

**UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
(VIA ZOOM MEETING ONLINE)
UTAH LEAGUE OF CITIES AND TOWNS, 60 S 600 E, SUITE 100
MONDAY, MAY 14, 2018 12:00 PM
(TIMES ARE APPROXIMATE)**

- 1. Welcome and Introductions – Council Member Beth Holbrook, ULCT President** **12:00 PM**

- 2. Conflict of Interest Disclosure – Council Member Beth Holbrook, ULCT President** **12:05 PM**
ACTION: Disclosure of any potential conflict of interest with agenda items
HANDOUT: None

- 3. FY 2018 Q3 Financial Report – Nick Jarvis, Chief Operating Officer** **12:10 PM**
ACTION: Review & Approval of FY 2018 Q3 Financial Report
HANDOUT: [FY 2018 Q3 Financial Report](#)

- 4. Tentative FY 2019 Budget – Cameron Diehl, Executive Director & Nick Jarvis, Chief Operating Officer** **12:20 PM**
ACTION: Review & Adoption of Proposed Tentative FY 2019 Budget
HANDOUT: [Proposed Tentative FY 2019 Budget](#)

- 5. Closed Session (if needed) As per Utah Code 52-4-205** **1:00 PM**
ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)
HANDOUT: None

- 6. Other Business**
ACTION: For Information Only
HANDOUT: None

- 7. Adjourn**



TO: ULCT Board of Directors
FROM: Nick Jarvis, Chief Operating Officer
DATE: March 8th, 2018
SUBJECT: FY 2018 Q3 Financial Report

Attached please find a ULCT FY 2018 Q3 unaudited actual income and expenses compared to budget. This report covers the period July 1, 2017 to March 31, 2018 and represents 75% of the budget year. Overall, the ULCT has received 87% of revenue for the year and has expended 55% percent of expenditures. The ULCT is fiscally sound as we move to the final quarter of 2017-18. Revenues over expenses at the end of the 3rd quarter total \$1.09 million

Revenue

Overall, by the end of March, the League has collected 87% of all revenue budgeted for the year. 49% of ULCT annual budgeted revenue derived from **Membership Dues**. Membership dues were at 101% collected by the end of March. One community continues to opt out of participation with ULCT, and this was factored into the FY 2018 budget for dues revenue.

The ULCT's budgeted revenue for **Registration Fees** is 15% of total revenue budgeted. By the end of March, the ULCT received 82% of the registration fee revenue budgeted. The Board should note that staff does not expect to receive 100% of the revenue budget in this category because of the decision to discontinue Road School this year. However, relevant expenditure categories should also decrease as a result of not holding Road School, and the League has continued to collect registration fees from the Midyear Conference (our last event of this fiscal year).

Donation and Advertising revenue accounts for 9% of annual budgeted revenue, and the League has collected 116% of that expected revenue. All but one of our sponsors from last fiscal year have decided to renew their sponsorship of ULCT, and all that have renewed have paid. We were also able to recruit 3 new sponsors for this fiscal year who plan to continue their sponsorship for FY 2019.

Exhibit Space revenue at the end of March was 58% of budget. Similar to registration fee revenue, staff does not expect to receive 100% of the revenue budget in this category because of the decision to discontinue Road School (a particularly exhibit heavy event) this year.

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ULCT has collected 528% of budgeted **Interest** revenue through managing our funds to minimize the amount kept in our checking account and maximize what we keep in the PTIF. This has now become a significant source of revenue for the League.

83% of **Grants and Special Project** revenue was collected in this period. Intermountain Healthcare has released the Active & Healthy Communities Grant funds, and checks were written for the four grant communities at the end of April.

Expenditures

Overall, actual July-March expenditures are 55% of what was budgeted for FY 2018.

Personnel Services

Expenditures for Personnel Services account for 27% of overall ULCT budgeted spending. So far, ULCT has spent 64% of what has been budgeted. This is right on track for what staff expects considering the vacancy of the Director of Government relations position for a portion of this fiscal year.

Charges for Services

Charges for Services is 80% expended by the end of Q3. This is also on track considering that contract labor expenses decreased in the second half of the fiscal year because of Roger Tew's reversion to a lobbyist contract as opposed to Interim Executive Director. Line-items that staff anticipates being over budget are Accounting Expenses (Dave Sanderson & the annual audit), Building Utilities, and Legal Expense (David Church), though savings elsewhere easily balance this out.

Operating & Program Expenses

Actual expenditures for Q3 in this category are 71% of budget for the year. The line item expense most significantly over budget is Facility Rent and Setup (largely due to increased costs for facility rental at the Sheraton for our Annual Convention). This and other line items that are either over or under budget have been reassessed and adjusted appropriately for the FY 2019 budget.

Grants and Special Projects

Expenditures in this category are quite low (11% of budget). Major expenses such as the Active & Healthy Communities Grant, Essay Contest, and Benchmarking database, are incurred in Q4.

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Materials and Supplies

The ULCT budget includes \$12,000 for office supplies. This category is currently at 93% of budget largely due to our move to our temporary office location and the supplies that was needed there.

Capital

6% has been expended in this category for the hiring of an architectural firm to design and provide options and cost estimates for the ULCT office remodel. This firm has also worked with Salt Lake City through the permitting process, and we been approved and started the remodel process.

Conclusion

The ULCT finances are in excellent shape and we are on pace for revenue to exceed budget for FY 2018. Staff has diligently made sure that revenue and expenditures are properly classified in order to give management and the board a better understanding of where ULCT resources are best used. Because of this emphasis on proper allocation, some particular line items may be over or under their budgeted amount, and staff has looked to align the FY 2019 budget to more closely reflect our actual costs. Staff will continue to monitor the budget to ensure that the League remains in a financially sound position.

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UTAH LEAGUE OF CITIES AND TOWNS

FY 2017-18 YTD 03.31.2018

REVENUES	<i>2017-2018 ADOPTED BUDGET</i>	<i>YTD Actual July -March YTD Actual</i>	<i>Difference 2018 Budget TO Actual</i>	<i>% Collected</i>
General Revenue				
Membership Dues	\$1,650,000	\$1,659,668	\$9,668	101%
Registration Fees	\$490,000	\$401,906	(\$88,094)	82%
Donations & Advertising	\$320,000	\$360,551	\$40,551	113%
Exhibit Space	\$118,000	\$68,270	(\$49,730)	58%
Interest	\$3,500	\$18,472	\$14,972	528%
Publications	\$15,000	\$10,056	(\$4,944)	67%
Miscellaneous Income	\$250	\$15,904	\$15,654	6362%
Reserves	\$288,000	\$0	(\$288,000)	0%
Rental Income	\$0	\$7,500	\$7,500	100%
General Revenue	\$2,884,750	\$2,542,327	\$322,423	88%
Grants & Special Projects				
Essay Contest Donations	\$10,000	\$10,000	\$0	0%
Co-Op Funds Deseret News Project	\$48,000	\$0	(\$48,000)	0%
Grant for Research Assistant	\$0	\$0	\$0	0%
Transfer-Making Life Better	\$0	\$0	\$0	0%
Grants-Active & Healthy Communitie	\$300,000	\$300,000	\$0	100%
Grants-LUAU	\$130,286	\$97,000	(\$33,286)	74%
Grant-UTOPIA	\$0	\$0	\$0	0%
Benchmarking	\$0	\$0	\$0	0%
Grants & Special Projects	\$488,286	\$407,000	(\$81,286)	83%
TOTAL REVENUE	\$3,373,036	\$2,949,327	\$423,709	87%

EXPENDITURES	<i>2017-2018 PROPOSED BUDGET</i>	<i>YTD Actual July - March YTD Actual</i>	<i>Difference 2018 Budget TO Actual</i>	<i>Difference % Expended</i>
Personnel Services				
Employee Benefits	\$273,000	\$175,133	\$97,867	64%
Staff Salaries	\$625,000	\$398,277	\$226,723	64%
Personnel Services Subtotal	\$898,000	\$ 573,410	\$324,590	64%
Charges for Services				
Database Maintenance	\$0	\$0	\$0	0%
Accounting Expenses	\$30,000	\$37,812	(\$7,812)	126%
Contract Labor	\$332,500	\$240,632	\$91,868	72%
Building Utilities	\$4,000	\$6,048	(\$2,048)	151%
Computer Services	\$24,000	\$19,678	\$4,322	82%
Legal Expense	\$24,000	\$27,000	(\$3,000)	113%
Charges for Services Subtotal	\$414,500	\$331,170	\$1,322	80%
Operating & Program Expenses				
Car Expense	\$3,000	\$4,125	(\$1,125)	138%
Building Repairs	\$0	\$15,976	(\$15,976)	100%
Dues and Subscriptions	\$22,000	\$41,658	(\$19,658)	189%
Convention Entertainment	\$94,000	\$125,128	(\$31,128)	133%
Food & Beverage	\$545,000	\$234,145	\$310,855	43%
Facility Rent/Setup	\$68,526	\$194,990	(\$126,464)	285%
League Relations	\$24,000	\$1,867	\$22,133	8%
Library	\$1,500	\$0	\$1,500	0%
Insurance	\$8,500	\$7,726	\$774	91%
Speakers Fee/Honorariums	\$150,000	\$71,565	\$78,435	48%
Printing Expense	\$75,000	\$40,355	\$34,645	54%
Postage and Freight	\$6,500	\$3,541	\$2,959	54%
Equipment Repairs and Maint.	\$1,000	\$3,450	(\$2,450)	345%
Staff Training & Tuition Aid	\$2,500	\$946	\$1,554	38%
Equipment purchases	\$10,000	\$0	\$10,000	0%
Spec. Equip. Rental	\$65,000	\$40,290	\$24,710	62%
Telephone Expense	\$15,000	\$8,826	\$6,174	59%
Travel and Lodging	\$70,000	\$22,806	\$47,194	33%
League Office Lease Payment	\$36,000	\$30,000	\$6,000	83%
Credit Card Processing/Bank Fees	\$10,000	\$17,960	(\$7,960)	180%
Board Expenses	\$11,000	\$1,353	\$9,647	12%
Operating & Program Exp. Subtotal	\$1,218,526	\$866,707	\$351,819	71%
Grants & Special Projects				
Special Project-UTOPIA	\$0	\$0	\$0	0%
Salary Survey	\$12,000	\$0	\$12,000	0%

Special Project-ULCTv	\$0	\$0	\$0	0%
Special Project-LUAU	\$76,000	\$20,577	\$55,423	27%
Special Project-Making Life Better	\$0	\$0	\$0	0%
Special Projects-IHC Wellness	\$278,000	\$0	\$278,000	0%
Deseret News Project	\$48,000	\$20,000	\$28,000	42%
Tax Book	\$0	\$0	\$0	0%
Municipal Funding Project	\$0	\$0	\$0	0%
University of Utah Policy Institute	\$10,000	\$10,000	\$0	0%
Essay Contest Expenses	\$10,000	\$0	\$10,000	0%
Benchmarking	\$20,000	\$0	\$20,000	0%
Grants & Special Projects Subtotal	\$454,000	\$50,577	\$336,000	11%
Materials and Supplies				
Office Supplies	\$12,000	\$11,209	\$791	93%
Materials & Supplies Subtotal	\$12,000	\$11,209	\$791	
Miscellaneous				
Miscellaneous	\$1,500	\$445	\$1,055	30%
Transfer to Fund Balance	\$0	\$0	\$0	0%
Contingency Reserve	\$5,000	\$0	\$5,000	0%
Miscellaneous Subtotal	\$6,500	\$445	\$6,055	7%
Capital				
Capital Outlay	\$9,510	\$0	\$9,510	0%
Capital Improvements - Office remodel	\$360,000	\$23,821	\$336,179	0%
Capital Subtotal	\$369,510	\$23,821	\$345,689	6%
TOTAL EXPENSES	\$3,373,036	\$1,857,339	\$1,515,697	55%
TOTAL ALL REVENUES	\$3,373,036	\$2,949,327	\$423,709	87%
REVENUES (Under) Over EXPENSES	\$0	\$1,091,988		



TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
Nick Jarvis, Chief Operating Officer
DATE: May 8th, 2018
SUBJECT: FY 2019 Tentative Budget

Background:

Thanks to the diligence of the ULCT Board of Directors and the efforts of League staff, the Utah League of Cities and Towns is fiscally sound. The proposed budget for FY 2019 is the first time that new ULCT management has had a chance to fully assess, innovate, and prioritize how our organization allocates its limited resources. As a result, certain line items are comparatively high/low compared to historical numbers—and some will be effectively removed all together. We hope that the following document will explain how this reassessment of the ULCT budget will create a more transparent and simplified financial document that will aid you, as our governing board, in leading our organization.

Overall, the FY 2019 League budget has decreased by nearly 3% from the FY 2018 budget.

Revenue:

Overall, the projected revenue for FY 2019 is proposed to decrease by 2.88% from the FY 2018 level. This is largely due to the Board’s decision to eliminate Road School and the associated revenues. Expenditures related to Road School have also been removed from the budget

Membership Dues: The aggregate dues from member municipalities are expected to increase by 3%. As a reminder, dues are calculated through a formula comprised of three factors – population, sales tax receipts, and assessed taxable valuation. The Executive Board and the Board of Directors in April voted to maintain the rates applied to each factor in FY 2019 at the levels applied in FY 2018. Therefore, the expected increase in aggregate revenue is due to the growth of population, sales tax receipts, and property values across the state.

Population:	0.22
Sales Tax Receipts:	0.00095
Assessed Property Value:	0.0000038

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Donations & Advertising: Through increased outreach, collaboration, and the implementation of an official sponsorship program, we have increased the projected donations to ULCT by \$67,000 or 21%.

Exhibit Space: Exhibit space revenue is expected to decrease by about 28%. This is the result of the discontinuation of Road School (which had been an historically exhibitor-centric event) and the full implementation of our sponsorship program which grants sponsors free exhibit space.

Interest: Through responsible money management, we have been able project a substantial increase in interest revenue. By transferring a significant amount of funds from our checking account to the state PTIF, we have increased interest revenue by 530%—making interest earnings a significant source of revenue for the first time in ULCT history.

Publications: ULCT prints its major publications (Powers & Duties and the Local Officials Directory) every two years. Therefore, it makes sense to lower the expectation for publication revenue in “off” years. That is why this line item has been lowered for this year (expecting for it to increase in an “on” year).

Miscellaneous: Though Miscellaneous Income is rarely a significant source of revenue, management has decided to budget \$5,000 based on historical outcomes over the past few years. For example, the Utah Association of Counties split the cost of our Midyear keynote speaker this year, and this revenue is classified as “Miscellaneous.”

Reserves: We are budgeting \$312,000 from reserves for the office remodel project, however, only \$24,000 is new appropriation. Of the 2018 appropriation, \$288,000 was not spent and is being moved forward to 2019. The additional \$24,000 is largely related to furnishings and fixtures as budget for furnishings was not anticipated in the original budget.

Rental Income: The League will no longer receive rental income as we are utilizing the upstairs portion of our space (which was previously rented out) through the remodel which will be completed in this fiscal year. We suggest removing this line item.

Grants and Special Projects: Many of the individual line items in the overall category are vestiges of closed programs and, as such, have been zeroed out and eliminated from the budget. “Essay Contest Donations” has been moved into the general “Donations and Advertising” category, and the Active and Healthy Communities Grant is the only remaining source of segregated grant revenue. The process by which the Office of the Property Rights Ombudsman releases funds that have previously been used to fund the Land Use Academy of Utah (LUAU) has changed this year due to legislative action. The ULCT will no longer be guaranteed a specified amount of

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funding. Rather, LUAU funding will now be a competitive grant process and the ULCT will apply for project specific funds. We expect to be a major contender for these funds in FY 2019, but without the guaranteed amount, we feel it would not be fiscally prudent to budget for this revenue. If we earn the grants, then we will present a budget amendment to the Board of Directors.

Expenditures:

Personnel Services: Personnel services is budgeted to increase by 3.5% over last year's budget. This includes a 4.6% increase in staff benefits (largely due to a non-benefitted, hourly employee becoming a fulltime staff member) and a 3% aggregate increase in staff salaries. This provides a cost of living increase for employees and varied raises for certain positions based on performance.

This proposed amount does not include and cost of living or merit increases for the Executive Director. As per the Executive Director's contract, his salary can only be increased by the Board of Directors during this annual budgeting process. If the Board provides a salary increase to the Executive Director, those funds will need to be added to the personnel services category. Benefits based on salary will also need to be adjusted.

Database Maintenance: Last year ULCT made the decision to budget zero dollars for the maintenance of our database of municipal financial information with the intention of overhauling our database this year. Funds typically associated with the Benchmarking Project have been allocated for this purpose.

Accounting Expenses: This item includes our annual audit and Dave Sanderson's services as Chief Financial Officer (formerly budgeted in contract labor). Because of the shift, it is expected to increase by 50% even though the actual cost for accounting services will not increase.

Contract Labor: This is expected to decrease by 21.8%, largely due to the fact that Roger Tew was paid as Interim Executive Director through this category, and will now be paid at the Senior Policy Advisor rate.

Building Utilities: Based on year-to-date actual expenses in FY 2018, we have doubled this line item from \$4,000 to \$8,000. This has much to do with occupying additional space in our building which will end when the remodel is finished.

Computer Services: No change is expected for computer services in FY 2019.

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Legal Expense: This item covers David Church’s services as General Counsel. The decision was made last year after the adoption of the budget to increase his pay (which had not changed in over a decade) and we plan to keep his pay where it is now. Consequently, this item is expected to increase by 50%.

Car Expense: This covers the Executive Director’s car allowance as stated in his contract. The amount increases by 200% from the FY 2018 budget because the Executive Director position was vacant for part of FY 2018.

Building Repairs/Condo Fees: Last year management expected no cost in building repairs since we are renting space during our remodel. However, we mistakenly did not account for the fees paid to the condo association that come from this category. Therefore, this item has been increased to cover our condo association dues. Because of the remodel, we do not expect any actual repairs to be made that would not be a part of the capital project.

Dues and Subscriptions: This item includes our dues to organizations like the National League of Cities, and subscriptions to services such as Cvent (event registration), Qualtrics (surveys), our mass email service, bill tracking software, etc. Previously, these subscriptions had been inconsistently allocated to different line items, but will now be categorized here. We have also prioritized participation in the National League of Cities and the utilization of technology to communicate with our membership. Therefore, this item had increased by roughly 105%.

Convention Programming: This category is new this fiscal year and is a combination of former line items “Convention Entertainment” and “Speaker Fees/Honorariums.” It is management’s belief that these would be better addressed together, and would allow the board to more accurately assess overall conference costs. Neither of the old items have increased from FY 2018. The two items are simply combined.

Food & Beverage: Based on actual year-to-date expenses for FY 2018, we have reduced the food and beverage budget by 17.43%. This is largely due to the cancellation of Road School and overall fiscal discipline regarding food at ULCT meetings.

Facility Rent/Setup: This item is expected to increase 213.75% from the FY 2018 budget. It includes rental space at the Salt Palace, State Capitol, Dixie Center, and Sheraton, and had which had often previously been incorrectly allocated to different categories. Based on actual year-to-date expenses for FY 2018, management believes this to be a sound decision so as to accurately articulate the actual cost of ULCT events.

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League Relations: This item is expected to decrease by 79.17%. A somewhat amorphous and undefined category in the past, in FY 2018 and moving forward we have used this line item for “swag” such as our League Army pins.

Insurance: No change is expected for insurance expenses in FY 2019. This is largely our general liability insurance. ULCT employees are offered a cafeteria plan (within the employee benefits category) in which they can purchase health insurance, so any increased costs associated with health insurance premiums would not affect the organization or this category.

Printing Expense: Much like our “Publications” revenue category, we do not expect printing expenses to be as high in “off” years as in years in which we print publications. Therefore, this category has been reduced by 33.33%.

Postage & Freight: Based on actual year-to-date expenses for FY 2018, this category has been reduced by 23.08%.

Equipment Repairs & Maintenance: Based on actual year-to-date expenses for FY 2018, this category has increased by 300% from \$1,000 to \$4,000. Costs to repair equipment such as the copy machine, mail machine and other equipment are allocated to this category.

Staff Training & Tuition Aid, Equipment Purchases, and Special Equipment Rental: No change is expected for these categories in FY 2019.

Telephone Expense: Based on actual year-to-date expenses for FY 2018, this category has been reduced by 13.33%

Travel & Lodging: No change is expected for this category in FY 2019.

League Office Lease Payment: Management has budgeted for 3 months of rent in FY 2019 as the office remodel is completed. This reduces this category by 75%, and will be budgeted at zero dollars for FY 2020.

Credit Card Processing/Bank Fees: This was a new category in the FY 2018 budget, and \$10,000 was allocated in that first year. Based on actual year-to-date expenses for FY 2018, this category has been increased by 250% because ULCT now almost exclusively accepts credit cards for payment by members, vendors, and attendees. The Board could consider increasing conference registration fees to capture this expense.

Board Expenses: No change is expected for this category in FY 2019.

Grants & Special Projects: Much like its revenue counterpart, many of the individual line items in this overall category have been zeroed out or eliminated. There is no change to the Active &

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Healthy Communities Grant expenditures, and to the Essay Contest prizes. The Board should note that on the Active and Healthy Communities Grant, the expense amount budgeted as grant awards is \$278,000 while Grant Revenue is \$300,000. Last year, we negotiated a 7.5% administrative support fee for the grant. As we receive other grants, we anticipate similar administrative support fees will be charged. We have budgeted for an update to the “Making Sense of Dollars” tax book and tax information which was last published in 2007. We have budgeted no expenses for LUAU though we do hope we will received some funding in FY 2019. If funding is received, expenses will be added as part of a budget amendment process.

Office Supplies: Based on actual year-to-date expenses for FY 2018, this category has been increased by 8.33%

Miscellaneous: Typically not a significant expense, and as a part of our effort to properly allocate expenses in the categories in which they belong, we have reduced this category by 33.33%

Capital Outlay & Capital Improvements: We have zeroed out the “Capital Outlay” portion, and left the office remodel costs the same as they were in FY 2018 since the vast majority of expenses will be incurred in FY 2019.

Next Steps:

We ask the ULCT Board to adopt this tentative budget and schedule a public hearing for Monday, June 18, 2018 at 9:00 AM.

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UTAH LEAGUE OF CITIES AND TOWNS

FY 2019 TENTATIVE BUDGET

REVENUES	<i>FY 2017 Actual</i>	<i>FY 2018 Budget</i>	<i>FY 2019 Tentative Budget</i>	<i>% Change</i>
General Revenue				
Membership Dues	\$1,564,284	\$1,650,000	\$1,700,000	3.03%
Registration Fees	\$479,167	\$490,000	\$455,000	-7.14%
Donations & Advertising	\$661,452	\$320,000	\$387,000	20.94%
Exhibit Space	\$121,520	\$118,000	\$85,000	-27.97%
Interest	\$4,615	\$3,500	\$22,000	528.57%
Publications	\$7,727	\$15,000	\$10,000	-33.33%
Miscellaneous Income	\$3,816	\$250	\$5,000	1900.00%
Reserves	\$0	\$288,000	\$312,000	8.33%
Rental Income	\$18,000	\$0	\$0	-
General Revenue	\$2,860,581	\$2,884,750	\$2,976,000	3.16%
Grants & Special Projects				
Essay Contest Donations	\$0	\$10,000	\$0	-
Co-Op Funds Deseret News Project	\$0	\$48,000	\$0	-
Grant for Research Assistant	\$0	\$0	\$0	-
Transfer-Making Life Better	\$0	\$0	\$0	-
Grants-Active & Healthy Communities	\$0	\$300,000	\$300,000	0.00%
Grants-LUAU	\$103,000	\$130,286	\$0	-100.00%
Grant-UTOPIA	\$0	\$0	\$0	-
Benchmarking	\$14,359	\$0	\$0	-
Grants & Special Projects	\$117,359	\$488,286	\$300,000	-38.56%
TOTAL REVENUE	\$2,977,940	\$3,373,036	\$3,276,000	-2.88%

EXPENDITURES	<i>FY 2017 Actual</i>	<i>FY 2018 Budget</i>	<i>FY 2019 Tentative Budget</i>	<i>% Change</i>
Personnel Services				
Employee Benefits	\$171,681	\$273,000	\$285,550	4.60%
Staff Salaries	\$574,712	\$625,000	\$644,000	3.04%
Personnel Services Subtotal	\$746,393	\$898,000	\$929,550	3.51%
Charges for Services				
Database Maintenance	\$0	\$0	\$20,000	-
Accounting Expenses	\$48,531	\$30,000	\$45,000	50.00%
Contract Labor	\$194,860	\$332,500	\$260,000	-21.80%

Building Utilities	\$3,959	\$4,000	\$8,000	100.00%
Computer Services	\$40,020	\$24,000	\$24,000	0.00%
Legal Expense	\$24,878	\$24,000	\$36,000	50.00%
Charges for Services Subtotal	\$312,248	\$414,500	\$393,000	-5.19%

Operating & Program Expenses

Car Expense	\$5,293	\$3,000	\$9,000	200.00%
Building Repairs	\$21,577	\$0	\$17,500	-
Dues and Subscriptions	\$36,978	\$22,000	\$45,000	104.55%
Convention Entertainment	\$102,530	\$94,000	\$0	-100.00%
Convention Programming	\$0	\$0	\$270,000	-
Food & Beverage	\$428,456	\$545,000	\$450,000	-17.43%
Facility Rent/Setup	\$124,634	\$68,526	\$215,000	213.75%
League Relations	\$16,254	\$24,000	\$5,000	-79.17%
Library	\$0	\$1,500	\$0	-100.00%
Insurance	\$6,282	\$8,500	\$8,500	0.00%
Speakers Fee/Honorariums	\$119,069	\$150,000	\$0	-100.00%
Printing Expense	\$53,600	\$75,000	\$50,000	-33.33%
Postage and Freight	\$3,693	\$6,500	\$5,000	-23.08%
Equipment Repairs and Maint.	\$7,063	\$1,000	\$4,000	300.00%
Staff Training & Tuition Aid	\$722	\$2,500	\$2,500	0.00%
Equipment purchases	\$959	\$10,000	\$10,000	0.00%
Spec. Equip. Rental	\$23,988	\$65,000	\$65,000	0.00%
Telephone Expense	\$14,520	\$15,000	\$13,000	-13.33%
Travel and Lodging	\$53,159	\$70,000	\$70,000	0.00%
League Office Lease Payment	\$0	\$36,000	\$9,000	-75.00%
Credit Card Processing/Bank Fees	\$20,147	\$10,000	\$25,000	150.00%
Board Expenses	\$3,985	\$11,000	\$11,000	0.00%
Operating & Program Exp. Subtotal	\$1,042,909	\$1,218,526	\$1,284,500	5.41%

Grants & Special Projects

Special Project-UTOPIA	\$0	\$0	\$0	-
Salary Survey	\$0	\$12,000	\$0	-
Special Project-ULCTv	\$429	\$0	\$0	-
Special Project-LUAU	\$20,181	\$76,000	\$0	-
Special Project-Making Life Better	\$40,000	\$0	\$0	-
Special Projects-IHC Wellness	\$155,000	\$278,000	\$278,000	0.00%
Deseret News Project	\$0	\$48,000	\$0	-
Tax Book	\$10,000	\$0	\$12,000	-
Municipal Funding Project	\$91,325	\$0	\$0	-
University of Utah Policy Institute	\$0	\$10,000	\$0	-
Essay Contest Expenses	\$8,450	\$10,000	\$4,950	-
Benchmarking	\$12,407	\$20,000	\$0	-
Grants & Special Projects Subtotal	\$337,792	\$454,000	\$294,950	-35.03%

Materials and Supplies				
Office Supplies	<i>\$12,406</i>	<i>\$12,000</i>	<i>\$13,000</i>	8.33%
Materials & Supplies Subtotal	<i>\$12,406</i>	<i>\$12,000</i>	<i>\$13,000</i>	8.33%
Miscellaneous				
Miscellaneous	<i>\$12,004</i>	<i>\$1,500</i>	<i>\$1,000</i>	-33.33%
Transfer to Fund Balance	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	-
Contingency Reserve	<i>\$0</i>	<i>\$5,000</i>	<i>\$0</i>	-
Miscellaneous Subtotal	<i>\$12,004</i>	<i>\$6,500</i>	<i>\$1,000</i>	-84.62%
Capital				
Capital Outlay	<i>\$0</i>	<i>\$9,510</i>	<i>\$0</i>	-100.00%
Capital Improvements - Office remodel	<i>\$0</i>	<i>\$360,000</i>	<i>\$360,000</i>	0.00%
Capital Subtotal	<i>\$0</i>	<i>\$369,510</i>	<i>\$360,000</i>	-2.57%
TOTAL EXPENSES	<i>\$2,463,752</i>	<i>\$3,373,036</i>	<i>\$3,276,000</i>	-2.88%
TOTAL ALL REVENUES	<i>\$2,977,940</i>	<i>\$3,373,036</i>	<i>\$3,276,000</i>	-2.88%
REVENUES (Under) Over EXPENSES	<i>\$514,188</i>	<i>\$0</i>	<i>\$0</i>	