

2020 Oklahoma Bar Association Budget Summary - Years 2020 and 2019

						Percentage
					Increase (Decrease)	Increase (Decrease)
DEPARTMENT		2019 Budget	2020 Budget		from 2019	from 2019
Operating Revenues						
Administration (Page 2)		\$ 4,382,500	\$ 4,428,750		46,250	1.06%
Communications (Page 5)		198,000	177,000		(21,000)	-10.61%
CLE (Page 6)		996,500	1,014,200		17,700	1.78%
General Counsel (Page 8)		385,200	381,200		(4,000)	-1.04%
MCLE (Page 10)		201,600	206,100		4,500	2.23%
LRE (Page 11)		-	-		-	0.00%
Practice Assistance (Page 13)		15,000	13,500		(1,500)	-10.00%
Committees/Special Projects (Page 15)		230,964	237,350		6,386	2.76%
Total from Departmental Operations		\$ 6,409,764	\$ 6,458,100		48,336	0.75%
Operating Expenses						
Administration (Pages 3 - 4)		\$ 2,044,503	\$ 2,143,325		98,822	4.83%
Communications (Page 5)		553,291	540,665		(12,626)	-2.28%
CLE (Page 6 - 7)		793,516	802,326		8,810	1.11%
General Counsel (Page 8 - 9)		1,431,238	1,469,707		38,469	2.69%
MCLE (Page 10)		255,800	259,037		3,237	1.27%
LRE (Page 11 - 12)		8,000	6,000		(2,000)	-25.00%
Practice Assistance (Page 13 - 14)		433,997	420,984		(13,013)	-3.00%
Committees/Special Projects (Page 16)		543,558	582,120		38,562	7.09%
Total from Departmental Operations		\$ 6,063,903	\$ 6,224,165		160,262	2.64%
Net Surplus (Deficit) From Operations		\$ 345,861	\$ 233,935		(111,926)	-32.36%
Other Special Expenses/Capital Improvements						
Client Security Fund Contribution		(175,000)	(175,000)			
Furniture and Equipment (Page 17)		(32,000)	(12,200)			
Bar Center Improvements (Page 17)		(50,000)	-			
Computer Technology (Page 17)		(99,585)	(235,976)			
Total Other Special Expenses/Investments		(356,585)	(423,176)			
Surplus (Deficit) Before Transfer from Reserve Funds		(10,724)	(189,241)			
Transfers from Reserve Funds						
Technology Fund		84,985	235,976			
AG Grant Fund		3,000	3,000			
Bar Center Improvements Fund		50,000	-			
		137,985	238,976			
Net Surplus (Deficit)		\$ 127,261	\$ 49,735			

	Oklahoma Bar Association				2020 Budget Hearing	
	Budget Preparation Worksheet					
	Revenues and Expenditures					Page 3
	Department: Administration -Expenses (Continued on page 4)					
	Calendar Year: 2020					
				PROPOSED	PROPOSED	2020/2019
ACCOUNT	ACCOUNT			2019	2020	BUDGET
NUMBER	TITLE			BUDGET	BUDGET	VARIANCE
01-510000	Gross Salaries*			767,610	790,410	22,800
01-510005	FICA Matching*			50,566	52,310	1,744
01-510010	Retirement*			104,559	107,359	2,800
01-510015	Unemployment Taxes*			2,160	1,991	(169)
01-510020	Health Insurance*			86,983	85,991	(992)
01-510023	Disability Insurance			3,241	3,241	0
01-510025	Temporary Assistance			5,000	1,000	(4,000)
01-510033	Past President's Expense			9,500	9,500	-
01-510035	President's Expense			30,000	30,000	-
01-510040	President-Elect's Expense			18,000	18,000	-
01-510045	Vice President Travel			3,000	3,000	-
01-510050	BOG Travel and Meeting			41,000	45,000	4,000
01-510055	BOG Contingency			5,500	5,500	-
01-510057	ABA Meetings - Delegate Dinner			4,000	4,000	-
01-510070	Out-of-State Conferences			16,000	14,000	(2,000)
01-510080	Other Staff Travel			3,000	2,500	(500)
01-510085	Legislative Monitoring			46,000	46,000	-
01-510090	Organizational Development			2,200	2,200	-
	*Denotes Allocable Administrative Overhead Account					
	A - Raises of \$2,000 per employee					

	Oklahoma Bar Association					2020 Budget Hearing	
	Budget Preparation Worksheet						Page 4
	Revenues and Expenditures						
	Department: Administration - Expenses (Continued from page 3)						
	Calendar Year: 2020						
				PROPOSED		PROPOSED	2020/2019
ACCOUNT	ACCOUNT			2019		2020	BUDGET
NUMBER	TITLE			BUDGET		BUDGET	VARIANCE
01-510095	Annual Meeting			105,000		105,000	-
01-510100	Audit			20,000		20,500	500
01-510103	Legal Expense			-		50,000	50,000
01-510105	Bank Charges/Credit Card Fees			85,000		100,000	15,000
01-510110	Computer System Maintenance*			237,324		237,324	(0)
01-510115	Contract Blding Maintenance*			36,000		36,000	-
01-510120	Copier*			42,000		38,000	(4,000)
01-510125	Custodial Supplies*			8,000		8,000	-
01-510133	Bar Card & Dues Expense			13,500		13,500	-
01-510135	Equipment Maintenance*			25,000		25,000	-
01-510137	Building Maintenance			20,000		45,000	25,000
01-510140	Grounds Maintenance*			8,000		10,000	2,000
01-510145	Insurance*			46,000		50,000	4,000
01-510150	Internet Service Connection*			4,800		4,800	-
01-510153	Legal Intern Program expense			200		200	-
01-510155	Office Supplies			13,360		8,000	(5,360)
01-510160	Postage*			42,000		35,000	(7,000)
01-510170	Telephone and Internet*			49,000		47,000	(2,000)
01-510175	Other Utilities*			72,000		73,000	1,000
01-510195	Staff Training			6,000		4,000	(2,000)
01-510199	Miscellaneous			13,000		11,000	(2,000)
TOTAL ADMINISTRATIVE EXPENSE				2,044,503		2,143,325	98,822
*Denotes Allocable Administrative Overhead Account							
A - Lawsuit may continue							
B - Adjusted to be closer to historical numbers							
C - Additional maintenance - roof, paint touchup, etc.							

	Oklahoma Bar Association				2020 Budget Hearing	
	Budget Preparation Worksheet					
	Revenues and Expenditures				Page 5	
	Department: Communications					
	Calendar Year: 2020					
REVENUE			PROPOSED		PROPOSED	2020/2019
ACCOUNT	ACCOUNT		2019		2020	BUDGET
NUMBER	TITLE		BUDGET		BUDGET	VARIANCE
02-420000	OBJ Ad Sales		175,000		150,000	(25,000) ^A
02-420010	OBJ Subscriptions		23,000		27,000	4,000
02-420030	Other Comm and Info Rev		-		-	-
	TOTAL REVENUE		198,000		177,000	(21,000)
EXPENDITURES						
02-520000	Gross Salaries		226,334		228,202	1,868
02-520005	FICA Matching		17,315		17,457	142
02-520010	Retirement		31,221		28,186	(3,035) ^B
02-520015	Unemployment Taxes		720		720	-
02-520020	Health Insurance		37,620		32,268	(5,352) ^B
02-520023	Disability Insurance		981		981	0
02-520025	Temporary Assistance		-		-	-
02-520060	In-State Conferences		200		200	-
02-520070	Out-of-State Conferences		5,500		5,500	-
02-520080	Department Travel		500		500	-
02-520100	Court Issue Printing		45,000		45,000	-
02-520110	Theme Issue Printing		165,000		160,000	(5,000) ^C
02-520140	Board of Editors		4,000		4,000	-
02-520145	Newsclip Service		3,700		3,700	-
02-520160	Pamphlets		5,000		5,000	-
02-520165	Photography		200		200	-
02-520175	Public Info Projects		5,000		5,000	-
02-520180	Office Supplies		500		250	(250)
02-520185	Staff Training		1,000		500	(500)
02-520199	Miscellaneous		3,500		3,000	(500)
	TOTAL EXPENSES		553,291		540,665	(12,626)
A - Ad revenue expected to decrease.						
B - New staff not eligible to participate in retirement plan.						
C - Reduce costs to be closer to historical number.						

	Oklahoma Bar Association				2020 Budget Hearing		
	Budget Preparation Worksheet						
	Revenues and Expenditures					Page 6	
	Department: Continuing Legal Education (Conitnued on page 7)						
	Calendar Year: 2020						
REVENUE			PROPOSED		PROPOSED	2020/2019	
ACCOUNT	ACCOUNT		2019		2020	BUDGET	
NUMBER	TITLE		BUDGET		BUDGET	VARIANCE	
03-430000	Educational Seminars		340,000		300,000	(40,000)	A
03-430005	Co-Sponsorship Fees Exp.		(7,000)		(15,000)	(8,000)	
03-430010	Material Sales		2,500		2,000	(500)	
03-430015	CLE Form Book		-		-	-	B
03-430025	CLE On-Line Seminar Sales		655,000		720,000	65,000	C
03-430035	Ad Revenue		6,000		7,000	1,000	
03-430040	Miscellaneous Revenue		-		200	200	
03-430045	NHTSA Judicial Outreach		-		-	-	
TOTAL CLE REVENUE			996,500		1,014,200	17,700	
EXPENDITURES							
03-530000	Gross Salaries		274,559		284,971	10,412	D
03-530005	FICA Matching		21,004		21,800	796	
03-530010	Retirement		37,871		39,271	1,400	
03-530015	Unemployment Taxes		1,050		1,000	(50)	
03-530020	Health Insurance		54,142		51,694	(2,448)	
03-530023	Disabilty Insurance		1,190		1,190	0	
03-530045	NHTSA Judicial Outreach		-		-		
03-530070	Out-of-State Conferences		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 - Raises of \$2,000 each							

	Oklahoma Bar Association				2020 Budget Hearing	
	Budget Preparation Worksheet					
	Revenues and Expenditures				Page 7	
	Department: Continuing Legal Education (Continued from page 6)					
	Calendar Year: 2020					
EXPENDITURES			PROPOSED		PROPOSED	2020/2019
ACCOUNT	ACCOUNT		2019		2020	BUDGET
NUMBER	TITLE		BUDGET		BUDGET	VARIANCE
03-530080	Department Travel		5,000		1,500	(3,500) A
03-530100	Mtg Rooms and Food Svc		60,000		60,000	-
03-530110	Seminar Materials		5,000		5,000	-
03-530120	Speakers		80,000		80,000	-
03-530130	Audio/Visual & Equip Rental		3,000		3,000	-
03-530150	Brochures and Bulk Mail		35,000		25,000	(10,000) A
03-530155	On-Line Service Fees		151,200		151,200	-
03-530157	Webcrednza Fees		17,000		30,000	13,000 A
03-530175	Credit Card Fees		28,000		29,000	1,000
03-530180	Ad Preparation		2,500		2,500	-
03-530185	Office Supplies		2,000		1,200	(800)
03-530190	Staff Training		2,000		2,000	-
03-530199	Miscellaneous		4,000		3,000	(1,000)
TOTAL CLE EXPENDITURES			793,516		802,326	8,810
A - Amounts adjusted to be closer to historic actual						

		Oklahoma Bar Association				2020 Budget Hearing	
		Budget Preparation Worksheet					
		Revenues and Expenditures					Page 8
		Department: General Counsel (Continued on page 9)					
		Calendar Year: 2020					
REVENUE							
				PROPOSED		PROPOSED	2020/2019
ACCOUNT	ACCOUNT			2019		2020	BUDGET
NUMBER	TITLE			BUDGET		BUDGET	VARIANCE
04-440000	Discipline Reinstatements			14,000		10,000	(4,000)
04-440015	ROOSA Fees			195,000		195,000	-
04-440020	ROOSA Renewal Fees			151,200		151,200	-
04-440025	ROOSA Late Fees			3,000		3,000	-
04-440030	Certificates of Good Standing			22,000		22,000	-
TOTAL REVENUE				385,200		381,200	
EXPENDITURES							
04-540000	Gross Salaries			949,069		981,190	32,121 ^A
04-540005	FICA Matching			64,448		64,610	162
04-540010	Retirement			131,485		133,488	2,003
04-540015	Unemployment Taxes			2,877		2,877	-
04-540020	Health Insurance			148,377		145,810	(2,567)
04-540023	Disability Insurance			4,132		4,132	0
04-540025	Temporary Assistance			10,000		10,000	-
04-540050	General Counsel's Auto			10,800		10,800	-
04-540060	In-State Conferences			250		500	250
04-540070	Out-of-State Conferences			8,000		8,000	-
A- Raises of \$2,000 per employee							

	Oklahoma Bar Association				2020 Budget Hearing	
	Budget Preparation Worksheet					
	Revenues and Expenditures					Page 9
	Department: General Counsel (Continued from page 8)					
	Calendar Year: 2020					
REVENUE						
			PROPOSED		PROPOSED	2020/2019
ACCOUNT	ACCOUNT		2019		2020	BUDGET
NUMBER	TITLE		BUDGET		BUDGET	VARIANCE
04-540080	Department Travel		1,000		1,000	-
04-540100	Invest. and Prosecution		62,000		65,000	3,000
04-540110	PRC Travel and Meeting		3,500		3,500	-
04-540120	PRT Travel and Meeting		10,000		10,000	-
04-540140	Misc. Investigative		1,000		1,000	-
04-540145	AG Grant Expense		3,000		3,000	-
04-540150	Library		6,000		4,500	(1,500)
04-540160	Office Supplies		10,000		12,000	2,000
04-540165	ROOSA Expenses		300		300	-
04-540170	Staff Training		1,000		2,000	1,000
04-540199	Miscellaneous		4,000		6,000	2,000
TOTAL EXPENDITURES			1,431,238		1,469,707	38,469

		Oklahoma Bar Association					
		Budget Preparation Worksheet					
		Revenues and Expenditures					Page 11
		Department: Law Related Education (continued on page 12)					
		Calendar Year: 2020					
REVENUE							
				PROPOSED		PROPOSED	2020/2019
ACCOUNT		ACCOUNT		2019		2020	BUDGET
NUMBER		TITLE		BUDGET		BUDGET	VARIANCE
06-460041		iCivics		-		-	A
06-460042		Hatton Sumners		-		-	A
06-460043		National Close Up		-		-	A
06-460044		James Madison Grant				-	A
06-460045		Miscellaneous Grant Revenue		-		-	A
				-		-	
EXPENDITURES							
06-560000		LRE Gross Salaries		-		-	A
06-560005		LRE FICA Matching		-		-	A
06-560010		LRE Retirement		-		-	A
06-560015		LRE Unemployment Taxes		-		-	A
06-560020		LRE Health Insurance		-		-	A
06-560023		Disability Insurance		-		-	A
06-560025		LRE Temporary Assist.		-		-	A
06-560060		LRE In-State Conferences		3,000		2,000	(1,000) ^B
06-560070		LRE Out-of-State Conf		-			A
A - LRE Program being sunsetted and re-designed							
B - Hosting annual Close-Up Program							

Oklahoma Bar Association

Budget Preparation Worksheet

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Revenues and Expenditures

Department: Law Related Education (continued from page 11)

Calendar Year: 2020

Expenditures

ACCOUNT NUMBER	ACCOUNT TITLE	PROPOSED 2019 BUDGET	PROPOSED 2020 BUDGET	2020/2019 BUDGET VARIANCE	
06-560080	LRE Travel	-	-	-	A
06-560100	LRE Resource Center	-	-	-	A
06-560120	LRE Ed and Train Materials	5,000	4,000	(1,000)	A
06-560130	LRE Adult Education	-	-	-	A
06-560135	iCivics Program	-	-	-	A
06-560145	Kirchener Grant Exp	-	-	-	A
06-560150	LRE Office Supplies	-	-	-	A
06-560160	LRE Newsletter	-	-	-	A
06-560175	LRE Promotional Items	-	-	-	A
06-560180	LRE Staff Training	-	-	-	A
06-560199	LRE Miscellaneous	-	-	-	A
Grant Expense:					
06-560910	Hatton Sumners	-	-	-	A
06-561100	James Madison Grant	-	-	-	
06-560999	Miscellaneous Grants	-	-	-	A
		8,000	6,000	(2,000)	
A - LRE Program being sunsetted and re-designed					

	Oklahoma Bar Association				2020 Budget Hearing	
	Budget Preparation Worksheet					
	Revenues and Expenditures					Page 13
	Department: Practice Assistance Department (continued on page 14)					
	Calendar Year: 2020					
REVENUE						
ACCOUNT NUMBER	ACCOUNT TITLE		PROPOSED 2019 BUDGET		PROPOSED 2020 BUDGET	2020/2019 BUDGET VARIANCE
07-470000	Consulting Fees		500		500	-
07-470005	New Attorney Training		500		500	-
07-470020	Miscellaneous		-		-	-
07-470025	OBANET Royalty Rev.		-		-	-
07-470030	OBA - Online Formbook		1,500		-	(1,500) ^A
07-470040	Diversion Program Monitoring		4,000		4,000	-
07-470055	Diversion Program Classes		7,000		7,000	-
07-470060	Diversion Program Consult.		1,500		1,500	-
TOTAL REVENUE			15,000		13,500	(1,500)
EXPENDITURES						
07-570000	Gross Salaries		290,775		292,239	1,464
07-570005	FICA Matching		22,244		22,356	112
07-570010	Retirement		32,168		32,181	13
07-570015	Unemployment Taxes		808		808	-
07-570020	Health Insurance		40,800		37,548	(3,252) ^B
07-570023	Disability Insurance		1,252		1,252	0
00-570025	Temporary Assistance		10,000		1,000	(9,000) ^C
07-570060	In-State Conferences-MAP		300		300	-
07-570061	In-State Conferences-Ethics		100		100	-
07-570070	Out-of-State Conf. - MAP		9,100		9,700	600
07-570071	Out-of-State Conf. - Ethics		6,000		6,000	-
A - New online form book, hoped for in 2019, did not materialize.						
B - Change in staff results in lower number of insureds						
C - Department fully staffed, not as much temporary assistance expected.						

	Oklahoma Bar Association					2020 Budget Hearing		
	Budget Preparation Worksheet							
	Revenues and Expenditures						Page 14	
	Department: Practice Assistance Department (Continued from page 13)							
	Calendar Year: 2020							
EXPENDITURES								
				PROPOSED		PROPOSED	2020/2019	
ACCOUNT	ACCOUNT			2019		2020	BUDGET	
NUMBER	TITLE			BUDGET		BUDGET	VARIANCE	
07-570080	Travel - MAP			2,500		2,200	(300)	
07-570081	Travel - Ethics			2,000		1,500	(500)	
07-570100	Online Formbook Marketing			2,000		-	(2,000) ^A	
07-570110	New Attorney Training			2,000		2,000	-	
07-570115	Diversion Program Classes			500		500	-	
07-570120	Diversion Program Consult.			1,500		1,000	(500)	
07-570120	Publications - Other						-	
07-570125	Diversion Grant Exp			200		200	-	
07-570130	Dues/Subs - MAP			1,600		1,600	-	
07-570131	Dues/Subs - Ethics			300		300	-	
07-570140	Computer Hardware/Software			1,850		2,750	900	
07-570145	Library - Ethics			-		-	-	
07-570150	Lending Library - MAP			1,300		1,000	(300)	
07-570155	OBANET Network Expense			-		-	-	
07-570160	Office Supplies - MAP			750		500	(250)	
07-570161	Office Supplies - Ethics			250		250	-	
07-570170	Staff Training - MAP			500		500	-	
07-570171	Staff Training - Ethics			300		300	-	
07-570198	Miscellaneous - Ethics			1,400		1,400	-	
07-570199	Miscellaneous - MAP			1,500		1,500	-	
TOTAL P.A.D. EXPENDITURES				433,997		420,984	(13,013)	
A - New online form book, hoped for in 2019, did not materialize.								

	Oklahoma Bar Association					2020 Budget Hearing		
	Budget Preparation Worksheet							
	Revenues and Expenditures						Page 15	
	Department: Committees and Special Projects Revenues							
	Calendar Year: 2020							
REVENUE								
ACCOUNT NUMBER	ACCOUNT TITLE			PROPOSED 2019 BUDGET		PROPOSED 2020 BUDGET	2020/2019 BUDGET VARIANCE	
08-480010	YLD High School Mock Trial Program			52,220		52,500	280	
08-480020	Lawyers Helping Lawyers			26,744		26,750	6	
08-480030	Solos and Small Firm Conference			80,000		80,000	-	
08-480040	Disaster Relief Revenue			-		-	-	
08-480050	Uniform Law Committee			-		-	-	
08-480060	Insurance Committee Promotion			23,000		27,000	4,000 ^A	
08-480070	Women - In - Law Conference			30,000		30,000	-	
08-480080	Diversity Committee Conference			10,000		10,000	-	
08-480090	Access to Justice Committee			-		-	-	
08-480095	Kick It Forward			2,000		2,300	300	
08-480110	Military Task Force			4,000		5,000	1,000	
08-480120	Professionalism Conference Rev.			-		-	-	
08-480130	Leadership Academy Sponsorship			-		800	800	
09-490000	Young Lawyers Division Revenue			3,000		3,000	-	
	TOTAL REVENUE			230,964		237,350	6,386	

A - Under-budgeted in 2019

	Oklahoma Bar Association				2020 Budget Hearing	
	Budget Preparation Worksheet					
	Revenues and Expenditures					Page 16
	Department: Committees and Special Projects Expenses					
	Calendar Year: 2020					
EXPENDITURES						
ACCOUNT NUMBER	ACCOUNT TITLE		PROPOSED 2019 BUDGET		PROPOSED 2020 BUDGET	2020/2019 BUDGET VARIANCE
08-580010	Mock Trial Program		54,620		54,620	-
08-580020	Lawyers Helping Lawyers		61,800		120,000	58,200 ^A
08-580030	Solo and Small Firm Conference		80,000		80,000	-
08-580040	Access to Justice		-		-	-
08-580050	Legal Research Member Benefit		91,000		91,000	-
08-580060	Women - In - Law Conference		30,000		30,000	-
08-580095	Kick It Forward Program Exp		2,750		3,300	550
08-580100	Law Day		60,000		50,000	(10,000) ^B
08-580110	Military Assistance Program		22,000		25,000	3,000
08-580115	Diversity Committee Conference		10,000		10,000	-
08-580120	Leadership Academy		9,000		10,000	1,000
08-580130	Disaster Relief Expense		500		500	-
08-580140	Membership Survey		-		-	-
08-580145	OBA Education Initiative		2,000		2,000	-
08-580160	Video-conferencing		19,188		7,000	(12,188) ^C
08-580165	Presidents Annual Program		5,000		5,000	-
08-580190	General Committees		20,000		17,000	(3,000)
09-590000	YLD - ABA Conference Travel		35,700		35,700	-
09-590010	YLD - OBA Meeting/Travel		23,500		23,500	-
09-590020	YLD - Committees		16,500		17,500	1,000
TOTAL COMMITTEES AND SPECIAL						
PROJECTS EXPENDITURES						
			543,558		582,120	38,562
A - LHL program expanding services.						
B - Decrease in advertising and mailing expenses.						
C - Reducing number of Blue Jeans seat subscriptions.						

