Overall Assumptions

- This proposed budget covers the fiscal year April 1, 2022, through March 31, 2023.
- The proposed budget report shows the current year approved budget in the first column, a change column that adds/subtracts to the proposed budget for fiscal year 22-23. The right-hand column shows actual results for the 10 months ending in January 2022.
- Approving this budget gives the Executive Director authority to spend according to this plan. The board monitors performance of both income and expense and acts as appropriate during the fiscal year.

Donations and Income

1. Local League Per Member Payment (PMP) represents the dues collected by each local league and paid to the state league. The amount remains the same at $15 for each member and $7.50 for each additional member in the household. There is no fee for Student or Lifetime members. The budget is calculated based on the roster at January 31, 2022, so the budgeted amount is the actual to be billed for the coming fiscal year.

2. The budget for rows 2 and 3 is based on the expected actual for the current fiscal year. Harry T. Burn Society donors give at least $1,000 per year. Other donations are the results of ongoing solicitations of both members and non-members.

3. New Fundraising – Development Plan on row 4 represents the increase in donations necessary to balance planned expenditures. Strategies to meet this goal include personal outreach and leveraging new technology. The fundraising committee plans to use personal contacts with past donors to encourage them to join the Harry T. Burn Society to meet the budget goal. During the current fiscal year, public relations efforts to increase the league presence in local, state and national media have been important to securing new donations.

4. Restricted Use Grants on row 6 are gifts that require the Advocacy Fund to meet certain deliverables for programs that are focused on league priorities. Because this income source can vary significantly from year to year, the budget is proposed at an average of recent grants. Many of our Advocacy grants are from the League of Women Voters of the U.S.

5. Lobby Days Income in the budget row 7 is for an in-person event in Tallahassee during March 2023. The decrease in the budget is lower because the calendar for the current fiscal year resulted in two Lobby Days events - in April 2021 and January 2022. Participating in-person during committee weeks and having a strong presence at Lobby Days early during session helps allies in the legislature understand and support league legislative priorities.

6. Convention will not be held until the next budget year, so row 8 has no registration income budgeted during the coming fiscal year.

7. The fundraising committee is exploring ways to increase sales of league branded and promotional merchandise this coming year while at the same time not adding burdens to staff. The sales of these items are budgeted on row 10.

8. Total income on row 11 shows a decrease in the budget amount, primarily due to the changed assumption on Restricted Use Grants and Events, offset by an increase in donations.
LWV of Florida Inc. – Advocacy Fund
Comments on Proposed FY 22-23 Budget

Expenses

1. Restricted Use Grants expense on row 12 is assumed to be equal to income on row 6. In each grant application, a request for at least 5% administrative costs is made. The conservative assumption for the budget is that program expenses will be equal to the grant amount. If administrative costs are included in a grant award, it will act like an additional donation and be used to cover employee compensation and other recurring expenses.

2. Legislative Advocacy Programs are budgeted on row 13. The primary cost is for services provided by Capitol Alliance Group, who have increased the league’s impact on the legislature. The budget has been modified for fiscal year 22-23 to include subscriptions to technology tools that support tracking legislative issues. Previously this had been shown under the Board budget line item on row 19.

3. Advocacy Action Programs on row 14 is a new budget line item that provides flexibility to take advantage of opportunities to make the organization more effective in meeting our mission. The funding may be used to continue promotional efforts to get the word out on league priority issues and to support election protection activities. We will look for grant funding to support Advocacy Action Programs so that this self-funded initiative may not be necessary.

4. Lobby Days is to be held early in session during March 2023. The budget on row 16 is based on the in-person event budget for the January 2022 event.

5. Board costs on row 19 are split 50/50 with the Education Fund and will cover travel costs for two in-person board meetings, with the assumption that some board members will make an in-kind donation of their personal cost. The budget also plans for the President, Executive Director and Communications Manager to attend the US league convention in Denver in June 2022.

6. Office costs generally are consistent with the prior year budget. The rent for the office at Credo Conduit has increased from the current budget amount and that is the primary reason the budget has increased. In addition, the budget increases to purchase better software to make communication with legislators more efficient.

7. Employee compensation on row 23 is based on three full-time and one part-time staff. Costs are allocated based on efforts, with a 40% allocation to the Advocacy Fund. The Executive Director, Communications Manager and Office Administrator are the full-time staff. An open position as the budget is prepared is for a part-time grants program assistant. Other staffing paid by Restricted Use Grants is the primary reason for the change in the budget. A raise is planned for each position on the anniversary of employment, but no change in the stipend in lieu of health insurance for full-time employees is proposed.

8. Contract services on line 24 include fees for the annual audit, bookkeeping services, and payroll management. A $100 per month contract for grant identification services is shared 50/50 with the Advocacy fund. The budget decreases primarily due to the elimination of legal fees that were not used in the current fiscal year.

Contingencies

1. The need for additional donations is significant, however fundraising in years with general elections has been better than in off-cycle years like the current fiscal year. The current fiscal year has seen several large donations, a trend that makes increasing donations in the coming year a distinct possibility.

2. Restricted Grant income in prior years has not been a significant contributor to administrative expenses. However, obtaining new grant income may reduce the need for self-funded Action Programs.

3. If donations and income are less than budget, the board may determine not to spend all the budgeted amounts. The outlook for the current fiscal year is for donations and income to exceed expenses, which could mitigate fiscal year 22-23 if donations fall short.