

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

The Wyoming State Bar was organized by the authority of Chapter 97, Session Laws of Wyoming, 1939, amended effective December 1, 1957 and June 3, 1983 by the Wyoming Supreme Court and the Wyoming State Legislature. The Wyoming State Bar acts as an administrative agency of the Supreme Court to regulate the practice of law in Wyoming. In that capacity, the Bar provides technical and clerical support to the Supreme Court and State Board of Law Examiners to evaluate license applications, accredit and certify mandatory continuing education and investigate public complaints about attorneys, including fee disputes. The Bar also maintains committees to improve the practice of law and the administration of justice.

The 2011-2013 strategic plan for the Wyoming State Bar (WSB) again addressed the financial future of the organized bar in Wyoming. The Wyoming State Bar will continue to integrate its strategic plan into its budgeting process and efficiently plan to ensure the organization's long-term financial stability. The two year objective is to ensure the WSB budgeting process is appropriately tied to goals of this strategic plan, include a budget narrative with explanations as to how figures were derived. The achievement of this goal in the budgeting process was integrated into the plan priorities and it is the desire of the leadership of the Wyoming State Bar to continue this budget narrative as an adopted procedure. The 2011-2013 Strategic Plan consists of 3 Goals.

The following will address the proposed budget for the fiscal year of October 1, 2011 to September 30, 2012 with the associated narrative.

The general fund is the largest revenue stream and consists primarily of dues collected from members. The decrease in interest rates is reflected in the lower amount expected from interest on investments. The increase in License Fees reflects additional active members of the Bar. The income for Fees for the New Lawyer Mentor Program (NLMP) is expected to be collected in the fiscal year 2012/2013 as result of Goal 1 of the Strategic Plan.

GENERAL FUND INCOME:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
4013	License Fees	\$783,750.00
4014	Pro Hac Vice	\$41,400.00
4015	Interest	\$3,750.00
4016	Misc Revenue	\$4,000.00
4019	New Lawyer Mentor Program	
	<b>TOTAL</b>	<b>\$832,900.00</b>

Communications revenue represents earnings from the sale of informational legal publications as well as advertising in those publications. The Wyoming State Bar is not planning to produce any additional publications this fiscal year, therefore the income has been lowered from last fiscal

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

year. The Wyoming State Bar is planning activities for a Veteran Program and will also host the Young Lawyer's Legal Forum this fiscal year to follow Goal 3 to implement this conference.

COMMUNICATIONS INCOME:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
4023	Directory	\$23,000.00
4024	Law Day/Liberty Day/Veteran Program	\$1,000.00
4025	WY Lawyer	\$20,000.00
4026	E-Brief	\$1,500.00
4028	Misc. Publications	\$4,000.00
4029	Web Page	\$5,000.00
	<b>TOTAL COMMUNICATIONS INCOME</b>	<b>\$54,500.00</b>

YOUNG LAWYER'S LEGAL FORUM INCOME:

4031	Legal Forum Registration	\$9,750.00
4032	Legal Forum Sponsorship	\$15,000.00
	<b>TOTAL LEGAL FORUM INCOME</b>	<b>\$24,750.00</b>

Annual meeting revenue represents the collection of registrations, sponsor and exhibitor fees. The 2012 annual meeting will be held in Jackson and although it is expected to be well attended, it is projected there will be less members present than the previous year in Cheyenne and therefore less registration income. The Jackson Lake Lodge will be providing a commission on sleeping rooms and this is shown with the increase in misc. income.

ANNUAL MEETING INCOME:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
4033	AM Registration	\$114,375.00
4035	AM Exhibitors	\$13,500.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

4037	AM Sponsors	\$20,000.00
4039	AM Misc. Revenue	\$20,300.00
	<b>TOTAL ANNUAL MEETING INCOME</b>	<b>\$168,175.00</b>

The Board of Professional Responsibility revenue consists of recovery fees from persons who have been subject to disciplinary actions. This income is a very difficult amount to budget, however it is expected that a hearing will be necessary and therefore an increase is anticipated.

**TOTAL BPR INCOME: \$15,000.00**

The Board and Committee income consists of interest on Client Security Funds, Mandatory CLE Fees, CLE Sponsor and Program Fees, Fee Dispute Filing Fees, Lawyer Referral Service Membership Fees and BLE Supervisory Fees. Increased business with LegalSpan has improved the income for the CLE Program Fees and should increase slightly due to the WSB intent to conduct quarterly law office management CLE's to help follow Goal 3. The BLE Supervisory Fees increase is due to the raising of the application fee by the Supreme Court for admission applicants.

BOARD & COMMITTEE INCOME:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
4082	Client Security Fund	\$1,650.00
4084	MCLE Fees	\$32,000.00
4085	CLE Sponsor Fees	\$75,000.00
4086	CLE Programs	\$25,000.00
4087	Fee Dispute Filing Fees	\$500.00
4088	BLE Supervisory Fees	\$83,000.00
4090	Lawyer Referral	\$6,550.00
	<b>TOTAL BOARD &amp; COMMITTEE INCOME</b>	<b>\$223,700.00</b>

Total Budgeted Income for 2011/2012  
General Fund, Communications, Annual Meeting, BPR and Board & Committees.

**TOTAL INCOME: \$1,319,025.00**

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

It is the goal of the Wyoming State Bar to tie the salaries of employees to their individual goals regarding the Strategic Plan. Staff is needed to accomplish the Goals of the Strategic Plan. Each salary has been reviewed and the recommendation is that a 5 year salary plan to reach market average for each employee be put into place and reviewed annually. There was a significant increase to the Health Insurance this year (34%) and these costs are reflected in the decision to change providers and provide additional benefits to include a HRA and HSA. The benefits for employees reflect the employer contributions and these benefits are paid by the Wyoming State Bar for the employees. The funds for a Pro Bono Coordinator are reflected in account 5005, this is to help achieve Goal 2 of the Strategic Plan in coordinating functions with other access to justice partners and the Emeritus Program.

PAYROLL EXPENSES:

ACCOUNT NO.	POSITION	AMOUNT
5005	Admissions Director/Pro Bono Coordinator	\$40,036.00
5009	Accrued Leave Liability	\$6,500.00
5010	LRS Coordinator/Bookkeeper	\$39,227.00
5011	Executive Director	\$80,000.00
5014	Deputy Director/Director of Communications	\$63,550.00
5015	Administrative Assistant	\$26,867.00
5016	CLE/IT Director	\$38,061.00
5017	BPR/NLMP Program Assistant	\$34,110.00
5019	Pro Bono Coordinator	see 5005
5020	Temporary Employee	\$400.00
5025	Overtime Rate 1	\$ 600.00
5029	Overtime Rate 2	\$5,500.00
5000	Payroll Expenses-Other	\$288.00
	<b>TOTAL PAYROLL EXPENSES</b>	<b>\$335,139.00</b>

BENEFITS & TAXES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5004	Health Reimbursement Account	\$4,200.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

5006	Health Savings Account	\$13,500.00
5008	State Workers Comp	\$4,137.00
5022	Taxes	\$18,552.00
5024	WY Retirement System	\$46,310.00
5026	Health Insurance	\$35,812.00
	<b>TOTAL BENEFIT &amp; TAXES</b>	<b>\$122,511.00</b>

Officers and Commissioners are encouraged to attend regional conferences. The travel budget for the upcoming fiscal year is in recognition that the Western States Bar Conference will be held in Las Vegas. There is also reflected additional travel budgets for Bar Counsel since he travels to the Bar office each week.

TRAVEL EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5031	President	\$8,000.00
5032	Present-Elect	\$7,000.00
5033	Vice President	\$5,000.00
5034	Secretary-Treasurer	\$5,000.00
5035	Dist 1 Comm	\$4,000.00
5036	Dist 2 Comm	\$4,000.00
5037	Dist 3 Comm	\$4,000.00
5038	Dist 4 Comm	\$4,000.00
5039	Dist 5 Comm	\$4,000.00
5040	Dist 6 Comm	\$4,000.00
5041	Dist 7 Comm	\$4,000.00
5042	Dist 8 Comm	\$4,000.00
5043	Dist 9 Comm	\$4,000.00
5045	ABA Delegate	\$1,750.00
5047	Bar Counsel	\$16,000.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

5050	Misc.	\$2,000.00
5053	Registration/Dues for O&C	\$4,000.00
5054	Staff Travel to O&C Meetings	\$3,500.00
5055	O&C Meeting Expenses	\$14,000.00
5056	Past President- Travel	\$1,750.00
5057	Young Lawyer Member - Travel	\$1,500.00
	<b>TOTAL TRAVEL EXPENSES</b>	<b>\$105,500.00</b>

Office expenses ensure that proper operating costs are available to continue to operate an efficient office. This includes utilities, maintenance, postage, telephone and equipment leases. The funds for staff development and training will help maintain staff proficiency and work products to ensure that the Goals of the Strategic Plan can be met. The account for Computer Programs has been increased to reflect the maintenance and upgrades needed. The Pro Bono Program account is the amount reimbursed to attorneys that provide Pro Bono work through the Volunteer Lawyer Program.

OFFICE EXPENSES:

ACCOUNT NO.	ACCOUNT	AMOUNT
5052	Staff Development & Training	\$14,000.00
5061	Utilities	\$7,000.00
5062	Office Maintenance	\$5,850.00
5092	Building Owners Assoc Fee	\$3,600.00
5063	Office Supplies	\$12,000.00
5064	Equipment Leases	\$15,500.00
5065	Computer Programs	\$7,500.00
5094	Computer Maintenance and Support	\$8,000.00
5066	Telephone	\$7,600.00
5067	Postage	\$14,000.00
5070	Annual Audit/Accounting Svs	\$9,800.00
5072	Contingency	\$3,000.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

5077	Credit Card Fees	\$15,000.00
5079	Subscriptions for WSB	\$2,000.00
5083	Staff Recognition	\$1,000.00
5084	Memorial Contributions	\$200.00
5089	Building Maintenance & Repair	\$1,700.00
5090	Upgrades for Equipment	\$2,000.00
5093	Elections	\$2,225.00
5114	Scholarships	\$3,000.00
5116	DUES- organization	\$1,000.00
5290	Pro Bono Program	\$1,500.00
	<b>TOTAL OFFICE EXPENSES</b>	<b>\$137,475.00</b>

In pursuing Goal 2, the Wyoming State Bar will educate its membership about the quality and depth of its member service offerings and expand upon current efforts. To help achieve this Goal, funds have been made available in account 5078 to continue Legally Speaking. Goal 3 to establish and implement a confidential program for members and their families is being addressed with the Member Assistance Program (Acct 5082) and Wyoming Lawyer articles on health and lifestyle matters by the Wyoming Behavioral Institute of Casper and CRMC. The Wyoming State Bar will host the Young Lawyer's Legal Forum to accomplish Goal 3, and is planning a Veteran's Program and therefore these events are budgeted for this fiscal year. There will also be funds budgeted for the New Lawyer Mentor Program (NLMP) and Services/Training, these will be reflected in a fiscal year 2012/2013 projections. This is a result of a NLMP to achieve Goal 1.

MEMBER SERVICES EXPENSES:

ACCOUNT NO.	ACCOUNT	AMOUNT
5078	Marketing/Special Projects (includes Legally Speaking and Mock Trials)	\$10,500.00
5107	Wyoming Law Review	\$26,000.00
5112	Law Day/Liberty Day/Veterans Program	\$5,000.00
5110	Members Survey	\$250.00
5860	New Admittee Reception	\$2,000.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

5080	Casemaker	\$50,400.00
5082	Member Assistance Program	\$25,000.00
5259	NLMP Services/Training	
	<b>TOTAL MEMBER SERVICES</b>	<b>\$119,150.00</b>

YOUNG LAWYER'S LEGAL FORUM - EXPENSES

5149	Legal Forum - Supplies	\$300.00
5150	Legal Forum Audio/Visual	\$2,000.00
5151	Legal Forum Pre-Planning	\$300.00
5152	Legal Forum Food & Beverage	\$8,500.00
5153	Legal Forum CLE Speaker Travel/Lodging	\$3,000.00
5154	Legal Forum Keynote Speaker Travel/Lodging	\$1,200.00
5156	Legal Forum CLE Speaker Fees	\$2,500.00
5157	Legal Forum Keynote Speaker Fees	\$5,000.00
5158	Legal Forum Staff Expenses	\$1,500.00
5159	Legal Forum Miscellaneous	\$250.00
	<b>TOTAL LEGAL FORUM - EXPENSES</b>	<b>\$24,550.00</b>

Communication Expenses including Website and the Production of Publications reflect efforts to continue meeting Strategic Plan Goals. The Judicial Poll will be conducted in 2012 and therefore that expense is now listed. The following expenses are expected for Communications.

COMMUNICATION EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5104	Web Site/Database Programming	\$5,000.00
5105	Directory	\$31,000.00
5106	WY Lawyer	\$67,000.00
5108	E-Brief	\$350.00
5109	Judicial Poll	\$11,400.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

5113	Producing Publications	\$2,000.00
	<b>TOTAL COMMUNICATIONS EXPENSES</b>	<b>\$116,750.00</b>

As the Wyoming State Bar continues its mission and Goal 3, to enhance member services and analyze continuing legal education offerings, it is important to have well attended Annual Meetings by offering quality services and CLE's. The annual meeting will be held in Grand Teton National Park in September 2012.

ANNUAL MEETING EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5123	Marketing	\$75.00
5124	Audio/Visual	\$8,000.00
5126	Hospitality Suite	\$650.00
5128	Supplies	\$6560.50
5129	Pre-planning	\$950.00
5130	Food & Beverage	\$83,016.87
5131	CLE Speaker Travel/Lodging	\$15,000.00
5141	Keynote Speaker Travel/Lodging	\$3,000.00
5132	Printing/Copies	\$5,350.00
5133	CLE Speaker Fees	\$15,000.00
5142	Keynote Speaker Fees	\$8,000.00
5135	Staff Expenses	\$5,625.00
5136	Postage	\$1,125.00
5137	Sports	\$4,225.00
5138	Awards	\$2,130.00
5140	Miscellaneous	\$16,100.00
	<b>TOTAL ANNUAL EXPENSES</b>	<b>\$174,807.37</b>

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

The Board of Professional Responsibility has been working with newly appointed contract Bar Counsel Mark Gifford for one year. He is provided no benefits, required to maintain professional liability insurance, and provides his own computer and other supplies. The Board of Officers and Commissioners approved an increase in the contract rate for Mr. Gifford. The additional changes in this fiscal year budget reflect an anticipated BPR hearing.

BPR EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5161	Investigations	\$1,500.00
5162	Postage	\$50.00
5163	Telephone	\$300.00
5164	Publications	\$1,700.00
5165	Supplies	\$60.00
5166	NOBC Dues	\$315.00
5167	Board Expenses	\$1,500.00
5169	Liability Insurance	\$100.00
5170	Hearings	\$20,000.00
5171	Contract Bar Counsel	\$85,000.00
	<b>TOTAL BPR EXPENSES</b>	<b>\$110,525.00</b>

The Wyoming State Bar plans to invest in programs and services aimed to assist the overall satisfaction of lawyers engaged in the practice of law. The amounts budgeted for individual Committees do not reflect much of a change from prior years with a few exceptions. The Editorial Committee is planning a retreat for members to help with planning for the upcoming year. The CLE and Fee Dispute Committees have been very active and require additional funds.

COMMITTEE EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5251	CPJI Comm	\$100.00
5252	CLE Comm	\$250.00
5254	Bench Bar Relations Comm	\$100.00

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

5257	Fee Dispute Comm	\$2,000.00
5265	Editorial Comm	\$6,000.00
5266	Legislative Comm	\$50.00
5277	UPL Comm	\$2,000.00
5278	Law School Liaison Comm	\$100.00
5283	Mentor Program	\$200.00
5296	Client Security Fund	\$250.00
	<b>TOTAL COMMITTEE EXPENSES:</b>	<b>\$11,050.00</b>

The amounts budgeted for individual Sections does not reflect much of a change from prior years, with the exception of the Young Lawyers Section. The Young Lawyers Section has requested an increase to accomplish some very specific goals.

SECTION EXPENSES:

ACCOUNT NO.	EXPENSE NAME	AMOUNT
5402	Administrative Law	\$50.00
5404	Business Law	\$50.00
5406	Criminal Justice	\$50.00
5408	Disability/Elder Law	\$50.00
5409	Estate Planning/Trust & Probate	\$50.00
5410	Children & Family Law	\$50.00
5411	Medical/Legal	\$50.00
5412	Young Lawyer's	\$3,000.00
5418	Taxation	\$50.00
5419	Government Law	\$50.00
5420	Federal Bar	\$50.00
5421	Mineral Law	\$50.00
	<b>TOTAL SECTION EXPENSES:</b>	<b>\$3,550.00</b>

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

Insurance expense include the building/land and directors and officers policy. These policies are reviewed on an annual basis and the premiums have remained consistent. A new policy was purchased to reflect coverage for Emeritus Status and Pro Bono Attorneys. This will help accomplish Goal 2, of the Strategic Plan.

**TOTAL INSURANCE EXPENSES                      \$10,000.00**

The money collected from mandatory CLE helps achieve the mission of the Rules of the Wyoming State Bar Board of Continuing Legal Education. The program expense category has been expanded to achieve Goal 3. Taped programs are offered for purchase on the Bar’s website throughout the year.

MANDATORY CLE EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5610	Conference Registration/Dues	\$2,300.00
5620	Meetings/Teleconferences	\$100.00
5640	New Admittee CLE	\$1,500.00
	<b>TOTAL MANDATORY CLE EXPENSES:</b>	<b>\$3,900.00</b>

CLE PROGRAM EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5705	Videography	\$4,000.00
5710	Marketing	\$75.00
5715	Program Expenses	\$900.00
5720	Speaker Fees	\$4,000.00
5730	Catering	\$500.00
5750	Travel	\$2,500.00
	<b>TOTAL CLE PROGRAM EXPENSES:</b>	<b>\$11,975.00</b>

The Board of Law Examiners (BLE) expenses reflect the costs associated with the administration of the Bar Exam and the BLE. The fact that most of these applicants are future members of the Bar gives us the opportunity to provide a first impression that will be a positive experience. There is a slight increase due to travel expenses going up and more exam takers.

WYOMING STATE BAR  
2011/2012 INTEGRATED BUDGET/STRATEGIC PLAN

BOARD OF LAW EXAMINERS EXPENSES:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT
5810	Travel/Conference/Dues	\$6,000.00
5820	Meetings/Teleconferences	\$10,000.00
5830	Essay & MBE Exams	\$5,500.00
5835	Exam Administration	\$6,000.00
5840	Misc.	\$2,000.00
5850	Legal and Consulting Fees	\$1,000.00
	<b>TOTAL BLE EXPENSES:</b>	<b>\$30,500.00</b>

Total Budgeted Expense for 2011/2012

Payroll, Benefit & Taxes, Travel, Office, Member Services, Communications, Annual Meeting, BPR, Committee, Section, Insurance, MCLE and BLE

**TOTAL EXPENSE \$1,317,382.87**

It is the overall opinion that the Wyoming State Bar is financially healthy with investments and the future continues to look bright.

**NET ORDINARY INCOME \$ 1,642.63**

APPROVED: \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date