00	
PRINTING & COPYING	-	500.00	500.00	
STAFF TRAVEL/PARKING	2,000.00	2,000.00	-	0%
STAFF MEMBERSHIP DUES	95.00	-	(95.00)	-100%
CONFERENCE CALLS	200.00	200.00	-	0%
VOLUNTEER RECRUITMENT & OUTREACH	2,100.00	-	(2,100.00)	
TOTAL DIRECT EXPENSES:	215,460.00	224,615.00	9,155.00	4%
INDIRECT EXPENSES:				
FTE	1.70	1.77	0.07	4%
SALARY EXPENSE	132,099.00	134,349.00	2,250.00	2%
BENEFIT EXPENSE	44,139.00	47,603.00	3,464.00	8%
OVERHEAD	40,302.00	42,981.00	2,679.00	7%
TOTAL INDIRECT EXPENSES:	216,540.00	224,933.00	8,393.00	4%
TOTAL ALL EXPENSES:	432,000.00	449,548.00	17,548.00	4%
NET INCOME (LOSS):	(347,000.00)	(344,548.00)	2,452.00	

Public Service Programs includes staffing and support for the WSBA Moderate Means Program, Call to Duty, the Pro Bono and Public Service Committee, and other activities to promote pro bono and public service through WSBA and our community partners. It also includes grant funding to Washington's three law schools, which partner with WSBA to deliver low-cost legal assistance through the Moderate Means Program. Since 2011, the Moderate Means Program has made over 3,000 referrals and engaged more than 700 attorneys and 300 law students. Since 2015, WSBA has held 4 Day of Service Clinics serving 100 veterans and providing training to over 200 volunteers. Public Service Programs are supported by a grant of \$95,000 from the Washington State Bar Foundation in FY18 (a \$10,000 increase over FY17). In FY18, revenue in the cost center includes revenue from the sale of recorded public service CLEs to those not accessing them for free. Direct costs for this cost center have increased in FY18 to double the number of Day of Service Clinics and to increase outreach and recruitment for the Moderate Means Program.

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PUBLICATION AND DESIGN SERVICES	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
IMAGE LIBRARY	-	4,100.00	4,100.00	
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>4,100.00</u>	<u>4,100.00</u>	
INDIRECT EXPENSES:				
FTE	-	1.39	1.39	
SALARY EXPENSE	-	84,975.00	84,975.00	
BENEFIT EXPENSE	-	33,172.00	33,172.00	
OVERHEAD	-	33,753.00	33,753.00	
TOTAL INDIRECT EXPENSES:	<u>-</u>	<u>151,900.00</u>	<u>151,900.00</u>	
TOTAL ALL EXPENSES:	<u>-</u>	<u>156,000.00</u>	<u>156,000.00</u>	
NET INCOME (LOSS):	<u>-</u>	<u>(156,000.00)</u>	<u>(156,000.00)</u>	

In FY17, the Communications cost center included revenues and expenses related to all functions performed by the Communications Department. In FY18, for greater transparency, and to better reflect the department's restructuring this year, this cost center has been replaced with: (a) Communications Strategies, (b) Outreach and Engagement, (c) Legislative, (d) Conference and Broadcast Services, and (e) Publication and Design Services.

Publication and Design Services is responsible for: (1) editing and oversight of WSBA publications (including but not limited to Deskbooks, Sections publications, and NWLawyer); (2) graphic design for WSBA projects, programs, events, and CLE marketing; and (3) shared oversight of, and set up of products on, the WSBA online store.

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SECTIONS ADMINISTRATION	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
REIMBURSEMENTS FROM SECTIONS	307,000.00	308,000.00	1,000.00	0%
TOTAL REVENUE:	<u>307,000.00</u>	<u>308,000.00</u>	<u>1,000.00</u>	<u>0%</u>
DIRECT EXPENSES:				
SECTION/COMMITTEE CHAIR MTGS	1,000.00	2,000.00	1,000.00	100%
DUES STATEMENTS	9,500.00	6,000.00	(3,500.00)	-37%
STAFF TRAVEL/PARKING	1,000.00	1,200.00	200.00	20%
SUBSCRIPTIONS	-	300.00	300.00	
CONFERENCE CALLS	300.00	300.00	-	0%
MISCELLANEOUS	300.00	300.00	-	0%
TOTAL DIRECT EXPENSES:	<u>12,100.00</u>	<u>10,100.00</u>	<u>(2,000.00)</u>	<u>-17%</u>
INDIRECT EXPENSES:				
FTE	4.03	4.00	(0.03)	-1%
SALARY EXPENSE	259,395.00	265,065.00	5,670.00	2%
BENEFIT EXPENSE	93,121.00	100,606.00	7,485.00	8%
OVERHEAD	95,540.00	97,132.00	1,592.00	2%
TOTAL INDIRECT EXPENSES:	<u>448,056.00</u>	<u>462,803.00</u>	<u>14,747.00</u>	<u>3%</u>
TOTAL ALL EXPENSES:	<u>460,156.00</u>	<u>472,903.00</u>	<u>12,747.00</u>	<u>3%</u>
NET INCOME (LOSS):	<u>(153,156.00)</u>	<u>(164,903.00)</u>	<u>(11,747.00)</u>	

The WSBA has 28 practice sections and provides the administrative functions necessary to support them. Direct staff time and expenses related to administering the sections are included in this cost center. This cost center also supports the indirect costs of developing 60 'Mini CLEs' for Sections in FY18. Sections reimburse WSBA for the cost of supporting sections through a charge of \$18.75 per member (shown as revenue in this cost center and as an expense on each section's financial statement). Expenses are the costs associated with the preparation and mailing of the annual section dues invoices, the collection of section dues, and staff-related expenses for supporting the sections. Overall direct expenses for the cost center in FY18 are reduced. There is an increase in expenses for additional section chair meetings for strategic discussions regarding WSBA CLE seminars and recorded products, offset by a reduction in the cost of mailing annual section dues forms due to updates and efficiencies in the licensing process.

Washington State Bar Association
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TECHNOLOGY	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	
DIRECT EXPENSES:				
COMPUTER HARDWARE	29,000.00	29,000.00	-	0%
COMPUTER SOFTWARE	28,000.00	29,000.00	1,000.00	4%
HARDWARE SERVICE & WARRANTIES	41,000.00	47,000.00	6,000.00	15%
SOFTWARE MAINTENANCE & LICENSING	286,500.00	270,000.00	(16,500.00)	-6%
TELEPHONE HARDWARE & MAINTENANCE	26,000.00	26,000.00	-	0%
COMPUTER SUPPLIES	34,000.00	34,000.00	-	0%
THIRD PARTY SERVICES	40,500.00	74,050.00	33,550.00	83%
CONSULTING SERVICES	212,000.00	110,000.00	(102,000.00)	-48%
STAFF TRAVEL/PARKING	2,500.00	2,500.00	-	0%
STAFF MEMBERSHIP DUES	110.00	110.00	-	0%
TELEPHONE	24,000.00	24,000.00	-	0%
TRANSFER TO INDIRECT EXPENSES	(723,610.00)	(645,660.00)	77,950.00	-11%
TOTAL DIRECT EXPENSES:	<u>-</u>	<u>-</u>	<u>-</u>	
INDIRECT EXPENSES:				
FTE	12.10	12.10	-	0%
SALARY EXPENSE	1,002,250.00	1,016,775.00	14,525.00	1%
CAPITAL LABOR	(140,700.00)	(194,000.00)	(53,300.00)	38%
BENEFIT EXPENSE	327,511.00	351,444.00	23,933.00	7%
OVERHEAD	286,858.00	293,823.00	6,965.00	2%
TOTAL INDIRECT EXPENSES:	<u>1,475,919.00</u>	<u>1,468,042.00</u>	<u>(7,877.00)</u>	<u>-1%</u>
TOTAL ALL EXPENSES:	<u>1,475,919.00</u>	<u>1,468,042.00</u>	<u>(7,877.00)</u>	<u>-1%</u>
NET INCOME (LOSS):	<u>(1,475,919.00)</u>	<u>(1,468,042.00)</u>	<u>7,877.00</u>	

This cost center includes the resources devoted to developing and maintaining WSBA's technology infrastructure and business applications. Expenses reflected here are solely for staffing (salaries, benefits, and overhead). Direct costs are allocated out to all cost centers through "Overhead" in the indirect expense allocation. Direct expenses are for hardware, software, and the ongoing maintenance necessary to support the WSBA's technology needs, data security and management, and disaster recovery work. Falling into these categories are application and database servers, network devices, switches and cabling equipment, workstations (desktops and laptops), printers, fax machines, telecommunications (phone switch and phone sets), and software. Software includes Microsoft Office products as well as other business applications (e.g., membership database, MCLE tracking system, Online Admissions software, Limited Practice Officer software, case management software, website management software, desktop publishing and graphics software, and accounting software).

In FY18, consulting fees are reduced and capital labor increased because more software application development work will occur in-house.

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INDIRECT EXPENSES

	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
SALARIES & BENEFITS:				
SALARIES	10,987,791.00	11,337,279.00	349,488.00	3.2%
ALLOWANCE FOR OPEN POSITIONS	(120,000.00)	(120,000.00)	-	0.0%
TEMPORARY EMPLOYEES	98,320.00	95,810.00	(2,510.00)	-2.6%
EMPLOYEE ASSISTANCE PLAN	4,800.00	4,800.00	-	0.0%
EMPLOYEE SERVICE AWARDS	1,970.00	2,010.00	40.00	2.0%
FICA	823,000.00	853,600.00	30,600.00	3.7%
L&I INSURANCE	48,000.00	47,000.00	(1,000.00)	-2.1%
MEDICAL	1,335,000.00	1,445,000.00	110,000.00	8.2%
RETIREMENT	1,252,000.00	1,424,000.00	172,000.00	13.7%
TRANSPORTATION ALLOWANCE	118,500.00	118,500.00	-	0.0%
UNEMPLOYMENT INSURANCE	106,000.00	108,000.00	2,000.00	1.9%
STAFF DEVELOPMENT-GENERAL	6,865.00	6,910.00	45.00	0.7%
CAPITAL LABOR	(140,700.00)	(194,000.00)	(53,300.00)	37.9%
TOTAL SALARIES & BENEFITS:	14,521,546.00	15,128,909.00	607,363.00	4.2%
OVERHEAD:				
WORKPLACE BENEFITS	42,000.00	39,000.00	(3,000.00)	-7.1%
HUMAN RESOURCES DIRECT EXPENSES	126,656.00	120,076.00	(6,580.00)	-5.2%
MEETING SUPPORT EXPENSES	15,000.00	10,000.00	(5,000.00)	-33.3%
RENT	1,645,000.00	1,750,000.00	105,000.00	6.4%
PROPERTY TAXES	12,500.00	11,000.00	(1,500.00)	-12.0%
FURNITURE, MAINTENANCE, LEASHOLD IMPROVEMENTS	38,000.00	35,200.00	(2,800.00)	-7.4%
OFFICE SUPPLIES & EQUIPMENT	50,000.00	46,000.00	(4,000.00)	-8.0%
FURNITURE & OFFICE EQUIPMENT DEPRECIATION	74,000.00	51,000.00	(23,000.00)	-31.1%
COMPUTER HARDWARE DEPRECIATION	63,000.00	57,000.00	(6,000.00)	-9.5%
COMPUTER SOFTWARE DEPRECIATION	94,500.00	154,000.00	59,500.00	63.0%
INSURANCE	130,400.00	140,000.00	9,600.00	7.4%
PROFESSIONAL FEES-AUDIT	31,000.00	35,000.00	4,000.00	12.9%
PROFESSIONAL FEES-LEGAL	60,000.00	50,000.00	(10,000.00)	-16.7%
TELEPHONE & INTERNET	38,000.00	49,000.00	11,000.00	28.9%
BANK FEES	35,400.00	35,400.00	-	0.0%
POSTAGE	45,000.00	42,000.00	(3,000.00)	-6.7%
CONFERENCES & TRAINING	75,000.00	92,200.00	17,200.00	22.9%
RECORDS STORAGE	40,000.00	40,000.00	-	0.0%
PRODUCTION MAINTENANCE & SUPPLIES	25,000.00	25,000.00	-	0.0%
TECHNOLOGY DIRECT EXPENSES	723,610.00	645,660.00	(77,950.00)	-10.8%
TOTAL OVERHEAD:	3,364,066.00	3,427,536.00	63,470.00	1.9%
TOTAL INDIRECT EXPENSES:	17,885,612.00	18,556,445.00	670,833.00	3.8%

B

**2018 WSBA BUDGET WORKSHEET
CAPITAL BUDGET**

	COST CENTER	UNIT COST	QTY	AMOUNT	USEFUL LIFE (YRS)	ESTIMATED IN SERVICE DATE	ANNUAL DEPRECIATION EXPENSE	BUDGET FY 2018
Capital Software (General Indirects)								
Upgrade NetApp (new software)		21,000	1	21,000	5	Nov-17	4,200	3,500
Website Redesign Part 2 (WSBA.org site refinements, including ADA)		25,000	1	25,000	5	Dec-17	5,000	4,167
Rollout of Personify Upgrade moved from FY17 to FY18		70,000	1	70,000	3	Apr-18	23,333	11,667
		116,000		116,000			32,533	19,333
Capital Labor								
New On-Line Admissions System	ADMISS	80,000	1	80,000	3	Sep-18	26,667	2,222
MCLE System Enhancements	MCLE	45,000	1	45,000	5	Jun-18	9,000	3,000
Ethic Line Email Line Database	OGC	10,000	1	10,000	3	Aug-18	3,333	556
Website Redesign Part 2 (re-skinning MyWSBA and WSBA Store)		10,000	1	10,000	5	Nov-17	2,000	1,833
Learning Tracks		4,000	1	4,000	5	Nov-17	800	733
Lawyer Directory (Opt-In Membership Directory)		15,000	1	15,000	5	Jan-18	3,000	2,250
Rollout of Personify Upgrade moved from FY17 to FY18		49,200	1	49,200	3	Apr-18	16,400	8,200
Navision Upgrade Project moved from FY18 to FY19								
		213,200		213,200			61,200	18,794
Total				329,200			93,733	38,128
Capital Hardware (General Indirects):								
Upgrade Wireless Infrastructure		10,000	1	10,000	5	Mar-17	2,000	1,000
Upgrade Net App (new controller)		38,000	1	38,000	5	Nov-17	7,600	6,333
Replace UPS in Server Room		20,000	1	20,000	5	Dec-17	4,000	3,000
Fiber Optics between floors		20,000	1	20,000	5	Jun-18	4,000	1,000
Replace aged laptops		40,000	1	40,000	5	Oct-17	8,000	8,000
Total				128,000			25,600	19,333
Equipment (General Indirects)								
Copier- Replacement (ADV, COMM, ODC)		10,000	3	30,000	5	Oct-17	6,000	6,000
Equipment (Specific Department)								
Offsite Video Recording Equipment		16,527	1	16,527	3	Oct-17	5,509	5,509
Furniture & Leasehold Improvements (General Indirects)								
Leasehold Improvements for Miscellaneous Office Moves		10,000	1	10,000	9	Oct-17	1,111	1,111
Conference Center Webcast Room Leasehold Improvements moved from FY17 to FY18		50,000	1	50,000	9	Oct-17	5,556	5,556
Total				106,527			18,176	18,176
GRAND TOTAL				563,727			137,509	75,637

C

**2018 WSBA Budget Worksheet
Summary of Section Budgets**

		Total Fund Balance at 10-1-16	Net Profit (Loss) Budget FY 2017	2018 Budget					Net Fund Balance Budgeted FY17 & FY18 Combined
				Income	Direct Expenses	Reimb to WSBA	Total Expenses	Net	
1	Administrative Law	48,045	(28,669)	12,300	27,025	4,688	31,713	(19,413)	(36)
2	Alternative Dispute Resolution	20,475	(2,310)	21,485	17,670	7,219	24,889	(3,404)	14,761
3	Animal Law	17,063	(1,945)	2,530	7,925	1,875	9,800	(7,270)	7,848
4	Antitrust, Consumer Protection, Unfair Business Practice	55,026	(3,398)	4,180	8,650	3,919	12,569	(8,389)	43,240
5	Business Law	83,675	(52,910)	38,210	27,900	25,500	53,400	(15,190)	15,575
6	Civil Rights Law	10,071	(2,540)	5,790	4,035	3,281	7,316	(1,526)	6,005
7	Construction Law	37,061	(5,830)	18,800	17,200	9,750	26,950	(8,150)	23,081
8	Corporate Counsel	47,231	(7,750)	38,500	35,000	20,625	55,625	(17,125)	22,356
9	Creditor Debtor Rights	38,598	(9,450)	20,800	11,950	10,500	22,450	(1,650)	27,498
10	Criminal Law	66,341	(4,013)	19,750	14,350	8,813	23,163	(3,413)	58,916
11	Elder Law	53,566	(4,384)	32,021	34,200	12,750	46,950	(14,929)	34,254
12	Environmental and Land Use Law	19,164	(3,988)	27,925	17,575	15,563	33,138	(5,213)	9,964
13	Family Law	70,160	(26,443)	52,750	60,855	23,438	84,293	(31,543)	12,175
14	Health Law	69,255	(9,946)	9,950	11,825	7,031	18,856	(8,906)	50,402
15	Indian Law	50,698	(550)	19,150	19,550	6,469	26,019	(6,869)	43,279
16	Intellectual Property	86,818	(13,429)	28,475	36,450	18,000	54,450	(25,975)	47,414
17	International Practice	16,252	(444)	13,850	10,600	5,063	15,663	(1,813)	13,996
18	Juvenile Law	8,362	(4,471)	5,250	5,350	3,401	8,751	(3,501)	389
19	Labor & Employment Law	88,149	(12,288)	38,815	42,250	18,750	61,000	(22,185)	53,677
20	Legal Assistance to Military Personnel	11,579	(753)	4,010	6,450	1,875	8,325	(4,315)	6,512
21	LGBT Law	6,936	(1,286)	5,223	3,065	2,348	5,413	(190)	5,460
22	Litigation	56,859	(9,088)	34,800	24,400	21,375	45,775	(10,975)	36,796
23	Low Bono	4,052	(554)	4,805	1,975	2,250	4,225	580	4,078
24	Real Property, Probate and Trust	113,962	(20,450)	76,200	78,200	43,500	121,700	(45,500)	48,012
25	Senior Lawyers	9,357	(3,249)	6,691	5,500	5,625	11,125	(4,434)	1,674
26	Solo & Small Practice	51,095	(5,725)	38,600	25,300	18,750	44,050	(5,450)	39,920
27	Taxation	57,160	(9,858)	26,800	26,545	12,375	38,920	(12,120)	35,183
28	World Peace Through Law	15,627	(4,175)	3,675	2,925	2,156	5,081	(1,406)	10,046
Total		1,212,637	(249,892)	611,335	584,720	316,886	901,606	(290,271)	672,475

* Note: Although the combined budget for FY17 & FY18 show a negative fund balance, actual revenue and expenses for FY17 will result in a lower net loss than originally budgeted in FY17.

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ADMINISTRATIVE LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	150.00	150.00	-	0%
SECTION DUES REVENUE	5,625.00	6,250.00	625.00	11%
PUBLICATIONS REVENUE	5,000.00	4,000.00	(1,000.00)	-20%
MINI-CLE REVENUE	1,500.00	1,500.00	-	0%
SEMINAR SPLITS W/ CLE	(3,500.00)	400.00	3,900.00	-111%
TOTAL REVENUE:	8,775.00	12,300.00	3,525.00	40%
DIRECT EXPENSES:				
CONFERENCE CALLS	350.00	350.00	-	0%
PER MEMBER CHARGE	4,218.75	4,687.50	468.75	11%
AWARDS	400.00	400.00	-	0%
NEWSLETTER EXPENSES	1,000.00	1,000.00	-	0%
RECEPTION EXPENSE	2,000.00	2,000.00	-	0%
MINI-CLE EXPENSE	3,000.00	3,000.00	-	0%
MEMBERSHIP & RECRUITING EXP	1,000.00	1,000.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	13,200.00	8,000.00	(5,200.00)	-39%
ATTENDANCE AT BOG MEETINGS	125.00	125.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	1,400.00	1,400.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	9,750.00	9,750.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	1,000.00	-	(1,000.00)	-100%
TOTAL DIRECT EXPENSES:	37,443.75	31,712.50	(5,731.25)	-15%
NET INCOME (LOSS):	(28,668.75)	(19,412.50)	9,256.25	

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ALTERNATIVE DISPUTE RESOLUTION

	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	10.00	-	0%
SECTION DUES REVENUE	14,000.00	13,475.00	(525.00)	-4%
CONFERENCES & INSTITUTES	8,000.00	8,000.00	-	0%
TOTAL REVENUE:	22,010.00	21,485.00	(525.00)	-2%
DIRECT EXPENSES:				
CONFERENCE CALLS	500.00	500.00	-	0%
PER MEMBER CHARGE	7,500.00	7,218.75	(281.25)	-4%
SECTION SPECIAL PROJECTS	2,000.00	2,000.00	-	0%
MINI-CLE EXPENSE	2,020.00	2,020.00	-	0%
MEMBERSHIP & RECRUITING EXP	1,250.00	1,750.00	500.00	40%
ATTENDANCE AT BOG MEETINGS	250.00	250.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	1,800.00	1,800.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	4,500.00	4,850.00	350.00	8%
SECTION COMMITTEE EXPENSE	4,000.00	4,000.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	500.00	500.00	-	0%
TOTAL DIRECT EXPENSES:	24,320.00	24,888.75	568.75	2%
NET INCOME (LOSS):	(2,310.00)	(3,403.75)	(1,093.75)	

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ANIMAL LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	30.00	30.00	-	0%
SECTION DUES REVENUE	2,500.00	2,500.00	-	0%
SEMINAR SPLITS W/ CLE	3,000.00	-	(3,000.00)	-100%
TOTAL REVENUE:	5,530.00	2,530.00	(3,000.00)	-54%
DIRECT EXPENSES:				
CONFERENCE CALLS	200.00	200.00	-	0%
PER MEMBER CHARGE	1,875.00	1,875.00	-	0%
ELECTIONS	-	125.00	125.00	
MINI-CLE EXPENSE	2,000.00	2,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	1,500.00	4,500.00	3,000.00	200%
MEMBERSHIP & RECRUITING EXP	400.00	100.00	(300.00)	-75%
SCHOLARSHIPS/DONATIONS/GRANT	1,000.00	-	(1,000.00)	-100%
EXECUTIVE COMMITTEE EXPENSES	250.00	750.00	500.00	200%
ANNUAL OR OTHER MEETING EXPENSE	250.00	250.00	-	0%
TOTAL DIRECT EXPENSES:	7,475.00	9,800.00	2,325.00	31%
NET INCOME (LOSS):	(1,945.00)	(7,270.00)	(5,325.00)	

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ANTITRUST, CONSUMER PROTECTION & UNFAIR BUSINESS PRACTICES

	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
SECTION DUES REVENUE	4,040.00	4,180.00	140.00	3%
SEMINAR SPLITS W/ CLE	3,000.00	-	(3,000.00)	-100%
TOTAL REVENUE:	7,040.00	4,180.00	(2,860.00)	-41%
DIRECT EXPENSES:				
PER MEMBER CHARGE	3,787.50	3,918.75	131.25	3%
MINI-CLE EXPENSE	1,700.00	1,700.00	-	0%
SEMINAR EXPENSE - SECTIONS	700.00	3,700.00	3,000.00	429%
MEMBERSHIP & RECRUITING EXP	750.00	-	(750.00)	-100%
LAW SCHOOL OUTREACH	1,500.00	1,500.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	1,000.00	750.00	(250.00)	-25%
LDSHIP/PROF DEVELOP/RETREATS	1,000.00	1,000.00	-	0%
TOTAL DIRECT EXPENSES:	10,437.50	12,568.75	2,131.25	20%
NET INCOME (LOSS):	(3,397.50)	(8,388.75)	(4,991.25)	

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BUSINESS LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	10.00	-	0%
SECTION DUES REVENUE	33,600.00	34,000.00	400.00	1%
MINI-CLE REVENUE	5,400.00	3,200.00	(2,200.00)	-41%
SEMINAR SPLITS W/ CLE	7,000.00	1,000.00	(6,000.00)	-86%
TOTAL REVENUE:	46,010.00	38,210.00	(7,800.00)	-17%
DIRECT EXPENSES:				
CONFERENCE CALLS	500.00	500.00	-	0%
PER MEMBER CHARGE	25,200.00	25,500.00	300.00	1%
NEWSLETTER EXPENSES	1,000.00	1,000.00	-	0%
RECEPTION EXPENSE	-	500.00	500.00	
SECTION SPECIAL PROJECTS	39,670.00	-	(39,670.00)	-100%
WEBSITE EXPENSES	1,000.00	500.00	(500.00)	-50%
MINI-CLE EXPENSE	13,500.00	10,200.00	(3,300.00)	-24%
SEMINAR EXPENSE - SECTIONS	400.00	1,800.00	1,400.00	350%
MEMBERSHIP & RECRUITING EXP	1,000.00	500.00	(500.00)	-50%
SCHOLARSHIPS/DONATIONS/GRANT	8,000.00	6,500.00	(1,500.00)	-19%
ATTENDANCE AT BOG MEETINGS	300.00	300.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	4,700.00	2,700.00	(2,000.00)	-43%
LDSHIP/PROF DEVELOP/RETREATS	900.00	900.00	-	0%
SECTION COMMITTEE EXPENSE	2,750.00	2,500.00	(250.00)	-9%
TOTAL DIRECT EXPENSES:	98,920.00	53,400.00	(45,520.00)	-46%
NET INCOME (LOSS):	(52,910.00)	(15,190.00)	37,720.00	

Washington State Bar Association

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CIVIL RIGHTS LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	10.00	-	0%
SECTION DUES REVENUE	3,960.00	5,250.00	1,290.00	33%
SEMINAR SPLITS W/ CLE	-	530.00	530.00	
TOTAL REVENUE:	3,970.00	5,790.00	1,820.00	46%
DIRECT EXPENSES:				
CONFERENCE CALLS	600.00	600.00	-	0%
PER MEMBER CHARGE	2,475.00	3,281.25	806.25	33%
AWARDS	300.00	300.00	-	0%
MINI-CLE EXPENSE	435.00	435.00	-	0%
MEMBERSHIP & RECRUITING EXP	300.00	300.00	-	0%
LAW SCHOOL OUTREACH	200.00	200.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	200.00	200.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	1,650.00	1,650.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	350.00	350.00	-	0%
TOTAL DIRECT EXPENSES:	6,510.00	7,316.25	806.25	12%
NET INCOME (LOSS):	(2,540.00)	(1,526.25)	1,013.75	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

CONSTRUCTION LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
SECTION DUES REVENUE	13,000.00	13,000.00	-	0%
MINI-CLE REVENUE	1,800.00	1,800.00	-	0%
SEMINAR SPLITS W/ CLE	4,500.00	4,000.00	(500.00)	-11%
TOTAL REVENUE:	19,300.00	18,800.00	(500.00)	-3%
DIRECT EXPENSES:				
CONFERENCE CALLS	280.00	250.00	(30.00)	-11%
PER MEMBER CHARGE	9,750.00	9,750.00	-	0%
AWARDS	2,500.00	3,500.00	1,000.00	40%
NEWSLETTER EXPENSES	1,000.00	700.00	(300.00)	-30%
RECEPTION EXPENSE	3,000.00	4,000.00	1,000.00	33%
SECTION SPECIAL PROJECTS	1,000.00	500.00	(500.00)	-50%
MINI-CLE EXPENSE	4,000.00	2,500.00	(1,500.00)	-38%
SEMINAR EXPENSE - SECTIONS	1,500.00	1,500.00	-	0%
MEMBERSHIP & RECRUITING EXP	100.00	100.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	-	150.00	150.00	
EXECUTIVE COMMITTEE EXPENSES	2,000.00	4,000.00	2,000.00	100%
TOTAL DIRECT EXPENSES:	25,130.00	26,950.00	1,820.00	7%
NET INCOME (LOSS):	(5,830.00)	(8,150.00)	(2,320.00)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

CORPORATE COUNSEL SECTION	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
SECTION DUES REVENUE	20,000.00	22,000.00	2,000.00	10%
MINI-CLE REVENUE	19,000.00	12,000.00	(7,000.00)	-37%
SEMINAR SPLITS W/ CLE	9,000.00	4,000.00	(5,000.00)	-56%
SEMINAR SPLITS W/ OTHERS	-	500.00	500.00	
TOTAL REVENUE:	<u>48,000.00</u>	<u>38,500.00</u>	<u>(9,500.00)</u>	<u>-20%</u>
DIRECT EXPENSES:				
PER MEMBER CHARGE	18,750.00	20,625.00	1,875.00	10%
MINI-CLE EXPENSE	24,000.00	24,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	3,000.00	3,000.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	7,000.00	5,000.00	(2,000.00)	-29%
EXECUTIVE COMMITTEE EXPENSES	3,000.00	3,000.00	-	0%
TOTAL DIRECT EXPENSES:	<u>55,750.00</u>	<u>55,625.00</u>	<u>(125.00)</u>	<u>0%</u>
NET INCOME (LOSS):	<u>(7,750.00)</u>	<u>(17,125.00)</u>	<u>(9,375.00)</u>	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

CREDITOR DEBTOR RIGHTS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
SECTION DUES REVENUE	16,800.00	16,800.00	-	0%
SEMINAR SPLITS W/ CLE	10,800.00	4,000.00	(6,800.00)	-63%
TOTAL REVENUE:	27,600.00	20,800.00	(6,800.00)	-25%
DIRECT EXPENSES:				
CONFERENCE CALLS	100.00	100.00	-	0%
PER MEMBER CHARGE	10,500.00	10,500.00	-	0%
NEWSLETTER EXPENSES	450.00	600.00	150.00	33%
SEMINAR EXPENSE - SECTIONS	300.00	300.00	-	0%
MEMBERSHIP & RECRUITING EXP	-	250.00	250.00	
SCHOLARSHIPS/DONATIONS/GRANT	20,000.00	5,000.00	(15,000.00)	-75%
EXECUTIVE COMMITTEE EXPENSES	5,400.00	5,400.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	300.00	300.00	-	0%
TOTAL DIRECT EXPENSES:	37,050.00	22,450.00	(14,600.00)	-39%
NET INCOME (LOSS):	(9,450.00)	(1,650.00)	7,800.00	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

CRIMINAL LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	50.00	50.00	-	0%
SECTION DUES REVENUE	13,950.00	13,950.00	-	0%
MINI-CLE REVENUE	450.00	450.00	-	0%
SEMINAR SPLITS W/ CLE	5,300.00	5,300.00	-	0%
TOTAL REVENUE:	19,750.00	19,750.00	-	0%
DIRECT EXPENSES:				
PER MEMBER CHARGE	8,812.50	8,812.50	-	0%
ELECTIONS	600.00	-	(600.00)	-100%
MINI-CLE EXPENSE	2,000.00	2,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	1,000.00	1,000.00	-	0%
NEW LAWYER OUTREACH	100.00	100.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	3,000.00	3,000.00	-	0%
LAW SCHOOL OUTREACH	500.00	500.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	6,250.00	6,250.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	1,500.00	1,500.00	-	0%
TOTAL DIRECT EXPENSES:	23,762.50	23,162.50	(600.00)	-3%
NET INCOME (LOSS):	(4,012.50)	(3,412.50)	600.00	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

ELDER LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	10.00	-	0%
SECTION DUES REVENUE	23,275.00	23,800.00	525.00	2%
SEMINAR SPLITS W/ CLE	10,000.00	8,211.25	(1,788.75)	-18%
SEMINAR SPLITS W/ OTHERS	13,000.00	-	(13,000.00)	-100%
TOTAL REVENUE:	46,285.00	32,021.25	(14,263.75)	-31%
DIRECT EXPENSES:				
CONFERENCE CALLS	600.00	600.00	-	0%
PER MEMBER CHARGE	12,468.75	12,750.00	281.25	2%
LEGISLATIVE/LOBBYING	1,500.00	1,500.00	-	0%
RECEPTION EXPENSE	6,500.00	6,500.00	-	0%
SECTION SPECIAL PROJECTS	2,500.00	2,500.00	-	0%
SEMINAR EXPENSE - SECTIONS	5,500.00	1,500.00	(4,000.00)	-73%
MEMBERSHIP & RECRUITING EXP	100.00	100.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	15,000.00	15,000.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	1,500.00	1,500.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	5,000.00	5,000.00	-	0%
TOTAL DIRECT EXPENSES:	50,668.75	46,950.00	(3,718.75)	-7%
NET INCOME (LOSS):	(4,383.75)	(14,928.75)	(10,545.00)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

ENVIROMENTAL & LAND USE LAW SECTION	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	50.00	75.00	25.00	50%
SECTION DUES REVENUE	29,050.00	29,050.00	-	0%
MINI-CLE REVENUE	500.00	300.00	(200.00)	-40%
SEMINAR SPLITS W/ CLE	1,000.00	(1,500.00)	(2,500.00)	-250%
TOTAL REVENUE:	30,600.00	27,925.00	(2,675.00)	-9%
DIRECT EXPENSES:				
CONFERENCE CALLS	250.00	300.00	50.00	20%
PER MEMBER CHARGE	15,562.50	15,562.50	-	0%
AWARDS	200.00	200.00	-	0%
LEGISLATIVE/LOBBYING	-	1,000.00	1,000.00	
NEWSLETTER EXPENSES	2,000.00	-	(2,000.00)	-100%
SECTION SPECIAL PROJECTS	1,000.00	500.00	(500.00)	-50%
MINI-CLE EXPENSE	2,000.00	2,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	1,975.00	1,975.00	-	0%
NEW LAWYER OUTREACH	100.00	100.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	3,000.00	3,000.00	-	0%
LAW SCHOOL OUTREACH	1,500.00	1,500.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	7,000.00	7,000.00	-	0%
TOTAL DIRECT EXPENSES:	34,587.50	33,137.50	(1,450.00)	-4%
NET INCOME (LOSS):	(3,987.50)	(5,212.50)	(1,225.00)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

FAMILY LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	100.00	-	(100.00)	-100%
SECTION DUES REVENUE	43,750.00	43,750.00	-	0%
SEMINAR SPLITS W/ CLE	9,000.00	9,000.00	-	0%
TOTAL REVENUE:	52,850.00	52,750.00	(100.00)	0%
DIRECT EXPENSES:				
POSTAGE	700.00	700.00	-	0%
CONFERENCE CALLS	500.00	500.00	-	0%
PER MEMBER CHARGE	23,437.50	23,437.50	-	0%
ELECTIONS	700.00	700.00	-	0%
AWARDS	1,955.00	1,955.00	-	0%
NEWSLETTER EXPENSES	1,000.00	1,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	11,000.00	11,000.00	-	0%
MEMBERSHIP & RECRUITING EXP	5,000.00	5,000.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	5,000.00	10,000.00	5,000.00	100%
ATTENDANCE AT BOG MEETINGS	2,500.00	2,500.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	16,000.00	16,000.00	-	0%
EXECUTIVE COMM EXP - OTHER	10,000.00	10,000.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	1,500.00	1,500.00	-	0%
TOTAL DIRECT EXPENSES:	79,292.50	84,292.50	5,000.00	6%
NET INCOME (LOSS):	(26,442.50)	(31,542.50)	(5,100.00)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

HEALTH LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	150.00	250.00	100.00	67%
SECTION DUES REVENUE	7,500.00	7,500.00	-	0%
MINI-CLE REVENUE	1,200.00	1,200.00	-	0%
SEMINAR SPLITS W/ CLE	360.00	1,000.00	640.00	178%
TOTAL REVENUE:	9,210.00	9,950.00	740.00	8%
DIRECT EXPENSES:				
CONFERENCE CALLS	400.00	400.00	-	0%
PER MEMBER CHARGE	7,031.25	7,031.25	-	0%
MINI-CLE EXPENSE	1,200.00	1,800.00	600.00	50%
SEMINAR EXPENSE - SECTIONS	1,000.00	1,000.00	-	0%
MEMBERSHIP & RECRUITING EXP	3,000.00	2,000.00	(1,000.00)	-33%
SCHOLARSHIPS/DONATIONS/GRANT	1,125.00	1,125.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	5,000.00	2,500.00	(2,500.00)	-50%
LDSHIP/PROF DEVELOP/RETREATS	400.00	3,000.00	2,600.00	650%
TOTAL DIRECT EXPENSES:	19,156.25	18,856.25	(300.00)	-2%
NET INCOME (LOSS):	(9,946.25)	(8,906.25)	1,040.00	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

INDIAN LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	50.00	50.00	-	0%
SECTION DUES REVENUE	8,000.00	8,000.00	-	0%
SEMINAR SPLITS W/ CLE	4,000.00	11,100.00	7,100.00	178%
TOTAL REVENUE:	12,050.00	19,150.00	7,100.00	59%
DIRECT EXPENSES:				
CONFERENCE CALLS	100.00	50.00	(50.00)	-50%
PER MEMBER CHARGE	6,000.00	6,468.75	468.75	8%
NEWSLETTER EXPENSES	1,000.00	1,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	-	12,600.00	12,600.00	
HONORARIUM	200.00	200.00	-	0%
MEMBERSHIP & RECRUITING EXP	100.00	500.00	400.00	400%
SCHOLARSHIPS/DONATIONS/GRANT	5,000.00	5,000.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	200.00	200.00	-	0%
TOTAL DIRECT EXPENSES:	12,600.00	26,018.75	13,418.75	106%
NET INCOME (LOSS):	(550.00)	(6,868.75)	(6,318.75)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

INTELLECTUAL PROPERTY LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	100.00	100.00	-	0%
SECTION DUES REVENUE	23,500.00	24,000.00	500.00	2%
MINI-CLE REVENUE	875.00	875.00	-	0%
SEMINAR SPLITS W/ CLE	18,300.00	3,500.00	(14,800.00)	-81%
TOTAL REVENUE:	42,775.00	28,475.00	(14,300.00)	-33%
DIRECT EXPENSES:				
CONFERENCE CALLS	200.00	200.00	-	0%
PER MEMBER CHARGE	17,625.00	18,000.00	375.00	2%
AWARDS	200.00	-	(200.00)	-100%
RECEPTION EXPENSE	4,800.00	3,750.00	(1,050.00)	-22%
SECTION SPECIAL PROJECTS	1,500.00	-	(1,500.00)	-100%
MINI-CLE EXPENSE	1,000.00	2,500.00	1,500.00	150%
SEMINAR EXPENSE - SECTIONS	10,000.00	7,600.00	(2,400.00)	-24%
MEMBERSHIP & RECRUITING EXP	1,000.00	4,000.00	3,000.00	300%
SCHOLARSHIPS/DONATIONS/GRANT	12,000.00	12,000.00	-	0%
LAW SCHOOL OUTREACH	3,000.00	3,000.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	3,879.00	2,400.00	(1,479.00)	-38%
LDSHIP/PROF DEVELOP/RETREATS	1,000.00	1,000.00	-	0%
TOTAL DIRECT EXPENSES:	56,204.00	54,450.00	(1,754.00)	-3%
NET INCOME (LOSS):	(13,429.00)	(25,975.00)	(12,546.00)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

INTERNATIONAL PRACTICE	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	-	50.00	50.00	
SECTION DUES REVENUE	11,400.00	10,800.00	(600.00)	-5%
SPONSORSHIPS	1,000.00	1,000.00	-	0%
RECEPTIONS REVENUE	2,000.00	1,000.00	(1,000.00)	-50%
MINI-CLE REVENUE	1,500.00	1,000.00	(500.00)	-33%
TOTAL REVENUE:	15,900.00	13,850.00	(2,050.00)	-13%
DIRECT EXPENSES:				
CONFERENCE CALLS	250.00	250.00	-	0%
PER MEMBER CHARGE	5,343.75	5,062.50	(281.25)	-5%
RECEPTION EXPENSE	2,300.00	2,300.00	-	0%
WEBSITE EXPENSES	300.00	300.00	-	0%
MINI-CLE EXPENSE	2,300.00	2,300.00	-	0%
MEMBERSHIP & RECRUITING EXP	50.00	50.00	-	0%
LAW SCHOOL OUTREACH	2,500.00	2,100.00	(400.00)	-16%
EXECUTIVE COMMITTEE EXPENSES	600.00	600.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	300.00	300.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	2,400.00	2,400.00	-	0%
TOTAL DIRECT EXPENSES:	16,343.75	15,662.50	(681.25)	-4%
NET INCOME (LOSS):	(443.75)	(1,812.50)	(1,368.75)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

JUVENILE LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	-	(10.00)	-100%
SECTION DUES REVENUE	5,250.00	5,250.00	-	0%
TOTAL REVENUE:	5,260.00	5,250.00	(10.00)	0%
DIRECT EXPENSES:				
PER MEMBER CHARGE	3,281.25	3,401.25	120.00	4%
MINI-CLE EXPENSE	750.00	750.00	-	0%
SEMINAR EXPENSE - SECTIONS	2,000.00	2,000.00	-	0%
HONORARIUM	1,600.00	1,000.00	(600.00)	-38%
MEMBERSHIP & RECRUITING EXP	1,000.00	500.00	(500.00)	-50%
EXECUTIVE COMMITTEE EXPENSES	500.00	500.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	600.00	600.00	-	0%
TOTAL DIRECT EXPENSES:	9,731.25	8,751.25	(980.00)	-10%
NET INCOME (LOSS):	(4,471.25)	(3,501.25)	970.00	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

LABOR & EMPLOYMENT LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	100.00	100.00	-	0%
SECTION DUES REVENUE	31,500.00	30,000.00	(1,500.00)	-5%
SEMINAR SPLITS W/ CLE	19,000.00	8,715.00	(10,285.00)	-54%
TOTAL REVENUE:	50,600.00	38,815.00	(11,785.00)	-23%
DIRECT EXPENSES:				
PRINTING & COPYING	500.00	-	(500.00)	-100%
CONFERENCE CALLS	250.00	250.00	-	0%
PER MEMBER CHARGE	19,687.50	18,750.00	(937.50)	-5%
RECEPTION EXPENSE	6,000.00	3,000.00	(3,000.00)	-50%
MINI-CLE EXPENSE	8,500.00	8,500.00	-	0%
SEMINAR EXPENSE - SECTIONS	500.00	2,000.00	1,500.00	300%
HONORARIUM	200.00	-	(200.00)	-100%
SCHOLARSHIPS/DONATIONS/GRANT	15,000.00	15,000.00	-	0%
LAW SCHOOL OUTREACH	750.00	1,500.00	750.00	100%
EXECUTIVE COMMITTEE EXPENSES	4,500.00	4,500.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	7,000.00	7,500.00	500.00	7%
TOTAL DIRECT EXPENSES:	62,887.50	61,000.00	(1,887.50)	-3%
NET INCOME (LOSS):	(12,287.50)	(22,185.00)	(9,897.50)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

LEGAL ASSISTANCE TO MILITARY PERSONNEL

	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	10.00	-	0%
SECTION DUES REVENUE	3,850.00	3,500.00	(350.00)	-9%
MINI-CLE REVENUE	500.00	500.00	-	0%
TOTAL REVENUE:	4,360.00	4,010.00	(350.00)	-8%
DIRECT EXPENSES:				
PRINTING & COPYING	-	100.00	100.00	
CONFERENCE CALLS	50.00	200.00	150.00	300%
PER MEMBER CHARGE	2,062.50	1,875.00	(187.50)	-9%
AWARDS	150.00	400.00	250.00	167%
NEWSLETTER EXPENSES	150.00	150.00	-	0%
MINI-CLE EXPENSE	500.00	2,000.00	1,500.00	300%
MEMBERSHIP & RECRUITING EXP	200.00	200.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	1,000.00	2,000.00	1,000.00	100%
BREAKFAST/LUNCH/DINNER MTG EXP	-	500.00	500.00	
EXECUTIVE COMMITTEE EXPENSES	1,000.00	-	(1,000.00)	-100%
EXECUTIVE COMM EXP - OTHER	-	500.00	500.00	
LDSHIP/PROF DEVELOP/RETREATS	-	400.00	400.00	
TOTAL DIRECT EXPENSES:	5,112.50	8,325.00	3,212.50	63%
NET INCOME (LOSS):	(752.50)	(4,315.00)	(3,562.50)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

LGBT LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	10.00	10.00	-	0%
SECTION DUES REVENUE	3,210.00	3,900.00	690.00	21%
MINI-CLE REVENUE	1,500.00	1,000.00	(500.00)	-33%
SEMINAR SPLITS W/ CLE	-	313.00	313.00	
TOTAL REVENUE:	4,720.00	5,223.00	503.00	11%
DIRECT EXPENSES:				
CONFERENCE CALLS	250.00	275.00	25.00	10%
PER MEMBER CHARGE	2,006.25	2,437.50	431.25	21%
MINI-CLE EXPENSE	900.00	900.00	-	0%
MEMBERSHIP & RECRUITING EXP	950.00	900.00	(50.00)	-5%
EXECUTIVE COMMITTEE EXPENSES	1,000.00	700.00	(300.00)	-30%
ANNUAL OR OTHER MEETING EXPENSE	900.00	200.00	(700.00)	-78%
TOTAL DIRECT EXPENSES:	6,006.25	5,412.50	(593.75)	-10%
NET INCOME (LOSS):	(1,286.25)	(189.50)	1,096.75	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

LITIGATION LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	100.00	100.00	-	0%
SECTION DUES REVENUE	35,100.00	34,200.00	(900.00)	-3%
SEMINAR SPLITS W/ CLE	4,000.00	500.00	(3,500.00)	-88%
TOTAL REVENUE:	39,200.00	34,800.00	(4,400.00)	-11%
DIRECT EXPENSES:				
CONFERENCE CALLS	150.00	200.00	50.00	33%
PER MEMBER CHARGE	21,937.50	21,375.00	(562.50)	-3%
AWARDS	500.00	-	(500.00)	-100%
NEWSLETTER EXPENSES	2,500.00	500.00	(2,000.00)	-80%
MINI-CLE EXPENSE	2,000.00	2,000.00	-	0%
SEMINAR EXPENSE - SECTIONS	500.00	-	(500.00)	-100%
MEMBERSHIP & RECRUITING EXP	500.00	1,000.00	500.00	100%
NEW LAWYER OUTREACH	600.00	600.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	3,100.00	3,100.00	-	0%
LAW SCHOOL OUTREACH	1,000.00	1,000.00	-	0%
BREAKFAST/LUNCH/DINNER MTG EXP	5,500.00	5,500.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	10,000.00	10,500.00	500.00	5%
TOTAL DIRECT EXPENSES:	48,287.50	45,775.00	(2,512.50)	-5%
NET INCOME (LOSS):	(9,087.50)	(10,975.00)	(1,887.50)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

LOW BONO	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	5.00	5.00	-	0%
SECTION DUES REVENUE	3,510.00	3,600.00	90.00	3%
SPONSORSHIPS	500.00	500.00	-	0%
SEMINAR SPLITS W/ OTHERS	700.00	700.00	-	0%
TOTAL REVENUE:	4,715.00	4,805.00	90.00	2%
DIRECT EXPENSES:				
CONFERENCE CALLS	75.00	75.00	-	0%
PER MEMBER CHARGE	2,193.75	2,250.00	56.25	3%
SEMINAR EXPENSE - SECTIONS	100.00	100.00	-	0%
MEMBERSHIP & RECRUITING EXP	1,300.00	900.00	(400.00)	-31%
EXECUTIVE COMMITTEE EXPENSES	700.00	700.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	900.00	200.00	(700.00)	-78%
TOTAL DIRECT EXPENSES:	5,268.75	4,225.00	(1,043.75)	-20%
NET INCOME (LOSS):	(553.75)	580.00	1,133.75	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

REAL PROPERTY, PROBATE & TRUST

	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	200.00	200.00	-	0%
SECTION DUES REVENUE	55,000.00	58,000.00	3,000.00	5%
SEMINAR SPLITS W/ CLE	30,000.00	18,000.00	(12,000.00)	-40%
TOTAL REVENUE:	85,200.00	76,200.00	(9,000.00)	-11%
DIRECT EXPENSES:				
CONFERENCE CALLS	200.00	200.00	-	0%
PER MEMBER CHARGE	41,250.00	43,500.00	2,250.00	5%
LEGISLATIVE/LOBBYING	500.00	500.00	-	0%
NEWSLETTER EXPENSES	4,500.00	4,000.00	(500.00)	-11%
WEBSITE EXPENSES	5,000.00	7,000.00	2,000.00	40%
SEMINAR EXPENSE - SECTIONS	2,500.00	6,000.00	3,500.00	140%
MEMBERSHIP & RECRUITING EXP	2,500.00	1,000.00	(1,500.00)	-60%
NEW LAWYER OUTREACH	1,350.00	1,500.00	150.00	11%
SCHOLARSHIPS/DONATIONS/GRANT	12,850.00	14,000.00	1,150.00	9%
ATTENDANCE AT BOG MEETINGS	1,000.00	1,000.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	5,500.00	6,500.00	1,000.00	18%
EXECUTIVE COMM EXP - OTHER	8,000.00	16,000.00	8,000.00	100%
LDSHIP/PROF DEVELOP/RETREATS	20,000.00	20,000.00	-	0%
SECTION COMMITTEE EXPENSE	500.00	500.00	-	0%
TOTAL DIRECT EXPENSES:	105,650.00	121,700.00	16,050.00	15%
NET INCOME (LOSS):	(20,450.00)	(45,500.00)	(25,050.00)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

SENIOR LAWYERS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	26.00	26.00	-	0%
SECTION DUES REVENUE	7,500.00	7,500.00	-	0%
SEMINAR SPLITS W/ CLE	350.00	(834.80)	(1,184.80)	-339%
TOTAL REVENUE:	7,876.00	6,691.20	(1,184.80)	-15%
DIRECT EXPENSES:				
PER MEMBER CHARGE	5,625.00	5,625.00	-	0%
NEWSLETTER EXPENSES	4,500.00	4,500.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	1,000.00	1,000.00	-	0%
TOTAL DIRECT EXPENSES:	11,125.00	11,125.00	-	0%
NET INCOME (LOSS):	(3,249.00)	(4,433.80)	(1,184.80)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

SOLO & SMALL PRACTICE	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	100.00	100.00	-	0%
SECTION DUES REVENUE	35,000.00	35,000.00	-	0%
MINI-CLE REVENUE	2,000.00	3,000.00	1,000.00	50%
SEMINAR SPLITS W/ CLE	2,500.00	500.00	(2,000.00)	-80%
TOTAL REVENUE:	39,600.00	38,600.00	(1,000.00)	-3%
DIRECT EXPENSES:				
CONFERENCE CALLS	750.00	750.00	-	0%
PER MEMBER CHARGE	18,750.00	18,750.00	-	0%
SECTION MISCELLANEOUS	2,500.00	-	(2,500.00)	-100%
NEWSLETTER EXPENSES	1,000.00	1,500.00	500.00	50%
SECTION SPECIAL PROJECTS	2,500.00	2,500.00	-	0%
MINI-CLE EXPENSE	3,300.00	3,000.00	(300.00)	-9%
SEMINAR EXPENSE - SECTIONS	5,000.00	5,000.00	-	0%
MEMBERSHIP & RECRUITING EXP	4,025.00	4,500.00	475.00	12%
SCHOLARSHIPS/DONATIONS/GRANT	500.00	550.00	50.00	10%
EXECUTIVE COMMITTEE EXPENSES	2,500.00	2,500.00	-	0%
LDSHIP/PROF DEVELOP/RETREATS	4,500.00	5,000.00	500.00	11%
TOTAL DIRECT EXPENSES:	45,325.00	44,050.00	(1,275.00)	-3%
NET INCOME (LOSS):	(5,725.00)	(5,450.00)	275.00	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

TAXATION LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	100.00	-	(100.00)	-100%
SECTION DUES REVENUE	18,900.00	19,800.00	900.00	5%
ANNUAL OR OTHER MEETING REV	7,000.00	7,000.00	-	0%
TOTAL REVENUE:	26,000.00	26,800.00	800.00	3%
DIRECT EXPENSES:				
CONFERENCE CALLS	425.00	425.00	-	0%
PER MEMBER CHARGE	11,812.50	12,375.00	562.50	5%
AWARDS	400.00	400.00	-	0%
NEWSLETTER EXPENSES	1,500.00	1,500.00	-	0%
RECEPTION EXPENSE	4,000.00	4,000.00	-	0%
SECTION SPECIAL PROJECTS	4,000.00	4,000.00	-	0%
MINI-CLE EXPENSE	100.00	100.00	-	0%
SEMINAR EXPENSE - SECTIONS	1,000.00	1,000.00	-	0%
MEMBERSHIP & RECRUITING EXP	1,500.00	1,500.00	-	0%
SCHOLARSHIPS/DONATIONS/GRANT	-	2,500.00	2,500.00	
EXECUTIVE COMMITTEE EXPENSES	1,020.00	1,020.00	-	0%
ANNUAL OR OTHER MEETING EXPENSE	10,100.00	10,100.00	-	0%
TOTAL DIRECT EXPENSES:	35,857.50	38,920.00	3,062.50	9%
NET INCOME (LOSS):	(9,857.50)	(12,120.00)	(2,262.50)	

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

WORLD PEACE THROUGH LAW	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
INTEREST - INVESTMENTS	25.00	25.00	-	0%
SECTION DUES REVENUE	3,000.00	3,450.00	450.00	15%
MINI-CLE REVENUE	400.00	200.00	(200.00)	-50%
TOTAL REVENUE:	3,425.00	3,675.00	250.00	7%
DIRECT EXPENSES:				
CONFERENCE CALLS	125.00	125.00	-	0%
PER MEMBER CHARGE	1,875.00	2,156.25	281.25	15%
AWARDS	1,000.00	-	(1,000.00)	-100%
MINI-CLE EXPENSE	4,000.00	2,000.00	(2,000.00)	-50%
MEMBERSHIP & RECRUITING EXP	400.00	400.00	-	0%
EXECUTIVE COMMITTEE EXPENSES	200.00	400.00	200.00	100%
TOTAL DIRECT EXPENSES:	7,600.00	5,081.25	(2,518.75)	-33%
NET INCOME (LOSS):	(4,175.00)	(1,406.25)	2,768.75	

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Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

CONTINUING LEGAL EDUCATION (CLE)

FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
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REVENUE:

SHIPPING & HANDLING	4,600.00	1,000.00	(3,600.00)	-78%
SEMINAR REGISTRATIONS	1,670,000.00	864,735.00	(805,265.00)	-48%
SEMINAR-EXHIB/SPNSR/ETC	25,000.00	29,500.00	4,500.00	18%
DESKBOOK SALES	80,000.00	-	(80,000.00)	-100%
COURSEBOOK SALES	20,000.00	17,000.00	(3,000.00)	-15%
SECTION-PARTNERRED DESKBOOK SALES	15,200.00	-	(15,200.00)	-100%
CASEMAKER ROYALTIES	60,000.00	-	(60,000.00)	-100%
MP3 AND VIDEO SALES	700,000.00	950,000.00	250,000.00	36%

TOTAL REVENUE:	2,574,800.00	1,862,235.00	(712,565.00)	-28%
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DIRECT EXPENSES:

COST OF SALES - DESKBOOKS	56,000.00	-	(56,000.00)	-100%
COST OF SALES - COURSEBOOKS	1,400.00	1,190.00	(210.00)	-15%
COST OF SALES - SECTION PUBLICATION	2,800.00	-	(2,800.00)	-100%
A/V DEVELOP COSTS (RECORDING)	1,500.00	1,500.00	-	0%
SPLITS TO SECTIONS- DESKBOOKS	4,800.00	-	(4,800.00)	-100%
DESKBOOK ROYALTIES	1,000.00	-	(1,000.00)	-100%
ONLINE PRODUCT HOSTING EXPENSES	40,000.00	40,000.00	-	0%
SEMINAR ONLINE DELIVERY EXPENSES	42,000.00	42,000.00	-	0%
SHIPPING SUPPLIES	250.00	100.00	(150.00)	-60%
POSTAGE & DELIVERY-DESKBOOKS	4,000.00	-	(4,000.00)	-100%
POSTAGE & DELIVERY-COURSEBOOKS	3,000.00	2,000.00	(1,000.00)	-33%
FLIERS/CATALOGS	7,500.00	-	(7,500.00)	-100%
POSTAGE - FLIERS/CATALOGS	5,000.00	-	(5,000.00)	-100%
COMPLIMENTARY BOOK PROGRAM	4,000.00	-	(4,000.00)	-100%
COURSEBOOK PRODUCTION	4,000.00	4,000.00	-	0%
POSTAGE - FLIERS/CATALOGS	40,000.00	30,000.00	(10,000.00)	-25%
POSTAGE - MISCELLANEOUS	2,500.00	2,500.00	-	0%
ACCREDITATION FEES	6,500.00	3,550.00	(2,950.00)	-45%
SEMINAR BROCHURES	65,000.00	55,000.00	(10,000.00)	-15%
FACILITIES	285,988.00	250,000.00	(35,988.00)	-13%
SPEAKERS & PROGRAM DEVELOP	55,000.00	58,000.00	3,000.00	5%
SPLITS TO SECTIONS- SEMINARS	167,456.00	51,777.00	(115,679.00)	-69%
SPLITS TO CO-SPONSORS	7,500.00	7,500.00	-	0%
HONORARIA	20,250.00	10,000.00	(10,250.00)	-51%
CLE SEMINAR COMMITTEE	1,500.00	500.00	(1,000.00)	-67%
BAD DEBT EXPENSE	600.00	600.00	-	0%
DEPRECIATION	19,000.00	10,615.00	(8,385.00)	-44%
RECORDS STORAGE - OFF SITE	7,440.00	-	(7,440.00)	-100%
STAFF TRAVEL/PARKING	6,500.00	3,000.00	(3,500.00)	-54%
STAFF MEMBERSHIP DUES	1,550.00	1,550.00	-	0%
SUPPLIES	2,000.00	2,000.00	-	0%
MISCELLANEOUS	200.00	200.00	-	0%

TOTAL DIRECT EXPENSES:	866,234.00	577,582.00	(288,652.00)	-33%
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INDIRECT EXPENSES:

FTE	12.77	9.94	(2.83)	-22%
SALARY EXPENSE	837,663.00	636,612.00	(201,051.00)	-24%
BENEFIT EXPENSE	295,948.00	243,865.00	(52,083.00)	-18%
OVERHEAD	302,742.00	241,372.00	(61,370.00)	-20%

TOTAL INDIRECT EXPENSES:	1,436,353.00	1,121,849.00	(314,504.00)	-22%
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TOTAL ALL EXPENSES:	2,302,587.00	1,699,431.00	(603,156.00)	-26%
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NET INCOME (LOSS):	272,213.00	162,804.00	(109,409.00)
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The CLE cost center includes revenues and costs associated with CLE Seminars and Products. Revenues are obtained from seminar registrations, sponsorships, online sales of coursebooks, and recorded CLE seminars (both video and audio). Consistent with revenues, expenses are mainly for the production of seminars and products. Revenue for live CLE participation continues to decline as revenue for recorded products continues to rise. In FY18, losses to revenue are largely offset by decreases to direct and indirect costs. In FY17, Deskbooks were included in this cost center; they are now accounted for separately in the Deskbooks cost center.

Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

DESKBOOKS	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
SHIPPING & HANDLING	-	4,000.00	4,000.00	
DESKBOOK SALES	-	100,000.00	100,000.00	
SECTION PUBLICATION SALES	-	6,000.00	6,000.00	
CASEMAKER ROYALTIES	-	60,000.00	60,000.00	
TOTAL REVENUE:	-	170,000.00	170,000.00	
DIRECT EXPENSES:				
COST OF SALES - DESKBOOKS	-	70,000.00	70,000.00	
COST OF SALES - SECTION PUBLICATION	-	1,000.00	1,000.00	
SPLITS TO SECTIONS	-	2,000.00	2,000.00	
DESKBOOK ROYALTIES	-	1,000.00	1,000.00	
SHIPPING SUPPLIES	-	250.00	250.00	
POSTAGE & DELIVERY-DESKBOOKS	-	3,000.00	3,000.00	
FLIERS/CATALOGS	-	5,000.00	5,000.00	
POSTAGE - FLIERS/CATALOGS	-	2,500.00	2,500.00	
COMPLIMENTARY BOOK PROGRAM	-	2,000.00	2,000.00	
BAD DEBT EXPENSE	-	100.00	100.00	
RECORDS STORAGE - OFF SITE	-	7,440.00	7,440.00	
STAFF MEMBERSHIP DUES	-	205.00	205.00	
MISCELLANEOUS	-	200.00	200.00	
TOTAL DIRECT EXPENSES:	-	94,695.00	94,695.00	
INDIRECT EXPENSES:				
FTE	-	2.15	2.15	
SALARY EXPENSE	-	140,616.00	140,616.00	
BENEFIT EXPENSE	-	53,386.00	53,386.00	
OVERHEAD	-	52,208.00	52,208.00	
TOTAL INDIRECT EXPENSES:	-	246,210.00	246,210.00	
TOTAL ALL EXPENSES:	-	340,905.00	340,905.00	
NET INCOME (LOSS):	-	(170,905.00)	(170,905.00)	

WSBA publishes a library of over 20 Deskbook titles in substantive areas of Washington law such as family law and real property, as well as civil procedure and ethics; these Deskbooks are intensively researched and edited authoritative treatises that have been cited in over 80 Washington appellate court opinions.

Included in the CLE cost center in FY17, this cost center includes revenues and expenses related to the development, publication and sale of WSBA Deskbooks. Deskbook authors and editors are volunteers who are not paid for their contributions. Revenues are received from sales of Deskbooks (in print and online). Expenses include contract services for cite-checking, copyediting, and indexing, as well as the costs of printing and binding.

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Washington State Bar Association

Budget Comparison Report

For the Period from October 1, 2017 to September 30, 2018

CLIENT PROTECTION FUND	FISCAL 2017 BUDGET	FISCAL 2018 BUDGET	\$ CHANGE IN BUDGET	% CHANGE IN BUDGET
REVENUE:				
CPF RESTITUTION	1,000.00	3,000.00	2,000.00	200%
CPF MEMBER ASSESSMENTS	982,000.00	982,000.00	-	0%
INTEREST REVENUE	3,000.00	7,500.00	4,500.00	150%
TOTAL REVENUE:	986,000.00	992,500.00	6,500.00	1%
DIRECT EXPENSES:				
GIFTS TO INJURED CLIENTS	500,000.00	400,000.00	(100,000.00)	-20%
CPF BOARD EXPENSES	1,500.00	2,000.00	500.00	33%
BANK FEES - WELLS FARGO	1,000.00	1,000.00	-	0%
TOTAL DIRECT EXPENSES:	502,500.00	403,000.00	(99,500.00)	-20%
INDIRECT EXPENSES:				
FTE	1.01	1.35	0.34	34%
SALARY EXPENSE	66,205.00	94,918.00	28,713.00	43%
BENEFIT EXPENSE	23,572.00	35,020.00	11,448.00	49%
OVERHEAD	23,944.00	32,782.00	8,838.00	37%
TOTAL INDIRECT EXPENSES:	113,721.00	162,720.00	48,999.00	43%
TOTAL ALL EXPENSES:	616,221.00	565,720.00	(50,501.00)	-8%
NET INCOME (LOSS):	369,779.00	426,780.00	57,001.00	

The Client Protection Fund (CPF) compensates persons who are the victims of the dishonest taking of, or failure to account for, client funds or property by a lawyer. It does not cover malpractice claims or fee disputes. All payments are discretionary and must be approved by the CPF Board or, in the case of payments over \$25,000, by the Board of Governors, who serves as the trustees of the Fund. The CPF is funded by a mandatory annual assessment of \$30 per active member, house counsel, and pro hac vice admissions. During FY17, the BOG approved the CPF Board recommendation to increase the maximum amount that can be awarded on any claim to \$150,000. Also, the Supreme Court approved amendments to the Admission and Practice Rules to: (1) change the name to the Client Protection Fund, and (2) provide that the actions of LPOs and LLLTs will be included within the coverage provided by the CPF, effective September 1, 2017.

AGENDA ITEM 6.

WSBA

TO: WSBA President, President-elect, Board of Governors, Executive Director

FROM:

SUBJECT: Request for Change in Section Member Dues – FY 2018

DATE: _____

The Juvenile Law Section requests your approval to change (increase or decrease) our section member dues from \$ 30 to \$ 35 effective January 1, 2018.

The new amount has been included in our budget for the 2018 fiscal year which begins October 1, 2017.

Reason for request to change dues:

The section has kept its dues at a very low rate since inception of the section. This minimal increase will provide additional resources for the annual meeting and CLE's.

AGENDA ITEM 7.

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors Budget and Audit Committee

From: Sean Davis, General Counsel

Re: LLLT and LPO assessments for Client Protection Fund

Date: August 17, 2017

ACTION REQUESTED: Recommend that the BOG ask the Supreme Court to issue an order requiring LLLTs and LPOs to contribute to the Client Protection Fund starting with the 2019 licensing year.

1. BACKGROUND TO RECOMMENDATION

On September 1, 2017, the amended APR will become effective. APR 15, the section that is now titled “Lawyers’ Fund for Client Protection” (LFCP), will be retitled “Client Protection Fund.” (CPF). APR 15 will provide that LLLTs and LPOs will be eligible to serve on the CPF Board. The CPF will be able to approve gifts to eligible clients of LLLTs and LPOs. To be approved for a gift, an LLLT or LPO client will be required to meet the same eligibility requirements as a lawyer’s client, *i.e.*, they must have suffered a monetary loss caused by dishonest conduct or the failure to account for money or property entrusted to a LLLT or LPO as a direct result of their legal practice.

The LFCP is funded by a mandatory assessment on lawyers, pursuant to order of the Supreme Court. Currently, each WSBA lawyer member pays \$30 per year. Lawyers pay the assessment with their license renewals. The Supreme Court issued an order in 2010 increasing the assessment from \$15 to \$30, on recommendation of the BOG.

The amended APR state that lawyers, LLLTs and LPOs are subject to the assessment if the Supreme Court so orders. Specifically, amended APR 15(c) states that the “Supreme Court may by order provide for funding by assessment of lawyers, LLLTs, and LPOs in amounts determined by the court upon recommendation of the Board of Governors.”

2. RECOMMENDATION

We seek a recommendation from the Committee that the BOG ask the Supreme Court to issue an order requiring LLLTs and LPOs pay an assessment to the CPF, beginning with the 2019 licensing year. The Committee will need to decide the appropriate assessment to recommend. An assessment of \$30 could be deemed reasonable because the clients of LLLTs and LPOs are equally at risk from the possibility of losses from dishonest conduct, which is by nature unpredictable. However, a lower assessment may be appropriate, given that LLLTs and LPOs generally charge less for their limited services than lawyers and have less earning potential. LLLTs and LPOs also already bear the mandated expense of carrying malpractice insurance.

AGENDA ITEM 8.

WASHINGTON STATE BAR ASSOCIATION

To: Budget and Audit Committee

From: Ann Holmes, Chief Operations Officer

cc: Executive Management Team

Re: WSBA Insurance Portfolio

Date: August 1, 2017

Attached is a summary of the WSBA's insurance portfolio for the period August 1, 2017 through August 1, 2018.

The total expiring premium is \$130,337; the total renewal premium is \$137,406. Most coverage premiums were flat. The two coverage lines that increased are in line with the increased exposure reported as renewal projections.

The Property values are up about 20% over expiring and the projected revenue is up just under 10%. The Property & Professional Liability premiums are up with corresponding increases. This means the rate has been held flat over the expiring.

Washington State Bar Association

Commercial Insurance Renewal

August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Continental Western	Renewal Coverage Continental Western
COMMERCIAL PACKAGE		
PROPERTY & INLAND MARINE		
Limit of Liability:		
Tenant Improvements	\$397,241	\$451,886
Personal Property	\$1,740,054	\$1,740,578
EDP	\$1,845,209	\$2,328,180
Business Income/Extra Expense	\$1,100,000	\$1,600,000
Total	\$5,082,504	\$6,120,644
Locations Insured	1325 4th Avenue	1325 4th Avenue
Deductibles:		
Building & Personal Property	\$2,500	\$2,500
Equipment Breakdown	\$2,500	\$2,500
Business Income	\$2,500	\$2,500
Coinsurance:		
Personal Property	100%	100%
Extra Expense	100%	100%
EDP	100%	100%
Valuation:		
Real & Personal	Replacement Cost	Replacement Cost
Business Income	Actual Loss Sustained	Actual Loss Sustained
Significant Exclusions:		
Flood	✓	✓
Earth Movement	✓	✓
War	✓	✓
Nuclear Hazard	✓	✓
Governmental Action	✓	✓
ANNUAL PROPERTY PREMIUM	\$10,211.00	\$12,358.00
CRIME		
Limit of Liability:		
Employee Dishonesty	\$250,000	\$250,000
ERISA Protection	Included	Included
Forgery & Alteration	\$250,000	\$250,000
Computer and Funds Transfer Fraud	\$500,000	\$500,000
Deductible	\$250	\$250
ANNUAL CRIME PREMIUM	Included in Property	Included in Property
AUTOMOBILE LIABILITY		
Limit of Liability:		
Liability – Symbol 8 (Non Owned Auto Liability)	\$1,000,000	\$1,000,000
Physical Damage - Symbol 8 (As above	ACV	ACV
Deductibles:		
Comprehensvie	\$100	\$100
Collision	\$1,000	\$1,000
Coverage Extensions:		
Employees as Insureds	Yes	Yes
ANNUAL AUTO PREMIUM	\$372.00	\$398.00

Washington State Bar Association

Commercial Insurance Renewal

August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Continental Western	Renewal Coverage Continental Western
COMMERCIAL PACKAGE (continued)		
GENERAL LIABILITY		
Limit of Liability:		
Each Occurrence	\$1,000,000	\$1,000,000
Personal & Advertising Injury	Excluded	Excluded
Products/Completed Ops Aggregate	\$2,000,000	\$2,000,000
General Aggregate	\$2,000,000	\$2,000,000
Fire Damage Legal Liability	\$1,000,000	\$1,000,000
Medical Expense (Any one Person)	\$15,000	\$15,000
Employers Liability – Stop Gap:		
B.I. by Accident	\$1,000,000	\$1,000,000
B.I. by Disease-each employee	\$1,000,000	\$1,000,000
B.I. by Disease - Policy Limit	\$1,000,000	\$1,000,000
Employee Benefits:		
Each Occurrence	\$1,000,000	\$1,000,000
Aggregate Limits	\$2,000,000	\$2,000,000
Deductible	\$1,000	\$1,000
Blanket Additional Insureds	Yes	Yes
Blanket Waiver of Subrogation	Yes	Yes
Auditable on an Annual Basis	Yes	Yes
Exposure Basis	50 Events	50 Events
ANNUAL PREMIUM	\$8,439.00	\$8,591.00
ANNUAL PACKAGE PREMIUM	\$19,022.00	\$21,347.00

Washington State Bar Association
Commercial Insurance Renewal
August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Continental Western	Renewal Coverage Continental Western
UMBRELLA LIABILITY		
Limit of Liability:		
Each Occurrence	\$3,000,000	\$3,000,000
Aggregate	\$3,000,000	\$3,000,000
Coverage Form	Occurrence	Occurrence
Underlying Policies:		
General Liability	✓	✓
Employee Benefits Liability	✓	✓
Employers Liability & Stop Gap WA	✓	✓
Business Automobile	✓	✓
Exclusions:		
Pollution	✓	✓
Personal & Advertising Liability	✓	✓
Directors & Officers Liability	✓	✓
Employment Related Practices	✓	✓
Professional Liability	✓	✓
ANNUAL PREMIUM	\$1,628	\$1,716

Washington State Bar Association
Commercial Insurance Renewal
August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Navigators	Renewal Coverage Navigators
MANAGEMENT LIABILITY		
Limit of Liability: Each Claim Limit & Aggregate D&O & EPL Combined Third Party EPL Sublimits: Additional Side A Limit (D&O) Accreditation Certifications Anti-Trust Claim Broadcasting, advertising & Publishing Wage & Hour Claim Defense	\$3,000,000 Included \$500,000 Excluded/see E&O \$500,000 Excluded/see E&O \$100,000	\$3,000,000 Included \$500,000 Excluded/see E&O \$1,000,000 Excluded/see E&O \$100,000
Deductibles: D&O and EPL 3rd Party EPL Wage & Hour Defense Anti-Trust Coverage Form	\$100,000 \$100,000 \$100,000 \$100,000 Claims Made	\$100,000 \$100,000 \$100,000 \$100,000 Claims Made
Coverage Details: Hammer Clause (Settlement Clause) D&O Hammer Clause (Settlement Clause) EPL Defense Claims for ADA Modified Insured vs. Insured (Carve back former D&O's Medical & Professional Malpractice Exluded Bradley Marshall Excluded Duty To Defend	No Hammer 80/20 Included Included Yes Yes Yes	No Hammer 80/20 Included Included Yes Yes Yes
Exclusions: Prior Acts Exclusion Professional Services Accreditation Sublimit Broadcasting Sublimit	No Yes Yes Yes	No Yes Yes Yes
Pending or Prior Date	8/1/2013	8/1/2013
Defense Costs Included in Limit	Yes	Yes
Discovery Period	One Year 75%	One Year 75%
ANNUAL PREMIUM	\$36,280	\$36,311
Broker Fee	\$2,900	\$2,905
GRAND TOTAL PREMIUM	\$39,180.00	\$39,216.00
Minimum Premium	25%	25%

Washington State Bar Association
Commercial Insurance Renewal
August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Hiscox	Renewal Coverage Hiscox
PROFESSIONAL LIABILITY		
Limit of Liability:		
Each Claim Limit	\$1,000,000	\$1,000,000
Aggregate	\$1,000,000	\$1,000,000
Definition of Professional Services	See Attached	See Attached
Coverage Form	Claims Made	Claims Made
Retro Date	8/1/2014	8/1/2014
Retro Date - for Sublimits	Date of WSBA Establishment	Date of WSBA Establishment
Coverage Sublimits:		
Accreditation	Included in PL Limit	Included in PL Limit
Certification	Included in PL Limit	Included in PL Limit
Broadcasting, Advertising & Publishing	Included in PL Limit	Included in PL Limit
Antitrust Aggregate Limit	\$250,000	\$250,000
Crisis management Aggregate Limit	\$25,000	\$25,000
Defense of Licensing Proceedings Aggregate Limit	\$10,000	\$10,000
Subpoena Assistance Aggregate Limit	\$10,000	\$10,000
Exclusions:		
Dishonest, intentional, fraudulent, criminal or malicious acts	Yes	Yes
Bodily Injury or Property Damage	Yes	Yes
Prior Acts Knowledge	Yes	Yes
Insured vs. Insured	Yes	Yes
ERISA & Securities Laws	Yes	Yes
Attorney Services	Yes	Yes
Healthcare Services	Yes	Yes
Liability Assumed Under Contract	Yes	Yes
See Policy Detail for full listing of Exclusions	Yes	Yes
Deductibles:		
Each Claim Including Expenses	\$100,000	\$100,000
Accreditation, Certification, Broadcasting, Advertising & Publishing	\$100,000	\$100,000
Coverage Details:		
Hammer Clause (Settlement Clause)	50%/50%	50%/50%
Duty To Defend	Yes	Yes
Choice of Counsel	Yes subject to rates: \$300 Partners \$225 Associates \$100 Paralegals	Yes subject to rates: \$300 Partners \$225 Associates \$100 Paralegals
Quarterly Bordereau Reporting	Yes	Yes
Defense Costs Included in Limit	Yes	Yes
Extended Reporting Period	One Year/ 75% of Annual Premium Two Years/150% of Annual Premium Three years 225% of Annual Premium	One Year/ 75% of Annual Premium Two Years/150% of Annual Premium Three years 225% of Annual Premium
ANNUAL PREMIUM	\$48,985.00	\$53,560.00
Company Fee	\$100.00	\$75.00
Taxes & Fees	\$1,044.44	\$1,139.99
Broker Fee	\$650.00	\$650.00
GRAND TOTAL PREMIUM	\$50,779.44	\$55,424.99
Minimum Premium	25%	25%

Washington State Bar Association
Commercial Insurance Renewal
August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Evanston	Renewal Coverage Evanston
MEDICAL PROFESSIONAL LIABILITY		
Limit of Liability: Each Claim & Aggregate	\$1,000,000	\$1,000,000
Deductibles: Coverage Form	\$2,500 Claims Made	\$2,500 Claims Made
Coverage Details: Professional Services Defined:	Counseling & Psychotherapy by licensed Social Workers, Psychologists & Psychotherapists	Counseling & Psychotherapy by licensed Social Workers, Psychologists & Psychotherapists
Pending or Prior Date	10/6/1998	10/6/1998
Defense Costs	Included in Limit	Yes
Discovery Period	One Year 150% of Premium	One Year 150% of Premium
ANNUAL PREMIUM	\$5,000	\$5,000
Taxes & Fees	\$110.25	\$110.25
Broker Fee	\$250	\$250
GRAND TOTAL PREMIUM	\$5,360.25	\$5,360.25
Minimum Premium	25%	25%



Washington State Bar Association

Commercial Insurance Renewal

August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Chubb	Renewal Coverage Chubb
EMPLOYED COUNSEL PROFESSIONAL LIABILITY		
Limit of Liability: Each Claim & Aggregate	\$1,000,000	\$1,000,000
Deductibles Individual Non-Indemnified Liability Coverage Individual Indemnified Liability Coverage	\$0 \$25,000	\$0 \$25,000
Coverage Form	Claims Made	Claims Made
Insured Persons: Jean McElroy Sean Davis Julie Shankland Kirsten Schimpff Alan Singer Kevin Bank Jeanne Marie Clavere Sandra Schilling Nicole Gustine	Yes No Yes Yes Yes No Yes Yes Yes No	Yes Yes Yes Yes No Yes Yes Yes Yes Yes
Exclusions: Specific Matter Exclusion Bodily Injury Pollution Insured vs. Insured	All prior litigation & claims √ √ √	All prior litigation & claims √ √ √
Coverage Details: Coverage Form Duty to Defend Pending or Prior Date Defense Costs Discovery Period	Claims Made Yes 8/1/2014 Included in the Limit One Year 100% of Premium	Claims Made Yes 8/1/2014 Included in the Limit One Year 100% of Premium
ANNUAL PREMIUM	\$7,464	\$7,464
Broker Fee	\$300	\$300
Taxes & Fees	\$163	\$163
GRAND TOTAL PREMIUM	\$7,927.04	\$7,927.04
Minimum Premium	25%	25%

Washington State Bar Association
Commercial Insurance Renewal
August 1, 2017 - August 1, 2018

COVERAGE	Expiring Coverage Hiscox	Renewal Coverage Hiscox
CYBER LIABILITY		
Limits of Liability:		
Combined Policy Aggregate Limit	\$1,000,000	\$1,000,000
Privacy & Cyber Security	Included	Included
Privacy Regulatory Defense, Awards & Fines	Included	Included
Business Interruption & Extra Expense	Included	Included
Business Interruption Forensic Expenses	Included	Included
Dependent Business Loss Sublimits	No Coverage	No Coverage
Data Recovery	Included	Included
Cyber Extortion	Included	Included
PCI Fines Assessments	Included	Included
Data Breach Response & Crisis Management	Included	Included
Cyber Deception	\$100,000	\$100,000
Deductibles:		
Privacy & Cyber Security	\$5,000	\$5,000
Privacy Regulatory Defense, Awards & Fines	\$5,000	\$5,000
Business Interruption & Extra Expense	\$5,000	\$5,000
Business Interruption Waiting Period		
Data Recovery	\$5,000	\$5,000
Cyber Extortion	\$5,000	\$5,000
PCI Fines Assessments	\$5,000	\$5,000
Social Engineering	\$5,000	\$5,000
Data Breach Response & Crisis Management	\$5,000	\$5,000
Cyber Deception	\$5,000	\$5,000
Defense Costs:	Erode The Limits	Erode The Limits
Significant Exclusions:		
Funds Transfer	Yes	Yes
Intentional Acts	Yes	Yes
Prior Acts	Yes	Yes
See policy detail for full listing of exclusions		
Policy Form:		
Claims Made	Claims Made	Claims Made
Retro Date	Policy Inception	Policy Inception
Extended Reporting	TBD at time of Purchase	TBD at time of Purchase
ANNUAL PREMIUM	\$6,008	\$6,008
Surplus Lines Taxes & Fees	\$132.46	\$131.94
Carrier Admin Fee	\$100.00	\$75.00
Wholesale Broker Fee	\$200	\$200
GRAND TOTAL PREMIUM	\$6,440.46	\$6,414.94

Washington State Bar Association
Commercial Insurance Renewal
August 1, 2017 - August 1, 2018

COVERAGE	Expiring Premiums	Renewal Premiums
PREMIUM SUMMARY		
Property & Inland Marine	\$10,211.00	\$12,358.00
General Liability	\$8,439.00	\$8,591.00
Crime	Included in Property	Included in Property
Auto	\$372.00	\$398.00
Total Package Premium	\$19,022.00	\$21,347.00
Umbrella	\$1,628.00	\$1,716.00
Medical Professional	\$5,360.25	\$5,360.25
Professional Liability	\$50,779.44	\$55,424.99
Management Liability (D&O & EPL)	\$39,180.00	\$39,216.00
Employed Counsel Liability	\$7,927.04	\$7,927.04
Cyber Liability	\$6,440.46	\$6,414.94
ANNUAL PREMIUM	\$130,337.19	\$137,406.22

Exposure Comparison

COVERAGE	Expiring Exposures	Renewal Estimates
PREMIUM SUMMARY		
Property Values	\$5,082,504.00	\$6,120,644.00
Estimated Revenue	\$20,536,099.00	\$22,687,834.00

AGENDA ITEM 9.

WASHINGTON STATE BAR ASSOCIATION

To: Budget and Audit Committee

From: Ann Holmes, Chief Operations Officer

cc: Executive Management Team

Re: WSBA Disaster Recovery Plan

Date: September 5, 2017

Attached for your information is the WSBA Disaster Recovery Plan, which is updated, tested through a table-top session, and provided to the Committee every year. There have been no substantive changes to the Plan this year (as has been the case for the last several years).

The Plan is organized by key areas of responsibility: Declaring a Disaster, Plan Activation, the Business Recovery Team, All Employees, Communications, Human Resources, Information Technology, Financial, and Legal. Within each section, there is a short outline of tasks reflecting WSBA priorities. Plan Appendices contain detailed information, tools, forms, procedures, and confidential contact and system information. Please note that the attached copy of the Plan does not include contact and confidential system information.



DISASTER RECOVERY PLAN

EFFECTIVE DATE: 09/2017



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1) Disaster Recovery Plan Overview

- Design
- Distribution of Plan Documents
- Review and Approval

2) Declaring a Disaster & Activation of Plan

- WSBA Management: President and Board of Governors
- Executive Director Management Succession Plan

3) Activating the Plan

- Declaration of Activation of the WSBA Disaster Recovery Plan
- Communicating Activation of the Plan

4) Business Recovery Team (BRT) Responsibilities

- Immediate Priority Tasks [within 24 hours of disaster]
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- Immediate Priority Tasks [within 24 hours of disaster]

6) Communications Responsibilities

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- Resources and Procedures
- Critical Contact Information

11) Appendix I: WSBA Board and Staff Contact Information

- Business Recovery Team Contact Information
- Department Phone List
- WSBA Phone List
- Board of Governors Contact Information

12) Appendix II: WSBA Confidential Accounts, Codes *[Limited distribution]*

13) Appendix III: WSBA Organization

- Functional Organization Chart
- Department Plans and Critical Contacts



1) Disaster Recovery Plan Overview

The WSBA Disaster Recovery Plan (Plan) outlines priorities and processes that must be protected in case of a major disruption of service that denies or severely limits access to our primary facility infrastructure for an extended period. The Plan is a balanced guideline for efficient disaster recovery, based on analysis and prioritization of time sensitive WSBA daily operations:

Task Priority	Description	To be addressed
1. Immediate	Most critical tasks to daily WSBA operations	Within 24 hours of disaster
2. High	To be addressed after immediate tasks; tasks take extra time, use manual methods or require emergency purchase of infrastructure	Within 7 days of disaster
3. Medium	Other tasks to ensure performance of WSBA critical functions	Within 2 weeks of disaster
4. Remaining	Tasks that can wait for more than 2 weeks without significantly impacting WSBA core operations.	Within 1 month of disaster

Design

- Tabbed sections identify areas of responsibility:
 - Declaring a Disaster & Plan Activation
 - Activating the Plan
 - Business Recovery Team (BRT) Responsibilities
 - All Employees
 - Communications Responsibilities
 - Human Resources Responsibilities
 - Information Technology Responsibilities
 - Financial Responsibilities
 - Legal Responsibilities
- Each tabbed section includes:
 - a short outline of tasks reflecting WSBA priorities
 - followed by detailed Resources and Contacts
- Appendices include time-sensitive and confidential information
 - WSBA Board and Staff Contact Information
 - Confidential account numbers and passwords (limited distribution)
 - WSBA Department Plans



Distribution of Plan Documents

1. The current WSBA President receives one copy of the plan, to be returned at the end of his or her term. Distribution and collection will be managed by the BOG Liaison.
2. Each member of the BRT receives two copies of the Plan: one to keep at home and one to keep in the office.
 - a. Plans distributed to Executives serving on the BRT, and other BRT members based on their area of responsibility, include confidential and/or sensitive information (such as passwords and account numbers).
 - b. Plans distributed to other BRT members identify who has access to the needed confidential/sensitive information. BRT members should secure both the office and the home notebook, to protect sensitive information.
 - c. Distribution and Collection of plans will be managed by Human Resources,

Review and Approval

Annually, the BRT will:

1. Review the Plan to update contacts, resources and general content;
2. Conduct a table-top session to ensure all information is current and the recovery process is understood;
3. Submit the Plan to the WSBA Budget and Audit Committee for review and approval.



2) Declaring a Disaster & Activation of Plan

In the case of a major disruption of service that denies or severely limits access to or operation of our primary facility infrastructure for an extended period, the Executive Director will determine whether to declare a disaster and implement the procedures in the WSBA Disaster Recovery Plan. The declaration and activation decisions will occur within 90 minutes of the disaster, if possible.

In the event the Executive Director is unavailable, determine the chain of command (see WSBA Management Succession Plan, on following pages).

The Executive Director or Acting Executive Director may reorder, change, or skip priorities and reassign roles and responsibilities as necessary to properly respond to the disaster.



Governance and Management Succession Plan



Appendix I to Disaster Recovery Plan: Governance and Management Succession Plan

WSBA Management: President and Board of Governors

- A. Authorities:** Governance of the Washington State Bar Association is controlled by three authorities: (1) the State Bar Act (RCW 2.48.040), which established WSBA as an entity in 1933, (2) rules adopted by the Washington Supreme Court, and (3) WSBA Bylaws. The State Bar Act may only be changed by either legislative amendment or an interpretation or overruling of it, or adoption of a specific court rule, by the Supreme Court. The Bylaws may be amended by the Board of Governors (BOG) or by vote of the members.

WSBA is governed by the BOG. The Bylaws provide that a quorum consists of "a majority of the voting membership" (i.e. half the voting membership plus one), which means eight governors [Article II.E.2]. Special meetings of the BOG may be called by the President, Executive Director or five members of the BOG by written request. Special meetings require five days' notice, although this requirement may be waived by unanimous consent of the BOG, and shall customarily be held at the WSBA offices [Article VII.C]. Meetings may be by electronic means [Article VII.B.1]. Emergency meetings may be called by the President or the Executive Director, on 24 hour electronic notice to all members of the Board and the General Counsel in specific situations [Article VII.C.3].

In the event of a vacancy on the BOG due to resignation, death, or removal by the BOG, the Board may decide whether to appoint a replacement governor if 12 or fewer months remain in the governor's term [Article IV.A.4.a]. In the event of the absence or inability of the President to act, the President-elect shall act in the President's place. The Bylaws provide that the Treasurer shall perform the duties of the President in the absence or inability of the President or President-elect to act, and that the Immediate Past President shall perform the duties of the President in the absence or inability of the President, President-Elect, and Treasurer to act [Article IV.B].

The Executive Director is the principal administrative officer of the Bar, and is responsible for the duties enumerated in the Bylaws [Article IV.B.5]. The BOG has given the Executive Director full authority over hiring, managing, and terminating WSBA staff members.

B. Emergency Action:

1. Management: Executive Director (See Executive Director Management Succession Plan)
 - Determine availability/ability of key personnel and if Management Succession Plan needs to be implemented.
 - Work with Business Recovery Team (BRT) to determine condition of WSBA facilities and whether an alternate site is needed.
 - Work with BRT to advise staff whether they come in, stay at the office or go home.
 - Work with BRT to determine financial issues and access to funds.
2. Governing: Board of Governors:
 - Determine availability/ability of President to act and, if not, determine succession (President-elect, Treasurer or Immediate Past President).
 - Determine availability/ability of Governors and possible need to call a Board meeting.
 - Determine if any Governors need to be replaced.
 - Establish any necessary emergency procedures.



WSBA

**Appendix I to Disaster Recovery Plan:
Governance and Management Succession Plan**

Executive Director Management Succession Plan

- A. Purpose:** The *Management Succession Plan* is designed to formalize a process for administering WSBA in the event of the Executive Director's sudden death, departure, incapacitation, or extended absence. It also serves as an outline for operating WSBA when the Executive Director is out of the office on an interim basis (e.g., vacation). For any extended absence or emergency leave, the Board of Governors will decide on the need for an interim Executive Director.
- B. Management Succession:** Specific duties of the Executive Director are delegated below. All administrative issues not specifically delegated below shall be handled by the Chief Operations Officer. The Chief Operations Officer shall have all the authority of the Executive Director except as delegated below. If the Chief Operations Officer is unavailable or unable to serve and the Executive Director is unable to designate an "Acting Executive Director," one shall be named by the majority of available Executive Management Team members, unless or until the Board of Governors otherwise indicates. General Counsel shall contact the President and President-Elect of the current Board of Governors and work with them to call an emergency meeting of the Board of Governors and the Executive Management Team.
- C. Specific Delegations of Authority:**
1. Departmental Functions: Each Executive Management Team member shall have general supervision and control of the departmental functions previously delegated to his/her department. This authority includes hire/fire of departmental staff subject to the concurrence of the Chief Operations Officer or Acting Executive Director.
 2. Personnel Administration: The Chief Operations Officer shall have final authority in the area of human resource administration, including:
 - The final decision on all salary adjustments, including other Executive Management Team members, but not his/her own salary;
 - Hire/fire authority of department staff with the concurrence of the Executive Management Team member;
 - Hire/fire authority of Executive Management Team members for extreme misconduct or derogation of duty with the concurrence of the WSBA President; and
 - Determination of Human Resources policy, subject to concurrence of a majority of the Executive Management Team members.
 3. Board of Governors' Support: General Counsel/Chief Regulatory Counsel shall serve as the liaison to the Board of Governors (with the assistance of the staff of the Office of the Executive Director), including developing the Board of Governors' meeting agenda, preparation of meeting books, minutes, and correspondence, and implementation of Board of Governors policy decisions.
 4. Financial Administration: The Chief Operations Officer shall serve as the chief financial officer, including the preparation of budgets and financial reports, supervision of investments, cash flow, purchasing, and enforcement of expense policies. For purposes of internal controls, the Chief Operations Officer shall not have signature authority on bank accounts. Rather, the General Counsel/Chief Regulatory Counsel, the Chief Communications Officer and the WSBA Treasurer shall be designated and authorized to sign checks on behalf of the WSBA.
 5. Contract Authority: Except as otherwise specifically delegated, the Chief Operations Officer shall have the same contractual authority for WSBA that the Executive Director has.



DISASTER RECOVERY PLAN – CONFIDENTIAL



WSBA

Appendix I to Disaster Recovery Plan: Governance and Management Succession Plan

6. Spokesperson: The Chief Communications Officer, with the counsel and concurrence of the Chief Operations Officer, shall serve as spokesperson for the WSBA.
7. Legislative: The Chief Communications Officer shall have authority to implement the positions adopted by the Board of Governors. On all other legislative matters, the Chief Communications Officer shall act with the concurrence of the General Counsel.
8. Rules for Enforcement of Lawyer Conduct/Admission to Practice Rules: Insofar as the ELCs or APRs call for action by the Executive Director, the General Counsel/Chief Regulatory Counsel and Chief Disciplinary Counsel shall be authorized to sign as "Acting Executive Director."

Paula C. Littlewood, Executive Director

Date: 5/13/13



3) Activating the Plan

Once a disaster has been declared, the Executive Director or Acting Executive Director will

- Complete the Declaration of Activation form following this section
- Organize the Business Recovery Team (BRT), assigning roles and responsibilities to handle remaining immediate priority tasks (BRT contact information follows this section)
- Communicate pursuant to the Communication Plan (see WSBA Communication Plan in Communication Responsibilities section).

Communicating Activation of the Plan

As directed by the Communications Officer, the BRT will notify onsite staff and visitors of activation of plan and means of further communication. For Communication Priorities refer to:

- BRT Responsibilities
- Communications Responsibilities



Declaration of Activation of the WSBA Disaster Recovery Plan

Effective _____ [date] at _____ [time] the Washington State Bar Association Disaster Recovery Plan has been activated by _____ [name, title] due to severe business disruption. The following individuals have been assigned roles and responsibilities at the time of activation of this plan.

Roles/Responsibilities

1. The Executive in charge is _____ [name].
Responsibilities: Responsible for the overall administration of the office and the activities of the WSBA and WSBA staff under the direction of the Board of Governors (BOG). This position also oversees BOG operations, committees and records as well as WSBA archives.
2. The Communications officer is _____ [name].
Responsibilities: Responsible for managing the public reputation of WSBA and its membership. This position is also responsible for developing and implementing a strategic communications plan including comprehensive branding, public relations, media relations, marketing, social media and crisis communications.
3. The Human Resources officer is _____ [name].
Responsibilities: Responsible for human resources strategic planning and talent management. This position is also responsible for overseeing the development, implementation, and supervision of the WSBA's human resource functions, including recruitment, compensation, employee relations, diversity, training, performance management and HR policies and procedures.
4. The General Counsel is _____ [name].
Responsibilities: Provides legal counsel to the BOG and to the Executive Director, and manages the legal affairs of the WSBA. Also responsible for overseeing the work of the Regulatory Services department and the Professional Responsibility Program.
5. The Operations/Facilities officer is _____ [name].
Responsibilities: Develops annual budgets for the WSBA and leads the Operations Team. Supports and directs the Information Technology, Finance and Administration teams and manages the technology and physical infrastructure.
6. The Information Technology officer is _____ [name].
Responsibilities: Responsible for the overall leadership and management of the Information Technology Department which includes supervision of staff responsible for software application development, network operations and desktop support. Shapes and implements the WSBA's strategic technology plans in support of operational needs.
7. Additional Business Recovery Team members and staff available at time of declaration:



4) Business Recovery Team (BRT) Responsibilities

The Business Recovery Team is made up of the Executive Director, the Executive Management Team, and the Operations Team. The names of all members are listed in Appendix I: WSBA Board and Staff Contact Information.

Immediate Priority Tasks [within 24 hours of disaster]

1. Verify Employee Safety

- a. Each BRT member must check in as specified on the preceding page for all employees, and report on his or her status, availability, and methods by which he or she can be reached.



DISASTER RECOVERY PLAN – CONFIDENTIAL

- b. As assigned by the Executive Director or Acting Executive Director, and as set forth below, begin monitoring the emergency contact voicemail and email box to determine who has/has not checked in according to the full employee contact list in Appendix I: WSBA Board and Staff Contact Information.

VOICEMAIL BOX ADMINISTRATION ACCESS

EMAIL ACCOUNT INFO (inbox will contain updated WSBA phone list)

- c. After 90 minutes of activation of the Plan, BRT members assigned by the Executive Director or Acting Executive Director should move from monitoring to verifying employee safety by using the full employee contact list in Appendix I: WSBA Board and Staff Contact Information.
- A more current version of Appendix I may be available on the WSBA network at w:\EMT\Disaster Recovery.
 - Available BRT members and assigned staff should split this task, document the results and make them available to the EMT and the Board as needed.

2. Make Critical Notifications

- a. As assigned by the Executive Director or Acting Executive Director, contact and inform all **Board members** of the Plan's activation (see Appendix I: WSBA Board and Staff Contact Information).
- b. As assigned by the Executive Director or Acting Executive Director, contact and inform critical contacts at the **Washington State Supreme Court** of the Plan's activation (see Appendix I: WSBA Board and Staff Contact Information).
- c. As assigned by the Executive Director or Acting Executive Director, notify **WSBA's insurance broker** of disaster and any known damage to WSBA premises and people:
- Arthur J. Gallagher & Co.
 - 777 108th Avenue NE, Suite 200 | Bellevue, WA 98004
 - Claims Reporting (by phone): 425.586.1075



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- Claims Reporting (by fax): 425.451.3716

3. Protect Confidential Information

WSBA confidential information must be protected. Examples include confidential files stored on floors 7, 8, and 11, and electronic information stored on computers, servers and backup devices.

The Executive Director or Acting Executive Director will designate a BRT member to contact Unico building management (206) 628-5070 and Unico security (206) 628-5104; and/or, with EMT approval, hire appropriate security.

4. Manage Immediate Task Items

As assigned by the Executive Director or Acting Executive Director, BRT team members will oversee and ensure immediate priority tasks in other sections of the Plan are completed as quickly as possible.

High Priority Tasks [within 7 days of disaster]

1. Verify Employee Safety

As assigned by the Executive Director or Acting Executive Director, report results of the safety verification check to appropriate police and/or medical assistance when contact cannot be made within 24 hours.

2. Secure Temporary Business Site

As assigned by the Executive Director or Acting Executive Director, BRT team members will locate a temporary site and work with IT to equip it with the minimum required infrastructure to continue business:

- Phone
- Internet
- Fax
- Workstation, laptop or other device to use the Internet

3. Remaining Immediate and High Priority Tasks

As the BRT completes the immediate and high priority tasks listed above, most of the remaining recovery items will be assigned to WSBA departments. However, the Executive Management Team (EMT) and the BRT remain responsible for: (1) being familiar with all parts of the Plan; (2) ensuring that all Plan tasks are completed; and (3) keeping the Board of Governors informed of recovery progress.



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DEPARTMENT/GROUP	IMMEDIATE PRIORITY (within 24 hours)	HIGH PRIORITY (within 7 days)	MEDIUM PRIORITY (within 2 weeks)	REMAINING (within 1 month)
BUSINESS RECOVERY TEAM (BRT)	<ul style="list-style-type: none">Verify employee safety (in person or through WSBA emergency email & contact numbers)Make critical notifications to WSBA Board, Supreme Court, and insurance broker of WSBA's disaster statusProtect confidential information if possible (confidential files located on site)Manage immediate priority task items	<ul style="list-style-type: none">Continue to verify employee safety of those not accounted forSecure temporary business siteComplete the remaining immediate and high priority tasks as assigned	<ul style="list-style-type: none">None defined	<ul style="list-style-type: none">None defined
ALL EMPLOYEES	<ul style="list-style-type: none">Ensure safetyCommunicate with WSBAWait for Instructions	<ul style="list-style-type: none">None defined	<ul style="list-style-type: none">None defined	<ul style="list-style-type: none">None defined
COMMUNICATIONS	<ul style="list-style-type: none">Public notification and updates via the following outlets:<ul style="list-style-type: none">Telephone (WSBA main line) & faxInternet (WSBA websites, blog) messaging to membersNews release to local media & other social media channelsAssist the BRT to account for the status of all employeesAssist the BRT to ensure the immediate safety of employees and safety of the workspace.Assist the BRT to identify security issues and ensure that security protocols are developed depending on the situation and needs	<ul style="list-style-type: none">Continue to update public notifications for change in statusOffice of Disciplinary Counsel Consumer Affairs line should be updated as appropriate	<ul style="list-style-type: none">None defined	<ul style="list-style-type: none">All remaining Communications responsibilities and operations
HUMAN RESOURCES & MEMBER ASSISTANCE PROGRAM	<ul style="list-style-type: none">Assist the BRT to account for the status of all employeesAssist the BRT to ensure the immediate safety of employees and safety of the workspace.Assist the BRT to identify security issues and ensure that security protocols are developed depending on the situation and needs	<ul style="list-style-type: none">Assist employees with issues/questions about work status, pay, benefits, timekeeping reporting, leave benefits, workspace, or other employee needs.Assist the BRT and Exec Team with communication of information to all employees.Note Employees that have not been accounted for. Receive updates from BRT on the status of emergency search procedures.Notify ADP that WSBA has declared a significant disaster event and may need to institute a process to run a special/manual payroll (depending on timing of event). ADP may need to be notified that a special designee outside of the authorized users may need to be the primary contact during the recovery period. This is dependent on whether finance or HR staff are available (see attached payroll schedule document).Notify Lawyer Assistance Program/WSBAConnects services provider that WSBA has declared a significant disaster event.	<ul style="list-style-type: none">None defined	<ul style="list-style-type: none">With Finance and IT, ensure that all electronic systems are available and operating in order to access employee information related to timekeeping, pay and benefits most efficiently.Assist employees with accessing time reporting procedures.Continue to assist employees and managers with other employee issues providing policy guidance and interpretation assistance.Note any employees that remain unaccounted for.Reschedule Member Assistance Program group meetings and notify participants.
INFORMATION TECHNOLOGY	<ul style="list-style-type: none">Assess operational capabilities of WSBA officesIn conjunction with the BRT, determine if a temporary business location is required.In conjunction with the BRT, determine if failover to DR site is required.Restore the following critical applications:<ul style="list-style-type: none">PersonifyMicrosoft Dynamics NAVSilecore/SitfinityWsba.org and myWsba.org WebsitesExchange email serverIdentify if backup tapes and drives need to be acquiredIdentify if alternate network access is needed for BRT.	<ul style="list-style-type: none">Temporary business site set up, if necessaryAdditional application recovery of the following:<ul style="list-style-type: none">GILDAW/WorldoxMicrosoft OfficeLyris/InformzElectronic data recovery of WSBA contracts, litigation data, and public records data	<ul style="list-style-type: none">Application recovery of:<ul style="list-style-type: none">MCLE siteOnline Admissions	<ul style="list-style-type: none">All remaining applications and data



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FINANCIAL	<ul style="list-style-type: none">Employee payroll processingBanking transactions for processing incoming funds	<ul style="list-style-type: none">Put in place manual or automated processes to handle the following financial transactions:<ul style="list-style-type: none">RSD PaymentsCLE transactionsRemaining Cash ReceiptsChecking account fund availabilityInvestingProcessing mail that contains paymentsExtensions on pending legal mattersContact Supreme Court, if appropriate, regarding issues affecting the state's justice system regarding the provision of legal servicesObtain contract review extensions, if possibleEnsure Lawyer Status information is available to outside parties.Resume higher priority lawyer discipline processesResume consumer affairs communications with members and the publicAppoint custodians to provide access to client files as appropriateEnsure legal files are properly handled and storedNotify WSBA's insurance broker of receipt of Summons and Complaint	<ul style="list-style-type: none">None defined	<ul style="list-style-type: none">All remaining financial operations
	LEGAL	<ul style="list-style-type: none">Put manual process in place to handle the following transactions:<ul style="list-style-type: none">Litigation involving WSBADisciplinary grievances, investigations & prosecutionsADA requests and reviewsPublic records requestsDisciplinary hearings and Disciplinary Board mattersEthics line	<ul style="list-style-type: none">All remaining legal responsibilities and operations	



5) All Employees

This portion of the Plan is for use by all employees in situations where the building is no longer usable. It is formulated to deal with this worst case scenario.

Immediate Priority Tasks [within 24 hours of disaster]

1. Ensure safety

Before proceeding with any portion of the Plan:

- a. Ensure your own safety. Move to a safe location as needed.
- b. Without endangering yourself, ensure the safety of those in the immediate area.
- c. Contact the police, fire department, and/or medical assistance as needed or instructed to by supervisors.
- d. If possible, inform your family and other important persons of your safety.

2. Communicate with WSBA

Once you are safe, communicate with WSBA as described below and set forth in your Emergency Response Card. **An employee who does not report his or her status within 24 hours of the disaster may be reported to the appropriate emergency authorities as unaccounted for.**

- a. Report in as soon as possible using the emergency contact number managed by the Utah State Bar: (801) 297-7055 x7202, or using emergency email address: wsbaemergency@gmail.com.

Provide the following information:

- Name: Full name.
- Condition: OK, injured, hospitalized, etc.
- Contact Details: Phone, email, etc.
- Availability: Let us know if/when you are available to perform duties.

- b. Check on the status of WSBA operations:

- Go to <http://emergency.wsba.org> for the most recent updates on the situation
- If internet is unavailable, but telephone or email is, call the Utah State Bar at (801) 297-7055 x7202 for a recorded message or email wsbaemergency@gmail.com for an automatic reply update.

3. Wait for Instructions

Once you are safe and have communicated with WSBA, wait for and follow instructions from the EMT (Executive Management Team), the BRT (Business Recovery Team) and supervisors. Someone will contact you as soon as possible with further information and instructions, using the method of contact you specified when initially reporting in.



6) Communications Responsibilities



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A. DR PRIORITY TASKS

After ensuring your safety and establishing communications with WSBA as outlined in the All Employees section, address the following priorities in the order identified below.

The Communications and Outreach Department is responsible for performing the following disaster recovery tasks; however, the Executive Management Team (EMT) and Business Recovery Team (BRT) have ultimate authority over all decisions and priorities when the Plan is activated. All department members should be familiar with this section of the Plan.

THE FOLLOWING TASKS SHOULD BE COORDINATED WITH THE BRT PRIORITY TASKS

Immediate Priority Tasks [within 24 hours of disaster]

1. Public Notification and Updates

a. Telephone

Based on its assessment of conditions, the designee of the Executive Director or Acting Executive Director will change the recorded message on (800) 945-9722, (206) 443-9722, and (206) 727-8200 to reflect the Plan activation, as follows:

"This message was last updated at <Month Day Time>. The Washington State Bar Association experienced an unexpected disruption of services on <Month Day> and is currently closed for business. If this is an emergency please contact us at <Telephone Number>, otherwise please call this line again tomorrow for an update. Thank you."

The Executive Director or Acting Executive Director should assign an employee to monitor the WSBA main phone number and respond to general inquiries as possible. This message should be updated regularly.

b. Internet

If Internet connectivity is available, the designee of the Executive Director or Acting Executive Director will post a notice on the WSBA website, WSBA blog, and WSBA's social media sites to reflect Plan activation, as follows:

"We have experienced an unexpected disruption of services. For emergency inquiries please contact us at wsbacomms@wsba.org. We will provide updates here as we come back to full operations."



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See Communications Management or [Appendix II: Confidential Information](#) for the password to the gmail account provided for communications with members and the public in an emergency: wsbacomcommunications@gmail.com.

The Executive Director or Acting Executive Director should assign an employee to monitor and respond to emergency internet and email inquiries as possible. This message should also be updated regularly.

c. Fax

If appropriate, the Executive Director or Acting Executive Director should assign an employee to handle outgoing faxes and monitor incoming faxes.

[Appendix II: Confidential Information](#) contains login passwords for various systems and departments.

High Priority Tasks [within 7 days of disasters]

Public notification and inquiries remain high priorities. After coordinating with the Office of Disciplinary Counsel, the recording on the Office of Disciplinary Counsel Consumer Affairs telephone line – (206) 727-8207 – should be changed as appropriate. As operations resume service, WSBA staff will respond in more or complete detail to telephone and email inquiries.

Remaining Disaster Recovery Tasks [within 1 month of disaster]

All other normal communications responsibilities and operations will resume, in some form, within a month of the disaster.



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B. RESOURCES AND PROCEDURES – COMMUNICATIONS

Department Overview

The Communications and Outreach Department consists of the following divisions:

- **Communication Strategies** - Member, public, and internal communications; branding and reputation management; media and public relation
- **Outreach and Engagement** - Outreach to local, county, and specialty bars and state legislators; support for volunteer recruitment and engagement
- **Conference and Broadcast Services** - Customer service, meeting facilities, mail & print services, and all other 6th floor functions; Webcasting, webinars, and recorded products
- **Publications and Design Services** – Deskbooks, NWLawyer, and WSBA online store; graphic design for WSBA projects, programs, events, and CLE marketing

Procedures for Immediate Priority Tasks

1. Changing Phone Message

In the event of a disaster, keeping the members and the public informed will require changing the active voicemail message for the main line of the WSBA. The following are instructions for changing voicemail message on 800-945-9722 / 206-443-9722



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2. Changing Internet Messages

WSBA Websites and Communication Systems. WSBA provides information and offers resources and services to its members and the public through two websites: WSBA.org and MyWSBA.org, and through its standard and bulk email services.

- a) **WSBA.org**, the main website, includes news and information about licensing and lawyer conduct, online grievances, resources and services, job opportunities, the legal community, WSBA-CLE and the organization's mission, strategic goals, operations, leaders and Board deliberations. It is accessible to the public as well as to members. WSBA.org is hosted offsite, by Tierpoint, Seattle, and changes are made using Sitecore Content Management System.
- b) **MyWSBA.org**, not available to the public, provides members with access to online licensing, online admissions, the CLE store, access to Casemaker (free legal research). MyWSBA.org is hosted onsite by WSBA, and changes are made by the IT department. Certain third-party subscribed services offered through MyWSBA.org, such as Casemaker, Lois Law and LegalSpan are not hosted by WSBA.
- c) **Blog**
- d) **Social Media**
- e) **Gmail Account**
- f) **Other**
 - 1) Email Communication Systems: WSBA communicates internally and externally through email (Microsoft Exchange) and bulk email/listservs (Lyris, Mailchimp, and iContact), which are hosted by WSBA.
 - 2) Intranet (name and domain to be determined within next year): WSBA will communicate internally through the intranet, [name and domain]; information will be web-based via private cloud and accessible from anywhere. Content managed by _ [To be determined] _.
 - 3) Business Recovery. Website services could be interrupted because of an event that either impacts WSBA, or the hosting facility (Tierpoint Seattle), or both. In the event of an emergency, WSBA's IT department will contact Tierpoint Seattle in order to coordinate efforts to get the websites up, running and available.
 - 4) Assuming (1) electrical, internet, hardware, and software are operational for the building, or (2) damaged hardware is replaced and the databases/servers have been restored, changes and operations could be handled remotely with an internet connection.
 - 5) Instructions for changing the slider on the WSBA website are included below.



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If the Sitecore Content Management System is not available to make changes on the WSBA.org site, IT, or its delegate, will follow these steps to update the WSBA websites directly (that is, bypassing the standard Sitecore publishing process):

- In any browser window, open a remote desktop session
- Username and Password are stored in the IT password file [contact the IT Director or refer to *Appendix II: Confidential Information*].
- To change the main screen, modify default.htm.sitedown file located on the webserver at D:\inetpub\wwwroot\WSBASiteCore\Website
- Contact information for our web ISP, Tierpoint Seattle, is listed in the Information Technology section of this plan.



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C. Communication Methods

- Website
- Blog
- Telephone (including voicemail)
- News releases distributed to the media for publication/broadcast
- Broadcast email
- WSBA Facebook pages and Twitter accounts
- Service Center, if available
- Member and Bar Leader support
- List serves
- Intranet, if available

D. Communication Priorities: The Executive Director, with assistance as needed from the Chief Communications Officer and Executive Management Team members, develops messages for each of the groups below, in the order listed:

1. Staff (by voicemail message, phone call, intranet, email, or in-person).
2. BOG (by phone call or email).
3. Washington Supreme Court
4. Spokane Bar/Oregon Bar/Utah Bar (by phone or email) (if we will be asking them for assistance).
5. Bar examiners: If applicable, make contact with those involved in the bar exam (by message on 3 main phone lines; by contacting the bar exam site and posting a message; possibly by contacting local media).
6. WSBA members: (by messages on 3 main phone lines; by posting announcement on website and blog as soon as possible; by sending a broadcast email as soon as possible; by having staff available to answer phones if possible).
7. General public: (by post on the WSBA website and all WSBA social media channels, issuing a news release and contacting local media; by message on 3 main phone lines; by having staff available to answer phones if possible). If broad distribution of a news release is desired, contact Business Wire (in San Francisco, 415-986-4422; in Seattle, 206-812-2236). To obtain press clippings, contact Allen's Press Clipping Service in Seattle (206-622-8312).
8. Other groups as applicable (e.g., CLE seminar faculty and attendees).



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E. External Communication:

1. Members:

Broadcast email

WSBA website

WSBA blog

WSBA social media channels

Recorded message on 800-945-WSBA, 206-443-WSBA and 206-727-8200

(See IT Director or Executive Management Team members for security codes to change messages)

Staff available (as possible) to answer the phone

2. Public: Same as “Members” except for broadcast email

3. Other groups: Bar groups (sections, committees, local and specialty bars, etc.), Supreme Court, suppliers, etc. (same as “Public,” with the addition of email for bar groups).

F. Communications Plan: Under the direction of the Chief Communications Officer, the Communications Plan will be enacted after the initial emergency has been stabilized and will support the priorities identified by the BRT.

A variety of communications methods (listed earlier) will be used, depending upon availability. All communications should include the date and time. Communications should include periodic updates and contain the following elements:

- Description/awareness of the scope of the crisis
- Relative impact to the staff, WSBA members, and the public
- Actions being taken to restore safety and business

A checklist of possible questions from employees, members and the public is included in the Communications Section of Appendix VIII.

WSBA has a standing reciprocal agreement with the Spokane Bar/Oregon Bar/Utah Bar to provide resources (to the extent possible) to communicate with our members and the public in the event of an emergency. The Business Recovery Team will exercise its discretion to reach out to either for assistance ranging from having a phone line set up to provide a pre-recorded message to providing office space and making a phone line available to WSBA.

The Chief Communications Officer will be responsible for working with the Executive Director to develop basic informational messages for staff, the BOG, WSBA members, the public, and other applicable groups preparing and disseminating these messages. This includes:



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- Prioritizing and ensuring that 3 main phone line messages are updated
- Working with IT to get messages on the website
- Posting messages on WSBA's social media channels
- Working with the WSBA Service Center to send a broadcast email message out to members
- Issuing news releases and contacting media
- Ensuring messages are distributed to other identified applicable groups (e.g., those involved in bar exam)
- Arranging for media interviews with WSBA President or designee, as appropriate
- Serving as a conduit for release of follow-up information
- Monitoring news coverage
- Working with Sections and other applicable groups to post messages to their list serves



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G. Media Releases

Media List

1. Radio

KIRO AM/FM (News) 1820 Eastlake Ave. E. Seattle, WA 98102	Ph: 206-726-5476 Email: newsdesk@973kiro.com Website: MyNorthwest.com
KOMO-AM 1000 140 Fourth Ave. N. Seattle, WA 98109	Ph: 206-404-5666/888-477-5666 Fax: 206-404-3646 Email: comments@komo1000news.com Website: komonews.com/radio
KLSY-FM (Adult Contemp.) 3650 131st Ave. SE, Ste. 550Bellevue, WA 98006	Ph: 425-653-9462 Email: www.movin925.com
KUOW-FM (NPR) 4518 University Way NE Ste. 310 Seattle, WA 98105	Ph: 206-543-2710 Email: newsroom@kuow.org
KVI-AM (Fisher Radio) 140 4th Ave. N, Ste. 340 Seattle, WA 98109	Ph: 1-888-312-5757 Email: comment@kvi.com

2. Television

KING (5 – NBC) 333 Dexter Avenue North Seattle, WA 98109	Ph: 206-448-5555 Fax: 206-448-4525 Email: newstips@king5.com
KOMO-TV (4 - ABC) 140 4th Ave. N. Seattle, WA 98109	Ph: 206-404-4145 Fax: 206-404-4422 Email: tips@komo4news.com Website: komonews.com



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KIRO-TV (7 - CBS) 2807 3rd Ave. Seattle, WA 98121	Ph: 206-728-7777 Email: newstips@kirotv.com Website: kirotv.com
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3. Print

a) King County

Seattle Times 1000 Denny Way PO Box 70 Seattle, WA 98109	Ph: 206-464-2111 Fax: 206-382-6760 Email: Newsroom and Seattletimes.com
Seattle Post-Intelligencer PO Box 1909 Seattle, WA 98111-1909	Ph: 206-448-8330 Fax: 206-448-8166 Email: newsmedia@seattlepi.com
Puget Sound Business Journal 720 3rd Ave., Ste. 800 Seattle, WA 98104	Ph: 206-447-8505 Fax: 206-447-8510 Email: seattle@bizjournals.com
King County Bar Bulletin 1200 5th Ave., Ste. 600 Seattle, WA 98101	Ph: 206-267-7100 Fax: 206-267-7099 Email: admin@kcba.org
Trial News 1809 7th Ave., Ste. 1500 Seattle, WA 98101	Ph: 206-464-1011 Fax: 206-464-0703 Email: wstla@wstla.org
Spokesman Review PO Box 2160 Spokane, WA 99210	Ph: 509-459-5400 Fax: 509-459-5098 Email: news@spokeman.com



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b) Western Washington/Outside King County

The News Tribune 1950 S. State St. Tacoma, WA 98405	Ph: 253-597-8688 1-800-789-0029 Email: newstips@thenewstribune.com
The Olympian 111 Bethel St. NE Olympia, WA 98506	Ph: 360-754-5420 Fax: 360-357-0202 Email: news@theolympian.com
Vancouver Columbian PO Box 180 Vancouver, WA 98666-0180	Ph: 360-735-4569-3391 Fax: 360-735-4598 Email: metrodesk@columbian.com
Kitsap Sun 545 5th St. PO Box 259 Bremerton, WA 98337	Ph: 360-792-8558 Fax: 360-415-2681 Email: sunnews@kitsapsun.com
The Daily Herald 1213 California Ave. PO Box 259 Everett, WA 98201	Ph: 425-339-3400 Fax: 425-339-3435 Email: newstips@heraldnet.com
Bellingham Herald 1155 North State St. Bellingham, WA 98227	Ph: 360-676-2620 Fax: 360-756-2826 Email: newsroom@bellin gh.gannett.com

c) Eastern Washington

Yakima Herald Republic 114 N. 4th St. Yakima, WA 98901	Ph: 509-577-7640 or 800-343-2799 Fax: 509-577-7767 Email: news@yakimaherald.com
Tri-City Herald 333 W Canal Dr.	Ph: 509-582-1515 Fax: 509-582-1510



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Kennewick, WA 99336	Email: krobertson@tri-cityherald.com
Longview Daily News 770 11th Ave. PO Box 189 Longview, WA 98632	Ph: 360-577-2520 Fax: 360-577-2538 Email: andre@tdn.com
Wenatchee World P.O. Box 1511 14 N. Mission St. Wenatchee, WA 98807	Ph: 509-663-5161 Fax: 509-663-9110 Email: wenatcheeworld.com



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Sample Press Release

(Date)

For immediate Release:

Contact Information: Chief Communications Officer
(206) 733-5930

WASHINGTON STATE BAR ASSOCIATION SUSPENDS OPERATIONS DUE TO EARTHQUAKE

In the aftermath of the recent earthquake, the Washington State Bar Association has temporarily suspended all operations until a complete assessment of damages has been made and safety to its staff can be assured. The offices, located in the Puget Sound Plaza Building downtown Seattle, were among those severely damaged in the _____quake. "Until we have clearance from the proper authorities that it is safe to re-enter the building, business will be suspended," stated Executive Director Paula Littlewood.

The structural, fire and water damage will take some time to assess. Electricity currently is not available. "Once a determination has been made as to the accessibility of our office, we will either resume core operations with a limited staff on the premises, or relocate to temporary facilities," said Littlewood.

Questions can be directed to the Spokane County Bar Association at (509) 477-6032 or by calling _____ for recorded updates.



7) Human Resources & Member Assistance Program Responsibilities



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A. DR PRIORITY TASKS

After ensuring your safety and establishing communications with WSBA as outlined in the All Employees section, address the following priorities in the order identified below.

The departments identified in this section are responsible for performing the following disaster recovery tasks; however, the Executive Management Team (EMT) and the Business Recovery Team (BRT) have ultimate authority over all decisions and priorities when the Plan is activated. All department members should be familiar with this section of the Plan.

Immediate Priority Tasks [within 24 hours of disaster]

1. Assist the BRT to account for the status of all employees
2. Assist the BRT to ensure the immediate safety of employees and safety of the workspace.
3. Assist the BRT to identify security issues and ensure that security protocols are developed depending on the situation and needs.

High Priority Tasks [Within 7 days of disaster]

As disaster recovery progresses,

1. Assist employees with issues/questions about work status, pay, benefits, timekeeping reporting, leave benefits, workspace, or other employee needs.
2. Assist the BRT and Exec Team with communication of information to all employees.
3. Note Employees that have not been accounted for. Receive updates from BRT on the status of emergency search procedures.
4. Notify ADP that WSBA has declared a significant disaster event and may need to institute a process to run a special/manual payroll (depending on timing of event). ADP may need to be notified that a special designee outside of the authorized users may need to be the primary contact during the recovery period. This is dependent on whether finance or HR staff are available (see attached payroll schedule document).
5. Notify Member Assistance Program/WSBA Connects services provider) that WSBA has declared a significant disaster event.

Remaining Disaster Recovery Tasks [within 1 month of disaster]

1. Working with finance staff and IT, ensure that all electronic systems are available and operating in order to access employee information related to timekeeping, pay and benefits most efficiently.
2. Assist employees with accessing time reporting procedures.
3. Continue to assist employees and managers with other employee issues providing policy guidance and interpretation assistance.
4. Note any employees that remain unaccounted for.
5. Reschedule Member Assistance Program group meetings and notify participants.



B. RESOURCES AND PROCEDURES

(a) Department Overview

The Human Resources Department is responsible for the following functions:

- Recruitment and Retention
- Employee Relations
- Compensation and Benefits
- Diversity, Inclusion, and EEO Compliance
- Training and Development
- Performance Management

(b) Procedures Identified for Immediate Priority Tasks

In the event of an emergency the immediate priorities of the Human Resources department include:

1. Assisting with ensuring employee safety and supporting implementation of emergency safety procedures.
2. Supporting the BRT to account for all employees.
3. Supporting the BRT in activating the plan and ensuring the staffing to accomplish the immediate tasks.
4. In conjunction with the Finance staff, ensure payroll processes are brought back to normal functioning as soon as possible either manually or electronically.
5. Attend to employee questions related to timekeeping, benefits, leave, working conditions, or other support needed to return to work.



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Annual Payroll Schedule **[insert current schedule here]**



8) Information Technology Responsibilities



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A. DR PRIORITY TASKS

After ensuring your safety and establishing communications with WSBA as outlined in the All Employees section, address the following priorities in the order identified below.

Information Technology (IT) is responsible for performing the following disaster recovery tasks; however, the Executive Management Team (EMT) and the Business Recovery Team (BRT) have ultimate authority for all decisions and priorities when the Plan is activated. All IT members should be familiar with this section of the Plan.

Immediate Priority Tasks [within 24 hours of disaster]

1. Assess Operational Capabilities of Puget Sound Plaza Facility

- Assess impact to facility
 - Ingress and egress
 - Blockage or hazards
 - Key cards functionality
 - Elevator availability
 - Need for door keys
 - Status of individual floors
 - Safety
 - Technology
- Identify services and utilities in and out of each facility
 - Power
 - Phone
 - Internet
- Identify operational status of IT Infrastructure
 - Server Room
 - Network
- Report any risks or aberrant conditions to BRT

2. DECISION POINT: Business Recovery Team and Information Technology

- Business capability: Determine if a temporary local business location is required.
- Technology capability: Determine if failover to Disaster Recovery site is required.

3. Critical Application Recovery

Restore and operate the following critical applications:

- Personify
- Microsoft Dynamics NAV (Navision)
- Sitecore
- Websites
 - www.wsba.org



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- www.mywsba.org
 - Exchange Email Server
4. Identify whether backup tapes and drives need to be acquired (if data loss is suspected)
 5. Identify if alternate network access is needed for BRT
- See details and resources following this section.

High Priority Tasks [within 7 days of disaster]

1. Temporary Business Site Setup

Once the BRT has determined a need for and secured an alternate business location, Information Technology should: (a) ensure that the Internet, phone and fax lines work; and (b) acquire and configure a workstation, laptop, or other Internet-connection device for basic Internet usage, website updates, and other application usage.

2. Application Recovery

Obtain EMT approval for the resources needed to restore and operate the following applications:

- GILDA/Worldox
- Microsoft Office
- Lyris

If possible, ensure resources will also be sufficient for Medium Priority Application and Data Recovery needs identified below.

3. Data Recovery

Restore the following types of data (to the extent data is available in electronic form):

- *WSBA contracts*
- *Litigation data*
- *Public Records data*

Medium Priority Tasks [within 2 weeks of disaster]

1. Application Recovery

Obtain EMT approval for the resources needed to restore and operate the following applications:

- MCLE Accreditation of External CLE Coursework
- Online Admissions Program

See details and resources following this section.



Remaining Disaster Recovery Tasks [within 1 month of disaster]

All other applications and data should be available within one month of the disaster.



B. RESOURCES AND PROCEDURES

(a) Department Overview

The IT Department provides for the access to and management of information technology resources for WSBA. The IT staff consists of an operational team and a development team. The development team provides project management and development resources relating to the programmatic customization and integration for specific 3rd party business applications. The development team also independently develops internal and internet facing business applications as necessary to fulfill WSBA business needs and requirements.

The operational team is responsible for the design, implementation, maintenance and support of client and server hardware, operating systems and 3rd party business applications as well as network and telephone equipment.

(b) Procedures Identified for Immediate Priority Tasks

Activate Disaster Recovery Site

1. Redirect traffic from WSBA HQ to disaster recovery site by activating DR site procedure.
 - a. Validate the last synchronization, to recognize potential loss of data
 - b. Initiate Disaster Recovery site

See Appendix II: Confidential Information for passwords, if needed.
 - c. Validate services are running
 - Personify
 - Navision
 - Exchange / Outlook Web Access
 - d. Notify BRT when successful
2. If WSBA website is up, make sure it is communicating with disaster recovery site.
 - Notify BRT when successful
3. If WSBA website is not up, activate alternate website using the following sequence:
 - a. Acquire approved message to be posted from BRT, coordinating with Communications Officer.
 - i. Open remote desktop session to Tierpoint site at
 - ii. Alternatively, contact Tierpoint Seattle to have technician to make changes.
 - b. Logon using ID & Password for WSBA account at Tierpoint Seattle.

See Appendix II: Confidential Information for passwords, if needed.



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- c. To change main screen, modify default.htm.sitedown file located at
D:\inetpub\wwwroot\WSBA\Website
- d. Notify BRT when successful

Source Hardware and Services

- 1. Identify and secure any available phones, faxes, desktops, laptops, printers, software and networking equipment for temporary business site.
- 2. Identify and secure internet and phone services for temporary business site.
- 3. Identify and secure hardware and software to restore Gilda and MSOffice Suite.
 - a. Validate last synchronization
 - b. Notify BRT of status.
- 4. Identify and secure hardware and software for Medium Priority IT Application and Data Recovery tasks.
 - a. Validate date of last synchronization
 - b. Notify BRT of status.
- 5. Identify and secure remaining WSBA Applications, data and tools for deployment.
 - a. Validate date of last synchronization
 - b. Notify BRT of status.

WSBA Systems and Tools

NAME	PURPOSE	USERS
WSBA SYSTEMS		
Discipline Notices	Discipline posting	OGC, Public
Gilda	Case Management System	ODC, OGC, Public [online grievances]
Home Foreclosure / LegalServer	Public Service Site	EOC, Members, Public
Licensing	Annual online licensing	RSD, Accounting, Members
LCE	LPO Continuing Education	RSD, LPOs, Members, Public
MCLE	Track credits, certify credits	RSD, Members, Public
Moderate Means /LegalServer	Public Service Site	OED, Members, Public



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OAP [Online Admissions]	Online Application	RSD, Accounting, Public
Opinions DB	Case Management	OGC, Public
Committee Application		COM, Members
THIRD PARTY SYSTEMS		
Adobe Connect, Illustrator, Photoshop, Acrobat	Web, Graphics and document imaging	Enterprise
ADP: Payroll	Payroll systems including PCPW, Reportsmith, EZLabor, HRB)	HR Accounting
Intuit: Quickbooks Pro		Accounting, Audit, ADV/Found
Intuit: Quicken Deluxe		Accounting, Audit
Lyris Listserver	Broadcast Email	COMM, Members
Mango Apps	Cloud Based Intranet	Enterprise
Microsoft: Office Professional	Outlook, Excel, Word, Access	Enterprise
Microsoft: Project	Project Management	Enterprise
Microsoft: Visio Professional	Diagrams, Flow Charts, Org charts	Enterprise
Navision {Microsoft Dynamics NAV}	Accounting	Enterprise
Personify	MyWsba, CLE Store, Speaker DB	Enterprise, Members, Public
Sitecore	Website content mgmt	Enterprise, Members, Public
SmartDraw	Presentation Software	Enterprise
EMC: Kofax/Application Extender	Scan and OCR Licensing	RSD, Accounting
Lois Law	Legal Research Service	EPD, CLE, Members



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Case Maker	Legal Research Service	EPD, CLE, Members
WestLaw	Legal Research Service	EPD, CLE, Members
Wordpress	Blog	COMM, Members, Public
Worldox	Document Management	ODC
IT SYSTEMS		
Barracuda	Spam System	
Building Access/DSX	Key cards, door access	
Microsoft: SQL Server	Database platform	
Microsoft: Terminal Server	Remote Access	
VMWare	Virtualization tool	
Microsoft: Visual Studio	Development tools	
Websense Intrusion	Internet protection	
Continuant	Voice Mail, Avaya Phone System	
Tierpoint-Seattle	Hosts www.wsba.org	
Tierpoint-Spokane	Hosts DR site	



9) Financial Responsibilities



DISASTER RECOVERY PLAN – CONFIDENTIAL

A. DR PRIORITY TASKS

After ensuring your safety and establishing communications with WSBA as outlined in the All Employees section, address the following priorities in the order identified below.

The departments identified in this section are responsible for performing the following disaster recovery tasks; however, the Executive Management Team (EMT) and the Business Recovery Team (BRT) have ultimate authority over all decisions and priorities when the Plan is activated. All department members should be familiar with this section of the Plan.

Immediate Priority Tasks [within 24 hours of disaster]

1. Employee Payroll (Finance)

This task takes precedence when payroll needs to be processed to ensure that employees are paid on time. Depending on the timing of the disaster, it may be delayed to complete other critical business recovery tasks.

The resources and procedures following this section include:

- a) A list of authorized payroll processing staff
- b) Current Payroll Processing Schedule
- c) Payroll processing provider contact information and applicable payroll processing procedures.
- d) Manual timekeeping worksheet

2. Banking Transactions (Finance and Accounting)

The resources and procedures following this section include:

- a) WSBA Banking Resolution identifying WSBA personnel with designated financial authorization
- b) Instructions for manual payment processing with NO access to internal accounting systems
 - i. Cash and Check Payments
 - ii. Credit Card Payments
- c) Instructions for manual payment processing WITH access to internal accounting systems

High Priority Tasks [Within 7 days of disaster]

As disaster recovery progresses, the applicable departments will put manual or automated processes in place to handle the following types of financial transactions within a week of the disaster:

- RSD payments (Regulatory Services Division)
- CLE transactions (CLE Seminars and Publications)



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- Remaining Cash Receipts and Accounts Payable (Accounting)
- Checking account fund availability (Finance)
- Investing (Finance)
- Processing mail that contain payments (All departments and Accounting)

Details and resources following this section include procedures and information needed for completing these types of transactions.

Remaining Disaster Recovery Tasks [within 1 month of disaster]

All other financial operations should be usable (at least manually) within a month of the disaster.



B. RESOURCES AND PROCEDURES

Department Overview

The Finance and Administration department provides accounting, finance, and facilities services WSBA-wide. Accounting and finance functions include accounts payable (bill paying), cash receipts, accounts receivable, general ledger maintenance, payroll, investments, annual budget, monthly financial statements, and annual external audit. Facilities services include all coordination and handling of maintenance and facility needs, as well as storing and tracking WSBA insurance policies and files, and other WSBA records. For further details, see *Appendix III: WSBA Organization*.

Procedures Identified for Immediate Priority Tasks

1. Employee Payroll (Finance)

a) List of Authorized Payroll Processing Staff

The following positions are authorized by our payroll vendor (ADP) to phone in during a manual payroll processing:

- Accountant
- Controller
- Senior Human Resources Specialist
- Human Resources Director

See *Appendix I: Contact Information (Employees)* for current employee listing.

b) Current Payroll Processing Schedule

The WSBA pays staff on the 15th and the last day of the month and has a schedule by which it follows to submit payroll for processing to ADP.

See the next page for the WSBA's current payroll schedule.



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c) Manual Payroll Processing (ADP)

In the event that payroll needs to be processed without access to internet, we can call in our payroll processing to our provider, ADP (contact information listed under “Contacts” sub tab section).

Items Needed: ADP customer service phone number, company code, and service center code listed further in this section.

1. Call the customer service phone number and provide the company code and service center code information to the customer service agent.
2. Request to process a duplicate payroll manually. This means that ADP will run the exact same payroll as the most recent payroll period that was processed.
3. Request that a paper payroll register and all other payroll processing confirmation documents be mailed to an updated address (if necessary).

d) Manual Timekeeping

In the event of a manual payroll processing procedure, employees may still be directed to record their time on a manual timesheet, if access to the internet is unavailable to log time into the ADP timekeeping system.

See next page for sample manual timesheet.



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2. Banking Transactions (Finance and Accounting)

a) WSBA Banking Resolution

WSBA's banking resolution provides for the authority of certain WSBA personnel designated to carry out banking and investment transactions on behalf of the WSBA.

See next page for current WSBA Banking Resolution, followed by the template for the resolution in the event this needs to be revised as a result of declaring a disaster.

[insert banking resolution]



WSBA

DISASTER RECOVERY PLAN - Confidential



WSBA

Appendix IV to Disaster Recovery Plan: Banking Resolution



WSBA

WASHINGTON STATE BAR ASSOCIATION

1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539
Phone: (206) 443-9722; Fax (206) 727-8310

Resolution Authorizing Banking Relationships

WHEREAS, it is necessary and prudent for the Washington State Bar Association to establish and maintain a number of banking relationships for the purposes of depositing, managing and investing WSBA funds; and

WHEREAS, it is necessary and prudent for the Washington State Bar Association to establish and maintain certain credit relationships for the purposes of purchasing goods and services;

NOW, THEREFORE, BE IT RESOLVED:

That the Treasurer and Executive Director of the Washington State Bar Association are hereby authorized to establish both deposit relationships and credit relationships necessary to conduct WSBA business; and

That the Treasurer, Executive Director, Chief Communications Officer, Chief Disciplinary Counsel and General Counsel/Chief Regulatory Counsel are authorized as signers on any deposit relationship in order to withdraw funds of the WSBA; and

That the Executive Director, Chief Operations Officer and their designees are authorized to invest excess balances, in accordance with the Investment Policy; and

That the Executive Director, Chief Operations Officer and their designees are authorized to make deposits and transfers in established accounts.

Approved by resolution of the Board of Governors on the Sunday of May, 2013

ATTEST:


Paula C. Littlewood, Executive Director
and Secretary to the Board of Governors



10) Legal Responsibilities



DISASTER RECOVERY PLAN – CONFIDENTIAL

A. DR PRIORITY TASKS

After ensuring your safety and establishing communications with WSBA as outlined in the All Employees section, address the following priorities in the order identified below.

The departments identified in this section are responsible for performing the following disaster recovery tasks; however, the (Executive management Team (EMT) and the Business Recovery Team (BRT) have ultimate authority over all decisions and priorities when the Plan is activated. All department members should be familiar with this section of the Plan.

Immediate Priority Tasks [within 24 hours of disaster]

None defined.

High Priority Tasks [within 7 days of disaster]

As disaster recovery progresses, the applicable departments will put manual or automated processes in place to handle the following legal responsibilities within a week of the disaster:

1. Extensions on pending legal matters (Office of General Counsel and Office of Disciplinary Counsel)
 - As appropriate, obtain extensions in pending litigation involving the WSBA, and/or in pending disciplinary proceedings.
 - Contact the Chief Hearing Officer to provide update on status.
2. Contact Supreme Court, if appropriate, regarding issues affecting the state's justice system regarding the provision of legal services (Office of General Counsel)
 - Review Admission to Practice Rule 27 for guidance regarding the provision of legal services in the state following a determination by the Washington State Supreme Court that an emergency has affected the justice system.
3. Contracts (Office of General Counsel)
 - Obtain extensions on contract reviews to ensure appropriate time and resources are available to perform the reviews.
4. Lawyer Status (Regulatory Services Division)
 - Ensure information on lawyer status (e.g. disbarment, etc.) is available and can be used to answer appropriate inquiries.
5. Lawyer Discipline (Office of Disciplinary Counsel)
 - Resume higher priority disciplinary grievance, investigation, and prosecution processes.



DISASTER RECOVERY PLAN – CONFIDENTIAL

6. Consumer Affairs (Office of Disciplinary Counsel)

Resume Consumer Affairs communications with members and the public. Provide information to Communications so that information can be shared with the public and members regarding the availability of the Consumer Affairs phone line.

7. Custodianships (Office of General Counsel)

Appoint custodians to provide access to client files as appropriate upon motion to protect clients' interests.

8. Legal files (Office of General Counsel and Office of Disciplinary Counsel)

Ensure legal files are properly handled and stored.

9. Summons and Complaints (Office of General Counsel)

Notify WSBA's insurance broker within 24 hours of receipt of Summons and Complaint:

- Arthur J. Gallagher & Co.
- 777 108th Avenue NE, Suite 200 | Bellevue, WA 98004
- Claims Reporting (by phone): 425.586.1075
- Claims Reporting (by fax): 425.451.3716

Medium Priority Tasks [within 2 weeks of disaster]

Within two weeks of the disaster, manual or automated processes will be put in place to handle the following transactions:

- Litigation involving WSBA
- Disciplinary grievances, investigations and prosecutions
- ADA requests and reviews
- Public records requests
- Disciplinary hearings and Disciplinary Board matters
- Ethics line

Remaining Disaster Recovery Tasks [within 1 month of disaster]

All other normal legal responsibilities and operations will resume, in some form, within a month of the disaster.



B. RESOURCES AND PROCEDURES

Overview

DR Legal Responsibilities are shared between two distinct departments at the WSBA:

- **The Office of General Counsel**
and
- **The Office of Disciplinary Counsel**

Procedures Identified for High Priority Tasks

1. Extensions on pending legal matters (Office of General Counsel and Office of Disciplinary Counsel)
 - a. As appropriate, obtain extensions in pending litigation involving the WSBA, and/or in pending disciplinary proceedings.
 - i. [Pending litigation information can be found ____]
 - ii. [Pending disciplinary proceeding information can be found ____]
 - b. Contact the Chief Hearing Officer to provide update on status.
 - i. [Contact information for Chief Hearing Officer is below.]
2. Contact Supreme Court, if appropriate, regarding issues affecting the state's justice system regarding the provision of legal services (Office of General Counsel)
 - a. Review Admission to Practice Rule 27 for guidance regarding the provision of legal services in the state following a determination by the Washington State Supreme Court that an emergency has affected the justice system.
 - i. [Admission to Practice Rule 27 can be found ____ in hard copy]
 - ii. [Admission to Practice Rule 27 can be found ____ in digital form]
 - iii. Supreme Court contacts are listed in OGC Critical Contacts, later in this section
3. Contracts (Office of General Counsel)
 - a. Obtain extensions on contract reviews to ensure appropriate time and resources are available to perform the reviews.
 - i. [List of contracts under review is located ____]
 - ii. [Contacts for each contract can be found ____]
4. Lawyer Status (Regulatory Services Division)
 - a. Ensure information on lawyer status (e.g. disbarment, etc.) is available and can be used to answer appropriate inquiries.
 - i. [This information is located ____ in hard copy form]
 - ii. [This information is located ____ in digital form]
 - iii. [How to direct inquiries]



DISASTER RECOVERY PLAN – CONFIDENTIAL

5. Lawyer Discipline (Office of Disciplinary Counsel)
 - a. Resume higher priority disciplinary grievance, investigation, and prosecution processes.
 - i. [This is determined by Associate Director-Litigation, then Managing Disciplinary Counsel.]
6. Consumer Affairs (Office of Disciplinary Counsel)
 - a. Resume Consumer Affairs communications with members and the public. Provide information to Communications so that information can be shared with the public and members regarding the availability of the Consumer Affairs phone line.
7. Custodianships (Office of General Counsel)
 - a. Appoint custodians to provide access to client files as appropriate upon motion to protect clients' interests.
8. Legal files (Office of General Counsel and Office of Disciplinary Counsel)
 - a. Ensure legal files are properly handled and stored.



13) APPENDIX III - Department Plans and Critical Contacts

WSBA ORGANIZATION

Executive Director

Chief Operations Officer

- Finance and Administration
- IT Department

Chief Communications Officer

- Communications Strategies
- Outreach and Engagement
- Conference and Broadcast Services
- Publications and Design Services

Director of Human Resources

- Human Resources
- Member Assistance Program

Director of Advancement and Chief Development Officer

- Washington State Bar Foundation
- Public Service Programs
- Diversity and Inclusion
- CLE Seminars
- New Lawyer Services
- Practice Management Assistance Programs
- Sections

General Counsel

- Officer of General Counsel
- Disciplinary Board
- Client Protection Fund
- Practice of Law Board, Hearing Officers
- Public Records
- Contracts
- Litigation
- RRAO, CRO

Chief Regulatory Counsel

- Admissions
- Licensing and Membership Systems
- MCLE
- Innovative Licensing Programs (LPO, Law Clerks, LLLT, Rule 9)

Chief Disciplinary Counsel

- Office of Disciplinary Counsel



OFFICE OF THE EXECUTIVE DIRECTOR

Department Overview:

The Officer of the Executive Director supports WSBA programs, services and operations; as well as the president, the president-elect, the Board of Governors' work and meetings, and Board committees Institute.

A. Functions:

1. Overall WSBA administration
2. BOG operations and committees
3. Board records and WSBA archives
4. WSBA Annual Dinner and 50-year Member Luncheon



CHIEF OPERATIONS OFFICER

Finance and Administration Department

Department Overview:

The Finance and Administration department provides accounting, finance, and facilities services WSBA-wide. Accounting and finance functions include accounts payable (bill paying), cash receipts, accounts receivable, general ledger maintenance, payroll, investments, annual budget, monthly financial statements, and annual external audit. Facilities services include all coordination and handling of maintenance and facility needs, as well as storing and tracking WSBA contracts and records. For further details, see *Appendix III: WSBA Organization*.

A. Emergency Cash and Credit Card Information:

- Three petty cash boxes are kept on site: (1) in Accounting, (2) in ODC, and (3) at the front reception desk. Occasionally, petty cash boxes are used at the Bar Exam, CLE seminars, or the CLE bookstore.
- WSBA has credit cards with Wells Fargo; detailed information on the credit cards can be found in **Tab F** of the Executive Management Team and President Manuals.

B. Contents of Fireproof File Cabinet located in 11th Floor Finance & Administration storage room:

- Insurance policies and files
- Contracts for equipment purchases and leases
- Building leases
- Personal property tax files
- Banking documents (CD serial numbers)
- U. S. Post Office Second Class Mail permit for *NWLawyer*

C. Contents of Fireproof File Cabinet located in Accounting Division:

- Deposit slips for Wells Fargo main checking account
- Blank WSBA checks for CPF and Fee Arbitration
- Cash receipt books
- Petty cash box - \$800



Information Technology Department

Department Overview:

The IT Department provides for the access to and management of information technology resources for WSBA. The IT staff consists of an operational team and a development team. The development team provides project management and development resources relating to the programmatic customization and integration for specific 3rd party business applications. The development team also independently develops internal and internet facing business applications as necessary to fulfill WSBA business needs and requirements. The operational team is responsible for the design, implementation, maintenance and support of client and server hardware, operating systems and 3rd party business applications as well as network and telephone equipment.

A. IT Responsibility: The IT team's primary responsibility in the context of business recovery is to ensure that WSBA's critical data and business-critical applications are preserved, and that critical information and technology are accessible and functional. WSBA has taken measures to minimize the effects of and respond to a major disaster, including the following:

1. Off-Site Tape Backups: In addition to nightly backups of WSBA's data, each week IT copies all WSBA data onto computer tape, which is shipped to a secure offsite location, where it is stored for four weeks. At the end of the fourth week, the tape is returned to HQ and reused. In the event of a disaster that destroys on-site backup data, IT will request the last set of tapes from the offsite location and use the IT recovery procedures to rebuild damaged HQ systems.
2. Fileshare Integrity: If the assessment of Puget Sound Plaza (PSP) Operational Capabilities identifies data loss, back up tapes and drives need to be acquired. If PSP is not operational, restore will occur at Tierpoint Spokane.
3. Disaster Recovery Site: If the assessment of PSP Operational Capabilities require the DR site to be instated, the following must occur.
 - A. Notify Tierpoint Spokane of the extent of the issues at PSP and to prepare a workspace for WSBA IT Staff/Consultants to manage changes.
 - B. Notify Service Providers of changes to activate Disaster Recovery Site
 - a. Tierpoint Spokane
 - b. Integra Telecom
 - c. TW Telecom/Level3
 - d. Tierpoint Seattle
 - C. Change DNS Record
 - D. Staff will travel to Tierpoint Spokane to prepare for High and Medium Priority Tasks.
4. Alternate Site Set Up: If the assessment of PSP Operational Capabilities requires evacuation of PSP, BRT will identify new, temporary location within 7 days of disaster. IT staff or consultants will be assigned duties to acquire and set up internet access, phone/fax lines, computer, printer and telephone.

Ongoing assessments of best practice and technology improvements will require this Plan to be updated each calendar year.



CHIEF COMMUNICATIONS OFFICER Communications and Outreach Department

Department Overview:

The Communications and Outreach Department helps shape and maintain WSBA's image by strengthening the connections among WSBA staff, members, and the public.

A. Functions:

1. **Communication Strategies** - Member, public, and internal communications; branding and reputation management; media and public relation
2. **Outreach and Engagement** - Outreach to local, county, and specialty bars and state legislators; support for volunteer recruitment and engagement
3. **Conference and Broadcast Services** - Customer service, meeting facilities, mail & print services, and all other 6th floor functions; Webcasting, webinars, and recorded products
4. **Publications and Design Services** – Deskbooks, NWLawyer, and WSBA online store; graphic design for WSBA projects, programs, events, and CLE marketing



B. Communications Check List

When preparing messages for voicemail, gmail automatic responses, and disaster website posting, consider the following list of questions that can be anticipated within the first seven days of a disaster:

EMPLOYEES:

- ☐ Generally, what was the effect of the disaster on the WSBA and its employees?
- ☐ Is the Executive Director running the response? If not, who is the Acting Executive Director?
- ☐ When and how will employees receive updates?
- ☐ Was anyone injured?
- ☐ Is there a physical work location in operation? Should I come in to work? If not, when is one anticipated?
- ☐ When will employees be asked to return to work if feasible?
- ☐ Will employees be paid on schedule?
- ☐ What is the contact number for EAP?

MEMBERS:

- ☐ Generally, what was the effect of the disaster on the WSBA?
- ☐ Will the Bar Exam be delayed?
- ☐ Will the Bar Exam results be delayed?
- ☐ Will the deadlines for CLE compliance be extended?
- ☐ Will the deadlines for license renewal be extended?
- ☐ When will someone be available to process my status change?

PUBLIC:

- ☐ Generally, what was the effect of the disaster on the WSBA?
- ☐ Was anyone injured?



DIRECTOR OF HUMAN RESOURCES **Human Resources**

Department Overview:

The Human Resources Department provides organizational counsel and support regarding recruitment and retention, diversity and inclusion, development and training, performance management, compensation and benefits, personnel management, EEO compliance, ADA compliance, and other employment-related issues.

A. Functions:

1. Diversity and inclusion (internal)
2. Recruitment, on-boarding, retention and staff development
3. Employee relations and EEO compliance
4. Compensation and benefits

ADP Northwest has a formal disaster recovery plan in place, which defines four different disaster levels, ranging from total destruction of our data center to the destruction of supplies and forms. ADP places a priority on reestablishing the service level necessary to provide payroll clients with their normal service level. ADP's Pacific Northwest processing center is protected by an uninterruptible power supply (UPS) system that is capable of providing over one hour of full power to ADP's computer room and phone system. This system protects against momentary spikes as well, allowing the computer to be brought down gradually when faced with a long-term power failure. In the event of a long-term power outage, the processing center has a 350 KW generator that will provide power to the center and allow normal processing activity to take place. All disk files are backed up on a magnetic tape on a regular basis and stored off site. These files are accessible 7 days a week, 24 hours a day to ADP. In the event of total destruction to ADP data, these files would be used to recreate the ADP data center at a recovery center in Chicago.



Member Assistance Program

Department Overview:

The Member Assistance Program (MAP) is a confidential (APR 19) program whose goal is to help lawyers prevent and/or address psychological, emotional, addiction, family, health, stress, and other personal problems. Services include assessment, short-term consultation, group services (e.g. for Job Seekers) and referral, follow-up, and training.

A. Functions and Critical Needs:

1. Member Assistance Program (MAP): MAP offers a variety of confidential support services to promote the health and wellbeing of WSBA members. These services range from assessment, counseling and referral for mental health and addiction concerns, web based educational materials on self-care topics, seminars, and job search and career management services. Statewide access to services is enabled through Kepro (WSBAConnects). MAP also maintains a peer advisor network and materials on health and career resources are included in the LOMAP lending library. In the event of an emergency it may be necessary to cancel events or in-person groups. If the MAP offices were unavailable for a longer period of time alternative meeting places might be arranged. Contact with Kepro/WSBAConnects may be interrupted depending on the availability of the phone/electronic network. Services could be resumed as soon as the phone/electronic network is available.



DIRECTOR FOR ADVANCEMENT AND CHIEF DEVELOPMENT OFFICER

Advancement Department

Department Overview:

The Advancement Department advances the profession through education, community, and service toward a more accessible and equitable justice system.

A. Functions:

1. New Lawyer Education & Support – Help for lawyers in their first years of practice, including the Preadmission Education Program (PREP) as required by APR 5; reduced fee New Lawyer Education (NLE) seminars and Trial Advocacy Program; staffing of the Washington Young Lawyers Committee (WYLC) which helps to connect new lawyers to the support and resources of the WSBA; and coordination of all new lawyer onboarding efforts and law student outreach efforts.
2. CLE Seminars (CLES) - Development and logistics for 100+ CLE seminars and other educational offerings annually; collaborates and works interdependently with the Communications Department. Manager works with a CLE Committee that advises on CLE trends and opportunities.
3. Sections Administration - Administrative support for 28 practice sections.
4. Mentorship - Clearinghouse of mentorship resources and opportunities.
5. Public Service Programs - Efforts to engage lawyers in pro bono and public service, including: Emeritus Program, RPC 6.1 acknowledgment, WSBA Moderate Means Program, WSBA Call to Duty, CLE opportunities and trainings, and ProBonoWa.org.
6. Diversity and Inclusion (external) – A range of programs, resources and events geared toward advancing diversity and inclusion within Washington's legal community, developed and delivered in close collaboration with the WSBA Diversity Committee.
7. Access to Justice Board – A Supreme Court created Board that coordinates and facilitates the state's legal services to low income populations. Supports a number of committees. Works within the Alliance for Equal Justice, a statewide network.
8. Council on Public Defense – A WSBA entity focused on bringing prosecutors and public defenders together to improve the public defense system.

Critical CLES documents housed in fireproof file cabinets (located in 8th floor Office of General Counsel file room):

1. Copies of all current facilities contacts and contracts
2. Copies of all section-related facility and event contracts
3. Copies of prior financial statements
4. Resources
5. Telephone Roster of all critical contacts
6. Copy of current seminar calendar
7. Faculty consent cards



Critical CLES documents housed on the W drive:

1. CLE Seminars

Outlook > Public Folders > CLE Seminars

On date Seminar is scheduled, find:

- Seminar number and name for corresponding venue and registration list
- Link to data file (spreadsheet) for that seminar listing chairs, co-chairs and faculty
- Link to data file (spreadsheet) of exhibitors and sponsors



GENERAL COUNSEL

Office of General Counsel

Department Overview:

The Office of General Counsel provides legal advice and counsel to the Executive Director, Board of Governors, and staff regarding WSBA legal affairs; supports the Disciplinary Board and Practice of Law Board; administers the Client Protection Fund; serves as staff liaison to the Court Rules Committee, the Amicus Brief Committee, and other committees and task forces as needed; works with the Chief Hearing Officer and Hearing Officer Selection Committee; and maintains the public bar discipline files.

A. Functions:

1. Counsel to the Executive Director and BOG
2. Counsel to Disciplinary Board and Review Committees
3. Counsel and Administrator for the Practice of Law Board
4. Legal Representation of WSBA
5. Support Chief Hearing Officer and other Hearing Officers
6. Administer Client Protection Fund
7. Custodianship Program
8. Clerk to Disciplinary Board
9. Professional Responsibility Program
10. Committee on Professional Ethics
11. Law Office Management Assistance Program
12. Public Bar Records Requests
13. Court Rules
14. Amicus Briefs
15. Administer Conflict Review Officers, Disability Counsel
16. Insurance
17. Contracts review
18. Discipline Advisory Roundtable

B. Fireproof File Cabinets Contents (By Disciplinary Board Clerk's workspace and in OGC storage room):

1. Public Discipline Files
2. Official Court Discipline Files
3. WSBA contracts



CHIEF REGULATORY COUNSEL Regulatory Services Department

Department Overview:

The Regulatory Services Department is responsible for the licensing of individuals to practice law and monitoring compliance with ongoing licensing requirements whether it be related to members or legal professionals with a limited license. Admission includes analyzing applications for admission, administering the bar exam, the LLLT exam and the LPO exam. Monitoring compliance with licensing requirements includes the annual collection of license fees and assessments for the Lawyers Fund for Client Protection, tracking compliance with continuing legal education requirements, and performing changes of membership class or status. RSD is also responsible for the integrity of the membership and legal professional database.

A. Functions

1. Admissions: review and process applications for admission; administer the WSBA Bar Exam biannually during the last weeks of February and July; conduct bar exam grading sessions with the Board of Bar Examiners; conduct Character and Fitness reviews and hearings; assist successful applicants with becoming admitted to practice; process applications for admission by motion, and for house counsel, military lawyer and other limited admissions and limited licenses described in the Admission and Practice Rules (APR), including Rule 9 Licensed Legal Interns (see below); transmit records to Supreme Court for entry of admission and licensing orders; ensure transfer of applicant records into member records in Personify; respond to member and public inquiries regarding bar examination and admissions requirements, issues and processes.
2. Licensing: maintain annual license renewal and license fee payment process plan; review annual licensing forms and oversee internal printing and mailing of forms packets, reminder notices, penalty notices, and pre-suspension notices; process suspensions for failure to comply with licensing requirements, including transmitting information to Supreme Court for entry of suspension orders; respond to member inquiries regarding licensing/fee related issues; process requests for Armed Forces fee exemptions and hardship waivers; maintain annual Section dues renewal process plan; oversee internal printing and mailing of Section renewal forms.
3. Mandatory Continuing Legal Education: review and process applications for accreditation; review and process applications for accredited sponsor status; audit accredited sponsor course accreditation compliance; record or process CLE program attendance information; in June mail notices to all members due to meet compliance requirements at year end; monitor member compliance with MCLE requirements; process MCLE certification forms (approximately 1/3 of active members per year); (in conjunction with Licensing) print and mail pre-suspension notices and process suspensions for MCLE non-compliance; (post-licensing) print and mail pendency of suspension notices; process suspensions for failure to comply with MCLE requirements, including transmitting information to Supreme Court for entry of suspension orders; prepare and issue comity certificates of compliance; process requests for waivers and extensions; provide administrative support to MCLE Board; respond to all inquiries regarding MCLE issues, requirements and processes.
4. Limited Practice Officer Program: review and process applications for admission; administer biannual LPO exam in April and October; assist successful applicants with



DISASTER RECOVERY PLAN – CONFIDENTIAL

getting admitted; transmit records to Supreme Court for entry of admission orders; mail, collect and process license fees; review and process applications for continuing education (CEU) course accreditation, and accredit CEU courses; record and monitor compliance with mandatory CEU credit requirements; monitor compliance with financial responsibility requirements; process notices and suspensions for failure to pay annual license fee, non-compliance with CEU requirements, and failure to have/retain financial responsibility documentation, and process notices and revocations of licenses, including transmitting information to Supreme Court for entry of suspension and revocation orders; process grievances and (in conjunction with the Office of Disciplinary Counsel) LPO discipline process; provide administrative support to Limited Practice Board; respond to all inquiries regarding Limited Practice Officer issues, requirements and processes.

5. Law Clerk Program: receive and review applications for program; establish and maintain all records regarding admission to program and completion of requirements; work with Law Clerk Board to assign board liaisons for clerks; monitor compliance with program requirements, including entering and maintaining records of clerk performance and monitoring course, tutor and participation requirements; maintain records of required course topics and approved reading materials; take steps to remove non-compliant clerks from program; provide administrative support to Law Clerk Board; respond to all inquiries and requests for information about program requirements, issues and processes.
6. Membership/Systems: enter, maintain, and test for accuracy of information in database about members and non-members, including entering and updating contact information; assist with RSD and other departments' technology needs as requested or required; process label requests and mailing and emailing list orders, internal and external; identify member congressional districts for Association voting purposes; query data base to provide accurate records for use by all departments and especially in admissions, licensing and MCLE processes, including annual mailings and suspension processes; provide technology assistance at bar exam accommodations site; provide bar cards and replacement bar cards to new and existing members; respond to all inquiries and requests for information about sale of mailing and emailing information; with IT department, provide weekly database updates to Supreme Court..
7. Rule 9 Program: receive, review and process applications, including reviewing them for character and fitness issues; assist Interns with obtaining limited license and cards, including sending records to Supreme Court for entry of limited admission orders; monitor compliance with program requirements and termination of limited license.
8. Status Changes: receive, review and process all applications for status changes; ensure compliance with licensing and MCLE requirements, as appropriate, before changing status; enter, maintain and update accurate records regarding member status; respond to all inquiries and requests for information about status change requirements, issues and processes; provide records to Supreme Court for entry of appropriate orders regarding status.
9. Limited License Legal Technician Program: Provide all administrative support to this program as it is developed and put in place, including working with the LLLT Board to develop necessary rules and regulations and examinations; administer examination as required; administer annual licensing as required; accredit continuing education courses; and perform other administrative functions as determined and needed by the LLLT Board. Respond to all inquiries regarding LLLT issues, requirements and processes.



B. Critical Needs

- Access to Personify, Online Admissions Program, and MCLE databases; back-up of membership databases maintained off-site
- Access to LPO database and LCE (LPO Continuing Education) database
- Access to all regulatory systems forms and documents on WSBA website and on computer system in Excel and on W:/ drive
- Access to documentation of all RSD (and Sections annual renewal project) processes and project plans on computer system in Excel, MS Project and on W:/ drive
- Materials to accommodate special needs during the bar exams
- Access to character and fitness investigation and review files maintained in WSBA office
- Applicant files for bar admission and all limited license programs
- AFE applicant files
- Hardship waiver request records
- Access to MCLE Board, LP Board, LLLT Board, Character and Fitness Board and Law Clerk Board meeting minutes and notes on computer system W:/ drive
- MCLE Form 1s, certification forms, member petitions, Executive Secretary and Board petition decision spreadsheets, Pendency of suspension notice templates, Comity certificate templates, accredited sponsor applications, and other member/sponsor correspondence maintained in WSBA office
- LPO Application files and exams maintained in WSBA office
- LLLT Application files and exams maintained in WSBA office
- Law Clerk files (Law Clerk Board Members have copies)
- APR 9 Licensed Legal Intern files
- Applicant files, especially for “to active” status changes



CHIEF DISCIPLINARY COUNSEL

Office of Disciplinary Counsel

Department Overview:

The Office of Disciplinary Counsel (ODC) is the department of the Bar Association responsible for reviewing, investigating and prosecuting grievances about the ethical conduct of Washington lawyers. The Chief Disciplinary Counsel is the department director. There is one intake unit, three investigation-prosecution units, and one unit of investigators. The intake unit receives all phone inquiries and written grievances. The investigation-prosecution units investigate all grievances that are not dismissed by the intake unit. After a confidential investigation, if disciplinary counsel believes there is evidence of an ethical violation or a lawyer's [disability](#), disciplinary counsel may refer a matter to a review committee of the Disciplinary Board. Among other things, a [review committee](#) may dismiss the matter, order further investigation, or order a hearing. The investigation-prosecution units represent ODC in resolving proceedings by stipulation, presenting evidence at hearing, and preparing briefing and oral argument on appeals to the Disciplinary Board and the Supreme Court. Volunteer [hearing officers](#) conduct hearings. The [Disciplinary Board](#) considers appeals from hearing officer decisions. Disciplinary actions include admonition, reprimand, suspension up to three years, disbarment, probation, and restitution. There is a right of appeal from suspension and disbarment recommendations to the Supreme Court, which has exclusive authority over the discipline system and inherent power to dispose of individual cases of lawyer discipline.

A. Functions:

1. Responding to public and member lawyer-conduct inquiries
2. Receiving/processing grievances
3. Investigating grievances and disability matters
4. Prosecuting formal charges and appeals
5. Conducting random examinations

B. Critical Equipment, Supplies and Systems:

1. Equipment: ODC Petty Cash Box (up to \$500), telephones, iPhones (6), computers/monitors, Zebra labeler, printers, fax machine, copiers, two high speed scanners, label maker and label tape, tape recorder and cassette tapes, digital camera.
2. Supplies: All-purpose paper, envelopes (various sizes), grievance forms/brochures, pens/pencils, staples/stapler, tape/tape dispenser, 2-hole and 3-hole punches.
3. Systems: Worldox, GILDA, online grievance filing system, onsite physical (paper) grievance files.

C. Consumer Affairs Telephone Line:

In order to change the initial message on the Consumer Affairs Line (206-727-8207) of the Office of Disciplinary Counsel, the following instructions for the Audix telephone system apply:



D. Chief Disciplinary Counsel Succession:

If the Chief Disciplinary Counsel is unavailable or unable to serve and the Chief Disciplinary Counsel is unable to designate an “Acting Chief Disciplinary Counsel,” another lawyer employee of the Office of Disciplinary Counsel shall have all the authority of the Chief Disciplinary Counsel unless or until the Executive Director or Acting Executive Director otherwise indicates. Succession shall occur in the following order: (1) Associate Director Litigation; (2) Associate Director Intake & Outreach; (3) Managing Disciplinary Counsel Randy Beitel; (4) Managing Disciplinary Joanne Abelson; (5) Managing Disciplinary Counsel Linda Eide; and (5) Managing Disciplinary Counsel Kevin Bank.

E. Locations for Information Regarding ODC work processes:

- a. ODC’s Procedures Manual (overview of ODC practices), located in Worldox under profile group Office Systems/Who-How/Procedures;
- b. An Intake Assistant Manual and a Consumer Affairs Manual (specific practices for the intake unit) are also located in Worldox under profile group Office Systems/Who-How/Procedures;
- c. Instructions and Checklists regarding how to accomplish various specific tasks, located in Worldox under profile group Office Systems/Who-How/Procedures;
- d. Most forms used by ODC are accessed through GILDA; some forms are located in Worldox under profile group Office Systems/Forms;
- e. ODC’s organization chart and detailed list of special assignments and roles within ODC (the Who Does What Table) are located in Worldox under profile group Office Systems/Who-How/Who.

AGENDA ITEM 10.

To: WSBA Budget & Audit Committee

From: Terra Nevitt, Chief Development Officer

Re: Financial Reports for September 12, 2017 Meeting

Date: September 5, 2017

This memo follows on our discussion of the Washington State Bar Foundation's health and viability at your June 29, 2017 meeting. Attached, please find the Foundation's July Financial Report as well as our August 31, 2017 Fundraising Report.

Looking at the July Financial Report, you can see that the Foundation currently has a net worth of \$262,696, of which \$248,294 is cash. The first page details how these monies are allocated among the Foundation's various funds. At its meeting in September, the Foundation will look at these funds to determine how much can be granted to WSBA in October 2018. The third page of the Financial Report details income and expenses year-to-date. WSBA's support of the Foundation is captured as in-kind donations. It totaled \$129,858 as of the end of July 2017, making up 42% of the Foundation's overall income year-to-date.

The Fundraising Report is intended to provide a more up-to-date picture of the Foundation's income. As you can see, as of the end of August 31, 2017, the Foundation has met its fundraising goal for FY17. The trustees are still working to raise funds through the APEX Awards so we hope to see these numbers climb higher by the end of the fiscal year.



Advancing WSBA's Vision of a Just Washington

To: Paula Littlewood and Terra Nevitt

From: Mark Hayes, WSBA Controller

Re: Foundation Financial Statements as of July 31, 2017

Date: August 22, 2017

Attached are the financial statements for the Washington State Bar Foundation as of July 31, 2017. Below is a summary of the fund balances¹ as of July 31, 2017.

WSBF Fund Balances¹
As of July 31, 2017

Fund Name	Cash	Pledges/Grants Receivable²	Committed Funds	Available Funds
ATG/AGO	747	0	(747)	0
Call to Duty	925	0	0	925
Diversity	11,408	0	0	11,408
ELUL Midyear Scholarship Fund	1,851	0	(1,851)	0
McMahon	8,352	0	0	8,352
Moderate Means	345	0	0	345
Peter Greenfield Internship	205	0	0	205
Presidents' and Governors' Diversity Scholarship	28,861	0	0	28,861
ATJ/Bar Leaders Conference	8,785	0	0	8,785
Tax Section Scholarship	3,350	0	0	3,350
WLI General Support	375	0	(375)	0
WSBA Justice & Diversity Opportunities	1,948	0	0	1,948
Unrestricted	<u>181,142</u>	<u>0</u>	<u>0</u>	<u>181,142</u>
Total Fund Balances	<u>248,294</u>	<u>\$0</u>	<u>(2,973)</u>	<u>245,321</u>

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

² Funds in this category have not been collected and therefore not yet available for use; although, the uncollected funds are included in the "Available Funds" column. If any of the pledged amounts are not received this will change the funds available and committed balances.

WSBA Foundation
Balance Sheet
As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Checking	197,538
Wells Fargo Heritage Money Mkt	50,757
Total Checking/Savings	248,296
Total Current Assets	248,296
Fixed Assets	
Artwork	14,400
Total Fixed Assets	14,400
TOTAL ASSETS	262,696
LIABILITIES & EQUITY	
Equity	
Increase/Decrease Fund Balance	274,036
Net Income	-11,340
Total Equity	262,696
TOTAL LIABILITIES & EQUITY	262,696

WSBA Foundation
Statement of Activities (Profit & Loss)
October 2016 through July 2017

	Oct '16 - Jul 17
Ordinary Income/Expense	
Income	
Contributions & Grants Income	
Corporate	23,420
Foundations & Nonprofits	1,150
Individuals/Private Donors	153,801
Contributions & Grants Income - Other	50
Total Contributions & Grants Income	178,421
In Kind Donations	129,858
Miscellaneous Income	0
Total Income	308,280
Expense	
In Kind Expenses	
WSBA Staff Support	122,869
WSBA Expenses	6,464
In Kind Expenses - Other	525
Total In Kind Expenses	129,858
Credit Card Fees	607
Dues	180
Licenses and Permits	50
Program Expense	
Pres Diversity Scholarship Fund	7,000
ELUL Section Scholarship Fund	1,500
WSBA Justice & Div. Opportunity	500
WSBA Funding	175,000
Peter Greenfield Scholarship	2,500
Total Program Expense	186,500
Total Expense	317,195
Net Ordinary Income	-8,915
Other Income/Expense	
Other Income	
Interest Income	348
Total Other Income	348
Other Expense	
Other Expenses	2,772
Total Other Expense	2,772
Net Other Income	-2,425
Net Income	-11,340

Source	FY17 Goal	FY17 Progress	% of Goal
Board/BOG/Special Gifts	\$25,000.00	\$7,160.00	29%
Firms	\$5,200.00		
Individuals	\$2,160.00		
Licensing	\$140,000.00	\$145,950.25	104%
APEX Awards (pledged & received)	\$13,700.00	\$22,510.00	164%
Matching Gifts	\$1,500.00	\$985.00	66%
Other	\$7,500.00	\$6,881.20	92%
ATJ Conference		\$9,785.00	
Sections	\$10,000.00	\$5,350.00	54%
	\$197,700.00	\$198,621.45	100%

AGENDA ITEM 11.

MEMO

To: WSBA Budget and Audit Committee

From: Margaret Morgan, Senior Legal Editor, Communications and Outreach Department

cc: Paula Littlewood

Date: Sep. 6, 2017

Re: For Information: Increase in advertising rates in *NWLawyer* magazine

Pursuant to the Fiscal Responsibility Matrix, the Executive Director approves WSBA service and program fees, including advertising fees. This agenda item is to advise the Committee that, effective Oct. 1, 2017, WSBA advertising rates in *NWLawyer* will be increasing for the reasons set forth below.

Advertising rates in *NWLawyer* have not been increased since January 2014. As the costs of printing and mailing the magazine have increased, it is necessary and prudent to increase advertising rates to help offset these costs.

Under the 2014 ad rates, all advertisers were charged the same rate based on the type, size, and frequency of their ads. The rates that will go into effect on Oct. 1, 2017, reflect increases within a range of between 4 and 8 percent over the 2014 rates. This range will allow for more flexibility and discretion in setting ad rates based on factors such as whether the advertiser (1) has been a regular, long-term advertiser (4%); (2) is a WSBA member (4%); (3) is a first-time advertiser (8%), etc. The range will also allow for discretion, on a case-by-case basis, in offering a lower rate to an advertiser based on factors such as the number of years it has run an ad.

Current ad rates are shown, along with the range of increases at 4% and 8%, in the charts below.

NWLAWYER AD RATES

DISPLAY ADVERTISING NET RATES PER ISSUE

Full-color and B/W ads:

Size	1 time current rate	1 time +4%	1 time +8%	5 times current rate	5 times +4%	5 times +8%	9 times current rate	9 times +4%	9 times +8%
Full-page	\$2,125	\$2,210	\$2,295	\$2,020	\$2,101	\$2,182	\$1,950	\$2,028	\$2,106
Half-page	\$1,635	\$1,700	\$1,766	\$1,505	\$1,565	\$1,625	\$1,400	\$1,456	\$1,512
Third-page	\$1,300	\$1,352	\$1,404	\$1,225	\$1,274	\$1,323	\$1,150	\$1,196	\$1,242
Fourth-page	\$1,175	\$1,222	\$1,269	\$1,075	\$1,118	\$1,161	\$975	\$1,014	\$1,053

Sixth-page	-	-		\$875	\$910	\$945	\$825	\$858	\$891
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Preferred positions: (for full-page 9-times ads only)

	Current rate	+4%	+8%
Page one, inside front cover, or inside back cover	\$2,350	\$2,444	\$2,538
Outside back cover	\$2,425	\$2,522	\$2,619

ANNOUNCEMENT AD NET RATES PER ISSUE

Announcement ads are the text-only tombstone-style B/W ads announcing a new name/move, partner, associate, etc., found in the back of the magazine. Client supplies the text and we format it.

Size	Current rate	+4%	+8%
Half-page	\$450	\$468	\$486
Fourth-page	\$250	\$260	\$270

PROFESSIONAL NET RATES PER ISSUE

Professionals are the text-only B/W ads advertising professional legal services. Client supplies the text and we format and calculate cost.

Current rate	+4%	+8%
\$50 per copy inch	\$52 per copy inch	\$54 per copy inch