

NOV - 6 2018

IN THE SUPREME COURT OF THE STATE OF OKLAHOMA

JOHN D. HADDEN
CLERK

IN RE: 2019 Budget of The)
Oklahoma Bar Association)

SCBD No. **6721**

APPLICATION FOR APPROVAL OF THE 2019 BUDGET

COMES NOW the Budget Committee and the Board of Governors of the Oklahoma Bar Association and state to the Court:

1. Pursuant to Article VII of the Rules Creating and Controlling the Oklahoma Bar Association, 5 O.S. 2011 ch. 1, app. 1 art. VII §§1-2, a Budget Committee of the Association was approved by the Board of Governors with the following members:

President-Elect, Chairperson, Charles W. Chesnut

Executive Director, John Morris Williams, (ex-officio)

Board of Governors Members:

Nathan Richter, Mustang
Alissa Hutter, Norman; and
Matthew C. Beese, Muskogee

House of Delegates Members:

Brandi Nowakowski, Shawnee;
Dietmar Caudle, Lawton;
Brian T. Hermanson, Newkirk;
James R. Hicks, Tulsa; and
Angela Ailles Bahm, Oklahoma City

Attorney Members:

Sonja Porter, Oklahoma City;
Jeremy Beaver, McAlester;
Cody Hodgden, Woodward; and
Susan Shields, Oklahoma City;

2. That the Budget Committee met on September 14, 2018 and approved a proposed Budget of the financial needs of the Association for the year 2019 including capital expenditures.

3. That the proposed Budget was published in the *Oklahoma Bar Journal* on September 22, 2018, together with a notice of the public hearing on the Budget fixed at 10:00 a.m. on October 11, 2018, at the Oklahoma Bar Center.

4. That on October 11, 2018, a public hearing was held on the proposed Budget and that no association members appeared to protest any item included or excluded from the proposed Budget.

5. That on October 12, 2018, the Board of Governors in regular session reviewed and approved the 2019 proposed Budget and capital expenditure items.

6. That the items of expenditure in the proposed Budget and the capital expenditure items are necessary in the administration of justice.

WHEREFORE, the Budget Committee and the Board of Governors of the Oklahoma Bar Association respectfully request the Supreme Court to review the attached proposed 2019 Budget of the Oklahoma Bar Association including the proposed capital expenditures and determine that the proposed items of expenditure are within the Court=s police power and necessary for the administration of justice and approve the same.

Submitted this 6th day of November 2018.

Oklahoma Bar Association Budget Committee

And

Oklahoma Bar Association
Board of Governors



JOHN MORRIS WILLIAMS, OBA No. 10524

Executive Director

1901 N. Lincoln Blvd.

P. O. Box 53036

Oklahoma City, OK 73152-3036

(405)416-7000

Oklahoma Bar Association
2019 Budget

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2019 Oklahoma Bar Association Budget				Supreme Court		Page 1
Summary - 2019 and 2018				10/12/2018		
DEPARTMENT	2018 Budget	2019 Budget	Increase (Decrease) from 2018	Increase (Decrease) from 2018	Percentage Increase (Decrease) from 2018	
Operating Revenues						
Administration (Page 2)	\$ 4,298,616	\$ 4,382,500	83,884		1.95%	
Communications (Page 5)	195,000	198,000	3,000		1.54%	
CLE (Page 6)	1,023,000	996,500	(26,500)		-2.59%	
General Counsel (Page 8)	375,500	385,200	9,700		2.58%	
MCLE (Page 10)	183,500	201,600	18,100		9.86%	
LRE (Page 11)	-	-	-		0.00%	
Practice Assistance (Page 13)	14,000	15,000	1,000		7.14%	
Committees/Special Projects (Page 15)	205,720	230,964	25,244		12.27%	
Total from Departmental Operations	\$ 6,295,336	\$ 6,409,764	114,428		1.82%	
Operating Expenses						
Administration (Pages 3 - 4)	\$ 2,007,486	\$ 2,044,503	37,017		1.84%	
Communications (Page 5)	592,094	553,291	(38,803)		-6.55%	
CLE (Page 6 - 7)	828,446	793,516	(34,930)		-4.22%	
General Counsel (Page 8 - 9)	1,379,240	1,431,238	51,999		3.77%	
MCLE (Page 10)	247,413	255,800	8,386		3.39%	
LRE (Page 11 - 12)	10,950	8,000	(2,950)		-26.94%	
Practice Assistance (Page 13 - 14)	416,797	433,997	17,200		4.13%	
Committees/Special Projects (Page 16)	509,538	543,558	34,020		6.68%	
Total from Departmental Operations	\$ 5,991,965	\$ 6,063,903	71,938		1.20%	
Net Surplus (Deficit) From Operations	\$ 303,371	\$ 345,861	42,490		14.01%	
Other Special Expenses/Capital Improvements						
Client Security Fund Contribution	(175,000)	(175,000)				
Furniture and Equipment (Exh. C)	(45,955)	(32,000)				
Bar Center Improvements (Exh. C)	(10,000)	(50,000)				
Computer Technology (Exh. C)	(58,800)	(99,585)				
Total Other Special Expenses/Investments	(289,755)	(356,585)				
Surplus (Deficit) Before Transfer from Reserve Funds	13,616	(10,724)				
Transfers from Reserve Funds						
Technology Fund	-	84,985				
AG Grant Fund	8,000	3,000				
Bar Center Improvements Fund	8,000	137,985				
Net Surplus (Deficit)	\$ 21,616	\$ 127,261				
Estimated Beginning Cash Reserves -1/1/2019		\$ 5,689,000				
Estimated Surplus (Deficit)		(10,724)				
Estimated Ending Cash Reserves -12/31/2019		5,678,276				

Oklahoma Bar Association Budget Preparation Worksheet Revenues and Expenditures										Supreme Court 10/12/2018	
Department: Administration - Expenses (Continued on page 4)											
Calendar Year: 2019											
ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE		
01-510000	Gross Salaries*	720,335	768,388	718,659	743,525	743,525	-	767,610	24,085	A	
01-510005	FICA Matching*	51,776	55,247	51,796	48,723	48,723	-	50,566	1,843	A	
01-510010	Retirement*	97,295	99,452	97,872	101,961	101,961	-	104,559	2,598	A	
01-510015	Unemployment Taxes*	2,019	2,100	2,004	2,160	2,160	-	2,160	-		
01-510020	Health Insurance*	72,655	81,846	79,852	86,983	86,983	-	86,983	-		
01-510023	Disability Insurance	2,747	2,976	3,063	2,973	2,973	-	3,241	268		
01-510025	Temporary Assistance	39,282	1,369	-	5,000	-	(5,000)	5,000	-		
01-510033	Past President's Expense	6,758	8,679	8,888	9,000	9,610	610	9,500	500		
01-510035	President's Expense	18,596	19,995	27,000	30,000	27,145	(2,855)	30,000	-		
01-510040	President-Elect's Expense	13,552	18,765	17,327	16,000	17,978	1,978	18,000	2,000		
01-510045	Vice President Travel	-	-	4,725	3,000	-	(3,000)	3,000	-		
01-510050	BOG Travel and Meeting	40,490	35,736	38,891	41,000	36,227	(4,773)	41,000	-		
01-510055	BOG Contingency	6,240	5,260	6,976	5,000	5,678	678	5,500	500		
01-510057	ABA Meetings - Delegate Dinner	3,875	2,667	2,090	4,000	2,483	(1,517)	4,000	-		
01-510070	Out-of-State Conferences	8,984	9,393	7,736	16,000	12,043	(3,957)	16,000	-		
01-510080	Other Staff Travel	3,339	3,163	1,979	4,000	2,503	(1,497)	3,000	(1,000)		
01-510085	Legislative Monitoring	44,595	44,162	45,605	46,000	45,471	(529)	46,000	-		
01-510090	Organizational Development	2,137	2,141	2,302	2,200	2,050	(150)	2,200	-		
*Denotes Allocable Administrative Overhead Account											
A - Average raises are 3.16%.											

Oklahoma Bar Association										Supreme Court			Page 4
Budget Preparation Worksheet										10/12/2018			
Revenues and Expenditures													
Department: Administration - Expenses (Continued from page 3)													
Calendar Year: 2019													
ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE				
01-510095	Annual Meeting	112,475	103,016	81,047	100,000	93,543	(6,457)	105,000	5,000				
01-510100	Audit	17,775	18,275	18,500	23,000	19,000	(4,000)	20,000	(3,000)				
01-510105	Bank Charges/Credit Card Fees	65,049	75,019	66,190	85,000	86,124	1,124	85,000	-				
01-510110	Computer System Maintenance*	185,781	205,244	194,194	224,960	237,175	12,215	237,324	12,364			A	
01-510115	Contract Blding Maintenance*	34,106	34,412	34,211	36,000	34,156	(1,844)	36,000	-				
01-510120	Copier*	37,774	42,079	34,694	44,000	41,364	(2,636)	42,000	(2,000)				
01-510125	Custodial Supplies*	8,653	7,272	7,395	8,000	7,667	(333)	8,000	-				
01-510133	Bar Card & Dues Expense	13,771	13,433	11,962	13,500	12,526	(974)	13,500	-				
01-510135	Equipment Maintenance*	31,242	27,666	21,034	32,000	25,955	(6,046)	25,000	(7,000)				
01-510137	Building Maintenance	3,373	11,457	2,213	20,000	12,384	(7,616)	20,000	-				
01-510140	Grounds Maintenance*	9,457	7,848	7,361	8,000	7,407	(593)	8,000	-				
01-510145	Insurance*	49,949	45,597	43,961	50,000	42,617	(7,383)	46,000	(4,000)				
01-510150	Internet Service Connection*	4,800	4,800	4,259	4,800	4,800	-	4,800	-				
01-510153	Legal Intern Program expense	78	-	-	200	254	54	200	-				
01-510155	Office Supplies	7,326	7,273	12,266	12,000	11,177	(823)	13,360	1,360				
01-510160	Postage*	34,116	36,752	39,901	46,000	39,962	(6,038)	42,000	(4,000)				
01-510170	Telephone and Internet*	30,805	37,750	46,548	46,000	47,959	1,959	49,000	3,000				
01-510175	Other Utilities*	70,395	61,442	73,906	70,000	70,444	444	72,000	2,000				
01-510195	Staff Training	2,487	9,854	3,817	3,500	1,309	(2,191)	6,000	2,500				
01-510199	Miscellaneous	16,643	13,275	12,664	13,000	12,870	(130)	13,000	-				
TOTAL ADMINISTRATIVE EXPENSE		1,870,731	1,923,801	1,832,888	2,007,486	1,956,205	(51,281)	2,044,503	37,017				
*Denotes Allocable Administrative Overhead Account													
A - Increase due to rise in maintenance fees for software systems and out-sourced network management													

Oklahoma Bar Association Budget Preparation Worksheet Revenues and Expenditures Department: Communications Calendar Year: 2019										Supreme Court 10/12/2018		Page 5	
REVENUE ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE				
02-420000	OBJ Ad Sales	167,745	170,250	193,042	170,000	180,274	10,274	175,000	5,000				
02-420010	OBJ Subscriptions	24,097	24,522	27,885	25,000	24,430	(570)	23,000	(2,000)				
02-420030	Other Comm and Info Rev	438	310	194	-	142	142	-	-				
	TOTAL REVENUE	191,842	195,082	221,121	195,000	204,704	9,704	198,000	3,000				
EXPENDITURES													
02-520000	Gross Salaries	176,939	213,033	214,345	219,628	219,628	-	226,334	6,706	A			
02-520005	FICA Matching	12,181	15,223	15,962	16,802	16,802	-	17,315	513	A			
02-520010	Retirement	20,155	18,673	26,201	30,433	30,433	-	31,221	788	A			
02-520015	Unemployment Taxes	493	880	708	720	720	-	720	-				
02-520020	Health Insurance	30,681	31,279	31,790	39,774	37,268	(2,506)	37,620	(2,154)				
02-520023	Disability Insurance	678	766	885	837	918	81	981	144				
02-520025	Temporary Assistance	26,998	400	-	-	-	-	-	-				
02-520060	In-State Conferences	-	-	-	200	-	(200)	200	-				
02-520070	Out-of-State Conferences	4,802	4,211	4,000	5,500	5,000	(500)	5,500	-				
02-520080	Department Travel	619	313	669	500	488	(12)	500	-				
02-520100	Court Issue Printing	198,452	202,990	193,079	75,000	44,904	(30,096)	45,000	(30,000)	B			
02-520110	Theme Issue Printing	171,426	164,217	164,735	180,000	144,409	(35,591)	165,000	(15,000)	C			
02-520130	Editor's Expense	-	132	-	-	-	-	-	-				
02-520140	Board of Editors	4,029	4,208	3,956	4,000	4,094	94	4,000	-				
02-520145	Newsclip Service	3,113	1,997	3,417	3,500	3,594	94	3,700	200				
02-520160	Pamphlets	6,007	4,869	7,049	5,000	4,948	(52)	5,000	-				
02-520165	Photography	101	80	7	200	100	(100)	200	-				
02-520175	Public Info Projects	25	-	139	5,000	9	(4,991)	5,000	-				
02-520180	Office Supplies	313	73	259	500	215	(285)	500	-				
02-520185	Staff Training	309	68	30	1,000	522	(478)	1,000	-				
02-520199	Miscellaneous	4,037	2,769	3,420	3,500	2,960	(520)	3,500	-				
	TOTAL EXPENSES	663,359	666,179	670,650	592,094	517,033	(75,061)	553,291	(38,803)				
A - Staff raises average 2.59%.													
B - New, lower contract amount with design artist													
C - Theme issue cost expected to increase over 2018 actual because of increases in paper cost and design fees.													

Oklahoma Bar Association		Supreme Court							
Budget Preparation Worksheet		10/12/2018							
Revenues and Expenditures		Page 6							
Department: Continuing Legal Education (Continued on page 7)									
Calendar Year: 2019									
REVENUE ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE
03-430000	Educational Seminars	377,329	370,485	375,732	365,000	365,000	-	340,000	(25,000) A
03-430005	Co-Sponsorship Fees Exp.	(10,915)	(5,802)	(11,287)	(8,000)	(8,000)	-	(7,000)	1,000
03-430010	Material Sales	4,228	3,486	2,135	3,000	3,000	-	2,500	(500)
03-430015	CLE Form Book	11,280	11,615	9,005	7,000	7,000	-	-	(7,000) B
03-430025	CLE On-Line Seminar Sales	677,386	649,557	623,186	650,000	650,000	(0)	655,000	5,000 C
03-430035	Ad Revenue	2,600	8,034	5,694	6,000	4,200	(1,800)	6,000	-
03-430040	Miscellaneous Revenue	80	11,135	165	-	175	175	-	-
	TOTAL CLE REVENUE	1,061,987	1,048,610	1,004,630	1,023,000	1,021,375	(1,625)	996,500	(26,500)
EXPENDITURES									
03-530000	Gross Salaries	243,296	256,237	258,191	265,938	265,938	-	274,559	8,621 D
03-530005	FICA Matching	17,232	18,083	18,099	20,344	20,344	-	21,004	660 D
03-530010	Retirement	23,440	34,535	34,005	36,715	32,065	(4,650)	37,871	1,156 D
03-530015	Unemployment Taxes	850	875	998	1,050	1,050	-	1,050	-
03-530020	Health Insurance	46,639	51,042	53,422	55,086	54,142	(945)	54,142	(944)
03-530023	Disability Insurance	856	1,001	1,092	1,001	1,134	133	1,190	189
03-530070	Out-of-State Conferences	8,733	10,127	4,497	9,000	9,000	-	9,000	-
A - Revenue expected to decline due to MCLE rule change									
B - Form book will no longer be sold.									
C - Revenue expected to increase due to MCLE rule change									
D - Average raises of 3.15%									

EXPENDITURES		2015					2016		2017		PROPOSED 2018		TOTAL 2018 PROJECTION		18 BUDGET/ PROJECTION VARIANCE		PROPOSED 2019 BUDGET		2019/2018 BUDGET VARIANCE	
ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	PROJECTION	VARIANCE	BUDGET	BUDGET	VARIANCE	BUDGET	BUDGET	VARIANCE
03-530080	Department Travel	3,000	2,833	1,696	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	-	5,000	-	-	-	5,000	-	-
03-530100	Mtg Rooms and Food Svc	62,082	67,752	71,645	70,000	70,000	70,000	70,000	70,000	70,000	70,000	-	-	60,000	(10,000)	A	-	60,000	(10,000)	A
03-530110	Seminar Materials	7,669	15,449	249	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	-	5,000	-	-	-	5,000	-	-
03-530120	Speakers	110,279	97,663	104,168	90,000	90,000	90,000	90,000	90,000	90,000	90,000	-	-	80,000	(10,000)	A	-	80,000	(10,000)	A
03-530127	CLE Cruise Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03-530130	Audio/Visual & Equip Rental	2,970	308	4,520	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	-	3,000	-	-	-	3,000	-	-
03-530150	Brochures and Bulk Mail	35,774	33,019	20,633	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-	-	35,000	-	-	-	35,000	-	-
03-530155	On-Line Service Fees	176,112	171,112	173,662	176,112	176,112	176,112	176,112	176,112	176,112	176,112	-	(12,456)	151,200	(24,912)	B	-	151,200	(24,912)	B
03-530157	Webcrednza Fees	17,690	17,839	13,062	17,000	17,000	17,000	17,000	17,000	17,000	17,000	-	-	17,000	-	-	-	17,000	-	-
03-530170	Material Shipping & Storage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03-530175	Credit Card Fees	27,608	26,856	27,492	27,000	27,000	27,000	27,000	27,000	27,000	27,000	-	-	28,000	1,000	-	-	28,000	1,000	-
03-530180	Ad Preparation	1,740	822	2,115	3,200	3,200	3,200	3,200	3,200	3,200	3,200	-	-	2,500	(700)	-	-	2,500	(700)	-
03-530185	Office Supplies	1,424	1,272	791	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	2,000	-	-	-	2,000	-	-
03-530190	Staff Training	260	1,637	2,543	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	2,000	-	-	-	2,000	-	-
03-530199	Miscellaneous	3,909	2,622	2,714	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	-	4,000	-	-	-	4,000	-	-
TOTAL CLE EXPENDITURES		791,564	811,084	795,594	828,446	810,529	828,446	810,529	810,529	810,529	810,529	(17,917)	(17,917)	793,516	(34,930)			793,516	(34,930)	

A - Costs expected to decline do to fewer live seminars as a result of MCLE rule change

B - Online System provider changed to InReach at lower monthly fee.

Oklahoma Bar Association Budget Preparation Worksheet Revenues and Expenditures Department: General Counsel (Continued on page 9) Calendar Year: 2019										Supreme Court 10/12/2018	
REVENUE	ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE	
	04-440000	Discipline Reinstatements	15,855	16,935	22,846	14,000	7,000	(7,000)	14,000	-	
	04-440015	ROOSA Fees	199,100	195,650	208,230	184,800	196,000	11,200	195,000	10,200 A	
	04-440020	ROOSA Renewal Fees	152,250	168,700	147,000	151,200	150,000	(1,200)	151,200	-	
	04-440025	ROOSA Late Fees	3,000	1,300	1,700	1,500	3,500	2,000	3,000	1,500	
	04-440030	Certificates of Good Standing			23,035	24,000	22,000	(2,000)	22,000	(2,000)	
		TOTAL REVENUE	370,205	382,585	402,811	375,500	378,500	3,000	385,200		
EXPENDITURES											
	04-540000	Gross Salaries	865,465	882,699	871,408	919,019	925,094	6,075	949,069	30,050 B	
	04-540005	FICA Matching	64,264	65,705	64,918	70,305	70,770	465	64,448	(5,857) B	
	04-540010	Retirement	113,331	115,067	93,184	124,993	100,548	(24,445)	131,485	6,492 B	
	04-540015	Unemployment Taxes	2,613	2,723	3,016	3,150	2,877	(273)	2,877	(273)	
	04-540020	Health Insurance	117,386	119,462	122,356	129,923	145,853	15,930	148,377	18,455 C	
	04-540023	Disability Insurance	3,343	3,424	3,632	3,000	3,909	909	4,132	1,132	
	04-540025	Temporary Assistance	11,522	6,145	12,676	10,000	10,000	-	10,000	-	
	04-540050	General Counsel's Auto	10,800	10,800	10,800	10,800	10,800	-	10,800	-	
	04-540060	In-State Conferences		207	162	250	250	-	250	-	
	04-540070	Out-of-State Conferences	4,712	7,568	6,424	8,000	8,000	-	8,000	-	
A - Increase amount to be closer to historical numbers.											
B - Staff raises average 2.55%											
C - Increase in number of dependents covered between 2018 budget and 2018 actual.											

Oklahoma Bar Association Budget Preparation Worksheet Revenues and Expenditures Department: General Counsel (Continued from page 8) Calendar Year: 2019										Supreme Court 10/12/2018		
REVENUE	ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE		
	04-540080	Department Travel	136	124	546	1,000	1,000	-	1,000	-		
	04-540100	Invest. and Prosecution	49,629	83,296	34,086	61,000	63,000	2,000	62,000	1,000		
	04-540110	PRC Travel and Meeting	4,206	2,037	1,707	4,500	1,500	(3,000)	3,500	(1,000)		
	04-540120	PRT Travel and Meeting	16,530	10,189	4,278	9,000	10,000	1,000	10,000	1,000		
	04-540140	Misc. Investigative	641	435	276	1,000	1,000	-	1,000	-		
	04-540145	AG Grant Expense	-	1,875	-	3,000	3,000	-	3,000	-		
	04-540150	Library	11,823	15,606	12,856	6,000	5,500	(500)	6,000	-		
	04-540155	Diversion Grant Expense	-	-	-	-	-	-	-	-		
	04-540160	Office Supplies	3,679	7,947	9,336	9,000	10,000	1,000	10,000	1,000		
	04-540165	ROOSA Expenses	-	320	415	300	300	-	300	-		
	04-540170	Staff Training	1,760	1,908	1,471	1,000	1,000	-	1,000	-		
	04-540199	Miscellaneous	7,253	6,584	6,742	4,000	5,000	1,000	4,000	-		
	TOTAL EXPENDITURES		1,289,093	1,344,119	1,260,287	1,379,240	1,379,401	161	1,431,238	51,999		

Oklahoma Bar Association Budget Preparation Worksheet Revenues and Expenditures		Supreme Court 10/12/2018										Page 10
Department: Mandatory Continuing Legal Education (MCLE) Calendar Year: 2019												
REVENUE		2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE			
ACCOUNT NUMBER	ACCOUNT TITLE											
05-450000	Non-Compliance Fees	90,025	96,500	106,700	95,000	114,000	19,000	110,000	15,000	A		
05-450005	Reinstatement Fees	5,400	2,500	9,500	5,000	2,500	(2,500)	3,000	(2,000)			
05-450010	Presumptive Annual Fee	15,000	15,800	14,100	15,000	14,600	(400)	14,600	(400)			
05-450020	Sponsor Application Fee	55,500	55,235	58,550	56,000	62,950	6,950	60,000	4,000			
05-450030	Attorney Application Fee	12,880	12,675	14,120	12,500	14,405	1,905	14,000	1,500			
	TOTAL MCLE REVENUE	178,805	182,710	202,970	183,500	208,455	24,955	201,600	18,100			
EXPENDITURES												
05-550000	Gross Salaries	153,585	156,149	160,284	162,256	162,256	-	170,775	8,519	B		
05-550005	FICA Matching	11,025	11,170	11,454	12,413	12,413	-	13,064	652	B		
05-550010	Retirement	20,865	21,145	21,412	21,955	21,955	-	23,019	1,064	B		
05-550015	Unemployment Taxes	510	525	531	630	630	-	630	-			
05-550020	Health Insurance	27,244	28,229	30,138	30,389	30,888	499	30,888	499			
05-550023	Disability Insurance	589	597	654	571	678	(107)	723	152			
05-550025	Temporary Assistance	1,750	2,829	2,103	5,000	-	(5,000)	2,000	(3,000)			
05-550070	Out-of-State Conferences	1,601	1,743	2,056	5,000	2,920	(2,080)	5,000	-			
05-550080	Other Staff Travel	-	-	-	-	-	-	-	-			
05-550100	Commission Meeting Exp	1,322	448	375	1,000	444	(556)	1,000	-			
05-550110	Compliance Reporting Exp	3,350	1,084	1,648	3,000	1,237	(1,763)	3,000	-			
05-550140	Credit Card fees	-	-	1,665	2,000	2,281	281	2,500	500			
05-550150	Office Supplies	153	316	53	200	116	(84)	200	-			
05-550170	Staff Training	-	-	-	2,000	2,000	-	2,000	-			
05-550199	Miscellaneous	500	1,979	512	1,000	600	(400)	1,000	-			
	TOTAL MCLE EXPENDITURES	222,495	226,214	232,886	247,413	238,418	(9,210)	255,800	8,386			
A - More attorneys having to take MCLE - no 65 year old exemption												
B - Raises averaging 4.85%												

Oklahoma Bar Association		Supreme Court							
Budget Preparation Worksheet		10/12/2018							
Revenues and Expenditures		Page 11							
Department: Law Related Education (continued on page 12)									
Calendar Year: 2019									
REVENUE		2015	2016	2017	PROPOSED	TOTAL	18 BUDGET/	PROPOSED	2019/2018
ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	ACTUAL	ACTUAL	BUDGET	2018 PROJECTION	VARIANCE	BUDGET	VARIANCE
06-460041	iCivics		-		-			-	
06-460042	Hatton Summers	45,000	-		-			-	
06-460043	National Close Up		-		-			-	
06-460044	James Madison Grant		43,501						
06-460045	Miscellaneous Grant Revenue	2,248	-		-			-	
		47,248	43,501		-			-	
EXPENDITURES									
06-560000	LRE Gross Salaries	96,511	67,386		-			-	
06-560005	LRE FICA Matching	7,264	5,302		-			-	
06-560010	LRE Retirement	13,164	9,394		-			-	
06-560015	LRE Unemployment Taxes	340	350		-			-	
06-560020	LRE Health Insurance	13,261	10,530		-			-	
06-560023	Disability Insurance	371	300		-			-	
06-560025	LRE Temporary Assist.	-			-			-	
06-560060	LRE In-State Conferences	3,106	5,010	1,944	3,000			3,000	
06-560070	LRE Out-of-State Conf	1,726	-		-			-	

Oklahoma Bar Association		Supreme Court										
Budget Preparation Worksheet		10/12/2018										
Revenues and Expenditures												
Department: Law Related Education (continued from page 11)												
Calendar Year: 2019												
ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	ACTUAL THROUGH 06/30/18	7/1/2018 PROJECTION	12/31/2018 PROJECTION	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE
06-560080	LRE Travel	568	135	-	-	-	-	-	-	-	-	-
06-560100	LRE Resource Center	-	-	-	-	-	-	-	-	-	-	-
06-560120	LRE Ed and Train Materials	455	13,823	3,121	7,950	104	100	204	100	5,000	(2,950)	
06-560130	LRE Adult Education	15,000	-	-	-	-	-	-	-	-	-	-
06-560135	iCivics Program	-	-	-	-	-	-	-	-	-	-	-
06-560145	Kirchener Grant Exp	-	-	-	-	-	-	-	-	-	-	-
06-560150	LRE Office Supplies	617	67	-	-	-	-	-	-	-	-	-
06-560160	LRE Newsletter	8,465	4,240	-	-	-	-	-	-	-	-	-
06-560175	LRE Promotional Items	6,676	-	-	-	-	-	-	-	-	-	-
06-560180	LRE Staff Training	-	-	-	-	-	-	-	-	-	-	-
06-560199	LRE Miscellaneous	823	1,389	23	-	-	-	-	-	-	-	-
Grant Expense:												
06-560910	Hatton Sumners	25,565	5,830	-	-	-	-	-	-	-	-	-
06-561100	James Madison Grant	-	39,368	-	-	-	-	-	-	-	-	-
06-560999	Miscellaneous Grants	2,248	-	-	-	-	-	-	-	-	-	-
		196,161	163,124	5,087	10,950	104	100	204	100	8,000	(2,950)	
A - LRE Program being re-designed												

Oklahoma Bar Association										Supreme Court			
Budget Preparation Worksheet										10/12/2018			
Revenues and Expenditures										Page 13			
Department: Practice Assistance Department (continued on page 14)													
Calendar Year: 2019													
REVENUE										TOTAL	18 BUDGET/	PROPOSED	2019/2018
ACCOUNT	ACCOUNT	2015	2016	2017	PROPOSED	TOTAL	PROJECTION	2019	BUDGET	PROJECTION	VARIANCE	BUDGET	VARIANCE
NUMBER	TITLE	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	VARIANCE	BUDGET	VARIANCE	PROJECTION	VARIANCE	BUDGET	VARIANCE
07-470000	Consulting Fees	1,236	611	1,547	500	-	(500)	500	-	-	(500)	500	-
07-470005	New Attorney Training	1,966	1,949	1,590	500	495	(5)	500	-	495	(5)	500	-
07-470020	Miscellaneous	5	411	1,113	-	-	-	-	-	-	-	-	-
07-470025	OBANET Royalty Rev.	1,220	285	250	-	135	135	-	-	135	135	-	-
07-470030	OBA - Online Formbook											1,500	1,500
07-470040	Diversion Program Monitoring	4,590	3,560	4,400	4,000	4,990	990	4,000	-	4,990	990	4,000	-
07-470055	Diversion Program Classes	8,835	6,990	5,240	7,500	5,600	(1,900)	7,000	(500)	5,600	(1,900)	7,000	(500)
07-470060	Diversion Program Consult.	1,947	588	2,144	1,500	-	(1,500)	1,500	-	-	(1,500)	1,500	-
	TOTAL REVENUE	19,799	14,394	16,285	14,000	11,220	(2,780)	15,000	1,000	11,220	(2,780)	15,000	1,000
EXPENDITURES													
07-570000	Gross Salaries	209,460	250,521	274,137	281,150	260,020	(21,130)	280,775	9,625	260,020	(21,130)	280,775	9,625
07-570005	FICA Matching	15,014	18,939	19,986	21,508	19,439	(2,069)	22,244	736	19,439	(2,069)	22,244	736
07-570010	Retirement	19,205	27,551	37,025	38,951	25,498	(13,453)	32,168	(6,783)	25,498	(13,453)	32,168	(6,783)
07-570015	Unemployment Taxes	623	700	708	808	858	50	808	-	858	50	808	-
07-570020	Health Insurance	24,978	32,803	36,151	37,831	34,975	(2,856)	40,800	2,969	34,975	(2,856)	40,800	2,969
07-570023	Disability Insurance	787	1,011	1,161	1,174	1,001	(173)	1,252	78	1,001	(173)	1,252	78
00-570025	Temporary Assistance	1,921	-	3,365	2,000	-	(2,000)	10,000	8,000	-	(2,000)	10,000	8,000
07-570060	In-State Conferences-MAP	47	608	46	275	175	(100)	300	25	175	(100)	300	25
07-570061	In-State Conferences-Ethics	-	143	-	-	-	-	100	100	-	-	100	100
07-570070	Out-of-State Conf. - MAP	5,986	8,795	7,772	9,000	9,016	16	9,100	100	9,016	16	9,100	100
07-570071	Out-of-State Conf. - Ethics	3,122	6,060	5,477	6,000	6,000	0	6,000	-	6,000	0	6,000	-
A - New on-line form book subscription royalties													
B - Raises averaging 2.99%													
C - Open position will be filled and employee not eligible for retirement funding until late 2019													

Oklahoma Bar Association										Supreme Court			
Budget Preparation Worksheet										10/12/2018			
Revenues and Expenditures												Page 14	
Department: Practice Assistance Department (Continued from page 13)													
Calendar Year: 2019													
EXPENDITURES													
ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019/2018 BUDGET VARIANCE				
07-570080	Travel - MAP	1,850	1,568	2,033	2,500	976	(1,524)	2,500	-				
07-570081	Travel - Ethics	1,392	382	1,351	2,000	1,922	(78)	2,000	-				
07-570100	Online Formbook Marketing												
07-570110	New Attorney Training	2,562	2,317	2,098	2,000	1,707	(293)	2,000	-				
07-570115	Diversion Program Classes				500	500	-	500	-				
07-570120	Diversion Program Consult.	1,554	810	892	1,500	1,500	-	1,500	-				
07-570125	Diversion Grant Exp	200	279	-	200	185	(15)	200	-				
07-570130	Dues/Subs - MAP	1,339	1,399	1,909	1,500	1,475	(26)	1,600	100				
07-570131	Dues/Subs - Ethics	343	260	432	300	-	(300)	300	-				
07-570140	Computer Hardware/Software	1,254	1,933	1,547	1,800	1,648	(152)	1,850	50				
07-570145	Library - Ethics	2,107	2,217	182	-	-	-	-	-				
07-570150	Lending Library - MAP	772	1,549	789	1,000	638	(362)	1,300	300				
07-570155	OBANET Network Expense	1,607	1,551	161	500	-	(500)	-	(500)				
07-570160	Office Supplies - MAP	422	578	322	750	520	(230)	750	-				
07-570161	Office Supplies - Ethics	423	100	-	250	100	(150)	250	-				
07-570170	Staff Training - MAP	-	99	100	500	201	(299)	500	-				
07-570171	Staff Training - Ethics	-	297	-	300	-	(300)	300	-				
07-570198	Miscellaneous - Ethics	938	1,039	1,050	1,000	1,381	381	1,400	400				
07-570199	Miscellaneous - MAP	936	1,279	1,501	1,500	1,534	34	1,500	-				
TOTAL P.A.D. EXPENDITURES		298,839	374,787	400,195	416,797	371,269	(45,528)	433,997	17,200				

A - New online form book will be marketed by OBA beginning in 2019.

Oklahoma Bar Association										Supreme Court								
Budget Preparation Worksheet										10/12/2018								
Revenues and Expenditures										Page 16								
Department: Committees and Special Projects Expenses																		
Calendar Year: 2019																		
EXPENDITURES																		
ACCOUNT NUMBER	ACCOUNT TITLE	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	PROPOSED 2018 BUDGET	TOTAL 2018 PROJECTION	18 BUDGET/ PROJECTION VARIANCE	PROPOSED 2019 BUDGET	2019 BUDGET VARIANCE	2019/2018 BUDGET VARIANCE								
08-580010	Mock Trial Program	53,961	53,447	54,373	53,000	51,971	(1,029)	54,620	1,620	A								
08-580020	Lawyers Helping Lawyers	56,011	56,805	60,168	61,800	59,867	(1,933)	61,800	-									
08-580030	Solo and Small Firm Conference	67,702	88,267	77,413	50,000	88,627	38,627	80,000	30,000	B								
08-580050	Legal Research Member Benefit	87,895	89,100	89,835	93,000	90,635	(2,365)	91,000	(2,000)	C								
08-580060	Women - In - Law Conference	33,236	17,450	22,294	30,000	29,581	(419)	30,000	-	B								
08-580095	Kick It Forward Program Exp	6,049	2,613	2,888	2,750	1,925	(825)	2,750	-									
08-580100	Law Day	53,924	56,764	59,296	60,000	59,315	(685)	60,000	-									
08-580110	Military Assistance Program	23,866	19,783	21,215	22,000	14,386	(7,614)	22,000	-									
08-580115	Diversity Committee Conference	5,481	8,534	8,491	10,000	9,043	(957)	10,000	-	B								
08-580120	Leadership Academy	3,397	8,110	11,636	8,000	8,643	643	9,000	1,000									
08-580130	Disaster Relief Expense	110	1,042	96	500	107	(393)	500	-									
08-580140	Membership Survey	100	-	-	-	-	-	-	-									
08-580145	OPA Education Initiative	1,890	1,958	-	2,000	-	(2,000)	2,000	-									
08-580160	Video-conferencing	7,560	27,783	24,563	19,188	19,188	-	19,188	-									
08-580165	President's Annual Program	-	7,885	1,284	5,000	3,022	(1,978)	5,000	-									
08-580190	General Committees	13,696	9,235	12,033	20,000	10,865	(9,135)	20,000	-									
09-590000	YLD - ABA Conference Travel	26,284	36,008	27,582	32,300	33,375	1,075	35,700	3,400	D								
09-590010	YLD - OBA Meeting/Travel	12,539	16,071	19,481	23,500	16,158	(7,342)	23,500	-									
09-590020	YLD - Committees	18,661	14,241	10,968	16,500	15,475	(1,025)	16,500	-									
TOTAL COMMITTEES AND SPECIAL																		
PROJECTS EXPENDITURES																		
		472,364		514,895		503,616		509,538		512,181		2,643		543,558		34,020		
A - Coordinator receiving 6% raise.																		
B - No subsidy for conference. Revenues expected to equal expenses.																		
C - Fastcase provided to active members and seniors, over estimated 2018 budget amount.																		
D - Cost of travel to conferences increasing																		

2019 IT Dept Annual Budget - Draft						
Category	Item	Description	Qty	Unit	Budget	Account Code
Total IT Budget		393,596.69				
Capital Expenditures						
Hardware	Desktop systems					
		Optiplex - non power users	4	970.00	3,880.00	c
		lpad and accessories- Communications	1	767.00	767.00	c
		Monitors	3	134.99	404.97	c
		Canon XA20 Professional Camcorder	1	1,800.00	1,800.00	c
		Portable Wireless Lav Mic System	1	800.00	800.00	c
		Laptop for GC	3	800.00	2,400.00	c
Total Hardware					10,051.97	
IT and Web Projects						
Net Forum	Net Forum module enhancement	In support of Net Forum software	1		4,500.00	e
Server Migration to Hosted Solution	Servers	Move all VM servers to ISG hosted environment	1		15,000.00	e
Hearing Room		Replace AV	1		12,000.00	c
Switch and Firewall upgrade	Switches and Firewall	standards	1		29,065.00	c
Eweb	Member website	Upgrade Eweb (member website)	1		44,640.00	c
Total Quantum Leap					105,205.00	
Desktop Software						
	Creative Suite (Adobe Creative Cloud)	5 users; 12 months subscriptions (Comm, Brandon, CLE)	12	349.00	4,188.00	e
	Adobe DC Pro	15 users; 12 months subscriptions	15	14.99	224.85	e
	Misc software		1	500.00	500.00	e
	Wirecast Virtual Set Pack	6 virtual studios for current green screen	1	330.00	330.00	e
	Update to Wirecast Pro (CLE)	Software update	1	995.00	995.00	c
	Fotolia Subscription	Monthly subscription to online images for Web and Publications	12	75.00	900.00	e
Total Desktop Software					7,137.85	
Supplies						
	Cables, keyboards, mice, batteries, etc.				500.00	e
Total Supplies					500.00	
Expenses						
Services & annual maintenance	Onenet ISP & Video Conf	Internet and video conferencing connection	12	1,028.00	(Budgeted elsewhere)	
	Cox ISP & phone	Internet and phone lines			(Budgeted elsewhere)	
	ASA5515	Firewall	1	2,105.00	2,105.00	e
	Cisco warranty for switches	Switches	1	1,394.00	1,394.00	e
	Syn-Apps maintenance	SA-Announce for 100 users - phone system paging	1	200.00	200.00	e
	Printer maintenance	Printer maintenance contract	1	2,500.00	2,500.00	e
	Traverse	Annual maintenance for accounting software	12	106.00	1,272.00	e
	Vipre	Annual virus scanner maintenance	100	11.25	1,125.00	e
	Email Security Service	Mxlogix email proxy service - spam and virus filtering	12	110.00	1,320.00	e

2019 IT Dept Annual Budget - Draft						
Category	Item	Description	Qty	Unit	Budget	Account Code
Total IT Budget					393,596.69	
	ISG backup services	Off-site backup for disaster recovery	12	1,800.00	21,600.00	e
	ISG network maintenance	Service tech monthly visit for updates/patches	12	510.00	6,120.00	e
	VMware support	VMware support	1	2,144.00	2,144.00	e
	Consulting Fees		12	400.00	4,800.00	e
	Go Daddy	Domain registrar	24	8.99	215.76	e
	Server Hosting with ISG	Most of our servers will be hosted with ISG	12	5,256.00	63,072.00	e
	Website Annual Plugin Fees (Wordpress Plugins)					
	Blue Jeans Video Conferencing	All plugin renewals for Wordpress site	1	2,200.00	2,200.00	e
	MS Office 365	Video conferencing for meetings (5 licenses for 12 months)	60	79.00	(Budgeted elsewhere)	
SAAS (software as a service)	Informz	Email and software	60	235.00	14,100.00	e
SAAS (software as a service)	PACLE (CLECTS)	E-marketing software	1	17,500.00	17,500.00	e
SAAS (software as a service)	Higher Logic	MCLE software	1	25,000.00	25,000.00	e
SAAS (software as a service)	Website Hosting Fees	Member community website license	1	10,800.00	10,800.00	e
SAAS (software as a service)	Case Management System	Web Server Hosting for www.okbar.org	12	128.00	1,536.00	e
SAAS (software as a service)	Case Management System	Support & Subscription Fees (Annual)	1	11,190.00	11,190.00	e
SAAS (software as a service)	Case Management System (hosting)	Hosting (Annual)	1	8,500.00	8,500.00	e
SAAS (software as a service)	NetForum Software License	Association Management System (Annual)	1	60,715.11	60,715.11	e
SAAS (software as a service)	NetForum Hosting	Annual Fee	12	129.42	1,553.00	e
SAAS (software as a service)	Survey Monkey		12	20.00	240.00	e
SAAS (software as a service)					281,201.87	
Total expenses: (computer maintenance account)						
	Net Forum Xweb Training	Remote training via web conferencing. (30 hours of training)	1		5,000.00	e
Training					5,000.00	
Total IT Budget					389,096.69	
Account Codes:						
c - Items to be capitalized and depreciated over estimated useful life.						
e - Items having an estimated useful life of less than one year and are expensed.						
t - Training						
					96,751.97	
					287,344.72	
					5,000.00	
					389,096.69	