

Estate Planning, Trust and Probate Section
San Mateo County Bar Association
July 1, 2017-June 30, 2018 Budget

Description	Amount
Income	
Events MCLE Events	\$17,558.00
Sponsorships	\$1,500.00
Fundraising	\$0.00
Miscellaneous	\$0.00
Total	\$19,058.00
Expenses	
Advertising	\$0.00
Copying, postage, etc.	\$1,000.00
Meals MCLE Events-Catering Charge	\$11,624.00
Miscellaneous	
James Griffiths Event Planning Services	\$7,200.00
Holiday Lunch Attendee Gifts	\$0.00
Holiday Lunch Waitstaff Tip	\$300.00
Speaker Gifts-MCLE Events	\$1,000.00
Donations	\$0.00
Total Expenses	\$21,124.00
Receipts over Expenses	(\$2,066.00)
Requested Reserve (explain calculation): Shortfall makeup	\$2,066.00
Cashflow smoothing (due to early-year expenses prior to receipts)	\$3,934.00
Total Reserve	\$6,000.00

Notes:

The MCLE lunch events fee is increased to \$35 members (from \$30) and \$50 non-members (from \$45).

We have eliminated the Holiday gifts (typically, wine or chocolates) for members at our December program.

We have not budgeted for possible increase in catering charges (the Section has been receiving very favorable rates for several years).

We anticipate website registration will increase efficiency and reduce the hours for Jim Griffiths' services, thus lowering his costs. However, he has been performing certain administrative services (e.g., attending and registering attendees at events, recording attendees and payment information), which is a Bar, and not Section, function. Thus it is appropriate for the Bar to carry at least a part of the fee for his services to reflect this allocation of work.

APPROVED by Section Executive Committee, 1/6/2011.