

**MTCCA DRAFT BUDGET 1/1/20 - 12/31/20**

|       | REVENUES                           | Comments  | 2020-Budget          | 2019-Budget         | 2018-Actual         | 2018-Budget         | 2017-Actual         | 2017-Budget         | 2016-Actual         | 2016-Budget         | 2015-Actual         | 2015-Budget         | 2014-Actual         |
|-------|------------------------------------|---|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 40101 | Interest Income                    |   | \$ 60.00             | \$ 60.00            | \$ 65.77            | \$ 55.00            | \$ 60.61            | \$ 75.00            | \$ 54.02            | \$ 75.00            | \$ 63.34            | \$ 75.00            | \$ 71.98            |
| 40201 | Member Dues                        | 840 x \$30  | \$ 25,200.00         | \$ 25,200.00        | \$ 21,530.00        | \$ 20,000.00        | \$ 20,800.00        | \$ 20,000.00        | \$ 21,100.00        | \$ 20,000.00        | \$ 20,875.00        | \$ 20,000.00        | \$ 20,380.00        |
| 40702 | New Clerk                          | 67 (2 live classes) x \$60                            | \$ 4,020.00          | \$ 3,900.00         | \$ 4,805.00         | \$ 3,900.00         | \$ 3,400.00         | \$ 3,900.00         | \$ 5,105.00         | \$ 3,300.00         | \$ 2,950.00         | \$ 3,850.00         | \$ 3,930.00         |
| 41702 | New Clerk Online Training          | 15 x \$60   | \$ 900.00            | \$ 900.00           | \$ 1,360.00         | \$ 600.00           | \$ 1,140.00         | \$ 360.00           | \$ 330.00           | \$ 275.00           | \$ 570.00           | \$ 550.00           | \$ 385.00           |
| 42702 | New Clerk DVD                      | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 40703 | Title 21-A                         | 250 x \$60 (2 live classes)                           | \$ 15,000.00         | \$ 12,000.00        | \$ 15,515.00        | \$ 9,000.00         | \$ 13,330.00        | \$ 7,200.00         | \$ 17,810.00        | \$ 9,420.00         | \$ 9,175.00         | \$ 7,150.00         | \$ 8,390.00         |
| 41703 | Title 21-A DVD                     | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 40704 | Title 30-A                         | 100 x \$60 (2 live classes)                           | \$ 6,000.00          | \$ 5,400.00         | \$ 7,745.00         | \$ 5,400.00         | \$ 5,340.00         | \$ 7,200.00         | \$ 6,605.00         | \$ 6,600.00         | \$ 6,715.00         | \$ 5,775.00         | \$ 5,510.00         |
| 41704 | Title 30-A DVD                     | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 20.00            | \$ 0.00             | \$ 120.00           |
| 42704 | Title 30-A Online Training         | 20 x \$60   | \$ 1,200.00          | \$ 720.00           | \$ 1,220.00         | \$ 420.00           | \$ 600.00           | \$ 420.00           | \$ 550.00           | \$ 275.00           | \$ 215.00           | \$ 275.00           | \$ 0.00             |
| 40705 | Vital Records                      | 150 x \$60 (2 live class; 1 VC to Machias)            | \$ 9,000.00          | \$ 8,400.00         | \$ 8,585.00         | \$ 8,400.00         | \$ 8,635.00         | \$ 7,200.00         | \$ 7,910.00         | \$ 6,325.00         | \$ 6,410.00         | \$ 7,425.00         | \$ 6,240.00         |
| 49001 | Vital Records DVD                  | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 20.00            | \$ 0.00             | \$ 5.00             |
| 41705 | Vital Records Online Training      | 15 x \$60   | \$ 900.00            | \$ 480.00           | \$ 800.00           | \$ 480.00           | \$ 735.00           | \$ 480.00           | \$ 385.00           | \$ 0.00             | \$ 845.00           | \$ 0.00             | \$ 550.00           |
| 40706 | Parliamentary Procedure            | no longer offered; offered through MMA                |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 40707 | Networking Day/Annual Meeting      | 125 x \$60  | \$ 7,500.00          | \$ 7,500.00         | \$ 6,135.00         | \$ 6,600.00         | \$ 7,095.00         | \$ 6,600.00         | \$ 6,825.00         | \$ 6,050.00         | \$ 5,079.00         | \$ 6,050.00         | \$ 8,475.00         |
| 40708 | Sponsorship - General Fund         | RENAME ACCOUNT - \$450 x 3                            | \$ 1,350.00          | \$ -                |                     | \$ 2,450.00         | \$ (350.00)         | \$ 2,450.00         | \$ 4,025.00         | \$ 1,750.00         | \$ -350.00          | \$ 2,100.00         | \$ 2,100.00         |
| 40709 | Municipal Law                      | 65 x \$60 (1 live class; 1 VC to Caribou)             | \$ 3,900.00          | \$ 3,600.00         | \$ 2,485.00         | \$ 4,200.00         | \$ 3,090.00         | \$ 4,200.00         | \$ 2,945.00         | \$ 2,750.00         | \$ 3,695.00         | \$ 3,025.00         | \$ 2,150.00         |
| 42709 | Municipal Law Online Training      | 10 x \$60   | \$ 600.00            | \$ 600.00           | \$ 840.00           | \$ -                | \$ 60.00            |                     |                     |                     |                     |                     |                     |
| 41709 | Municipal Law DVD                  | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 100.00           |
| 40710 | Notary                             | skip for 2020; alternates with Records Management     | \$ -                 | \$ 2,250.00         | \$ -                |                     | \$ 2,415.00         | \$ 1,350.00         |                     | \$ 0.00             | \$ 1,010.00         | \$ 1,250.00         | \$ 0.00             |
| 41710 | Notary DVD                         |   | \$ -                 | \$ 100.00           | \$ 160.00           |                     |                     |                     |                     |                     |                     |                     |                     |
| 40711 | Voter Registration                 | 250 x \$60 (2 classes)                                | \$ 15,000.00         | \$ 12,000.00        | \$ 15,005.00        | \$ 9,000.00         | \$ 12,400.00        | \$ 7,200.00         | \$ 16,420.00        | \$ 9,420.00         | \$ 8,465.00         | \$ 7,150.00         | \$ 6,875.00         |
| 41711 | Voter Registration DVD             | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 40712 | Licensing                          | 60 x \$60 (1 live class)                              | \$ 3,600.00          | \$ 3,600.00         | \$ 3,280.00         | \$ 3,600.00         | \$ 3,610.00         | \$ 3,600.00         | \$ 2,770.00         | \$ 3,300.00         | \$ 3,270.00         | \$ 3,300.00         | \$ 0.00             |
| 41712 | Licensing DVD                      | no longer offered                                     |                      |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 40713 | Records Management                 | 50 x \$60   | \$ 3,000.00          | \$ -                | \$ 3,295.00         | \$ 3,900.00         | \$ -                | \$ -                | \$ 3,830.00         | \$ 1,925.00         | \$ 0.00             | \$ 0.00             | \$ 2,205.00         |
| 41713 | Records Management DVD             |   | \$ -                 | \$ -                | \$ 520.00           |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 49005 | MTCCA Promo Items                  | replacement pins (50 x \$12)                          | \$ 600.00            | \$ 600.00           | \$ 396.00           | \$ 60.00            | \$ 36.00            | \$ 25.00            | \$ 60.00            | \$ 20.00            | \$ 24.00            | \$ 50.00            | \$ 72.00            |
| 49007 | Sponsorship - Networking Day Table | \$450 x 8   | \$ 3,600.00          | \$ 4,900.00         | \$ 4,650.00         | \$ 2,450.00         | \$ 3,150.00         | \$ 1,750.00         | \$ 3,150.00         | \$ 1,750.00         | \$ 1,400.00         | \$ 2,100.00         | \$ 3,150.00         |
|       | Scholarship Fund*                  | Take out of scholarship fund at year-end before 12/31 | \$ 6,000.00          | \$ 5,500.00         |                     | \$ 5,500.00         |                     | \$ 6,000.00         |                     | \$ 5,000.00         | \$ 675.00           | \$ 5,660.00         | \$ 0.00             |
|       | Use of Fund Balance                |   | \$ 4,000.00          |                     |                     |                     |                     | \$ 2,625.00         |                     | \$ 2,500.00         |                     | \$ 0.00             | \$ 0.00             |
|       | <b>Total Revenues</b>              |   | <b>\$ 111,430.00</b> | <b>\$ 97,710.00</b> | <b>\$ 98,391.77</b> | <b>\$ 86,015.00</b> | <b>\$ 85,546.61</b> | <b>\$ 82,635.00</b> | <b>\$ 99,874.02</b> | <b>\$ 80,735.00</b> | <b>\$ 71,126.34</b> | <b>\$ 75,785.00</b> | <b>\$ 70,708.98</b> |

|       | EXPENDITURES                  | Comments  | 2020-Budget          | 2019-Budget         | 2018-Actual         | 2018-Budget         | 2017-Actual         | 2017-Budget         | 2016-Actual         | 2016-Budget         | 2015-Actual         | 2015-Budget         | 2014-Actual         |
|-------|-------------------------------|---|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 50201 | Postage                       |   | \$ 2,400.00          | \$ 2,200.00         | \$ 2,285.97         | \$ 2,630.00         | \$ 1,934.39         | \$ 2,000.00         | \$ 3,002.02         | \$ 1,000.00         | \$ 2,424.89         | \$ 1,000.00         | \$ 1,933.54         |
| 50202 | Printing                      |   | \$ 100.00            | \$ 100.00           | \$ 64.36            | \$ 100.00           | \$ 64.36            | \$ 150.00           | \$ 64.36            | \$ 200.00           | \$ 118.16           | \$ 200.00           | \$ 118.16           |
| 50203 | Photocopies                   |   | \$ 5,500.00          | \$ 5,500.00         | \$ 5,277.57         | \$ 3,000.00         | \$ 4,457.51         | \$ 3,000.00         | \$ 6,751.67         | \$ 1,500.00         | \$ 5,004.24         | \$ 1,300.00         | \$ 3,594.19         |
| 50204 | Supplies                      | training and assn supplies  | \$ 1,200.00          | \$ 1,200.00         | \$ 1,095.80         | \$ 1,200.00         | \$ 1,131.34         | \$ 1,500.00         | \$ 1,187.69         | \$ 1,500.00         | \$ 2,609.75         | \$ 2,000.00         | \$ 2,060.21         |
| 50235 | Bank Fees & Corporate Filings |   | \$ 35.00             | \$ 35.00            |                     | \$ 35.00            | \$ -                | \$ 35.00            | \$ -                | \$ 35.00            | \$ 0.00             | \$ 35.00            | \$ 35.00            |
|       |                               | unbudgeted items & misc expenses (meals for meetings, conf call, etc.)  |                      |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| 50291 | General Miscellaneous         |   | \$ 3,500.00          | \$ 3,000.00         | \$ 4,377.55         | \$ 3,000.00         | \$ 2,556.59         | \$ 3,000.00         | \$ 3,201.74         | \$ 3,000.00         | \$ 4,018.15         | \$ 3,500.00         | \$ 2,879.10         |
| 50301 | Speakers                      | 23 instructors x \$300 + 4948 miles x .58 + 23 instructors x \$10 tolls   | \$ 10,000.00         | \$ 9,500.00         | \$ 6,078.30         | \$ 8,300.00         | \$ 7,718.00         | \$ 8,000.00         | \$ 9,411.58         | \$ 7,775.00         | \$ 8,495.56         | \$ 8,000.00         | \$ 8,896.65         |
| 50302 | Programs/Facilities           | 1117 x \$36 per person (approx.)  | \$ 40,212.00         | \$ 35,000.00        | \$ 42,455.39        | \$ 27,000.00        | \$ 34,440.04        | \$ 24,450.00        | \$ 41,677.74        | \$ 26,340.00        | \$ 27,894.15        | \$ 27,520.00        | \$ 27,311.57        |
| 50303 | Food & Lodging                | MMA Staff travel expenses   | \$ 400.00            | \$ 400.00           | \$ 308.13           | \$ 400.00           | \$ 371.58           | \$ 400.00           | \$ 289.59           | \$ 300.00           | \$ 602.28           | \$ 550.00           | \$ 96.87            |
| 50304 | Travel & Mileage              | board meetings/committees/president's mileage and tolls   | \$ 7,978.00          | \$ 7,940.00         | \$ 5,783.52         | \$ 7,500.00         | \$ 4,601.95         | \$ 7,500.00         | \$ 7,531.03         | \$ 7,500.00         | \$ 9,261.67         | \$ 7,000.00         | \$ 6,597.23         |
| 50411 | Contract Services - MMA       | \$16,103 (2019 contract) + estimated 2.5% increase + \$1,200 anticipated listserv costs                         | \$ 17,705.00         | \$ 16,100.00        | \$ 15,651.00        | \$ 15,700.00        | \$ 15,132.00        | \$ 15,200.00        | \$ 14,739.96        |                     |                     |                     |                     |
| 52115 | Insurance                     | D/O, Liability  | \$ 2,200.00          | \$ 2,000.00         | \$ 1,984.81         | \$ 2,000.00         | \$ 1,984.81         | \$ 2,000.00         | \$ 1,984.81         | \$ 2,000.00         | \$ 1,957.00         | \$ 2,000.00         | \$ 2,049.70         |
| 56090 | Scholarships*                 | all scholarship allocations and NEMCI - see revenue offset, no MMA Convention speaker; \$500 increase for NEMCI | \$ 9,000.00          | \$ 8,500.00         | \$ 3,150.00         | \$ 8,500.00         | \$ 2,500.00         | \$ 8,500.00         | \$ 2,585.00         | \$ 7,500.00         | \$ 2,500.00         | \$ 2,500.00         | \$ 1,275.00         |
| 57016 | MTCCA Promo Items             | membership pins   | \$ 600.00            | \$ 600.00           | \$ 1,322.66         | \$ 750.00           | \$ 1,007.74         | \$ 1,000.00         | \$ 1,742.53         | \$ 500.00           | \$ 850.28           | \$ 850.00           | \$ 972.41           |
| 57017 | NEACTC                        | \$600 annually for Maine Conf., President stipend \$1,400   | \$ 2,000.00          | \$ 2,000.00         |                     | \$ 2,400.00         | \$ 600.00           | \$ 2,400.00         | \$ 1,460.74         | \$ 2,100.00         | \$ 1,674.65         | \$ 1,600.00         | \$ 822.30           |
| 57101 | IIMC                          | President Stipend for IIMC Conference (St. Louis, MO)   | \$ 3,500.00          | \$ 3,000.00         | \$ 1,941.79         | \$ 3,000.00         | \$ 2,398.03         | \$ 3,000.00         | \$ 2,853.29         | \$ 3,000.00         | \$ 2,779.88         | \$ 3,000.00         | \$ 2,500.00         |
| 59011 | MMA CONVENTION                | from scholarship funds  | \$ -                 | \$ -                |                     | \$ -                | \$ -                | \$ -                | \$ -                | \$ 0.00             | \$ 0.00             | \$ 0.00             | \$ 0.00             |
| 59022 | Clerk Retreat                 |   | \$ 600.00            | \$ 635.00           | \$ -                | \$ 500.00           | \$ -                | \$ 500.00           | \$ -                | \$ 500.00           | \$ 401.40           | \$ 500.00           | \$ 0.00             |
| 59023 | Membership Dues Refunds       |   |                      |                     |                     |                     |                     |                     |                     |                     |                     | \$ 0.00             | \$ 0.00             |
| 50415 | Technology Expenses           | Transfer to Technology Fund at year-end before 12/31  | \$ 4,500.00          |                     |                     |                     | \$ 1,994.25         |                     |                     |                     | \$ 1,356.98         |                     |                     |
|       | <b>Total Expenditures</b>     |   | <b>\$ 111,430.00</b> | <b>\$ 97,710.00</b> | <b>\$ 91,776.85</b> | <b>\$ 86,015.00</b> | <b>\$ 82,892.59</b> | <b>\$ 82,635.00</b> | <b>\$ 98,483.75</b> | <b>\$ 80,735.00</b> | <b>\$ 86,508.08</b> | <b>\$ 75,785.00</b> | <b>\$ 74,955.97</b> |

**\*Scholarship Information**

MTCCA Networking Day and Annual Meeting – speaker fees/special items – up to \$3000.00

MTCCA Sponsored Classes, Annual Maine Secretary of State Elections Conference, professional education of municipal clerks, including training for management of elections – up to \$500.00

Fund professional speaker(s) at the MMA Convention – up to \$500.00 (not budgeted under expenses)

IIMC/NEACTC – up to \$2,000

NEMCIA - \$3,000 (paid by general fund), \$500 (paid by Scholarship Fund)