



*Meeting of the Libertarian National Committee, Inc.*

*December 9-10, 2017*

*New Orleans, Louisiana*

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LNC Meeting “Giant Printed Handout”

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To save printing costs, some reports are excluded from this printout, including region reports. Other reports were not submitted in time to include with this page-numbered printout. Other reports for this meeting, not included in this handout, can be found online here:

<https://www.lp.org/event/lnc-meeting-new-orleans-la/>

**Libertarian National Committee  
Chair's Proposed Agenda  
December 9-10, 2017 - New Orleans, LA**

Opening Ceremony

Call to Order	9:00 am
Opportunity for Public Comment	10 minutes

Housekeeping

Credentials Report and Paperwork Check	2 minutes
Adoption of Agenda	10 minutes
Report of Potential Conflicts of Interest (Mattson)	3 minutes

Officer Reports

Chair's Report (Sarwark)	15 minutes
Treasurer's Report (Hagan)	15 minutes
Secretary's Report (Mattson)	15 minutes

Recess

10 minutes

Staff Reports

45 minutes

Executive session - ballot access petitioner issues.	20 minutes
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Special Counsel's Report

30 minutes

(portions may be in Executive Session)

Adjourn (Lunch)

12:00pm - 1:15 pm

Reports of Standing Committees (cont.)

Audit Committee	15 minutes
Affiliate Support Committee	15 minutes
Awards Committee (including election)	15 minutes
Convention Oversight Committee	25 minutes
Candidate Support Committee	5 minutes
Employment Policy & Compensation Committee	5 minutes
IT Committee	15 minutes
Platform Committee	5 minutes
Bylaws Committee	5 minutes
Credentials Committee	5 minutes
Ballot Access Committee (portions may be in Executive Session)	25 minutes

<u>Recess</u>	10 minutes
<u>Reports of Special Committees</u>	
Historical Preservation Committee	15 minutes
Social Media Process Review Committee	15 minutes
<u>New Business with Previous Notice</u>	
Adoption of 2018 Budget	90 minutes
<u>Evening Adjournment</u>	
<u>Sunday Morning Session</u>	9:00 am
<u>Opportunity for Public Comment</u>	10 minutes
<u>New Business with Previous Notice (cont.)</u>	
Adoption of 2018 Budget (cont.)	30 minutes
Amendment to the procedure for approving litigation (Katz)	10 minutes
Rescinding previous APRC staff directives (Mattson)	10 minutes
Selection of the 2020 National Convention location (Hayes)	120 minutes
Selection of April LNC Meeting Location	10 minutes
<u>New Business without Previous Notice</u>	
<u>Regional Reports (supplements to printed reports)</u>	
Region 1	5 minutes
Region 2	5 minutes
Region 3	5 minutes
Region 4	5 minutes
Region 5	5 minutes
Region 6	5 minutes
Region 7	5 minutes
Region 8	5 minutes
<u>Announcements</u>	10 minutes

TOTAL: 680 minutes

## **Chair's Report - 8/20/17 - 12/9/17**

- Attended Atlas Network conference in New York City on behalf of the Libertarian Party.
- Met with major donors in person and on the phone to keep them updated on Libertarian Party progress and plans.
- Assisted Wes Benedict with interviews of over 20 candidates for campaign support positions.
- Gave many media interviews, including Kennedy, Tom Sumner, New Statesman, Declare Your Independence, the Jason Stapleton Program, Sputnik, SiriusXM, Speaking Freely, and others.
- Hosted SiriusXM Patriot's three-hour news program Patriot Tonight from their studios in New York City.
- Spoke at Arizona Summit Law School.
- Worked with staff to put out timely press releases and statements on issues.
- Negotiated contract for wealth screening software on behalf of the LNC.
- Consulted with Oliver Hall on legal issues, including lawsuits, appeals, and employment and petitioning contracts.
- Engaged with candidates and LP members on social media.
- Responded to LP member correspondence regarding official positions and concerns.



# LIBERTARIAN

Minimum Government Maximum Freedom

## **OCT 2017 DRAFT END OF MONTH FINANCIAL REPORTS**

Page 2 – EOM Membership and Revenue Charts and Graphs

Page 4 – EOM Financial Summary Reports

Page 5 - Statement of Operations Budget vs. Actual

Page 6 - 2017 v. 2015 Comparisons Statement of Operations

Page 7 - P&L Detail (w-Functional Allocation of Expenses) by Month

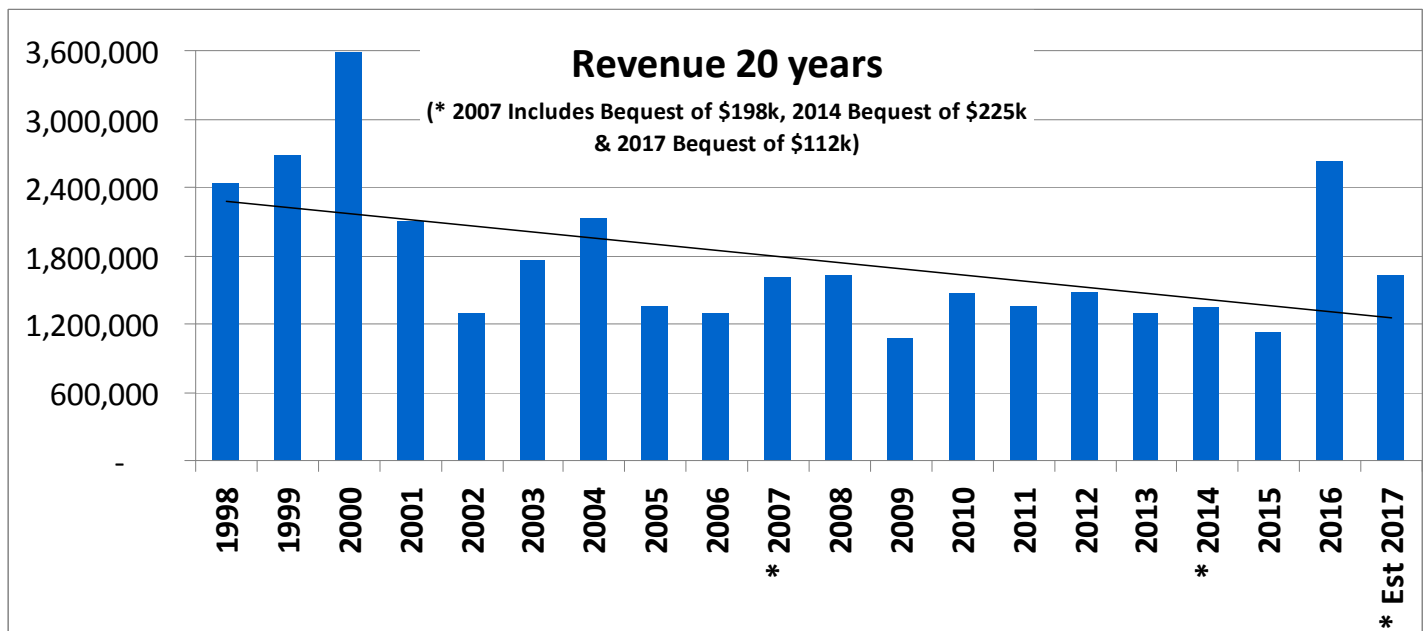
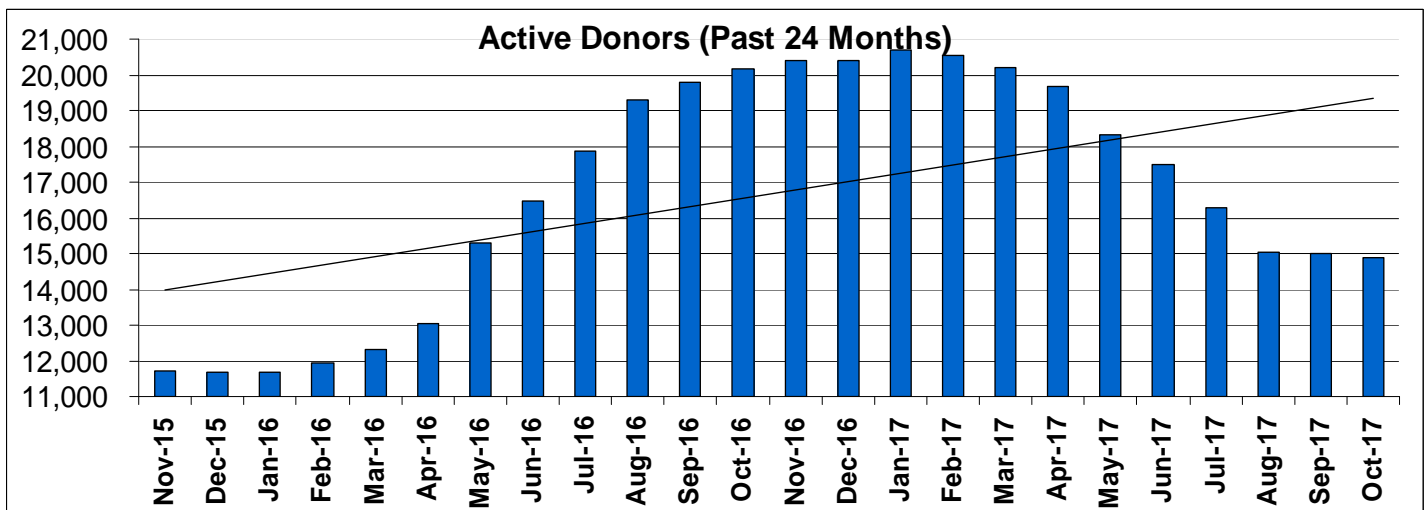
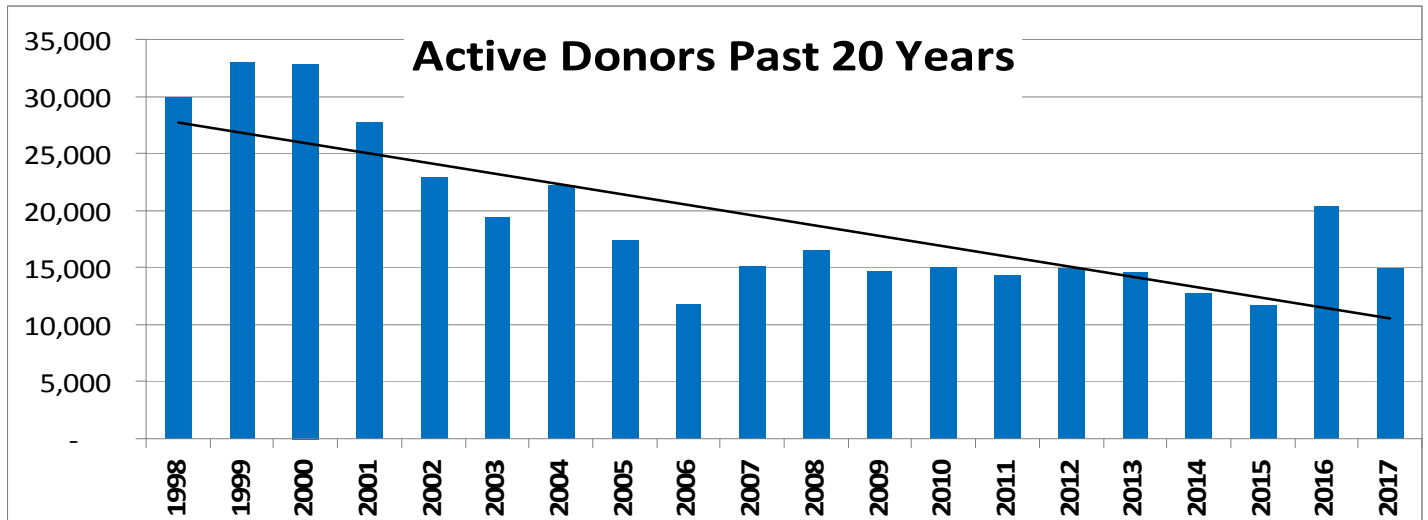
Page 10 – Balance Sheet Curr v. Prior Month Comparison

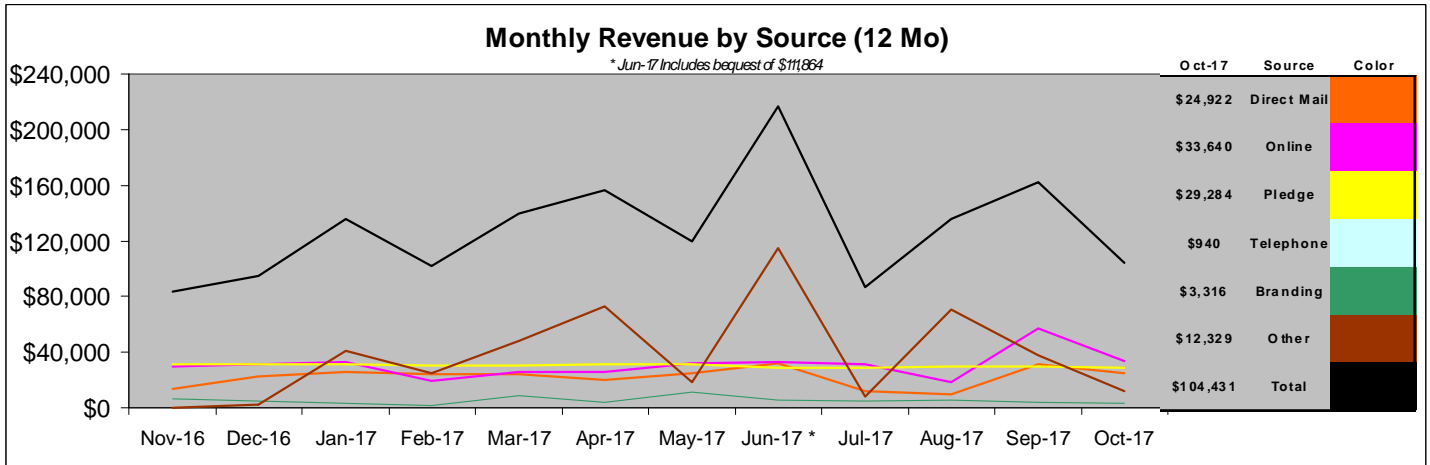
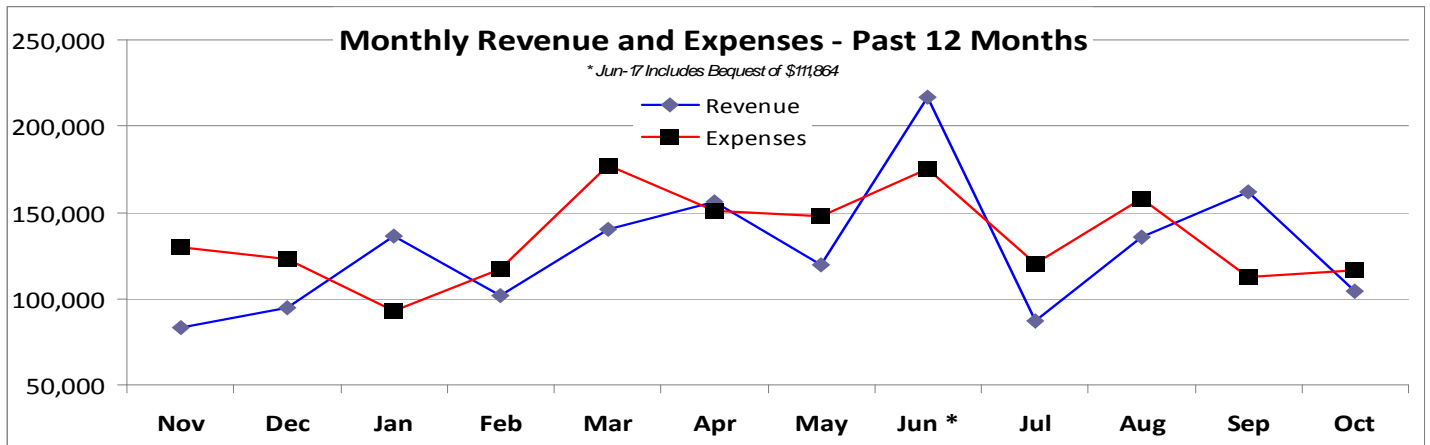
Page 12 - Cash Flow Report

Page 13 – Related Party Contributions and Disbursements

Page 13 – Chair’s Discretionary Disbursements

## End of Month Reports – Charts

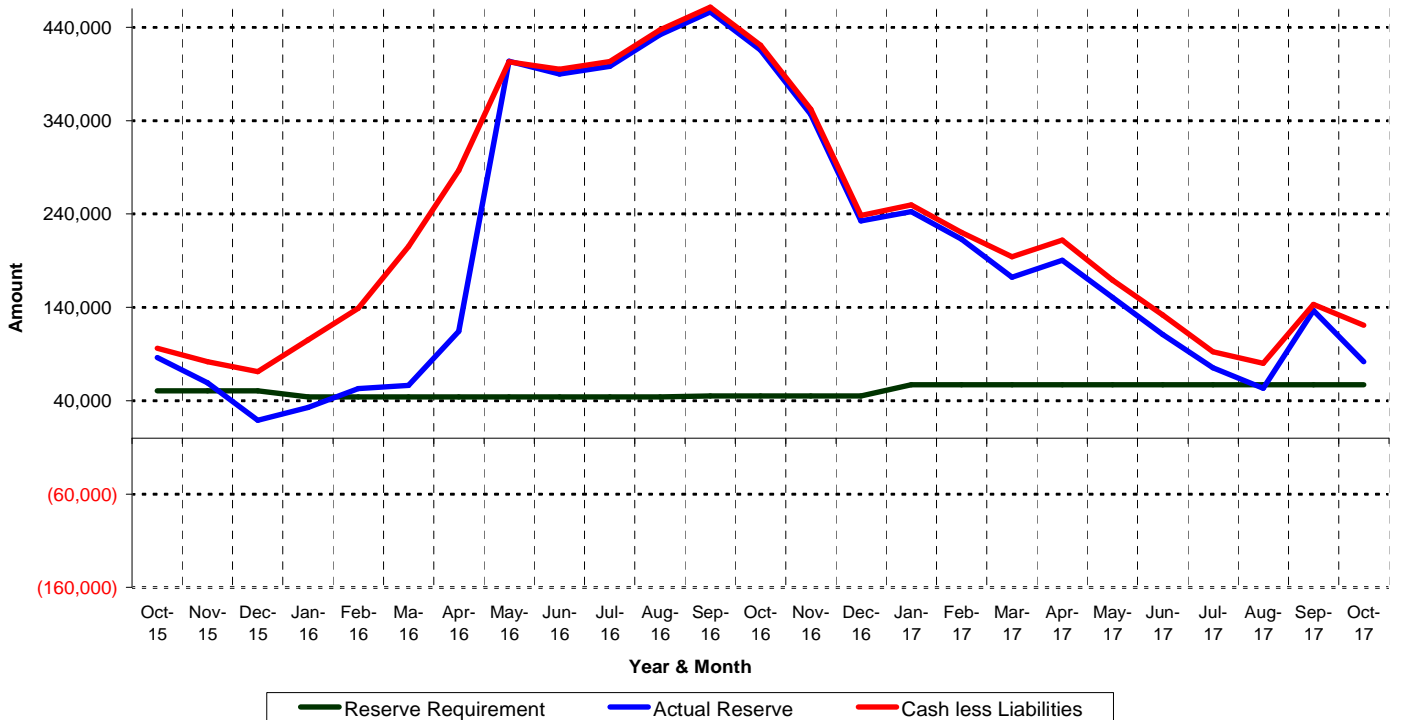




### Reserve Adequacy Trend & Cash Less Liabilities (24 Months)

2017 Resv Target = \$57,042 - Curr Month Resv = \$81,763 - Curr Month C-L = \$120,973

*Reserve Requirement* = sum of monthly occupancy, labor & governance expenses  
*Actual Reserve* = total cash less the sum of restricted funds & accounts payable at month end  
*Cash less Liabilities* = cash less the sum of capital liabilities & accounts payable



## End of Month Reports – Financial Summary

### Statement of Operations Summary

Last Month & YTD

	Total Oct 17	2017 YTD	2017 Budget Year to Date	Actual vs. Budget YTD	Total Annual Budget 2017	2017 Budget Remaining
Support and Revenue	104,431	1,358,365	1,249,333	109,032	1,499,200	140,835
Cost of Support and Revenue	24,682	312,264	344,167	(31,903)	413,000	100,736
Net Support Available for Programs	79,749	1,046,101	905,167	140,934	1,086,200	40,099
Program Expense	91,970	1,022,602	1,142,583	(119,981)	1,371,100	348,498
<b>Net Operating Surplus (or Deficit)</b>	<b>(12,221)</b>	<b>23,498</b>	<b>(237,417)</b>	<b>260,915</b>	<b>(284,900)</b>	<b>(308,398)</b>

### P&L Acct Summary Last Month Plus YTD

January through October 2017

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	TOTAL
<b>Revenue</b>											
4000 • General Fundraising	94,348	76,566	126,654	149,625	100,595	208,790	78,142	94,490	123,448	95,666	1,148,324
4100 • Project Revenue	36,263	21,963	4,084	555	225	107	10	1,175	106	4,000	68,488
4200 • Events and Conventions	0	0	0	0	0	0	0	33,960	33,900	0	67,860
4300 • Program Revenue	3,989	3,545	9,080	6,066	19,000	7,887	8,760	6,011	4,281	4,791	73,410
4600 • Refunds of Contributions	0	0	(50)	(25)	0	0	0	0	(25)	(25)	(125)
4700 • Other Receipts	0	0	105	0	0	97	0	0	207	0	409
<b>Total Revenue</b>	<b>134,600</b>	<b>102,074</b>	<b>139,873</b>	<b>156,221</b>	<b>119,820</b>	<b>216,881</b>	<b>86,912</b>	<b>135,636</b>	<b>161,917</b>	<b>104,432</b>	<b>1,358,366</b>
<b>Expense</b>											
7000 • General Fundraising Exp	21,563	29,712	46,723	29,588	45,819	47,148	21,555	52,166	19,451	27,732	341,457
7100 • Project-Related Expenses	0	913	54	739	0	750	0	0	0	0	2,456
7200 • Events and Conventions	81	101	924	538	319	454	407	1,389	382	150	4,745
7300 • Program-Related Expense	17,304	42,558	64,989	65,360	48,173	49,553	51,697	36,263	38,102	34,307	448,306
8000 • Salary & Related Expense	21,877	21,505	25,483	23,591	25,046	25,553	21,507	28,043	23,064	25,828	241,497
8100 • Admin & Overhead Expen	14,945	18,487	24,968	24,533	19,618	19,082	17,271	21,803	17,903	20,005	198,615
8200 • Professional Services	6,374	1,601	12,054	4,560	6,486	6,057	6,045	16,111	11,372	6,575	77,235
8300 • Depreciation Expense	2,055	2,055	2,055	2,055	2,055	2,055	2,055	2,055	2,055	2,055	20,550
<b>Total Expense</b>	<b>84,199</b>	<b>116,932</b>	<b>177,250</b>	<b>150,964</b>	<b>147,516</b>	<b>150,652</b>	<b>120,537</b>	<b>157,830</b>	<b>112,329</b>	<b>116,652</b>	<b>1,334,861</b>
<b>Net Revenue</b>	<b>50,401</b>	<b>(14,858)</b>	<b>(37,377)</b>	<b>5,257</b>	<b>(27,696)</b>	<b>66,229</b>	<b>(33,625)</b>	<b>(22,194)</b>	<b>49,588</b>	<b>(12,220)</b>	<b>23,505</b>

## Balance Sheet Summary - Current vs Prior Month

	Oct 31, 17	Sep 30, 17	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Total Checking/Savings	120,973.22	143,181.53	(22,208.31)	-15.51%
Total Other Current Assets	53,494.91	54,732.19	(1,237.28)	-2.26%
<b>Total Current Assets</b>	<b>174,468.13</b>	<b>197,913.72</b>	<b>(23,445.59)</b>	<b>-11.85%</b>
<b>Total Fixed Assets</b>	<b>841,709.38</b>	<b>843,764.82</b>	<b>(2,055.44)</b>	<b>-0.24%</b>
<b>Total Non Current - Other</b>	<b>209,774.52</b>	<b>209,774.52</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL ASSETS</b>	<b>1,225,952.03</b>	<b>1,251,453.06</b>	<b>(25,501.03)</b>	<b>-2.04%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Total Current Liabilities	62,083.26	66,469.47	(4,386.21)	-6.60%
Total Long Term Liabilities	257,471.14	266,364.94	(8,893.80)	-3.34%
<b>Total Liabilities</b>	<b>319,554.40</b>	<b>332,834.41</b>	<b>(13,280.01)</b>	<b>-3.99%</b>
<b>Total Equity</b>	<b>906,397.63</b>	<b>918,618.65</b>	<b>(12,221.02)</b>	<b>-1.33%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,225,952.03</b>	<b>1,251,453.06</b>	<b>(25,501.03)</b>	<b>-2.04%</b>



**Standard Statement of Operations - Jan-Dec 2017**  
**Budget vs. Actual**

	Un- restricted Oct-17	Temp. Restricted	Total Oct 17	Total Jan- Oct 17 **	Budget Year to Date	Actual vs. Budget YTD	* Annual Budget 2017	2017 Budget Remaining
<b>Support and Revenue</b>								
20-Membership Dues	53,015		53,015	459,147	455,250	3,897	546,300	87,153
21-Donations **	6,463		6,463	273,370	195,333	78,037	234,400	(38,970)
22-Recurring Gifts	29,284		29,284	302,243	300,000	2,243	360,000	57,757
23-Board/ED Solicitation MajorGifts	25		25	53,613	45,833	7,779	55,000	1,387
24-Convention Revenue	0		0	0	0	0	0	0
25-Project Program Revenue	1,475	4,000	5,475	82,388	53,333	29,054	64,000	(18,388)
26-Brand Dev / Political Materials ***	3,316		3,316	53,289	66,667	(13,378)	80,000	26,711
27-Ballot Access & Related Donations	6,853		6,853	127,687	125,000	2,687	150,000	22,314
28-Membership Communication	0		0	6,219	7,917	(1,697)	9,500	3,281
29-Other Revenue	0		0	409	0	409	0	(409)
<b>Total Support and Revenue</b>	<b>100,431</b>	<b>4,000</b>	<b>104,431</b>	<b>1,358,365</b>	<b>1,249,333</b>	<b>109,032</b>	<b>1,499,200</b>	<b>140,835</b>
<b>Cost of Support and Revenue</b>								
32-Fundraising Costs	11,986		11,986	153,177	140,917	12,260	169,100	15,923
33-Membership Fundraising Costs	12,696		12,696	149,254	181,000	(31,746)	217,200	67,946
35-Convention	0		0	0	0	0	0	0
36-Ballot Access Fundraising Exp	0		0	9,732	21,500	(11,768)	25,800	16,068
37-Building Fundraising Exp	0		0	101	750	(649)	900	799
<b>Total Cost of Support and Revenue</b>	<b>24,682</b>	<b>0</b>	<b>24,682</b>	<b>312,264</b>	<b>344,167</b>	<b>(31,903)</b>	<b>413,000</b>	<b>100,736</b>
<b>Net Support Available for Programs</b>	<b>75,749</b>	<b>4,000</b>	<b>79,749</b>	<b>1,046,101</b>	<b>905,167</b>	<b>140,934</b>	<b>1,086,200</b>	<b>40,099</b>
<b>Program Expense</b>								
40-Administrative Costs	28,060		28,060	294,336	285,250	9,086	342,300	47,964
45-Compensation	41,680		41,680	415,197	430,167	(14,970)	516,200	101,003
50-Affiliate Support	5,917		5,917	45,582	37,500	8,082	45,000	(582)
55-Brand Dev / Political Materials ***	7,354		7,354	65,597	66,667	(1,069)	80,000	14,403
58-Campus Outreach	0		0	750	833	(83)	1,000	250
60-Candidate, Campaign & Initiatives	0		0	10,000	26,667	(16,667)	32,000	22,000
70-Ballot Access VR & Related Exp	3,818		3,818	122,918	191,250	(68,332)	229,500	106,582
75-Litigation	475		475	233	5,000	(4,767)	6,000	5,767
80-Media	596		596	1,916	17,167	(15,251)	20,600	18,684
85-Member Communication	63		63	50,964	69,000	(18,036)	82,800	31,836
88-Outreach	500		500	6,027	4,750	1,277	5,700	(327)
90-Project Program Other	3,508		3,508	9,080	8,333	747	10,000	920
<b>Total Program Expense</b>	<b>91,970</b>	<b>0</b>	<b>91,970</b>	<b>1,022,602</b>	<b>1,142,583</b>	<b>(119,981)</b>	<b>1,371,100</b>	<b>348,498</b>
<b>Total Net Operating Surplus (or Deficit)</b>	<b>(16,221)</b>	<b>4,000</b>	<b>(12,221)</b>	<b>23,498</b>	<b>(237,417)</b>	<b>260,915</b>	<b>(284,900)</b>	<b>(308,398)</b>
<b>Unrestricted Net Operating Surplus (or Deficit)</b>			<b>(16,221)</b>	<b>(12,943)</b>			<b>(19,814)</b>	

\* Annual Total Budget has been updated to reflect amendments from various Mail Ballots & LNC Meeting

\*\* June-17 includes bequest for \$111,863.52

\*\*\* Adjustment made for Branding Motion assuming it passes 11/14

## Statement of Operations - 2017 v. 2015 Comparision

### Statement of Ops YTD 17 v 15

	Oct-17	Oct-15	Diff 17 v 15	Jan - Dec 17	Jan -Dec 15	Diff 17 v 15
<b>Support and Revenue</b>						
20-Membership Dues	53,015	32,165	20,850	459,147	306,847	152,300
21-Donations	6,463	19,487	-13,024	273,370	361,806	-88,436
22-Recurring Gifts	29,284	26,604	2,680	302,243	273,586	28,657
23-BoardSolicitation MajorGifts	25	0	25	53,613	53,400	213
24-Convention Revenue	0	0	0	0	0	0
25-Project Program Revenue	5,475	2,275	3,200	82,388	23,206	59,182
26-Brand Dev / Pol Materials Rev	3,316	1,082	2,234	53,289	24,833	28,456
27-Ball of Access Donations	6,853	375	6,478	127,687	102,767	24,920
28-Publications Materials Other	0	700	-700	6,219	3,870	2,349
29-Other Revenue	0	0	0	409	0	409
<b>Total Support and Revenue</b>	<b>104,431</b>	<b>82,688</b>	<b>21,743</b>	<b>1,358,365</b>	<b>1,150,315</b>	<b>208,050</b>
<b>Cost of Support and Revenue</b>						
32-Fundraising Costs	11,986	9,021	2,965	153,177	84,508	68,669
33-Membership Fundraising Costs	12,696	8,680	4,016	149,254	74,883	74,371
35-Convention	0	0	0	0	0	0
36-Ball of Access Fundraising Exp	0	0	0	9,732	14,297	-4,565
37-Building Fundraising Exp	0	0	0	101	81	20
<b>Total Cost of Support and Revenue</b>	<b>24,682</b>	<b>17,701</b>	<b>6,981</b>	<b>312,264</b>	<b>173,769</b>	<b>138,495</b>
<b>Net Support Available for Programs</b>	<b>79,749</b>	<b>64,987</b>	<b>14,762</b>	<b>1,046,101</b>	<b>976,546</b>	<b>69,555</b>
<b>Program Expense</b>						
40-Administrative Costs	28,060	18,510	9,550	294,336	185,673	108,663
45-Compensation	41,680	34,803	6,877	415,197	359,522	55,675
50-Affiliate Support	5,917	2,800	3,117	45,582	13,129	32,453
55-Brand Dev / Pol Materials	7,354	4,322	3,032	65,597	28,817	36,780
58-Campus Outreach	0	0	0	750	732	18
60-Candidate, Campaign & Initiatives	0	4,827	-4,827	10,000	6,191	3,809
70-Ball of Access Petitioning Related Exp	3,818	10,344	-6,527	122,918	57,588	65,330
75-Litigation	475	0	475	233	0	233
80-Media	596	10	586	1,916	120	1,796
85-Member Communication	63	0	63	50,964	26,939	24,025
88-Outreach	500	106	394	6,027	4,541	1,486
90-Project Program Other	3,508	0	3,508	9,080	5,100	3,980
<b>Total Program Expense</b>	<b>91,970</b>	<b>75,722</b>	<b>16,248</b>	<b>1,022,602</b>	<b>688,352</b>	<b>334,250</b>
<b>Net Operating Surplus (or Deficit)</b>	<b>-12,221</b>	<b>-10,735</b>	<b>-1,486</b>	<b>23,498</b>	<b>288,194</b>	<b>-264,696</b>

**P&L Acct Detail w-Funct Alloc of Exps Last Month Plus YTD**  
**January through October 2017**

	<b>Oct 17</b>	<b>TOTAL</b>
<b>Revenue</b>		
<b>4000 · General Fundraising</b>		
<b>4010 · Direct Mail Fundraising</b>		
4010-10 · DM - House Fundraising General	5,172.40	74,996.64
4010-11 · DM - House Fundraising Renewal	2,165.00	11,838.00
4010-12 · DM - House Fundraising NewDonor	30.00	820.00
4010-20 · DM - Donor Renewal	17,380.00	123,797.73
4010-30 · DM - New Donor Prospecting	175.00	17,361.07
<b>Total 4010 · Direct Mail Fundraising</b>	24,922.40	228,813.44
<b>4020 · Direct Solicitation Major Donor</b>		
4020-10 · Board Soliicitation	25.00	5,492.76
4020-20 · Chair Solicitation	0.00	47,920.00
4020-30 · ED Solicitation	0.00	200.00
<b>Total 4020 · Direct Solicitation Major Donor</b>	25.00	53,612.76
<b>4030 · Online Contributions - Web</b>		
4030-10 · Online Cont - General	815.36	18,013.98
4030-20 · Online Cont - Donor Renewal	18,920.00	159,129.74
4030-30 · Online Cont - New Donor Prosp	13,905.00	130,316.23
<b>Total 4030 · Online Contributions - Web</b>	33,640.36	307,459.95
<b>4040 · Tele Fundraising - Phone Bank</b>		
4040-10 · Tele Fund - General	500.00	761.00
4040-20 · Tele Fund - Donor Renewal	390.00	15,459.00
4040-30 · Tele Fund - New Donor Prosp	50.00	425.00
<b>Total 4040 · Tele Fundraising - Phone Bank</b>	940.00	16,645.00
4080 · Recurring Contrib - Pledge	29,284.42	302,243.36
4085 · Bequests	0.00	111,863.52
4090 · Ballot Access / Voter Reg	6,853.35	127,686.50
<b>Total 4000 · General Fundraising</b>	95,665.53	1,148,324.53
<b>4100 · Project Revenue</b>		
4108 · Building Fund	4,000.00	67,987.65
4111 · Legal Offense Fund	0.00	500.00
<b>Total 4100 · Project Revenue</b>	4,000.00	68,487.65
<b>4200 · Events and Conventions</b>		
4200-20 · Other Events	0.00	67,860.00
<b>Total 4200 · Events and Conventions</b>	0.00	67,860.00
<b>4300 · Program Revenue</b>		
4310 · Affiliate Development	1,210.00	2,680.00
4340 · LP News	0.00	6,219.49
4375 · Brand / Political Materials	3,315.60	53,289.16
4395 · LPedia Historical Preservation	265.00	11,220.00
<b>Total 4300 · Program Revenue</b>	4,790.60	73,408.65
4600 · Refunds of Contributions	(25.00)	(125.00)
<b>4700 · Other Receipts</b>		
4710 · Interest & Dividends	0.00	409.20
<b>Total 4700 · Other Receipts</b>	0.00	409.20
<b>Total Revenue</b>	104,431.13	1,358,365.03

Expense	Oct 17	TOTAL
<b>7000 - General Fundraising Expense</b>		
<b>7010 - Direct Mail Fundraising Exp</b>		
7010-10 - DM - House General Expense	8,147.61	78,739.31
7010-20 - DM - Donor Renewal Expense	8,193.28	71,961.92
7010-30 - DM - New Donor Prospecting Exp	1,712.55	59,776.65
Total 7010 - Direct Mail Fundraising Exp	18,053.44	210,477.88
<b>7020 - Direct Sol Major Donor Expense</b>		
7020-10 - Board Solicitation Expense	0.00	15,702.16
Total 7020 - Direct Sol Major Donor Expense	0.00	15,702.16
<b>7030 - Online Contributions Exp - Web</b>		
7030-20 - Online Cont Exp - Donor Renewal	878.49	1,478.53
7030-30 - Online Cont Exp - New Donor	1,359.26	9,121.34
Total 7030 - Online Contributions Exp - Web	2,237.75	10,599.87
<b>7040 - Tele Fundraising Expense</b>		
7040-20 - Tele Fund Exp - Donor Renewal	552.50	6,915.50
Total 7040 - Tele Fundraising Expense	552.50	6,915.50
7080 - Recurring Contrib - Pledge	701.04	18,677.98
7085 - Building Fund Fundraising Exp	0.00	100.98
7090 - Ballot Access Fundraising Exp	0.00	9,732.47
7095 - Credit Card Prc Fees	3,137.33	39,000.36
7099 - Gen Fundraising Staff Salary	3,050.30	30,250.08
Total 7000 - General Fundraising Expense	27,732.36	341,457.28
<b>7100 - Project-Related Expenses</b>		
<b>7106 - Campus Outreach Project</b>		
7106-10 - Campus Outreach General	0.00	750.00
7106-20 - Campus Outreach Staff Salary	0.00	967.72
Total 7106 - Campus Outreach Project	0.00	1,717.72
7111 - Legal Offense Fund	0.00	739.44
Total 7100 - Project-Related Expenses	0.00	2,457.16
<b>7200 - Events and Conventions Exp</b>		
7200-30 - Other Events	0.00	1,056.89
7200-40 - Events & Conv Staff Salary	150.01	3,689.06
Total 7200 - Events and Conventions Exp	150.01	4,745.95
<b>7300 - Program-Related Expenses</b>		
<b>7310 - Affiliate Support</b>		
7310-10 - Affiliate Development & Support	5,916.80	45,582.39
7310-20 - Affiliate Support Staff Salary	150.01	4,684.91
Total 7310 - Affiliate Support	6,066.81	50,267.30
<b>7320 - Outreach - PR &amp; Marketing</b>		
7320-10 - Outreach PR & Marketing General	500.00	6,027.33
7320-20 - Outreach PR Mrktng Staff Salary	1,600.16	10,619.75
Total 7320 - Outreach - PR & Marketing	2,100.16	16,647.08
<b>7330 - Media Relations</b>		
7330-10 - Media Relations General	596.00	1,916.03
7330-20 - Media Relations Staff Salary	100.01	1,604.18
Total 7330 - Media Relations	696.01	3,520.21
<b>7340 - Membership Communications</b>		
7340-10 - LP News	63.33	50,964.03
7340-20 - Mem Comm & Support Staff Salary	8,900.88	94,290.87
Total 7340 - Membership Communications	8,964.21	145,254.90
<b>7360 - Campaign Support &amp; Initiatives</b>		
7360-40 - Campaign/Candidate Suprt/Traing	0.00	10,000.00
7360-60 - Camp/Cand Support -Staff Salary	250.02	8,795.23
Total 7360 - Campaign Support & Initiatives	250.02	18,795.23
<b>7375 - Brand Development</b>		
7375-10 - Brand / Political Materials	7,353.78	65,597.37
7375-20 - Brand Development Staff Salary	1,200.12	11,181.15
Total 7375 - Brand Development	8,553.90	76,778.52
<b>7380 - Ballot Access - Other Related</b>		
7380-10 - Ballot Access Petitioning Exp.	3,817.50	122,918.26
7380-30 - Ballot Access Legal	0.00	(574.58)
7380-60 - B/A & Petitioning Staff Salary	350.03	6,358.23
Total 7380 - Ballot Access - Other Related	4,167.53	128,701.91
7395 - LPedia Historical Preservation	3,507.94	8,340.88
Total 7300 - Program-Related Expenses	34,306.58	448,306.03

<b>8000 - Salary &amp; Related Expense</b>	<b>Oct 17</b>	<b>TOTAL</b>
8005 - Salary Bonus Sick & Vac (Admn)	8,094.11	75,634.58
8010 - Hourly Wages (Admin Portion)	1,056.79	12,467.21
8015 - Contract & Paid Internships	13,361.47	97,607.47
8020 - Employer Cont to P/R Tax	1,627.49	18,951.42
8030 - Employer Cont to 401K & Adm	574.84	7,970.07
8040 - Fed & State Unemployment	0.00	1,462.82
8060 - Health Insurance	867.02	24,418.12
8065 - Workers Comp Insurance	0.00	975.00
8070 - Other Bens, Gdwill & Training	0.00	147.76
8080 - Payroll Service Fees	246.76	1,861.24
<b>Total 8000 - Salary &amp; Related Expense</b>	<b>25,828.48</b>	<b>241,495.69</b>
<b>8100 - Admin &amp; Overhead Expense</b>		
8110 - Ofc Supplies & Non Cap Equipt	491.95	6,382.00
8120 - Telephone & Data Services	2,253.99	12,237.30
8125 - Equipment Leases & Maint.	797.10	7,799.31
8130 - Postage & Shipping	618.54	10,076.04
8140 - Travel, Meeting, & Meals Exp	2,318.89	17,576.77
8160 - Insurance - D/O Cyber - Other	0.00	6,919.00
8170 - Occupancy Expenses		
8170-10 - Mortgage Interest Expense	1,006.41	10,953.29
8170-20 - Utilities Expense	642.77	4,664.59
8170-30 - Property Taxes, Fees & Permits	776.01	7,760.13
8170-40 - Maintenance, Cleaning & Repairs	1,026.62	8,756.08
8170-50 - Property / GL Insurance	0.00	425.90
8170-60 - Assc Fees, Rent & Storage	518.00	5,470.02
<b>Total 8170 - Occupancy Expenses</b>	<b>3,969.81</b>	<b>38,030.01</b>
8180 - Printing & Copying	13.95	5,773.00
8190 - Software, Hardware & Other IT	8,317.87	87,960.39
8195 - Other Expenses & Bank Fees	1,222.47	5,861.08
<b>Total 8100 - Admin &amp; Overhead Expense</b>	<b>20,004.57</b>	<b>198,614.90</b>
<b>8200 - Professional Services</b>		
8210 - Legal		
8210-10 - Legal - General	4,500.00	45,166.95
8210-20 - Legal - Proactive	474.70	808.03
8210-30 - Litigation-Lobbing Staff Salary	100.01	1,260.19
<b>Total 8210 - Legal</b>	<b>5,074.71</b>	<b>47,235.17</b>
8220 - Accounting	0.00	15,000.00
8230 - FEC Filing & Consulting	1,500.00	15,000.00
<b>Total 8200 - Professional Services</b>	<b>6,574.71</b>	<b>77,235.17</b>
<b>8300 - Depreciation Expense</b>	<b>2,055.44</b>	<b>20,554.40</b>
<b>Total Expense</b>	<b>116,652.15</b>	<b>1,334,866.58</b>
<b>Net Revenue</b>	<b>(12,221.02)</b>	<b>23,498.45</b>

# Balance Sheet Current vs Prior Month

As of October 31, 2017

	Oct 31, 17	Sep 30, 17	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>11 - Cash</b>				
111U - PNC Check Acct 1 (Unrestricted)	74,676.02	77,073.54	(2,397.52)	(3.11%)
112U - BBT Check Acct 1 (Unrestricted)	7,087.35	30,232.12	(23,144.77)	(76.56%)
113R - PNC Check Acct 2 (Restricted)	37,820.72	31,486.74	6,333.98	20.12%
114R - BBT Chck Acct 2 (Restricted BF)	1,389.13	4,389.13	(3,000.00)	(68.35%)
<b>Total 11 - Cash</b>	<b>120,973.22</b>	<b>143,181.53</b>	<b>(22,208.31)</b>	<b>(15.51%)</b>
<b>Total Checking/Savings</b>	<b>120,973.22</b>	<b>143,181.53</b>	<b>(22,208.31)</b>	<b>(15.51%)</b>
<b>Other Current Assets</b>				
<b>13 - Other Current Collectables</b>				
130 - Bequests Expected - Current	33,900.00	34,400.00	(500.00)	(1.45%)
<b>Total 13 - Other Current Collectables</b>	<b>33,900.00</b>	<b>34,400.00</b>	<b>(500.00)</b>	<b>(1.45%)</b>
<b>16 - Prepaid Expenses</b>				
<b>161 - Bulk Mail Account</b>				
161-10 - Prepaid Bulk Mail VA	1,277.55	1,277.55	0.00	0.0%
161-20 - Prepaid Bulk Mail DC	505.56	505.56	0.00	0.0%
<b>Total 161 - Bulk Mail Account</b>	<b>1,783.11</b>	<b>1,783.11</b>	<b>0.00</b>	<b>0.0%</b>
165 - Prepaid Licenses	6,443.12	8,300.42	(1,857.30)	(22.38%)
166 - Prepaid Insurance	7,037.93	7,037.93	0.00	0.0%
<b>167 - Prepaid Convention</b>				
167-10 - Prepaid Convention General Exp	2,830.75	1,710.73	1,120.02	65.47%
167-20 - Prepaid Convention Travel/Other	1,500.00	1,500.00	0.00	0.0%
<b>Total 167 - Prepaid Convention</b>	<b>4,330.75</b>	<b>3,210.73</b>	<b>1,120.02</b>	<b>34.88%</b>
<b>Total 16 - Prepaid Expenses</b>	<b>19,594.91</b>	<b>20,332.19</b>	<b>(737.28)</b>	<b>(3.63%)</b>
<b>Total Other Current Assets</b>	<b>53,494.91</b>	<b>54,732.19</b>	<b>(1,237.28)</b>	<b>(2.26%)</b>
<b>Total Current Assets</b>	<b>174,468.13</b>	<b>197,913.72</b>	<b>(23,445.59)</b>	<b>(11.85%)</b>
<b>Fixed Assets</b>				
<b>17 - Fixed Assets</b>				
172 - Furniture & Fixtures	25,878.73	25,878.73	0.00	0.0%
173 - Office Equipment	4,365.98	4,365.98	0.00	0.0%
174 - Computer Hardware	22,801.27	22,801.27	0.00	0.0%
175 - Computer Software	84,645.15	84,645.15	0.00	0.0%
176 - Capital Lease Assets	32,961.61	32,961.61	0.00	0.0%
<b>177 - Office Building</b>				
177-10 - Physical Structure	477,119.00	477,119.00	0.00	0.0%
177-20 - Land	347,881.00	347,881.00	0.00	0.0%
<b>Total 177 - Office Building</b>	<b>825,000.00</b>	<b>825,000.00</b>	<b>0.00</b>	<b>0.0%</b>
178 - Ofc Imprmnt Acq & Capt Expense	51,451.11	51,451.11	0.00	0.0%
179 - Accumulated Depreciation	(205,394.47)	(203,339.03)	(2,055.44)	(1.01%)
<b>Total 17 - Fixed Assets</b>	<b>841,709.38</b>	<b>843,764.82</b>	<b>(2,055.44)</b>	<b>(0.24%)</b>
<b>Total Fixed Assets</b>	<b>841,709.38</b>	<b>843,764.82</b>	<b>(2,055.44)</b>	<b>(0.24%)</b>
<b>Other Assets</b>				
<b>18 - Non Current Collectables</b>				
180 - Bequests Expected - Non Current	209,774.52	209,774.52	0.00	0.0%
<b>Total 18 - Non Current Collectables</b>	<b>209,774.52</b>	<b>209,774.52</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Assets</b>	<b>209,774.52</b>	<b>209,774.52</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>1,225,952.03</b>	<b>1,251,453.06</b>	<b>(25,501.03)</b>	<b>(2.04%)</b>

LIABILITIES & EQUITY	Oct 31, 17	Sep 30, 17	\$ Change	% Change
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
21 · Accounts Payable	0.00	(216.00)	216.00	100.0%
<b>Total Accounts Payable</b>	0.00	(216.00)	216.00	100.0%
<b>Other Current Liabilities</b>				
24 · Accrued Expenses				
241 · Accrued Payroll	14,616.00	12,272.49	2,343.51	19.1%
242 · Accrued Vacation	21,962.00	21,352.00	610.00	2.86%
245 · Accrued Real Estate Tax	(1,552.05)	2,328.03	(3,880.08)	(166.67%)
<b>Total 24 · Accrued Expenses</b>	35,025.95	35,952.52	(926.57)	(2.58%)
25 · Accrued Payroll Taxes				
251 · Payroll Tax Liabilities	(3,950.98)	0.00	(3,950.98)	(100.0%)
253 · Direct Deposit Liabilities	(7,178.66)	0.00	(7,178.66)	(100.0%)
<b>Total 25 · Accrued Payroll Taxes</b>	(11,129.64)	0.00	(11,129.64)	(100.0%)
27 · Deferred Liabilities				
272 · Deferred Convention Revenue	38,186.95	30,732.95	7,454.00	24.25%
<b>Total 27 · Deferred Liabilities</b>	38,186.95	30,732.95	7,454.00	24.25%
<b>Total Other Current Liabilities</b>	62,083.26	66,685.47	(4,602.21)	(6.9%)
<b>Total Current Liabilities</b>	62,083.26	66,469.47	(4,386.21)	(6.6%)
<b>Long Term Liabilities</b>				
28 · Long Term Liabilities				
281 · Capital Lease - Postage Machine	2,664.93	2,664.93	0.00	0.0%
282 · Capital Lease - Copier	14,692.31	14,692.31	0.00	0.0%
<b>Total 28 · Long Term Liabilities</b>	17,357.24	17,357.24	0.00	0.0%
29 · Loans & Mortgages (Principal)	240,113.90	249,007.70	(8,893.80)	(3.57%)
<b>Total Long Term Liabilities</b>	257,471.14	266,364.94	(8,893.80)	(3.34%)
<b>Total Liabilities</b>	319,554.40	332,834.41	(13,280.01)	(3.99%)
<b>Equity</b>				
31 · General Operating	879,045.53	876,045.53	3,000.00	0.34%
32 · Temp. Restricted Balances				
3204 · Fund - Campus	1,805.41	1,805.41	0.00	0.0%
3210 · Fund - Building	1,389.13	4,389.13	(3,000.00)	(68.35%)
3213 · Fund - Legal Offense Fund	659.11	659.11	0.00	0.0%
<b>Total 32 · Temp. Restricted Balances</b>	3,853.65	6,853.65	(3,000.00)	(43.77%)
<b>Net Revenue</b>	23,498.45	35,719.47	(12,221.02)	(34.21%)
<b>Total Equity</b>	906,397.63	918,618.65	(12,221.02)	(1.33%)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,225,952.03</b>	<b>1,251,453.06</b>	<b>(25,501.03)</b>	<b>(2.04%)</b>

# Statement of Cash Flows

October 2017

	Oct 17	Jan - Oct 17
<b>OPERATING ACTIVITIES</b>		
Net Revenue	(12,221.02)	23,498.45
Adjustments to reconcile Net Income to net cash provided by operations:		
130 · Bequests Expected - Current	500.00	0.00
161-10 · Prepaid Bulk Mail VA	0.00	(355.68)
165 · Prepaid Licenses	1,857.30	5,742.98
167-10 · Prepaid Convention General Exp	(1,120.02)	(2,830.75)
168 · Prepaid Rent	0.00	587.96
169 · Other Prepaid Expense	0.00	5,159.16
21 · Accounts Payable	216.00	0.00
241 · Accrued Payroll	2,343.51	3,161.19
242 · Accrued Vacation	610.00	(11,840.00)
244 · Other Accrued Expenses	0.00	(24,160.75)
245 · Accrued Real Estate Tax	(3,880.08)	(1,552.05)
251 · Payroll Tax Liabilities	(3,950.98)	(3,950.98)
253 · Direct Deposit Liabilities	(7,178.66)	(7,178.66)
272 · Deferred Convention Revenue	7,454.00	38,186.95
Net cash provided by Operating Activities	(15,369.95)	24,467.82
<b>INVESTING ACTIVITIES</b>		
179 · Accumulated Depreciation	2,055.44	20,554.40
180 · Bequests Expected - Non Current	0.00	(76,851.56)
Net cash provided by Investing Activities	2,055.44	(56,297.16)
<b>FINANCING ACTIVITIES</b>		
29 · Loans & Mortgages (Principal)	(8,893.80)	(87,048.81)
31 · General Operating	3,000.00	2,001.79
3204 · Fund - Campus	0.00	(750.00)
3210 · Fund - Building	(3,000.00)	(1,012.35)
3211 · Fund - Radio Ad Project	0.00	(348.55)
3213 · Fund - Legal Offense Fund	0.00	109.11
Net cash provided by Financing Activities	(8,893.80)	(87,048.81)
Net cash increase for period	(22,208.31)	(118,878.15)
Cash at beginning of period	143,181.53	239,851.37
Cash at end of period	120,973.22	120,973.22



**RELATED PARTY TRANSACTIONS AS OF: 10/31/2017**

Related Party Donations	Mem Expires / BSM Expires	MTD Contributions	YTD Contributions	Lifetime Giving (Since 1990)	Liberty Pledge Club
Starchild	04/08/18 - 03/28/18	\$ -	\$ 25.00	\$ 3,340.00	
Ms. Erin Adams	12/31/17 - 11/02/18	\$ 419.00	\$ 806.00	\$ 961.70	Yes
Mr. Danny Bedwell **	06/06/18 - 05/17/18	\$ -	\$ 25.00	\$ 1,504.00	
Ms. Whitney Bilyeu	12/31/17 - 11/01/18	\$ 100.00	\$ 1,120.00	\$ 1,814.00	Yes
Mr. Brett Bittner	12/31/17 - 08/21/18	\$ -	\$ 239.99	\$ 1,490.95	
Mr. David Pratt Demarest	Life Member	\$ 300.00	\$ 2,610.00	\$ 6,840.47	Yes
Ms. Ruth Demarest *	02/23/18 - 12/29/17	\$ -	\$ -	\$ 100.00	
Mr. Sam Goldstein	12/31/17 - 11/01/18	\$ 140.00	\$ 810.00	\$ 5,395.45	Yes
Mr. Kevin Hagan *	02/22/17 - 02/22/17	\$ -	\$ -	\$ 308.00	
Mr. Timothy Hagan	Life Member	\$ 30.00	\$ 405.00	\$ 8,686.82	Yes
Ms. Caryn Ann Harlos	Life Member	\$ 25.00	\$ 1,680.00	\$ 3,354.09	
Mr. Daniel Hayes	Life Member	\$ 325.00	\$ 5,040.00	\$ 9,104.00	Yes
Mr. Jeffery Hewitt	Life Member	\$ -	\$ 1,625.00	\$ 2,099.00	
Mr. Joshua Katz	06/20/18 - 08/21/18	\$ -	\$ 75.00	\$ 1,018.00	
Dr. James Lark	Life Member	\$ 30.00	\$ 105.00	\$ 76,883.30	Yes
Mr. Edward Marsh	Life Member	\$ -	\$ 500.00	\$ 5,526.00	
Ms. Alicia Mattson	Life Member	\$ -	\$ -	\$ 4,310.00	
Mr. Patrick McKnight	03/29/18 - 02/26/18	\$ -	\$ 350.00	\$ 2,391.75	
Mr. Kenneth Moellman	12/31/17 - 08/06/18	\$ -	\$ 80.00	\$ 1,014.00	Yes
Mr. Steven Nekhaila	01/28/18 - 08/21/18	\$ -	\$ 425.00	\$ 1,234.00	
Mr. Steven Nielson	12/23/17 - 12/23/17	\$ -	\$ -	\$ 75.00	
Mr. Sean O'Toole	Life Member	\$ 200.00	\$ 2,250.00	\$ 14,397.00	Yes
Mr. William Redpath	Life Member	\$ 399.00	\$ 13,683.72	\$ 117,229.00	
Mr. Nicholas Sarwark	Life Member	\$ 40.00	\$ 320.00	\$ 5,099.00	Yes
Mr. Frank Sarwark *	10/31/17 - 10/31/17	\$ -	\$ -	\$ 3,436.00	
Ms. Valerie Sarwark *	07/14/18 - 08/16/18	\$ -	\$ 62.00	\$ 432.00	
Mr. Larry Sharpe	Life Member	\$ 50.00	\$ 525.00	\$ 3,979.00	Yes
Mr. Trent Somes	01/06/18 - 01/12/18	\$ -	\$ 186.00	\$ 664.99	
Dr. Cisse Spragins *	Life Member	\$ 50.00	\$ 5,750.00	\$ 18,519.71	Yes
Mr. Aaron Starr	Life Member	\$ -	\$ -	\$ 20,725.00	
Mr. Arvin Vohra	11/01/18 - 08/21/18	\$ -	\$ 100.00	\$ 1,343.00	
Total Contributions:		\$ 2,108.00	\$ 38,797.71	\$ 323,275.23	

\* Non LNC Member disclosed related party ^^ Thru 05/17 only

Related Party Disbursements	Memo	MTD Disbursements	YTD Disbursements
Arkansas Libertarian Party	Ballot Access	\$ -	\$ 19,786.00
Ms. Caryn Ann Harlos	Reimbursed Expense	\$ -	\$ 1,763.50
LSLA	State Chairs Conference	\$ -	\$ 198.00
Mr. Nicholas Sarwark	Reimbursed Expense	\$ 1,833.28	\$ 5,267.87
Mr. Arvin Vohra	Reimbursed Expense	\$ -	\$ 361.00
Total Disbursements:		\$ 1,833.28	\$ 27,376.37

**CHAIR'S DISCRETIONARY TRANSACTIONS AS OF: 10/31/2017**

Chair	Memo	Disbursements	Disbursements
Mr. Nicholas Sarwark	None yet	\$ -	\$ -

# Libertarian National Committee - Membership Report

"Donor" Totals - Nov-17

## 4 Year & 12 Month Comparison

	Dec-13	Dec-14	Dec-15	Dec-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17
Active w-MEM	13670	12053	11184	18592	18564	18592	18908	18715	18334	17843	16652	16065	15110	14321	14411	14319	14422
Active w/out MEM	967	747	509	1814	1822	1814	1806	1838	1862	1829	1655	1424	1185	710	581	550	557
<b>Total Active Donors</b>	<b>14637</b>	<b>12800</b>	<b>11693</b>	<b>20406</b>	<b>20386</b>	<b>20406</b>	<b>20714</b>	<b>20553</b>	<b>20196</b>	<b>19672</b>	<b>18307</b>	<b>17489</b>	<b>16295</b>	<b>15031</b>	<b>14992</b>	<b>14869</b>	<b>14979</b>
<b>Percent Change</b>	<b>-2.05%</b>	<b>-12.55%</b>	<b>-8.65%</b>	<b>74.51%</b>	<b>1.07%</b>	<b>0.10%</b>	<b>1.51%</b>	<b>-0.78%</b>	<b>-1.74%</b>	<b>-2.59%</b>	<b>-6.94%</b>	<b>-4.47%</b>	<b>-6.83%</b>	<b>-7.76%</b>	<b>-0.26%</b>	<b>-0.82%</b>	<b>0.74%</b>
Lapsed/Drop MEM	1245	1733	909	1016	589	1016	672	831	1533	1314	1995	1844	1626	1659	886	1122	837
Lapse w/out MEM	82	203	30	27	29	27	25	34	32	50	206	270	254	499	166	64	24
<b>Lapsed/Drop Total</b>	<b>1327</b>	<b>1936</b>	<b>939</b>	<b>1043</b>	<b>618</b>	<b>1043</b>	<b>697</b>	<b>865</b>	<b>1565</b>	<b>1364</b>	<b>2201</b>	<b>2114</b>	<b>1880</b>	<b>2158</b>	<b>1052</b>	<b>1186</b>	<b>861</b>
<b>Percent Change</b>					<b>-21.77%</b>	<b>68.77%</b>	<b>-33.17%</b>	<b>24.10%</b>	<b>80.92%</b>	<b>-12.84%</b>	<b>61.36%</b>	<b>-3.95%</b>	<b>-11.07%</b>	<b>14.79%</b>	<b>-51.25%</b>	<b>12.74%</b>	<b>-27.40%</b>
New Donors w-MEM	267	110	103	321	485	321	481	299	386	262	307	428	354	289	297	313	322
New w/out MEM	168	6	6	11	22	11	14	13	47	14	27	21	7	10	14	13	18
<b>New Total</b>	<b>435</b>	<b>116</b>	<b>109</b>	<b>332</b>	<b>507</b>	<b>332</b>	<b>495</b>	<b>312</b>	<b>433</b>	<b>276</b>	<b>334</b>	<b>449</b>	<b>361</b>	<b>299</b>	<b>311</b>	<b>326</b>	<b>340</b>
<b>Percent Change</b>					<b>-12.28%</b>	<b>-34.52%</b>	<b>49.10%</b>	<b>-36.97%</b>	<b>38.78%</b>	<b>-36.26%</b>	<b>21.01%</b>	<b>34.43%</b>	<b>-19.60%</b>	<b>-17.17%</b>	<b>4.01%</b>	<b>4.82%</b>	<b>4.29%</b>
Renewed w-MEM	966	729	792	723	341	723	507	339	766	561	497	829	317	581	679	717	618
Renewed w/out MEM	55	14	20	8	-14	8	3	53	9	3	5	18	8	14	23	20	13 *
<b>Total Renewals</b>	<b>1021</b>	<b>743</b>	<b>812</b>	<b>731</b>	<b>327</b>	<b>731</b>	<b>510</b>	<b>392</b>	<b>775</b>	<b>564</b>	<b>502</b>	<b>847</b>	<b>325</b>	<b>595</b>	<b>702</b>	<b>737</b>	<b>631</b>
<b>Percent Change</b>					<b>-45.86%</b>	<b>123.55%</b>	<b>-30.23%</b>	<b>-23.14%</b>	<b>97.70%</b>	<b>-27.23%</b>	<b>-10.99%</b>	<b>68.73%</b>	<b>-61.63%</b>	<b>83.08%</b>	<b>17.98%</b>	<b>4.99%</b>	<b>-14.38%</b>
<b>Total "MEM"</b>	<b>130507</b>	<b>133400</b>	<b>135197</b>	<b>145814</b>	<b>145455</b>	<b>145814</b>	<b>146350</b>	<b>146869</b>	<b>147222</b>	<b>136069</b>	<b>136362</b>	<b>136819</b>	<b>137174</b>	<b>137451</b>	<b>137779</b>	<b>138083</b>	<b>138363</b>
<b>Percent Change</b>	<b>2.84%</b>	<b>2.22%</b>	<b>1.35%</b>	<b>7.85%</b>	<b>0.52%</b>	<b>0.25%</b>	<b>0.37%</b>	<b>0.35%</b>	<b>0.24%</b>	<b>-7.58%</b>	<b>0.22%</b>	<b>0.34%</b>	<b>0.26%</b>	<b>0.20%</b>	<b>0.24%</b>	<b>0.22%</b>	<b>0.20%</b>
<b>Total "LIFETIME"</b>	<b>2295</b>	<b>2446</b>	<b>2458</b>	<b>2571</b>	<b>2566</b>	<b>2571</b>	<b>2574</b>	<b>2577</b>	<b>2580</b>	<b>2588</b>	<b>2596</b>	<b>2596</b>	<b>2603</b>	<b>2605</b>	<b>2610</b>	<b>2614</b>	<b>2614</b>
<b>Total "BSM"</b>	<b>13869</b>	<b>12526</b>	<b>11045</b>	<b>19003</b>	<b>18805</b>	<b>19003</b>	<b>19293</b>	<b>19152</b>	<b>18864</b>	<b>18399</b>	<b>17301</b>	<b>16622</b>	<b>15706</b>	<b>14700</b>	<b>14504</b>	<b>14426</b>	<b>14423</b>

## Last Year vs. This Year

	Nov-16	Nov-17	Change	12 Mo Ave	Active Donors w-MEM =	14422
Active w-MEM	18564	14422	-22.31%	16474	<u>Lapsed &amp; Zero Dues MEM =</u>	<u>123941</u>
Active w/out MEM	1822	557	-69.43%	1318	<u>Total "MEM" w-Signed Certificate =</u>	<u>138363</u>
<b>Total Active Donors</b>	<b>20386</b>	<b>14979</b>	<b>-26.52%</b>	<b>17792</b>	<u>Member Signed Certificate =</u>	<u>"MEM"</u>
Lapsed/Dropped	618	861	<b>39.32%</b>	1416	<u>Total "BSM" =</u>	<u>14423</u>
New Donors	507	340	<b>-32.94%</b>	356	<u>Bylaws Defined Sustaining Member =</u>	<u>"BSM"</u>
Renewals	327	631	<b>92.97%</b>	609		

\* Neg "sub" due to email push to convert Sub's to Mem's in Nov-16

Nov-17 MEMBERSHIP BY STATE --- ACTIVE AND NON ACTIVE

STATE	TOTAL "MEM"	ACTIVE "MEM"	ACTIVE "SUB"	TOTAL "ACTIVE"	TOTAL "BSM"
AK	701	82	1	83	86
AL	1817	207	8	215	203
AR	919	95	3	98	85
AZ	3244	319	14	333	325
CA	19434	1567	73	1640	1574
CO	3869	484	15	499	482
CT	1512	163	7	170	161
DC	382	37	2	39	39
DE	405	43	0	43	41
FL	8265	799	39	838	793
GA	5926	435	9	444	446
HI	547	56	4	60	55
IA	1068	144	2	146	139
ID	780	67	2	69	68
IL	4549	513	16	529	513
IN	3351	395	15	410	395
KS	1198	135	5	140	135
KY	1217	142	12	154	143
LA	1148	197	4	201	193
MA	2873	245	11	256	251
MD	2495	293	12	305	295
ME	803	62	4	66	65
MI	5295	479	14	493	478
MN	2071	204	6	210	213
MO	2362	256	11	267	254
MS	726	84	3	87	84

STATE	TOTAL "MEM"	ACTIVE "MEM"	ACTIVE "SUB"	TOTAL "ACTIVE"	TOTAL "BSM"
MT	557	76	4	80	72
NC	3441	376	17	393	374
ND	238	46	1	47	44
NE	652	89	2	91	82
NH	1427	174	6	180	172
NJ	3104	314	8	322	314
NM	1200	142	4	146	148
NV	1909	159	9	168	153
NY	5158	649	30	679	636
OH	5023	577	22	599	571
OK	1079	148	2	150	138
OR	2233	169	16	185	170
PA	6031	573	13	586	591
RI	310	32	0	32	32
SC	1908	236	4	240	231
SD	273	41	3	44	37
TN	2656	376	7	383	381
TX	9398	1095	43	1138	1104
UT	1198	97	6	103	92
VA	4916	643	20	663	662
VT	399	32	3	35	31
WA	4614	449	23	472	459
WI	2066	261	9	270	263
WV	606	60	1	61	57
WY	324	35	1	36	31
XX	686	70	11	81	62

SUSTAINING MEMBERSHIP STATE RANKINGS - "BSM"

State	Total BSM	Rank	State	Total BSM	Rank
CA	1574	1	OR	170	27
TX	1104	2	CT	161	28
FL	793	3	NV	153	29
VA	662	4	NM	148	30
NY	636	5	KY	143	31
PA	591	6	IA	139	32
OH	571	7	OK	138	33
IL	513	8	KS	135	34
CO	482	9	UT	92	35
MI	478	10	AK	86	36
WA	459	11	AR	85	37
GA	446	12	MS	84	38
IN	395	13	NE	82	39
TN	381	14	MT	72	40
NC	374	15	ID	68	41
AZ	325	16	ME	65	42
NJ	314	17	WV	57	43
MD	295	18	HI	55	44
WI	263	19	ND	44	45
MO	254	20	DE	41	46
MA	251	21	DC	39	47
SC	231	22	SD	37	48
MN	213	23	RI	32	49
AL	203	24	VT	31	50
LA	193	25	WY	31	51
NH	172	26	XX	62	52

	TOTAL "MEM"	ACTIVE "MEM"	ACTIVE "SUB"	TOTAL "ACTIVE"	TOTAL "BSM"
<b>TOTALS</b>	<b>138363</b>	<b>14422</b>	<b>557</b>	<b>14979</b>	<b>14423</b>

DEFINITIONS: MEM = Member Signed Certificate

Total MEM = Total # Constituents Per State w-Member Signed Certificate

ACTIVE MEM = Current Dues Paying or Lifetime Donor w-Signed Certificate

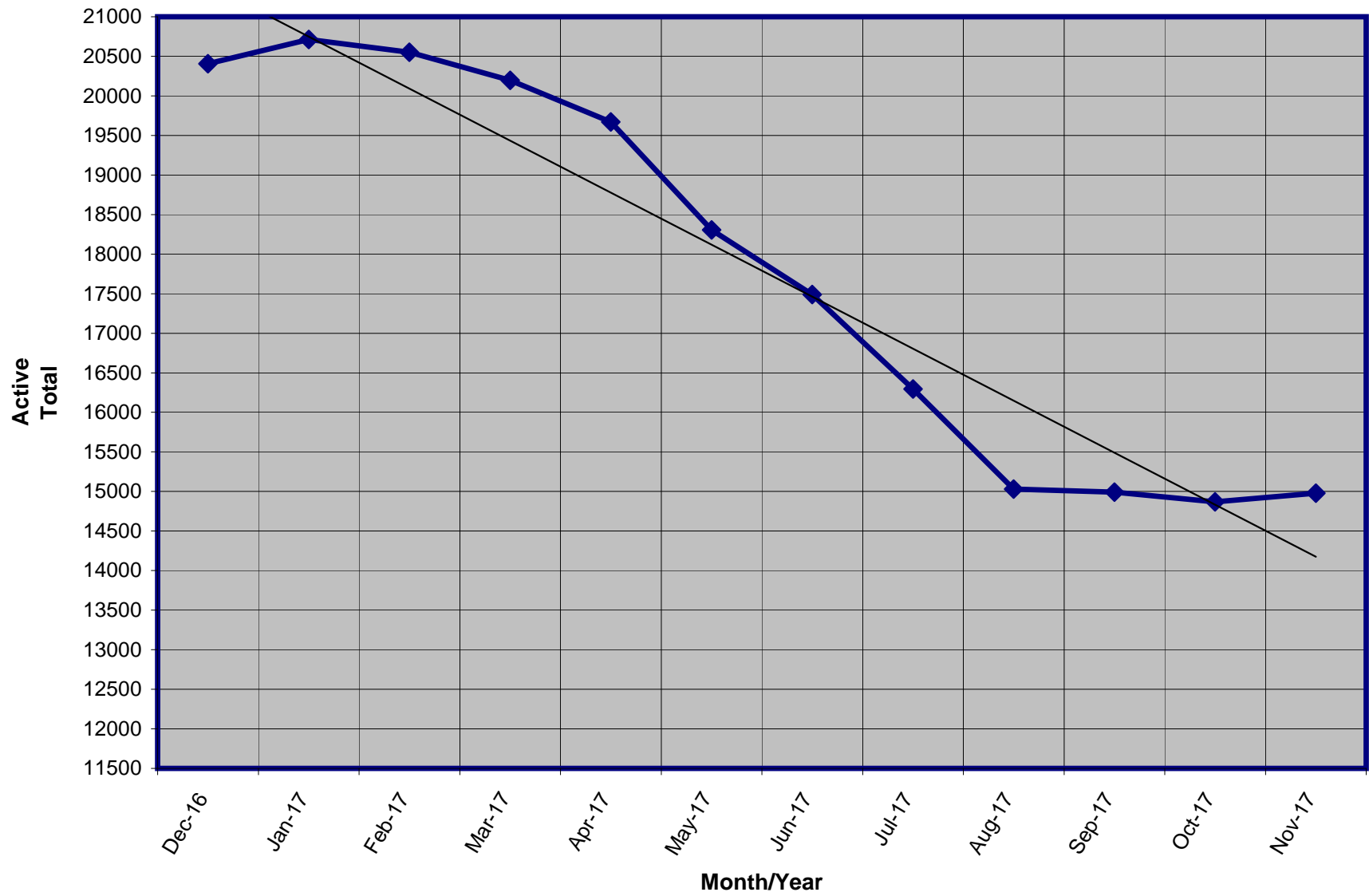
ACTIVE SUB (ACTIVE NON MEM) = Current Dues Paying or Lifetime Donors Who Have NOT Signed the Certificate (Formerly Called "Subscriber")

TOTAL ACTIVE = Current Dues Paying or Lifetime Donor

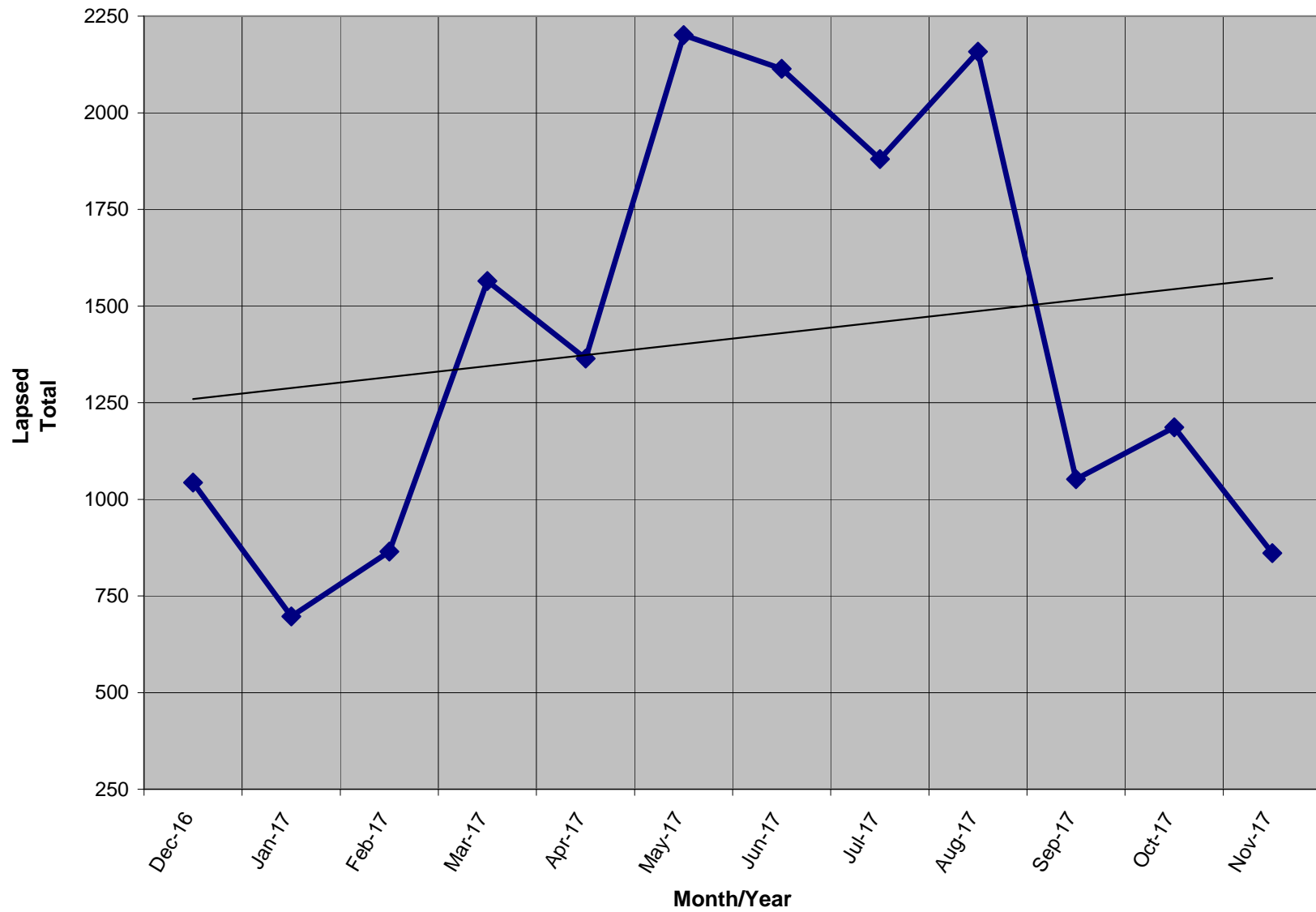
BSM = By Law Definition of "Sustaining Member" and number used for delegate count

(Art 5-3: "Sustaining member" is any Party member who has given at least \$25 to the Party in the prior twelve months, or who is a life member.)

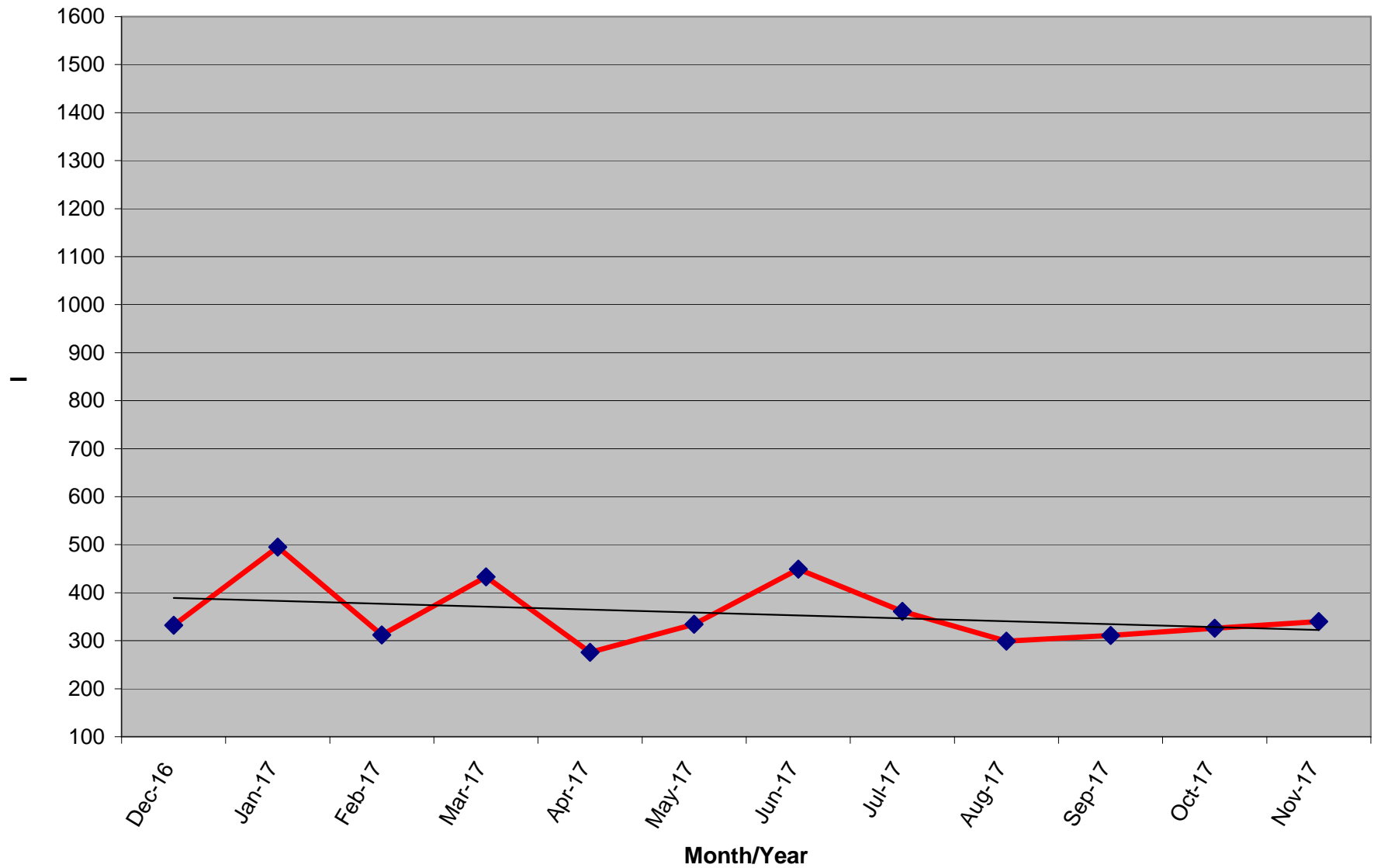
Active Donors - Past 12 Months



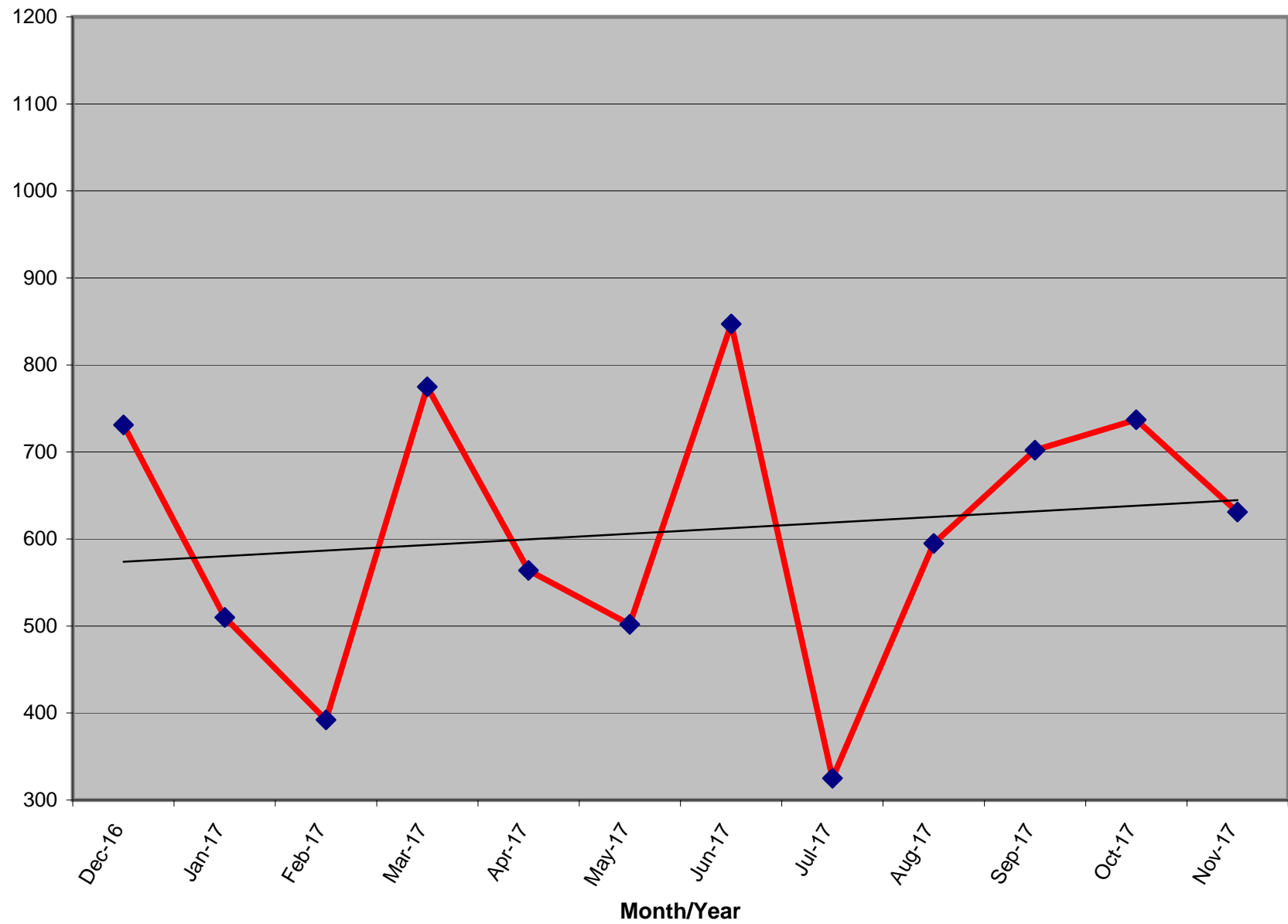
**Lapsed - Dropped - Donors - Past 12 Months**



**New Donors Past 12 Months**



### Renew Donors - Past 12 Months



**LIBERTARIAN NATIONAL COMMITTEE, INC.  
(THE LIBERTARIAN PARTY)**



**AUDITED FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2016**



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**INDEPENDENT AUDITORS' REPORT  
ON FINANCIAL STATEMENTS**

To the Board of Directors  
Libertarian National Committee, Inc.  
Alexandria, Virginia

***Report on Financial Statements***

We have audited the accompanying financial statements of Libertarian National Committee, which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and change in net assets and cash flows for the year then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.



To the Board of Directors  
Libertarian National Committee, Inc.

***Auditor's Responsibility – Continued***

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Libertarian National Committee as of December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Report on Summarized Comparative Information***

We have previously audited the Libertarian National Committee's financial statements as of and for the year ended December 31, 2015, and our report dated July 11, 2016 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Frye & Company, CPAs*

**Frye & Company, CPAs  
Manassas, Virginia  
August 9, 2017**

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**STATEMENT OF FINANCIAL POSITION**

**AS OF DECEMBER 31, 2016**  
**(WITH 2015 COMPARATIVE TOTALS)**

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 239,852	\$ 71,383
Bequests receivable, net	166,823	201,892
Prepaid expenses and other	27,899	21,820
Property and equipment:		
Land	347,881	347,881
Building and improvements	528,570	521,816
Furniture and equipment	63,206	62,001
Computer equipment	22,801	22,801
Computer software	84,645	84,645
Property and equipment, at cost	1,047,103	1,039,144
Accumulated depreciation	(184,840)	(160,175)
Property and equipment, net	862,263	878,969
<b>Total Assets</b>	<u><u>\$ 1,296,837</u></u>	<u><u>\$ 1,174,064</u></u>
 <b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Unsecured lines of credit	\$ -	\$ 1,471
Accounts payable and accrued expenses	24,161	2,142
Accrued salaries and related benefits	11,455	6,879
Accrued vacation	33,802	24,628
Deferred registrations	-	44,921
Capital lease liabilities	17,357	23,758
Mortgage payable	327,163	461,955
Total liabilities	413,938	565,754
<b>Net Assets</b>		
Unrestricted	877,044	601,015
Temporarily restricted	5,855	7,295
Total net assets	882,899	608,310
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 1,296,837</u></u>	<u><u>\$ 1,174,064</u></u>

See accompanying auditors' report and notes to financial statements.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**STATEMENT OF ACTIVITIES  
& CHANGE IN NET ASSETS**

**YEAR ENDED DECEMBER 31, 2016  
(WITH 2015 COMPARATIVE TOTALS)**

	<b>2016</b>			<b>2015</b>
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>	
<b>Revenue and Support</b>				
Contributions and membership	\$ 1,879,708	\$ 15,560	\$ 1,895,268	\$ 1,073,367
Convention registrations income	398,690	-	398,690	-
Political campaign materials	316,269	-	316,269	30,360
Sponsorships and classifieds	15,836	-	15,836	13,968
Interest and dividends	215	-	215	56
Net assets released from restriction:				
Building, legal, and other funds	17,000	(17,000)	-	-
<b>Total revenue and support</b>	<b>2,627,718</b>	<b>(1,440)</b>	<b>2,626,278</b>	<b>1,117,751</b>
<b>Expense</b>				
Program services:				
Communications	306,091	-	306,091	198,741
Ballot access	444,485	-	444,485	126,051
Brand development	500,693	-	500,693	54,240
Campaign programs	94,308	-	94,308	44,216
Affiliate support	59,174	-	59,174	39,509
Outreach programs	23,470	-	23,470	39,309
Litigation and lobbying	7,338	-	7,338	16,007
Media relations	16,021	-	16,021	10,228
Campus outreach	3,580	-	3,580	6,573
Conventions and meetings	249,971	-	249,971	2,755
<b>Total program services</b>	<b>1,705,131</b>	<b>-</b>	<b>1,705,131</b>	<b>537,629</b>
Supporting services:				
Management and general	239,326	-	239,326	261,443
Fundraising and donor acquisition	407,232	-	407,232	310,434
<b>Total supporting services</b>	<b>646,558</b>	<b>-</b>	<b>646,558</b>	<b>571,877</b>
<b>Total expense</b>	<b>2,351,689</b>	<b>-</b>	<b>2,351,689</b>	<b>1,109,506</b>
<b>Change in Net Assets</b>	<b>276,029</b>	<b>(1,440)</b>	<b>274,589</b>	<b>8,245</b>
Net assets, beginning of year	601,015	7,295	608,310	579,967
Prior period adjustments	-	-	-	20,098
Net assets, beginning of year, restated	601,015	7,295	608,310	600,065
<b>Net Assets, End of Year</b>	<b>\$ 877,044</b>	<b>\$ 5,855</b>	<b>\$ 882,899</b>	<b>\$ 608,310</b>

See accompanying auditors' report and notes to financial statements.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED DECEMBER 31, 2016**  
**(WITH 2015 COMPARATIVE TOTALS)**

	<u>2016</u>	<u>2015</u>
<b>Cash Provided (Used) by Operating Activities</b>		
Change in net assets	\$ 274,589	\$ 8,245
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation and amortization	24,665	36,803
Prior period adjustments	-	(20,098)
Changes in assets and liabilities:		
Bequests receivable	35,069	44,258
Prepaid expenses and other	(6,079)	(2,271)
Accounts payable and accrued expenses	20,548	483
Accrued salaries and related benefits	4,576	(22,058)
Accrued vacation	9,174	1,994
Deferred registrations	(44,921)	44,921
Total adjustments	<u>43,032</u>	<u>84,032</u>
Net cash provided (used) by operating activities	317,621	92,277
<b>Cash Provided (Used) by Investing Activities</b>		
Purchases of property and equipment	(7,959)	(2,220)
Net cash provided (used) by investing activities	(7,959)	(2,220)
<b>Cash Provided (Used) by Financing Activities</b>		
Principal payments on capital lease liability	(6,401)	(3,713)
Principal payments on mortgage payable	(134,792)	(33,816)
Net cash provided (used) by financing activities	(141,193)	(37,529)
<b>Net Increase in Cash and Cash Equivalents</b>	168,469	52,528
Cash and cash equivalents, beginning of year	<u>71,383</u>	<u>18,855</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u><u>\$ 239,852</u></u>	<u><u>\$ 71,383</u></u>
<b>Supplemental Cash Flows Information:</b>		
Cash paid for income taxes	\$ -	\$ -
Cash paid for interest	<u>\$ 22,866</u>	<u>\$ 24,586</u>

See accompanying auditors' report and notes to financial statements.

## **LIBERTARIAN NATIONAL COMMITTEE, INC.**

### **NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

#### **Note A – Organization & Nature of Activities**

Organization: The Libertarian National Committee, Inc. (the Committee) was founded in 1971 as a national, tax-exempt political organization which is the operational arm of the Libertarian Party, a grassroots political organization. The Committee was incorporated in February 1995 and its affairs are directed by its National Board of Directors, who are elected by delegates bi-annually at the national convention. The Committee, with the consent of the delegates, also establishes the platform of the Libertarian Party, which is based upon the basic premises of civil liberties and personal freedom, a free-market economy, free trade, and a foreign policy of non-intervention and peace. The Committee has approximately 25,700 contributing members.

Programs: The Committee's program activities consist of affiliate support, which comprises developing or supporting state and county affiliate parties; ballot access, which comprises getting candidates on ballots and includes corresponding lawsuits required to accomplish such; brand development, which is the process of developing an image in the minds of voters; campus outreach, which represents campus recruiting and support groups; candidate support, which comprises recruiting and supporting candidates with their electoral ambitions; litigation support, which includes proactive lawsuits to change public policy, other than ballot access; lobbying, which includes efforts to persuade legislators to change laws, including ballot access laws; media relations, which consists of direct communication with the media; member communications, which is comprised of the Libertarian Party News periodical and other member communications; outreach, which includes initiatives to reach the general public and outside groups; and voter registration, which consist of voter registration campaign initiatives.

#### **Note B - Summary of Significant Accounting Policies**

Basis of Accounting & Presentation: The Committee prepares its financial statements on the accrual basis of accounting. Consequently, revenue is recognized when earned and expense when obligations are incurred.

Income Tax Status: The Committee is recognized as a tax-exempt political organization under Section 527 of the Internal Revenue Code (IRC). Under IRC Section 527, the Committee's exempt functions include all activities that relate to and support the process of influencing or attempting to influence the selection, nomination, election, or appointment of any individual to a public or political office. Certain activities unrelated to the exempt purpose, such as net investment income, are subject to taxation. During the years ended December 31, 2016 and 2015, the Committee incurred no significant income tax expense on its net investment income, which was under the specific deduction amount of \$100 available on Form 1120-POL. Although the Committee has not received any notice of intent to examine its tax returns, the Committee's tax returns remain subject to examination by tax authorities pursuant to various statutes of limitation. The Committee is also subject to oversight by the Federal Election Commission.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note B – Summary of Significant Accounting Policies – Continued**

Cash and Cash Equivalents: For financial statement presentation purposes, the Committee considers highly liquid debt instruments with maturities of three months or less, including money market funds, to be cash equivalents. The Committee periodically has cash balances in excess of federal insurance limits available for depository accounts.

Bequests Receivable: The Committee's bequests receivable consist of amounts due from decedent members' last wills and testaments. The most significant bequest pertains to a deceased member's unconditional promise-to-give the Committee a portion of the estate after liquidation of debts and payment of expenses. The Committee's portion of the net estate was determined to be approximately \$235,600, which was transfer to a trustee and is being held in trust for the benefit of the Committee given the annual contribution limits allowable under Federal Election Commission (FEC) guidelines. The trustee and escrow agent is annually releasing the amount allowable under FEC guidelines to the Committee. The remaining funds resulting from the distributions from the decedent's estate is being held in trust at a federally insured financial institution in money market funds for the benefit of the Committee. The Committee received approximately \$33,400 from the trustee during each of the years ended December 31, 2016 and 2015 with the remaining bequest reflected at its net realizable value, which was determined by the Committee by initially discounting the initial bequest by an allowance for doubtful accounts and present value discount. Given the nature of the bequest and that the funds are being held in interest bearing accounts for the benefit of the Committee, the Committee determined that discounts for present value and collectability were unnecessary.

Prepaid Expenses and Other Assets: The Committee's prepaid expenses and other assets consist principally of prepaid rent, insurance, licenses, promotional supplies, and refundable deposits.

Property and Equipment: The Committee capitalizes property and equipment acquisitions at cost or fair value at time of donation and depreciates these items using the straight-line method of depreciation over their estimated useful lives, which range from approximately 3 to 5 years for furniture, equipment, and software and 15 to 39 years for building and related improvements. Expenditures for repairs and maintenance that do not extend the useful life of an asset, consumable supplies, and de minimis items are expensed as incurred. Depreciation and amortization expense was approximately \$24,700 and \$26,300, respectively, for the years ended December 31, 2016 and 2015, and no significant loss on the dispositions or impairment of property and equipment was reported by the Committee during the years ended December 31, 2016 and 2016.

Deferred Rent: The Committee recognizes rent expense on its long-term operating leases on a straight-line basis. A deferred rent liability is reflected for the effects of rent escalation clauses and the difference between actual rental payments and the straight-line amortization. The Committee reported no leases with significant remaining escalation as of December 31, 2016.



**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note B – Summary of Significant Accounting Policies – Continued**

Net Assets: The Committee classifies its net assets based upon the existence or lack of donor imposed restrictions. When the Committee receives contributions that are restricted by the donor or limited as to their use and the Committee has not met the donor's restriction by the end of the reporting year, then the Committee reports these amounts as temporarily restricted or permanently restricted depending upon the nature of the restriction. Contributions and donations with donor-imposed restrictions in which the Committee has met the donor's stipulations are reflected as net assets released from restriction in the accompanying financial statements. Temporarily restricted contributions and donations in which the Committee met the donor-imposed restriction during the same fiscal year as the contribution are reflected as unrestricted revenue and support. The components of the Committee's net assets are as follows:

- *Unrestricted – general operating* – Represents unrestricted resources that are available to support the Committee's operations at the discretion of the Board of Directors.
- *Temporarily restricted* – Represents amounts received and restricted by donors to support specific Committee programs and initiatives, such as the building fund, ballot access, candidacy initiatives, and college campus programs. Temporarily restricted net assets are released from restriction either by the passage of time or by the Committee meeting the donors' stipulations. The Committee reported temporarily restricted net assets of approximately \$5,900 and \$7,300, respectively, as of December 31, 2016 and 2015.
- *Permanently restricted* – Represents contributions with donor-imposed restrictions that stipulate that a certain amount or the corpus of the donation be held in perpetuity and generally with interest thereon restricted for certain purposes as directed by the donor. The Committee reported no significant permanently restricted net assets as of December 31, 2016 and 2015.

Revenue Recognition: The Committee treats membership dues as contributions and donations in the accompanying financial statements given that members receive de minimis benefits in exchange for their dues. Revenue from contributions and donations are recognized at the earliest point an unconditional promise-to-give is both determinable and measurable. Revenue from any program service activities and conventions and events are recognized when earned.

Contributions and Donations: Contributions and donations are recognized at fair value in the period in which an unconditional promise-to-give is known or when a contribution is received, at the earliest point the contribution is both determinable and measurable by the Committee. Contributions are recognized as unrestricted, temporarily restricted, or permanently restricted revenue and support based upon the existence or lack of donor-imposed restrictions. Contributions and donations with donor-imposed restrictions in which the Committee has met the donor's stipulations are reflected as net assets released from restriction. Temporarily restricted contributions and donations in which the Committee met the donor-imposed restriction during the same fiscal year as the contribution are reflected as unrestricted revenue and support.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note B – Summary of Significant Accounting Policies – Continued**

Intentions-to-Give: The Committee receives commitment cards from members who many times provide their credit card information for future contribution purposes. The members are generally making recurring contributions to the Committee and do not commit to a specific number of payments or period of time for which the Committee may charge the recurring gifts. The members may also decline the charges or request that the Committee cease making charges against their credit card at any time and completely at their discretion. The Committee treats these recurring contributions as intentions-to-give or conditional promises to give and as such, revenue is not recognized until the contribution is both determinable and measurable, which generally occurs when the credit card is processed and receipt received by the Committee.

Functional Allocation of Expenses: The Committee summarizes the cost of providing its various programs and activities on a functional basis in the accompanying financial statements. Accordingly, certain expenses were allocated to the program and supporting services benefited based upon management estimates of the time and effort devoted to each activity.

Fair Value Measurements: The Committee established a reporting framework for measuring and disclosing fair value measurements. Fair value measurement disclosures are required for assets and liabilities measured and reported at fair value in the accompanying financial statements. The Committee determines fair value using a hierarchy based upon the lowest level of any input that is significant to the measurement with Level 3 being the lowest recognized level. The Corporation attempts to maximize the use of observable inputs (Level 1 and 2) and minimize unobservable inputs (Level 3). Accordingly, the Committee would classify financial instruments measured at fair value in any of the following categories: Level 1, which refers to instruments traded in an active market, Level 2, which refers to instruments not traded on an active market but for which observable market inputs are readily available or Level 1 instruments where there is a contractual restriction, and Level 3, which refers to instruments not traded in an active market and for which no significant observable market inputs are available. As of December 31, 2016, the Committee determined that no significant assets or liabilities were reported at fair value on a recurring basis in the accompanying financial statements. Disclosures about estimated fair values and fair value measurements were determined by the Committee based upon pertinent market data and other information available as of December 31, 2016. Considerable judgment may be necessary to interpret market and financial data and to develop fair value measurements in certain circumstances. The Committee's estimates of fair value may not be indicative of amounts realized at disposition.

Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates and the difference could be material.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note C – Concentration of Risk**

Cash Balances: Financial instruments that subject the Committee to potential concentrations of risk consist of cash balances with banking institutions that exceed the federal insurance limits. As of December 31, 2016 and 2015, the Committee reported no significant bank balance in excess of federal insurance limits.

Bequests Receivable: As of December 31, 2016 and 2015, all of the Committee's bequests receivable pertain to the remaining corpus, plus accrued interest, due from a decedent's estate held in trust by a financial institution for the benefit of the Committee. Accordingly, as of December 31, 2016 and 2015, the approximately 13% and 17%, respectively, of the Committee's total assets pertain to amounts due under from a single bequest.

**Note D – Related Party Transactions**

During the years ended December 31, 2016 and 2015, the Committee received approximately \$29,800 and \$17,100, respectively, in membership dues and contributions from current and former board members and current and former employees. Additionally during the year ended December 31, 2016, the Committee paid \$206,100 and \$96,500 to related state affiliates for ballot access petitioning and voter registration campaigns and related travel reimbursements.

**Note E – Bequests Receivable**

From time-to-time the Committee receives bequests and legacies from decedent members' last wills and testaments. In October 2014, the Committee received notification from the executor and trustee of a deceased member in which the Committee was a named beneficiary of the member's estate, less any debt and expenses. In September 2015, the Committee entered into a release and indemnification agreement with the executor of the member's last will and testament in which the Committee's share of the estate was valued at approximately \$235,600. At the same time, the Committee entered into an escrow agreement with a trustee in which the Committee's interest in the member's estate was transfer and held in trust for the benefit of the Committee. The Committee receives annual distributions from the escrow in amounts allowed under the FEC regulations and guidelines. During each of the years ended December 31, 2016 and 2015, the Committee received approximately \$33,400 from the trustee with the remaining balance of approximately \$166,800 reflected as a bequest receivable as of December 31, 2016. The trustee is holding the remaining balance in money market funds at a federally insured financial institution for the benefit of the Committee. The Committee reported the bequest receivable at its net realizable value by discounting the initial bequest for an allowance for doubtful accounts and present value discount. The Committee determined that no significant discounts were necessary given the funds are held in interest bearing, insured accounts.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note E – Requests Receivable – Continued**

The Committee expects to receive approximately \$33,900 annually from the trustee, which may be adjusted annual by the FEC based upon inflation, legislation and other regulatory matters.

**Note F – Unsecured Lines of Credit**

The Committee maintains two unsecured lines of credit with financial institutions in the form of business credit cards. The business credit cards have total available credit of \$103,000 as of December 31, 2016 and require monthly payments of interest at annual rates that range from approximately 9.4% to 11.5% as of the year then ended. The Committee reported the outstanding balances on the lines of credit to be approximately \$-0- and \$1,500, respectively as of December 31, 2016 and 2015, and no significant interest expense was incurred during the years then ended. The lines of credit are revolving and subject to restrictions and annual renewals and call provisions of the lender. The terms and balances owed on the lines of credit are as follows as of December 31, 2016:

Unsecured lines of credit with regional financial institutions in the form of two credit card accounts with total available credit of \$103,000. The lines are guaranteed by the authorized users and carry variable interest rates tied to the lenders' prime rates, which were approximately 9.4% and 11.5%. The Committee reported no significant outstanding balance on the lines of credit as of December 31, 2016, and no significant interest expense was incurred on the unsecured lines of credit during the year then ended. The lines of credit are revolving and subject to restrictions and renewals.

\$           -

**Note G – Debt Obligations**

Mortgage Payable: In April 2014, the Committee entered into a \$500,000 secured promissory note with a regional financial institution in conjunction with the Committee's purchase of its administrative headquarters. The promissory note is collateralized by underlying real property and improvements and a security interest in all depository accounts held with the financial institution. The secured note payable requires 119 monthly payments of principal and interest of approximately \$2,900 beginning in August 2014 at an annual fixed interest rate of 4.85%. The mortgage also requires a final balloon payment due in July 2024 that was originally projected to be approximately \$371,600; however, the Committee has made certain principal prepayments since inception of the loan. The Committee incurred interest expense of approximately \$22,000 and \$23,500, respectively, on the mortgage during the years ended December 31, 2016 and 2015.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note G – Debt Obligations – Continued**

Mortgage Payable - Continued: The outstanding principal balance and terms of the mortgage payable are as follow as of December 31, 2016:

Secured promissory note in the form of a mortgage secured by the land and building purchased as the Committee's headquarters. The original principal balance resulting from the purchase in April 2014 was approximately \$500,000. The note agreement is secured by the Committee's headquarter. The note agreement requires 119 monthly payments of principal of interest totaling approximately \$2,900 with interest accruing at an annual interest rate of approximately 4.85%. The promissory note also requires a final final balloon payment due in July 2024 which was originally projected to be approximately \$371,600. However, the Committee has made certain prepayments since inception. Interest expense incurred on the promissory note was approximately \$22,000 during the year ended December 31, 2016.		\$ 327,163
Less current portion of notes payable		<u>19,381</u>
Long-term portion of notes payable		<u><u>\$ 307,782</u></u>

Capital Leases: During the year ended December 31, 2014, the Committee entered into two non-cancelable lease agreements for a digital copier and postage machine. The leases were determined by management to be capital leases and are secured by the underlying equipment. The leases are payable over 60 and 63 months, respectively, with monthly payments totaling approximately \$600. The original principal balance at imputed annual interest rates of 2.89% and 11.03%, respectively, totaled approximately \$33,000. As of December 31, 2016 and 2015, the net book values of the capitalized assets were approximately \$16,000 and \$22,500, respectively, which was net of accumulated depreciation of approximately \$6,500 for each of the years then ended. Interest expense incurred at the imputed interest rates noted above totaled approximately \$900 and \$1,100, respectively, during the years ended December 31, 2016 and 2015. The outstanding principal balance and terms of the capital lease liabilities are as follows as of December 31, 2016:

Capital lease liabilities resulting from the purchase of a digital copies and postage machine. The lease agreements are secured by the underlying asset and are payable over 60 and 63 months, respectively. The original principal balances at inputted interest rates of approximately 2.89% and 11.03% totaled approximately \$33,000 (or \$28,400 and \$4,600, respectively).

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note G – Debt Obligations – Continued**

Capital Leases - Continued:

The leases require monthly payments of principal and interest totaling approximately \$600 (or \$500 and \$100, respectively). Interest expense on the capital lease agreements totaled approximately \$900 (or \$500 and \$400, respectively) during the year ended December 31, 2016.

	\$	17,357
Less current portion of capital lease liabilities		<u>6,659</u>
Long-term portion of capital lease liabilities	\$	<u><u>10,698</u></u>

Future Principal Payments: Future principal payments on the mortgage payable and non-cancelable capital lease agreement are as follows for the years ending December 31:

	<u>Mortgage</u>	<u>Digital Copier</u>	<u>Postage Machine</u>	<u>Total</u>
2017	\$ 19,381	\$ 5,750	\$ 909	\$ 26,040
2018	20,323	5,918	1,015	27,256
2019	21,331	3,024	741	25,096
2020	22,389	-	-	22,389
2021	23,499	-	-	23,499
Thereafter	<u>220,240</u>	<u>-</u>	<u>-</u>	<u>220,240</u>
	<u>\$ 327,163</u>	<u>\$ 14,692</u>	<u>\$ 2,665</u>	<u>\$ 344,520</u>

Total future payments required on the capital lease agreements, including interest at inputted annual interest rates of 2.89% and 11.03% are as follows for the years ending December 31:

	<u>Digital Copier</u>	<u>Postage Machine</u>	<u>Total</u>
2017	\$ 6,099	\$ 1,158	\$ 7,257
2018	6,099	1,158	7,257
2019	<u>3,049</u>	<u>772</u>	<u>3,821</u>
	<u>\$ 15,247</u>	<u>\$ 3,088</u>	18,335

Less imputed interest at an annual rates of 2.89% and 11.03% (978)

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note G – Debt Obligations – Continued**

Future Principal Payments – Continued:

Present value of net minimum lease payment	17,357
Less current portion of capital lease liabilities	<u>6,659</u>
Long-term portion of capital lease liabilities	<u><u>\$ 10,698</u></u>

Interest Expense: Total interest expense incurred on the debt obligations, including the above mortgage payable and capital lease obligations, total approximately \$22,900 and \$24,600, respectively, during the years ended December 31, 2016 and 2015.

**Note H – Temporarily Restricted Net Assets**

The Committee's temporarily restricted net assets consist of various funds restricted for the building fund, college campus programs, and radio advertisements. The Committee's temporarily restricted net assets consist of the following as of December 31, 2016 and 2015:

	<u>2016</u>	<u>2015</u>
Building acquisition fund	\$ 2,402	\$ 4,391
College campus programs	2,555	2,555
Radio advertising fund	<u>898</u>	<u>349</u>
	<u><u>\$ 5,855</u></u>	<u><u>\$ 7,295</u></u>

The following net assets were released from restriction during the years ended December 31, 2016 and 2015:

	<u>2016</u>	<u>2015</u>
Building acquisition fund	\$ 17,000	\$ 20,845
College campus programs	-	732
Legal offense fund	<u>-</u>	<u>7,261</u>
	<u><u>\$ 17,000</u></u>	<u><u>\$ 28,838</u></u>

## **LIBERTARIAN NATIONAL COMMITTEE, INC.**

### **NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

#### **Note I – Intentions-to-Give**

The Committee receives commitment cards from members who many times provide their credit card information for future contribution purposes. The members are generally making recurring contributions to the Committee and do not commit to a specific number of payments or period of time for which the Committee may charge the recurring gifts. The members may also decline the charges or request that the Committee cease making charges against their credit card at any time and complete at their discretion. The Committee treats these recurring contributions as intentions-to-give or conditional promises to give and as such, revenue is not recognized until the contribution is both determinable and measurable, which generally occurs when the credit card is processed and receipt received by the Committee. During the years ended December 31, 2016 and 2015, the Committee recognized approximately \$350,900 and \$323,500, respectively, from recurring contributions from members.

#### **Note J – Retirement Plan**

The Committee maintains a 401(k) defined contribution retirement plan that covers employees who meet certain minimum age and length of service requirements. As a qualified retirement plan, employees may contribute a portion of their salaries on a tax-deferred basis up to statutory limits. The Committee has elected to make matching contributions to the plan based upon 50% of employee contributions up to 6% of the participant's qualified salary. The Committee incurred matching contributions and plan administrative expenses totaling approximately \$9,500 and \$9,900, respectively, during the years ended December 31, 2016 and 2015.

#### **Note K – Commitments & Contingencies**

Litigation and Disputes: The Committee is currently involved in several lawsuits stemming primarily from state ballot access and presidential candidacy issues. These suits involve various legal actions, claims and disputes with affiliates that arise from the normal course of business and that, in the opinion of management, will not have significant impact upon the Committee.

Membership Commitment: The Committee provides nominal or token promotional items to contributors and members, such as a periodic newsletter designed to keep members informed of current developments, encourage participation in the political processes, and to promote the interests of the Committee and its candidates. Although there is no contractual or legal requirement for the Committee to provide such services, as a part of its purpose and out of courtesy to its contributors, the Committee is committed to providing timely information and promotional items to its members. The Committee recognizes expenses on these programs and items as incurred and, as such, no liability is accrued for any implied member commitment.



## **LIBERTARIAN NATIONAL COMMITTEE, INC.**

### **NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

#### **Note K – Commitments & Contingencies – Continued**

Federal Regulation: The Committee is subject to federal and state election laws and oversight by the Federal Election Commission (FEC). The Committee is subject to the Federal Election Campaign Act of 1971, the Bipartisan Campaign Reform Act of 2002 (BCRA), and various FEC and IRS regulations. As such, the Committee is required to file monthly and annual reports with the FEC regarding contributions and expenditures of its funds. Additionally, the Committee is precluded from receiving contributions from corporations, labor unions, and certain other third parties, and contributions received from individuals are limited to annual amounts as determined by the FEC, which was \$33,400 for each of the years ended December 31, 2016 and 2015. Furthermore, the Committee's books and records are subject to examination by regulatory bodies and such examinations can result in fines, penalties, or sanctions. Although the results of such examinations have not had a material impact upon the Committee to date, no assurance can be given regarding the uncertainty of any future compliance examinations.

Employment Contracts: In June 2016, the Committee entered into an employment agreement with its Executive Director. The term of the contract is for a two and half year period ending December 2018. The employment contract provides for a base monthly salary, benefits, and performance incentives based upon financial and other performance indicators. The employment agreement allows either party to terminate the agreement with a one month written notice without any liquidating damages. In May 2015, the Committee entered into an employment agreement with its former Executive Director to assume the role of Political Director. The term of the contract is for two years ending June 2017. The employment contract provides for a base monthly salary, benefits, and performance incentives based upon financial and other performance indicators. The employment agreement allows for one-month severance in addition to the monthly salary required for the notice period unless the Committee terminates the agreement for cause by three-fourths vote of the board of directors, in which case no notice of termination or severance is required.

Hotel Contracts: The Committee has hotel contracts for future conventions and meetings. These contracts contain cancellation clauses that require the Committee to pay certain liquidating damages in the event of cancellation. The amount of damages varies depending upon the date of cancellation, numbers of rooms reserved, percentage of rooms resold by the hotel, etc. Also, in the event of cancellation, the Committee risks forfeiture of any deposits made with these hotels.

#### **Note L – Income Taxes**

The Committee is recognized as a tax-exempt political organization under Section 527 of the Internal Revenue Code (IRC). Under IRC Section 527, the Committee's exempt functions include all activities that relate to and support the process of influencing or attempting to influence the selection, nomination, election, or appointment of any individual to a public office.

**LIBERTARIAN NATIONAL COMMITTEE, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2016**

**Note L – Income Taxes – Continued**

Certain activities unrelated to the exempt purpose, such as net investment income, are subject to taxation as non-exempt income. During the years ended December 31, 2016 and 2015, the Committee did not incur any significant income tax expense on its net investment income, which was under the specific deduction amount of \$100 available on Form 1120-POL.

Although the Committee has not received any notice of intent to examine its tax returns, the Committee's tax returns remain subject to examination by tax authorities pursuant to various statutes of limitations. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Committee and to recognize a tax liability (or asset) if the Committee has taken uncertain tax positions that would more likely than not be sustained upon examination. Management is unaware of any significant uncertain tax positions arising during the years ended December 31, 2016 and 2015 that are more likely than not to be sustained should the Committee's tax returns be subject to examination. Accordingly, the Committee did not incur or accrue any penalties or interest associated with uncertain tax positions during the years ended December 31, 2016 and 2015.

**Note M – Subsequent Events Evaluation**

Management has evaluated subsequent events for the period January 1, 2017 through August 9, 2017, the date on which these financial statements were available to be issued and during this period, there were no subsequent events that required recognition or disclosure in the accompanying financial statements.

**LIBERTARIAN NATIONAL COMMITTEE, INC.  
(THE LIBERTARIAN PARTY)**

**BOARD DISCLOSURE LETTER**

**DECEMBER 31, 2016**

# *Frye & Company, CPAs*

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*Advisors—Accountants—Auditors*

9161 Liberia Avenue, Suite 304  
Manassas, Virginia 20110

[www.fryeandco.com](http://www.fryeandco.com)

Office: 703-257-0660  
Fax: 703-257-0661

August 9, 2017

To the Board of Directors  
Libertarian National Committee, Inc.  
Alexandria, Virginia

We have audited the financial statements of the Libertarian National Committee, Inc. (The Libertarian Party) (referred to as “the Committee”) as of and for the year ended December 31, 2016 and have issued our report thereon also dated August 9, 2017. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

## **Significant Audit Findings**

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Committee are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2016. We also noted no transactions entered into by the Committee during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Committee’s financial statements were as follows:



### ***Qualitative Aspects of Accounting Practices – Continued***

Management's estimates used in the determination of the functional allocation of expenses, factors employed in the determination of the capital lease liabilities, and estimated useful lives of property and equipment. We evaluated the key factors and assumptions used by management in the development of the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were as follows:

The disclosures of the significant aspects of accounting for bequests and debt obligations (mortgage payable and capital lease liabilities).

The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We provided a detailed schedule of the proposed audit adjustments and additionally, the following material misstatements detected as a result of audit procedures were corrected by management:

- an adjustment to record constructive receipt of contributions	\$ 1,303.45
- an adjustment to adjust the current portion of bequest receivable	\$ -0-
- an adjustment to reconcile and adjust prepaid expenses and expenses	\$ 1,263.36
- an adjustment to accrue professional fees and service provided	\$ (4,666.67)
- an adjustment to correct accrued payroll and related payroll taxes	\$ (809.38)
- an adjustment to accrued performance bonus awarded during year	\$ (3,229.50)
- an adjustment to correct accounting for capital lease liabilities	\$ 6,401.11
- an adjustment to record in-kind donations of books by director	\$ -0-

The cumulative effect of the proposed audit adjustments was to increase net assets and change in net assets by approximately \$300. No other significant uncorrected misstatements were noted during the audit.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter also dated August 9, 2017.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Committee's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Committee's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### ***Independent and Non-Audit Services Provided***

In accordance with our professional standards, all members of our firm were independent with respect to the Committee during the fiscal year and subsequently. Although originally anticipated, our firm did not prepare the corporate tax returns (IRS Form 1120-POL) as the client's staff had already prepared and filed the filing. All of the time and expenses incurred by us were in connection with the annual audit as set for our audit engagement letter.

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To the Board of Directors  
August 9, 2017  
Page 4

This information is intended solely for the use of the Committee's board of directors and management team and is not intended to be and should not be used by anyone other than these specified parties. We appreciate the cooperation and courtesies extended to us by the Committee, especially by Mr. Robert Kraus, and we look forward to serving the Committee in the future. Should you need additional clarification on these or any other matters please feel free to contact us at your convenience.

Very truly,

A handwritten signature in cursive script that reads "Frye & Company, CPAs".

*Frye & Company, CPAs*

# **EMPLOYMENT POLICY AND COMPENSATION COMMITTEE REPORT**

Submitted to: Libertarian National Committee, Dec. 4, 2017

Submitted by: James W. Lark, III

Region 5 Representative, Libertarian National Committee  
Chair, Employment Policy and Compensation Committee

The members of the Employment Policy and Compensation Committee (EPCC) are Joshua Katz and Jim Lark. They were elected during the LNC meeting on May 30, 2016. Brett Bittner served on the EPCC from his election on May 30, 2016 until his resignation as Region 3 representative on Nov. 29, 2017.

The members of the EPCC express our appreciation and gratitude to Mr. Bittner for his service to the EPCC and the LNC.

1) The EPCC has nearly completed its revision of the Employee Manual. (The uncompleted aspect involves improving the wording of information about medical insurance for employees.) We anticipate sending the final draft to Oliver Hall (LNC special counsel) for his review within ten days. We also anticipate that the revision will meet with his approval.

2) Based upon feedback received from LPHQ staff and Mr. Hall, the EPCC is considering ways to improve the proposed “Whistleblower Protection” and “Document Retention” policies. The EPCC will endeavor to have provide revised proposals for consideration by the LNC no later than March 31 next year.



**Employee Manual**  
**Libertarian National Committee, Inc.**  
**1444 Duke Street**  
**Alexandria, VA 22314**  
**November 17, 2017**

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## **The Libertarian Party**

### **What the Party Stands For**

Libertarians believe that every person should be allowed to plan his/her own future, that individuals have the right to deal with their own problems. This can be done individually or by working with others in a peaceful and honest way. Libertarians reject the initiation of force by anyone, including government.

Today our government uses force, or the threat of force, to achieve most of its goals. Repeated failures by our government have shown us that this is not a practical approach. Libertarians believe that this use of force is immoral. Libertarians seek a world in which voluntary cooperation replaces force in human relationships.

Libertarians believe that being free and independent is a great way to live. Libertarians want a system which encourages all people to choose what they want from life; that lets them live, love, work, play, and dream their own way.

The Libertarian way is a caring, people-centered approach to politics. Because each individual is unique, Libertarians want a system which respects the individual and encourages us to discover the best within ourselves and develop our full potential.

The Libertarian way is a logically consistent approach to politics based on the moral principle of self-ownership. Each individual has the right to control his/her own body, actions, speech, and property. Government's only role is to help individuals defend themselves against force and fraud.

The Libertarian Party is for all who don't want to push other people around, and who don't want to be pushed around themselves. "Live and let live" is the Libertarian way.

The Libertarian Party opposes all interference by government in areas of voluntary and contractual relations between individuals. People should not be forced to sacrifice their lives and property for the benefit of others. They should be left free by government to deal with one another as free traders, and the resultant economic system, the only one compatible with the protection of individual rights, is the free market.

## Reference Material

Several documents that provide more information about the Libertarian Party are available at LP.org, the Party's website. The following may be of particular interest:

- Platform of the Libertarian Party (available at [www.lp.org/platform](http://www.lp.org/platform))
- Bylaws of the Libertarian Party (available at [www.lp.org/bylaws-and-convention-rules/](http://www.lp.org/bylaws-and-convention-rules/))
- Policy Manual of the Libertarian National Committee (available at [www.lp.org/lnc-meeting-archives](http://www.lp.org/lnc-meeting-archives))
- Information about the history of the Libertarian Party (available at [lpedia.org/Main\\_Page](http://lpedia.org/Main_Page))
- Issues and Positions: The Libertarian Party on Today's Issues (available at [www.lp.org/issues](http://www.lp.org/issues))

## **Organizational Relationships and Roles**

### **Overview**

The Libertarian Party (LP) is governed by the Libertarian National Committee, Inc. (LNC). The Chair of the LNC is chief executive officer of the LP.

The Chair supervises the Executive Director, who is the chief operating officer of the National Headquarters (LPHQ), which comprises the Executive Director and the other employees of the LNC.

The management staff of LPHQ consists of the Executive Director and three direct reports: Political Director, Communications Director, and Operations Director.

This section summarizes the authority, responsibilities, and activities of the Chair, the Executive Director, and LPHQ. Details may be found in the LNC Policy Manual, which is currently available on LP.org at [www.lp.org/lnc-meeting-archives](http://www.lp.org/lnc-meeting-archives). It is the responsibility of each employee to understand the relevant parts of the Policy Manual, and to act in accordance with the Policy Manual.

### **Chair of the LNC**

With respect to LPHQ, the Chair:

- Defines the authority of LPHQ management.
- Appoints the Executive Director with the advice and consent of the LNC.
- Provides advice and consent to the Executive Director on the hiring and termination of National Headquarters personnel.
- Approves all contracts in excess of \$7,500.
- Ensures the adequacy of the services provided by LPHQ.

### **Executive Director**

The Executive Director is the chief operating officer of the Party. He/she serves at the pleasure of the Chair, but may be removed from the position by a majority vote of the Libertarian National Committee. He/she works with the Chair and the Executive Committee of the LNC to develop policies, plans, programs, and projects for LP operations, financial performance, growth, communications, and political action.

The Executive Director oversees the activities of LPHQ in support of the LNC and the LP. His/her responsibilities and authority include establishing the organizational structure of the LPHQ staff, establishing LPHQ personnel policies and operating procedures, planning and budgeting, evaluating LPHQ personnel, and ensuring that LPHQ activities comply with applicable laws and regulations.

### **National Headquarters**

LPHQ provides full-time, professional support for the LNC and the political activities of the LP.

LPHQ has these areas of responsibility:

- Record keeping (e.g., maintaining the membership/contributor data base)
- Member services (e.g., answering questions, handling complaints)
- Development activities (e.g., direct mail prospecting, fund raising)
- LNC and affiliate party services (e.g., reports to state affiliates; state, local, and campus organizing)
- External communications (e.g., news releases, public testimony)
- Political action (e.g., ballot access, candidate recruitment)

## **General Conditions of Employment**

### **At-will Relationship**

The LNC does not guarantee or promise permanent employment. Decisions about employment are solely those of the Executive Director, with the advice and consent of the Chair of the LNC. All employment relationships are at-will; that is, the employee or the LNC may terminate the relationship at any time for any lawful reason.

### **Employment Law**

It is the policy of the LNC to comply in good faith with all laws, regulations, and ordinances that apply to the LNC's employment practices, including the Americans with Disabilities Act and the Family Medical Leave Act. The Executive Director is responsible for ensuring such compliance.

As a matter of principle, the LNC does not discriminate upon the basis of superficial characteristics such as race, sex, national origin, disability, age, marital status, religion, sexual orientation, etc.

### **Conflicts of Interest**

Each employee must promptly disclose to the Executive Director any situations in which such person's own economic or other interests, or duties to others, might conflict with the interests of the Party in the discharge of his/her duties. Any such disclosure shall be made at the earliest opportune moment, prior to the discharge of such duties, and clearly set forth the details of the conflict of interest.

Except as otherwise authorized in the Policy Manual, an employee may not:

- Transact business with the LP or LNC unless the transaction is fair and equitable to the LP or LNC.
- Be a member or alternate of the LNC. (An employee will be terminated immediately upon his/her election to the LNC.)
- Register as a delegate to a convention of the National Party.
- Endorse, support, work for, contribute money to, use his/her title on behalf of, or work as a volunteer, employee, or contractor to aid (1) any candidate for public office prior to nomination or (2) any candidate for Party office.

## **Non-disclosure of Information**

An employee may not use information gained in the discharge of LNC duties to the disadvantage of the LP or LNC.

Further, every employee must enter into a written agreement not to use, disclose, or divulge to others any trade secrets, confidential information, or other proprietary data of the LNC at any time during or after employment by the LNC. The same agreement requires terminating employees to return to the LNC all documents and property of the LNC, and bars them from keeping copies, notes, or abstracts of information belonging to the LNC.

## **Use of Facilities and Property**

An employee may occasionally use LNC facilities or property for personal projects (e.g., typing a term paper for a child), so long as the use takes place on the employee's time and does not otherwise interfere with the employee's performance of his/her job.

An employee may not use LNC facilities or property on behalf of any other organization or for the conduct of a business. These restrictions extend to use of LNC telephones and Internet access via LNC computers.

## **Smoking**

LPHQ is a non-smoking office. Employees who wish to smoke outside the LPHQ office must do so on their own time and in accordance with all relevant property regulations.

## **Harassment and Offensive Behavior**

Employees are expected to treat other people with professional respect, thoughtful consideration, and fundamental decency. In particular, employees are prohibited from engaging in harassment and other forms of offensive behavior.

To prevent such inappropriate behavior, the following standards must be observed:

- All collective deprecation, whether alluding to sex, race, color, national origin, disability, age, religion, or any other protected category, must be avoided.
- Sexual harassment, like other forms of harassment, is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other conduct of a sexual nature when: (1) submission to the conduct is made either implicitly or explicitly a condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment has the purpose or effect of



unreasonably interfering with the employee's work performance or creating an environment that is intimidating, hostile or offensive to the employee.

- Any behavior, whether verbal or physical, that clearly offends a reasonable person – libertarian or not – must be avoided.

You must exercise your own good judgment to avoid any conduct that may be perceived by others as harassment. The following conduct could constitute harassment:

- unwanted physical contact
- racial or sexual
- epithets
- derogatory slurs
- off-color jokes
- sexual innuendoes
- unwelcome comments about a person's body
- propositions
- leering
- unwanted prying into a person's private life
- graphic discussions about sexual matters
- suggestive behavior, sounds, gestures or objects
- threats
- derogatory posters, pictures, cartoons or drawings

As a rule of thumb, if you think it might be offensive, it probably is.

Any violation of this policy should be brought to the attention to the appropriate authority as soon as possible. (The appropriate authority is the LNC Chair if the violation involves behavior by the Executive Director; otherwise, the appropriate authority is the Executive Director.) In response to every complaint, the appropriate authority will act promptly to investigate the matter, and will protect the individual's confidentiality to the extent possible. The appropriate authority will take corrective and preventative actions where necessary. The appropriate authority will not retaliate against any individual who in good faith brings a complaint to the attention of the appropriate authority or participates in an investigation regarding a complaint.

Any employee who violates this policy is subject to discipline, up to and including discharge.

## **Timekeeping, Working Hours, and Attendance**

### **Pay Period and Payday**

Each bi-weekly pay period begins on a Friday and ends on a Thursday. Employees are paid on the Wednesday following the end of the pay period.

### **Time Sheets**

Time sheets via the online time clock system must be completed by the end of the last day of the pay period.

If you will be away from the office because of a planned absence, you may put in the appropriate time off request (sick/vacation) via the online time card system to be approved by the Operations Director.

If you are unable to enter your time information into the online system because of an unplanned absence, your supervisor can complete and approve this for you. You will be asked to review and countersign the time sheet when you return to work.

### **Workweek, Workday, and Office Hours**

The workweek runs from Monday through Friday.

The standard workweek for salaried (non-hourly) employees is forty hours. Salaried employees will not earn extra compensation for hours worked in excess of the standard workweek. Extra time worked by salaried employees will be considered during performance appraisal and salary reviews.

Individual employees work schedules and work locations will be determined by the Executive Director, and are subject to change with minimal notice. Employees may request non-standard work schedules and/or locations, which will require Executive Director approval. All employees that have not established an alternative work schedule and location will work according to the standards as established in the Employee Manual.

The standard workday is from 8:45 a.m. until 5:15 p.m., with a half-hour lunch break. All employees are expected to conform to their established work schedules at their established work locations. Unreliable attendance may lead to disciplinary action and/or termination.

## **Office Closure Periods**

LNC retains the right to declare office closure periods. During these office closure periods, all employees may use vacation time earned, or elect to be unpaid during that closure period. LNC will make all good efforts to provide timely notice of such periods.

## **Notification of Lateness and Absences**

Employees must follow these procedures for lateness or absences for personal reasons (other than vacation):

- Notify your immediate supervisor as soon as you can if you will be absent because of illness or family emergency (e.g., a relative is ill, schools are closed, day care is unavailable).
- Notify your immediate supervisor as soon as you can if you expect to arrive more than 15 minutes late.
- Send a memo to the staff if you leave early or be absent for more than 30 minutes during the day.
- Send a memo to the staff if you plan to be late or absent on a subsequent day other than for vacation (see below).
- If you will be out of the office on business, send a memo to the staff stating when you will be gone, where you will be, and how you may be contacted.

## **Making Up Personal Lateness and Absences**

Lateness or absence during the day for personal reasons should be made up on that day. If you cannot make up all of the time on the same day, your supervisor may authorize you to make it up during the same workweek.

Because of these flexible arrangements – and to encourage good attendance practices necessary to the conduct of business – for salaried employees, an absence from work for one or more full days for personal reasons other than sickness or disability, which the employee does not make up during the same pay period, may result in a proportional deduction from the employee's pay. Such a deduction, if any, shall be made at the discretion of the Executive Director, subject to approval by the Chair.

## **Overtime Pay**

Hourly employees will earn overtime based upon total hours worked within a single pay period. An hourly employee earns overtime pay for hours worked in excess of 40 in a workweek. The

normal rate for overtime pay is one and one-half times the employee's hourly rate of pay. Overtime worked on a holiday observed by LPHQ is paid at twice the employee's hourly rate of pay.

The employee's supervisor must authorize all overtime work in advance.

### **Compensatory Time**

A salaried employee may be granted compensatory time off for extraordinary efforts requiring very long workweeks over an extended period of time. Each grant of compensatory time must be approved in advance by the Executive Director, and may not exceed 24 hours in any case.

Hourly employees are paid for overtime and are therefore ineligible for compensatory time.

### **Scheduling Vacation Time**

Vacation time should be scheduled in advance. The Executive Director must approve salaried employees' vacation schedules. The Operations Director must approve hourly employees' vacation schedules.

When your vacation has been approved, send a memo to the staff stating when you will be gone.

### **Leave Without Pay and Leave of Absence**

The Executive Director will consider requests for leave without pay and leave of absence, but approval is unlikely because of the difficulty of covering for absences in addition to those caused by the use of personal time.

In any case, leave without pay cannot be granted while the employee still has unused paid leave available and additional paid leave will not accumulate during any period where unpaid leave is taken.

## **Employment, Performance, and Personnel Records**

### **Eligibility for Employment**

Under the Immigration Reform and Control Act of 1986, as amended, and the Immigration and Nationality Act, the LNC may hire only U.S. citizen, nationals of the U.S., and aliens authorized to work in the U.S. Accordingly, LPHQ must verify the identity and employment eligibility of anyone to be hired.

### **Hiring Decisions**

The Chair of the LNC appoints the Executive Director, with the advice and consent of the LNC. The Executive Director approves the hiring of other LNC employees, with the advice and consent of the Chair.

### **Job Descriptions**

Every employee of the LNC has a written job description. It is understood – and stated in every job description – that every employee may be assigned duties other than those specifically listed in the description. Job descriptions serve two purposes:

To ensure that each employee understands the scope of his/her duties.

To help the LNC establish salaries that are competitive with those being paid elsewhere for similar work.

### **Staff Classifications**

Management and professional positions are salaried. Salaried employees are expected to work a minimum of 40 hours a week, and as long as necessary to get the job done. They do not receive overtime pay for hours worked in excess of 40, though they may occasionally be granted compensatory time off, as discussed in the section on “Timekeeping, Working Hours, and Attendance.”

Employees who mainly provide administrative, secretarial, or clerical support are considered hourly employees. An hourly employee’s nominal annual salary is divided by 2,080 (40 hours/week x 52 weeks) to determine an hourly rate of pay. Hourly employees are eligible for overtime pay, as discussed in the section on “Timekeeping, Working Hours, and Attendance.”

## **Performance Appraisals**

The following applies to all employees who report directly or indirectly to the Executive Director.

The office of the LNC shall promote a positive work environment by establishing clear standards for work performance.

Annual reviews shall be conducted during the fourth quarter of each year for all employees using procedures and guidelines developed by the Employment Policy and Compensation Committee.

If an employee's job-related behavior does not meet expected and communicated performance standards, a process of progressive discipline shall be employed, using procedures and guidelines developed by the Employment Policy and Compensation Committee.

An employee's performance may also be appraised formally in special circumstances (e.g., to document exceptional performance that merits a promotion or an out-of-cycle pay increase).

## **Discipline and Termination**

An employee may be disciplined or terminated for any breach of the policies in this Employee Manual or the LNC Policy Manual, for unacceptable performance, for misconduct on the job, for private conduct that brings notoriety to the LNC or LP, or for any other lawful reason. Misconduct on the job may include, for example, insubordination, gross profanity, inappropriate displays of affection, or antagonistic behavior toward another employee.

Discipline may be progressive, and may fall short of termination, but serious breaches of policy or misconduct (on or off the job) may result in immediate termination.

Progressive discipline usually involves these steps:

The employee's supervisor informally counsels the employee about the problem(s) of performance or conduct. (The supervisor may keep notes, but these are not placed in the employee's file.)

If the employee does not correct the problem(s), the supervisor notifies the Executive Director, counsels the employee, and documents the counseling in a memorandum for the employee (with copies to the Executive Director and the employee's file). The memorandum spells out the problem(s) of performance and conduct and the corrective action(s) expected of the employee.

If the employee's performance or conduct remains unacceptable, the employee is terminated, with the approval of the Executive Director and advice and consent of the Chair of the LNC. The amount of notice given to the employee, if any, depends upon the nature and severity of the problem(s) leading to the dismissal.

Progressive discipline may be abandoned in favor of immediate dismissal at any time if an employee fails to make an effort to improve his/her performance or conduct, if the employee's performance or conduct becomes markedly worse, or if the employee becomes abusive or threatening to others.

Nothing said above negates or modifies the LNC's right to terminate any employee at any time for any lawful reason.

### **Access to Personnel Files**

An employee may see his/her file in the presence of the Operations Director or the Executive Director. An employee may, at his/her request, have copies of any and all items in his/her file.

Other persons authorized to see an employee's file are the employee's immediate supervisor, the Executive Director, and the Chair of the LNC.

Only the employee's immediate supervisor or the Executive Director may add anything to the employee's file. Nothing will be added to an employee's file without notifying the employee. The employee will be given a copy of each item that is added to the file.

### **References for Current and Former Employees**

A current employee may need verification of his/her length of employment and salary in order to obtain credit, borrow money, or finance a major purchase. In each instance, the employee should either (1) give the necessary form to the Operations Director or (2) give the Operations Director a memo authorizing disclosure of the information when called by a specific lender or financial institution.

A terminating employee will be asked to authorize the release of information to prospective employers. The form for that purpose (see "Forms" section) offers these options:

May release the dates of employment, job title, and last salary, or LPHQ may release any information contained in the employee's personnel file.

May be authorized to release a letter of recommendation approved by the employee and the Executive Director.

Specified persons may be authorized to discuss the employee's employment record and performance.

If the terminating employee does not execute the form, LPHQ will release only the dates of employment and job title.

**“Whistleblower” Protection Policy**

Employees are expected to report suspected violations of LNC policies to the appropriate authority as soon as possible. In response to such reports, the appropriate authority will act promptly to investigate the matter, and will protect the individual’s confidentiality to the extent possible, consistent with the need to conduct an adequate investigation. The appropriate authority will not retaliate against any individual who in good faith reports a suspected violation to the attention of the appropriate authority or participates in an investigation regarding a suspected violation.

**Availability of EPCC to Assist Employees**

The Employment Policy and Compensation Committee (EPCC) of the LNC is available to employees to discuss on a confidential basis the working environment at LPHQ or observed violations of the LNC Policy Manual.



## **Salaries and Benefits**

### **Salary Policy**

The LNC strives to pay salaries that are in line with those offered for similar work in relevant national, regional, and local labor markets. This means that the LNC strives to pay generally competitive salaries; it does not necessarily mean that the LNC will make a counter-offer to a specific employee who has been offered employment elsewhere.

### **Salary Reviews**

Salaries are reviewed as follows:

In February-March for employees whose performance was appraised in October-November of the preceding year. (By February-March the LNC will have approved a budget for the current calendar year.)

One month after an appraisal for an employee whose performance was appraised at another time of the year.

In any event, salary increases depend upon individual performance and the salary budget approved by the LNC. Increases are not automatic, are not linked to the cost of living, and cannot be guaranteed.

### **Benefits – General**

The following sub-sections describe employer-discretionary benefits currently available to full-time employees of the LNC. Other, non-discretionary benefits are provided as required by law (e.g., taxes and premiums for Social Security, unemployment benefits, and workers' compensation insurance). The LNC may, at any time and without notice, modify or withdraw any or all of the discretionary benefits.

### **Vacation Time**

Vacation time is earned leave that is at the discretion of the employee regarding the use to which that time is utilized.

Utilization of vacation time is subject to prior approval by the Executive Director. The Executive Director may restrict the time periods during which employees may utilize their earned vacation time in order to ensure that all necessary functions of the LPHQ are adequately executed.

Total accrual of unused vacation time cannot exceed 150% of the annual rate of accrual at any time. Once the total accrued unused vacation time reaches this maximum, no further vacation time will be earned or accrued, until the employee uses accrued vacation time.

LNC retains the right to purchase unused accrued vacation time from the employee, at the sole discretion of both the Executive Director and the Chair, with the consent of the employee.

## **Sick Time**

Sick time is earned leave that is provided as a contingency for the employee in cases of the inability of the employee to fulfill their duties due to minor illnesses, injuries, and other health issues.

Sick time is intended for minor circumstances. Sick time cannot be used in cases where the employee is eligible for any disability compensation. During periods for which the employee is eligible for disability, the LNC will have no responsibility to pay the employee, or to accrue any leave in any form.

Sick time requires no approval by the employee for utilization, but the LNC reserves the right to require reasonable proof of illness upon request. Misuse or misrepresentation of sick time may result in disciplinary action and/or termination.

Total accrual of unused sick time cannot exceed 16 days, or 128 hours. Once the total accrued unused sick time reaches this maximum, no further sick time will be earned or accrued, until the employee uses accrued sick time.

The employee will not be eligible for any compensation for unused sick time upon resignation or termination.

Sick time shall accrue at the rate of 64 hours (8 days) per calendar year. The amount of sick time accrued per pay period will be calculated as a proportion of the number of days in the pay period to the number of days in a calendar year.

## **LNC SICK TIME/VACATION TIME POLICY FOR FULL-TIME EMPLOYEES**

### **SICK LEAVE**

64.00 HOURS PER YEAR

128.00 MAXIMUM HOURS ALLOWED

2.46 HOURS ACCRUED PER BI-WEEKLY PAYCHECK

### **VACATION – FIRST YEAR OF EMPLOYMENT**

80.00 HOURS PER YEAR

120.00 MAXIMUM HOURS ALLOWED

3.08 HOURS ACCRUED PER BI-WEEKLY PAYCHECK

**VACATION – SECOND YEAR OF EMPLOYMENT**

120.00 HOURS PER YEAR

180.00 MAXIMUM HOURS ALLOWED

4.62 HOURS ACCRUED PER BI-WEEKLY PAYCHECK

**VACATION – THIRD YEAR OF EMPLOYMENT**

160.00 HOURS PER YEAR

240.00 MAXIMUM HOURS ALLOWED

6.15 HOURS ACCRUED PER BI-WEEKLY PAYCHECK

NOTE: Sick Time and Vacation Time are available only for full-time employees. Part-time staff are considered temporary employees and are not eligible for Sick Time and Vacation Time.

**Holidays and Early Closing Days**

- New Year's Day
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

If a fixed holiday (e.g., New Year's Day) falls on a Saturday, it is observed on the Friday before; if it falls on a Sunday, it is observed on the Monday after.

LPHQ closes at 3:00 p.m. on Thanksgiving eve, Christmas eve, and New Year's eve. Employees who are at work at closing time are given two hours of paid time off.

**Other Paid Time Off**

A full-time employee may be granted an absence of up to ten workdays annually for military reserve training. (Holidays that may fall within the period of training are not counted against the ten days.) If the employee's military pay is less than his/her LNC pay, the LNC will reimburse the difference if the lower military pay is documented by a government wage statement. The amount reimbursed by the LNC will be treated as taxable income to the employee.

A full-time employee may be granted unlimited, paid leave for time spent serving on a jury or appearing in court in response to a subpoena or other legal process. Such leave is not granted if the employee is a party to the legal situation or a prospective beneficiary of it.

### **Medical Insurance Credit and Coverage**

The LNC makes medical insurance coverage available to its full-time employees. All salaried positions are considered to be full-time positions. Hourly employees whose established work schedule is forty hours per week will be considered a full-time employee. Hourly employees whose established work schedule is less than 40 hours will be considered part-time employees, and will not be eligible for medical insurance provided by the LNC. Qualifying employees may elect one of three levels of coverage – employee only, employee plus one dependent, employee plus family – or the employee may decline coverage.

### **401(k) Retirement Savings Plan**

#### **Introduction**

The 401(k) plan is named after the section of the federal tax code, Section 401(k), that allows an employee to direct a part of his/her pay to a personal account in a savings plan sponsored by the LNC. A participating employee does not pay federal or state income taxes on the part of his/her pay that is directed to a 401(k) account.

Enrollment is open to all full-time employees after 90 days of employment who are at least 21 years of age. Enrollment forms are available from the LNC plan administrator (the LNC Operations Director) who can answer questions you may have about the LNC plan after you have read this section in this Employee Manual.

#### **Contributions and Vesting**

If you are eligible for the LNC 401(k) plan, you may contribute 1% to 15% of your pay, up to the legal limit, which is tied to the rate of inflation and adjusted annually. LNC contributes ½% for every 1% that you contribute, up to a maximum LNC contribution of 3% of your pay.

Your contributions, made through a salary-reduction agreement with LNC, are always fully “vested,” that is, owned by you. LNC contributions are fully vested after you have been employed by the LNC for one year.

#### **Direct Investing**

You decide how to invest the contributions you make to the plan and that the LNC makes on your behalf. The LNC plan administrator has a current list of the available investment options,

which include a money market fund, a bond fund, several types of stock funds, and a balanced fund that invests in stocks and bonds.

You decide how to allocate the contributions among the available options, but you must allocate at least 10% of your contributions to each option you select. Allocations above 10% may be made in increments of 5%. As an example, you may allocate 10% to fund A, 15% to fund B, 35% to fund C, and 40% to fund D.

You may change your allocation of future contributions daily by phoning FLASH. You may also transfer your assets from one fund to another daily, also through FLASH. The LNC plan administrator will give you a personal identification number (PIN) for use with FLASH when you have enrolled with the plan.

Please contact the LNC plan administrator if you want to change the percentage of your pay that you contribute to the plan, or if you want to suspend your contributions to the plan.

### **Monitoring Investments**

You may phone FLASH at any time to obtain your account balances.

The Washington Pension Center will send you detailed statements of your account every three months, with information about your contributions and the performance of your investments.

### **Access to Investments**

You may receive the money that has accumulated in your retirement plan, without paying a tax penalty, when you leave the LNC at age 59 ½ or older. Because you will not have paid income taxes on the money that went into your account, the money you draw out will be taxed as ordinary income. You may take your accumulation as a lump-sum payment or as an annuity, payable over a fixed period of years.

If you leave the LNC before you reach age 59 ½, you may leave your money in the plan if you accumulated more than \$5,000 or transfer the assets to another tax-deferred investment (e.g., an Individual Retirement Account or a retirement savings plan with your next employer). If you draw directly on your accumulation before you reach age 59 ½, you may incur tax penalties.

Your designated beneficiary will be entitled to your account balance if you die before you begin to draw on your accumulation.

You may not borrow from your retirement account.

## **Draft: Document Retention and Destruction Policy**

### **1. Policy and Purposes**

This Policy represents the policy of Libertarian National Committee, Inc. (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

### **2. Administration**

**2.1 Responsibilities of the Administrator.** The organization’s Executive Director shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

**2.2 Responsibilities of Constituencies.** This Policy also relates to the responsibilities of board members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization’s documents. The Administrator shall report to the Board of Directors (the board members acting as a body), which maintains the ultimate direction of management. The organization’s staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the

Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

**3. Suspension of Document Destruction; Compliance.** The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever “knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case.” Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

**4. Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

**5. Privacy.** It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

**6. Emergency Planning.** Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

**7. Document Creation and Generation.** The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. For example, on an employee-by-employee basis, are emails and other documents of a significantly non-sensitive nature so that they might be deleted, even in the face of a litigation hold with respect to other, more sensitive, documents? This dialogue may help in achieving a major purpose of the Policy -- to conserve resources -- by identifying document streams in a way that will allow the Policy to routinely provide for destruction of documents. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

## **8. Document Retention Schedule.**

<b>Document Type</b>	<b>Retention Period</b>
<b>Accounting and Finance</b>	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – routine	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Depreciation Schedules	Permanent
Employee/Business Expense Reports/Documents	7 years
General Ledger	Permanent
Internal Audit Reports	3 years
Interim Financial Statements	7 years
Inventory records for products, materials, and supplies	7 years
<b>Contributions/Gifts/Grants</b>	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 years after end of grant period
<b>Corporate and Exemption</b>	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
<b>Correspondence and Internal Memoranda</b>	



Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years
Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review

### **Electronic Mail (E-mail) to or from the organization**

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository.	Permanent, subject to review
E-mails not included in either of the above categories	12 months

### **Electronically Stored Documents**

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).	Permanent, subject to review
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Electronically stored documents not included in either of the above categories	Two years
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### **Employment, Personnel and Pension**

Personnel Records	10 years after employment ends
Employment Applications	Three years
Employee contracts	10 years after termination
Retirement and pension records	Permanent
Timesheets	7 years

### **Insurance**

Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent

### **Legal and Contracts**

Contracts, related correspondence and other  
supporting documentation  
Legal correspondence

10 years after termination  
Permanent

### **Management and Miscellaneous**

Strategic Plans  
Disaster Recovery Plan  
Policies and Procedures Manual

7 years after expiration  
7 years after replacement  
Current version w/revision history

### **Property – Real, Personal and Intellectual**

Property deeds and purchase/sale agreements  
Property Tax  
Real Property Leases  
Personal Property Leases  
Trademarks, Copyrights and Patents

Permanent  
Permanent  
Permanent  
10 years after termination  
Permanent

### **Tax & Regulatory**

Tax exemption documents & correspondence  
IRS Rulings  
Annual information returns – federal & state  
Tax returns  
FEC Filings

Permanent  
Permanent  
Permanent  
Permanent  
Permanent

## **Draft: “Whistleblower” Protection Policy**

The Libertarian National Committee Policy Manual requires directors, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Libertarian National Committee Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.
- The protection of directors, volunteers and employees reporting concerns from retaliatory actions.

### **Reporting Responsibility**

Each director, volunteer, and employee of the Libertarian National Committee has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of LNC Policy Manual (hereinafter collectively referred to as Concerns).

### **Authority of Audit Committee**

All reported Concerns will be forwarded to the Audit Committee in accordance with the procedures set forth herein. The Audit Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Concerns.

### **No Retaliation**

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise Concerns within the organization for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

### **Reporting Concerns**

#### **Employees**

Employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Director of Human Resources. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her Concern directly to the Director of Human Resources.

If the Concern was reported verbally to the Director of Human Resources, the reporting individual, with assistance from the Director of Human Resources, shall reduce the Concern to writing. The Director of Human Resources is required to promptly report the Concern to the Chair of the Audit Committee, who has specific and exclusive responsibility to investigate all Concerns. If the Director of Human Resources, for any reason, does not promptly forward the Concern to the Audit Committee, the reporting individual should directly report the Concern to the Chair of the Audit Committee. Contact information for the Chair of the Audit Committee may be obtained through the Human Resources Department. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chair of the Audit Committee.

### **Directors and Other Volunteers**

Directors and other volunteers should submit Concerns in writing directly to the Chair of the Audit Committee. Contact information for the Chair of the Audit Committee may be obtained from the Treasurer.

### **Handling of Reported Violations**

The Audit Committee shall address all reported Concerns. The Chair of the Audit Committee shall immediately notify the Audit Committee, the President, the Executive Director, and Chief Operating Officer of any such report. The Chair of the Audit Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Audit Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The Audit Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

### **Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of

the Policy Manual. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **Confidentiality**

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

**Libertarian National Committee, Inc.**  
**Statement of Operations - 2018 Budget**

**2018 LNC BUDGET - (Enter Data in Acct Detail) - Draft 5 - 11-16-17**

	Jan - Dec 14 *	Jan -Dec 16	2017 YTD * Extrapolated	Ave 2014/2016	2018 BUDGET	\$ Difference 18 v 14	% Difference 18 v 14	\$ Difference 18 v 16	% Difference 18 v 16
<b>Support and Revenue</b>									
20-Membership Dues	492,324.00	807,449.00	550,975.20	649,886.50	550,600.00	58,276.00	112%	(256,849.00)	68%
21-Donations *	453,272.00	678,904.00	305,672.40	566,088.00	226,800.00	(226,472.00)	50%	(452,104.00)	33%
22-Recurring Gifts	342,279.00	350,931.00	402,990.67	346,605.00	463,400.00	121,121.00	135%	112,469.00	132%
23-Board Solicitation Major Gifts	42,474.00	0.00	64,335.60	21,237.00	60,000.00	17,526.00	141%	60,000.00	0%
24-Convention Revenue	114,820.00	291,294.00	0.00	203,057.00	160,000.00	45,180.00	55%	(131,294.00)	55%
25-Project Program Revenue	72,248.00	16,210.00	98,865.60	44,229.00	23,800.00	(48,448.00)	33%	7,590.00	147%
26-Brand / Political Materials	19,380.00	316,269.00	63,946.80	167,824.50	100,000.00	80,620.00	516%	(216,269.00)	32%
27-BallotAccess Voter Reg Donations	45,954.00	149,819.00	153,224.40	97,886.50	153,200.00	107,246.00	333%	3,381.00	102%
28-Member Communications Rev	7,959.00	15,186.00	7,462.80	11,572.50	7,400.00	(559.00)	93%	(7,786.00)	49%
29-Other Revenue & Offsets	1.00	215.00	490.80	108.00	0.00	(1.00)	0%	(215.00)	0%
<b>Total Support and Revenue</b>	<b>1,590,711.00</b>	<b>2,626,277.00</b>	<b>1,647,964.27</b>	<b>2,108,494.00</b>	<b>1,745,200.00</b>	<b>154,489.00</b>	<b>110%</b>	<b>(881,077.00)</b>	<b>66%</b>
<b>Cost of Support and Revenue</b>									
32-Fundraising Costs	125,462.00	200,977.00	183,812.40	163,219.50	187,700.00	62,238.00	150%	(13,277.00)	93%
33-Membership Fundraising Costs	108,366.00	130,127.00	179,106.00	119,246.50	226,200.00	117,834.00	209%	96,073.00	174%
35-Convention	120,935.00	218,606.00	0.00	169,770.50	150,000.00	29,065.00	124%	(68,606.00)	69%
36-BallotAccess Fundraising Exp	8,831.00	5,830.00	11,678.40	7,330.50	11,600.00	2,769.00	131%	5,770.00	199%
37-Building Fundraising Exp	5,945.00	1,175.00	121.20	3,560.00	0.00	(5,945.00)	0%	(1,175.00)	0%
<b>Total Cost of Support and Revenue</b>	<b>369,539.00</b>	<b>556,715.00</b>	<b>374,718.00</b>	<b>463,127.00</b>	<b>575,500.00</b>	<b>205,961.00</b>	<b>156%</b>	<b>18,785.00</b>	<b>103%</b>
<b>Net Support Available for Programs</b>	<b>1,221,172.00</b>	<b>2,069,562.00</b>	<b>1,273,246.27</b>	<b>1,645,367.00</b>	<b>1,169,700.00</b>	<b>(51,472.00)</b>	<b>100%</b>	<b>(899,862.00)</b>	<b>57%</b>
<b>Program Expense</b>									
40-Adminstrative Costs	276,911.00	354,122.00	353,143.20	315,516.50	333,964.00	57,053.00	121%	(20,158.00)	94%
45-Compensation	526,069.00	493,070.00	498,236.40	509,569.50	495,600.00	(30,469.00)	94%	2,530.00	101%
50-Affiliate Support	4,883.00	45,026.00	52,317.60	24,954.50	60,000.00	55,117.00	1229%	14,974.00	133%
55-Brand / Political Materials	12,578.00	368,331.00	78,717.60	190,454.50	100,000.00	87,422.00	795%	(268,331.00)	27%
58-Campus Outreach	0.00	0.00	750.00	0.00	0.00	0.00	0%	0.00	0%
60-Candidate, Campaign & Initiatives	289.00	36,949.00	12,000.00	18,619.00	58,800.00	58,511.00	20346%	21,851.00	159%
70-BallotAccess Voter Reg & Related Exp	106,696.00	393,091.00	147,502.80	249,893.50	202,000.00	95,304.00	189%	(191,091.00)	51%
75-Litigation	11,047.00	11,508.00	394.60	11,277.50	6,000.00	(5,047.00)	54%	(5,508.00)	52%
80-Media	119.00	5,367.00	2,299.20	2,743.00	51,000.00	50,881.00	42857%	45,633.00	950%
85-Member Communications Exp	60,395.00	81,340.00	61,156.80	70,867.50	54,600.00	(5,795.00)	90%	(26,740.00)	67%
88-Outreach	6,098.00	6,169.00	7,232.40	6,133.50	9,000.00	2,902.00	148%	2,831.00	146%
90-Project Program Other	2,500.00	0.00	10,896.00	1,250.00	5,000.00	2,500.00	200%	5,000.00	0%
<b>Total Program Expense</b>	<b>1,007,585.00</b>	<b>1,794,973.00</b>	<b>1,224,646.60</b>	<b>1,401,279.00</b>	<b>1,375,964.00</b>	<b>368,379.00</b>	<b>137%</b>	<b>(419,009.00)</b>	<b>77%</b>
<b>Net Operating Surplus (or Deficit)</b>	<b>213,587.00</b>	<b>274,589.00</b>	<b>48,599.67</b>	<b>244,088.00</b>	<b>(206,264.00)</b>	<b>(419,851.00)</b>	<b>-97%</b>	<b>(480,853.00)</b>	<b>-75%</b>
Capital Exp & Release to Pay Off Mort	0.00	123,026.00	69,000.00	513	\$15,000.00				
Bequest Receivable	32,400.00	33,900.00	33,900.00	0.00	\$66,800.00				
<b>Unrestricted Operating Surplus (or Deficit)</b>	<b>149,784.00</b>	<b>259,029.00</b>	<b>(31,949.13)</b>	<b>201,434.00</b>	<b>(221,864.00)</b>	<b>(371,648.00)</b>	<b>-148.1%</b>	<b>(480,893.00)</b>	<b>-85.7%</b>
<b>Net Surplus after Capt. Expenses &amp; Bequest</b>	<b>149,784.00</b>	<b>258,003.00</b>	<b>(31,949.13)</b>	<b>200,921.00</b>	<b>(155,064.00)</b>	<b>(304,848.00)</b>	<b>-103.5%</b>	<b>(413,067.00)</b>	<b>-60.1%</b>

\* 2014 general donations included bequest of \$235,575 & 2017 included bequest of \$111,864

**Libertarian National Committee, Inc.**

**Proceeds & Loss - Underlying Account Detail - Draft 5 - 11/16/17**

Proceeds & Loss - Underlying Account Detail - Draft 5 - 11/16/17					ORANGE or worksheets DO NOT ENTER		
	Jan - Dec 14 *	Jan -Dec 16	2017 YTD * Extrapolated	Ave 2014/2016	ENTER DATA HERE for 2018	Class	Notes
Ordinary Revenue/Expense							
Revenue							
4000 - General Fundraising							
4010 - Direct Mail Fundraising							
4010-10 - DM - House Fundraising General	132,560	347,690	89,996	240,125	89,900	21	(a)
4010-11 - DM - House Fundraising Renewal	12,042	2,660	14,206	7,351	14,200	20	(b)
4010-12 - DM - House Fundraising New Donor	3,698	875	984	2,287	900	20	(b)
4010-20 - DM - Donor Renewal	196,253	177,469	148,556	186,861	148,500	20	(b)
4010-30 - DM - New Donor Prospecting	11,867	31,529	20,833	21,698	20,800	20	(b)
Total 4010 - Direct Mail Fundraising	356,420	560,223	274,576	458,322	274,300		
4020 - Direct Solicitation Major Donor							
4020-10 - Board Solicitation	32,424	-	6,592	16,212	20,000	23	(c)
4020-20 - Chair Solicitation	-	-	57,504	-	20,000	23	(c)
4020-30 - ED Solicitation	10,050	-	240	5,025	20,000	23	(c)
Total 4020 - Direct Solicitation Major Donor	42,474	-	64,336	21,237	60,000		
4030 - Online Contributions - Web							
4030-10 - Online Cont - General	62,448	222,243	21,617	142,346	21,600	21	(d)
4030-20 - Online Cont - Donor Renewal	174,175	201,871	190,956	188,023	190,900	20	(b)
4030-30 - Online Cont - New Donor Prosp	71,050	372,779	156,379	221,915	156,300	20	(b)
Total 4030 - Online Contributions - Web	307,673	796,893	368,952	552,283	368,800		
4040 - Tele Fundraising - Phone Bank							
4040-10 - Tele Fund - General	690	831	913	761	900	21	(d)
4040-20 - Tele Fund - Donor Renewal	23,214	19,716	18,551	21,465	18,500	20	(b)
4040-30 - Tele Fund - New Donor Prosp	25	550	510	288	500	20	(b)
Total 4040 - Tele Fundraising - Phone Bank	23,929	21,097	19,974	22,513	19,900		
4080 - Recurring Contrib - Pledge	342,279	350,931	402,991	346,605	463,400	22	(e)
4085 - Bequests	235,575	2,129	111,864	118,852	-	21	
4090 - Ballot Access / Voter Reg.	45,954	149,819	153,224	97,887	153,200	27	(f)
Total 4000 - General Fundraising	1,354,304	1,881,092	1,395,916	1,617,698	1,339,600		
4100 - Project Revenue							
4108 - Building Fund	64,637	15,010	81,586	39,824	15,000	25	(g)
4110 - Legal Offense Fund	7,611	550	600	4,081	600	25	(d)
Total 4100 - Project Revenue	72,248	15,560	82,186	43,904	15,600		
4200 - Events and Conventions							
4200-10 - Convention Revenue	114,820	291,294	-	203,057	160,000	24	(h)
4200-15 - Convention Banquet Fundraising	23,029	105,961	-	64,495	64,400	21	(i)
4200-20 - Other Events	-	1,435	81,432	718	50,000	21	(j)
Total 4200 - Events and Conventions	137,849	398,690	81,432	268,270	274,400		
4300 - Program Revenue							
4310 - Affiliate Development	-	-	3,216	-	3,200	25	(d)
4320 - Outreach - PR & Marketing	-	-	-	-	-	21	
4340 - LP News	7,959	15,186	7,463	11,573	7,400	28	(d)
4375- Branding / Political Materials	19,380	316,269	63,947	167,825	100,000	26	(k)
4360-40 - Candidate Support & Training	-	650	-	325	-	25	
4395 - Lpedia Hist Pres Revenue	-	-	13,464	-	5,000	25	(y)
Total 4300 - Program Revenue	27,339	332,105	88,090	179,722	115,600		
4400 - Trf fr Auth. FEC Comm - PACS	-	-	-	-	-	21	
4600 - Refunds of Contributions	(1,030)	(1,385)	(150)	(1,208)	-	21	
4700 - Other Receipts							
4710 - Interest & Dividends	1	215	491	108	-	29	
Total 4700 - Other Receipts	1	215	491	108	-		
Total Revenue	1,590,711	2,626,277	1,647,964	2,108,494	1,745,200		
Gross Proceeds	1,590,711	2,626,277	1,647,964	2,108,494	1,745,200		

	Jan - Dec 14 *	Jan -Dec 16	2017 YTD * Extrapolated	Ave 2014/2016	ENTER DATA HERE for 2018	Class	Notes
Expense							
7000 - General Fundraising Expense							
7010 - Direct Mail Fundraising Exp							
7010-10 - DM - House General Expense	65,264	104,865	94,488	85,065	94,800	32	(a)
7010-20 - DM - Donor Renewal Expense	40,642	49,144	86,354	44,893	110,300	33	(v)
7010-30 - DM - New Donor Prospecting Exp	32,516	57,266	71,732	44,891	71,700	33	(b)
Total 7010 - Direct Mail Fundraising Exp	138,422	211,275	252,575	174,849	276,800		
7020 - Direct Sol Major Donor Expense							
7020-10 - Board Solicitation Expense	-	-	18,842	-	10,000	32	(l)
7020-20 - Chair Solicitation Expense	-	-	-	-	-	32	
7020-30 - ED Solicitation Expense	-	-	-	-	-	32	
Total 7020 - Direct Sol Major Donor Expense	-	-	18,842	-	10,000		
7030 - Online Contributions Exp - Web							
7030-10 - Online Cont Exp - General	4,083	-	-	2,042	-	32	
7030-20 - Online Cont Exp - Donor Renewal	-	-	1,775	-	36,000	33	(m)
7030-30 - Online Cont Exp - New Donor	5,417	11,272	10,945	8,345	-	33	
Total 7030 - Online Contributions Exp - Web	9,500	11,272	12,720	10,386	36,000		
7040 - Tele Fundraising Expense							
7040-10 - Tele Fund Exp - General	-	-	-	-	-	32	
7040-20 - Tele Fund Exp - Donor Renewal	29,791	12,445	8,299	21,118	8,200	33	(b)
7040-30 - Tele Fund Exp - New Donor Prosp	-	-	-	-	-	33	
Total 7040 - Tele Fundraising Expense	29,791	12,445	8,299	21,118	8,200		
7080 - Recurring Contrib - Pledge	20,438	23,789	22,414	22,114	25,700	32	(e)
7085 - Building Fund Fundraising Exp	5,945	1,175	121	3,560	-	37	(g)
7090 - Ballot Access Fundraising Exp	8,831	5,830	11,678	7,331	11,600	36	(f)
7095 - Credit Card Prc Fees	35,677	71,045	46,800	53,361	49,700	32	(n)
Total 7000 - General Fundraising Expense	248,604	336,831	373,450	292,718	418,000		
7100 - Project-Related Expenses							
7106-10 - Campus Outreach	-	-	750	-	-	58	
7108-10 - Building Fund Expense	-	-	-	-	-	90	
7110 - Legal Offense Fund Project	2,500	-	887	1,250	-	90	
Total 7100 - Project-Related Expenses	2,500	-	1,637	1,250	-		
7200 - Events and Conventions Exp							
7200-10 - Convention Expenses - General	48,827	85,036	-	66,932	150,000	35	(h)
7200-20 - Convention Expense - Travel/F&B	72,108	133,570	-	102,839	-	35	
7200-30 - Other Events	-	1,278	1,268	639	7,500	32	(j)
Total 7200 - Events and Conventions Exp	120,935	219,884	1,268	170,410	157,500		
7300 - Program-Related Expenses							
7310 - Affiliate Development	4,883	45,026	52,318	24,955	60,000	50	(o)
7320 - Outreach - PR & Marketing Exp	6,098	6,169	7,232	6,134	9,000	88	(p)
7330 - Media Relations	119	5,367	2,299	2,743	51,000	80	(q)
7340 - LP News	60,395	81,340	61,157	70,868	54,600	85	(r)
7375 - Branding/Political Materials	12,578	368,331	78,718	190,455	100,000	55	(k)
7360 - Campaign Candidate Support							
7360-10 - GOTV	-	2,363	-	1,182	-	60	
7360-40 - Candidate Support & Training	289	34,586	12,000	17,438	58,800	60	(s)
7360-50 - Initiative Campaign Support	-	-	-	-	-	60	
Total 7360 - Campaign Candidate Support	289	36,949	12,000	18,619	58,800		
7380 - Ballot Access - Other							
7380-10 - Ballot Access Petitioning Exp.	106,696	370,655	147,503	238,676	202,000	70	(t)
7380-20 - Ballot Access Travel Expense	-	21,436	-	10,718	-	70	
7380-30 - Ballot Access Legal	10,353	6,400	(575)	8,377	-	75	
7380-40 - Ballot Access Lobbying	-	-	-	-	-	70	
7380-50 - Voter Registration	-	1,000	-	500	-	70	
Total 7380 - Ballot Access - Other	117,049	399,491	146,928	258,270	202,000		
7395 - Lpedia Hist Preservation Exp	-	-	10,009	-	5,000	90	(y)
Total 7300 - Program-Related Expenses	201,411	942,673	370,661	572,042	540,400		



	Jan - Dec 14 *	Jan - Dec 16	2017 YTD * Extrapolated	Ave 2014/2016	ENTER DATA HERE for 2018	Class s	Notes
8000 - Total Salary & Related (See Worksheet)	526,069	493,070	498,236	509,570	495,600	45	(u)
8100 - Admin & Overhead Exp (See Worksheet)							
8110 - Ofc Supplies & Non Cap Equip	12,224	13,735	7,658	12,980	7,600	40	(u)
8120 - Telephone & Data Services	16,255	15,499	14,684	15,877	14,600	40	(u)
8125 - Equipment Leases & Maint.	4,461	2,653	9,359	3,557	9,300	40	(u)
8130 - Postage & Shipping	5,494	14,091	12,091	9,793	12,000	40	(u)
8140 - Travel, Meeting, & Meals Exp	8,671	24,455	21,092	16,563	26,000	40	(u)
8160 - Insurance	4,067	6,811	8,303	5,439	8,300	40	(u)
8170 - Total Occupancy & Related	89,002	53,513	45,636	71,258	44,400	40	(u)
8180 - Printing & Copying	11,914	8,832	6,928	10,373	6,900	40	(u)
8190 - Software, Hardware & Other IT	53,123	100,259	107,934	76,691	93,800	40	(u)
8195 - Other Expenses & Bank Fees	3,981	9,022	7,033	6,502	7,000	40	(u)
Total 8100 - Admin & Overhead Expense	209,192	248,870	240,719	229,031	229,900		
8200 - Professional Services (See Worksheet)							
8210 - Legal							
8210-10 - Legal - General	24,605	46,087	54,200	35,346	54,200	40	(u)
8210-20 - Legal - Proactive	694	5,108	970	2,901	6,000	75	(w)
Total 8210 - Legal	25,299	51,195	55,170	38,247	60,200		
8220 - Accounting	12,153	16,500	16,500	14,327	16,500	40	(u)
8230 - FEC Filing & Consulting	18,000	18,000	18,000	18,000	18,000	40	(u)
Total 8200 - Professional Services	55,452	85,695	89,670	70,574	94,700		
8300 - Depreciation Expense	12,961	24,665	23,724	18,813	15,364	40	(x)
8500 - Loss (Gain) on Disposal	-	-	-	-	-	40	
Total Expense	1,377,124	2,351,688	1,599,365	1,864,406	1,951,464		
Net Ordinary Revenue	213,587	274,589	48,600	244,088	(206,264)		
Net Revenue or Loss	213,587	274,589	48,600	244,088	(206,264)		
Capital Expenditures (non lease / non building related)	-	1,026	-	513	-		
Release to pay off Mortgage Principle	-	122,000	69,000		15,000		
Bequests Receivable	32,400	33,900	33,900		66,800		
Unrestricted Operating Surplus (or Deficit)	149,784	259,029	(31,949)	201,434	(221,864)		
Net Surplus After Capt. Expenses & Bequest	149,784	258,003	(31,949)	200,921	(155,064)		
# House Letters	7	8	8	7.5	6		
# Major Other Letters (B/A & BF)	1	1	1	1.0	1		

\* 2014 general donations included bequest of \$235,575 & 2017 included bequest of \$111,864

- (a) Based on 6 house letters for 2018 & Lauren expects the results to match the revenue from the 8 house letters in 2017 plus \$2k month additional exp in cont
- (b) Based on current 2017 trend with flat/no membership growth between 17 & 18
- (c) Budgeting \$20k each from board, chair & ED
- (d) Based on current 2017 trend
- (e) Based on current 15% growth trend
- (f) Based on current 2017 trend (note 1 B/A "house" letter planned)
- (h) Based on Convention Committee Estimates
- (i) Based on 2014/16 average
- (j) Based on 2 "VIP" events Spring/Fall @ \$25k rev each @ \$7.5k tl cost per Lauren
- (k) Planned at \$100k Revenue & Expenses
- (l) \$5k for wealth engine & \$5k for targeted mailings
- (m) Planning \$3k a month total for Facebook & text messaging
- (n) Estimated at 2.85% of gross proceeds
- (o) ASC estimates exp @ \$60k for 2018
- (p) FreedomFest & Liberty Forum
- (q) Based on current contractors plus minor related exp & media subscriptions
- (r) Planning 6 issues @ \$9,100 per issue (cost for 15k copies mailed)
- (s) Based on current contractor plus minor related exp & candidate specific support to match 2017 levels
- (t) Based on ballot access committee report n/inc ME
- (u) See separate worksheets for details
- (v) Based on 2017 trend w-flat membership growth plus \$2k pm in added contract labor
- (w) FEC Lawsuit
- (x) Based on estimated actual
- (y) HPC Estimate

## 2017 Occupancy

8170 · Occupancy Expenses	Jan-Oct 17	2017 Ext	2018 Actual Projected Exp	
8170-10 · Mortgage Interest Expense	10,953	13,144	12,000	Estimate - need updated Mortg Schedule
8170-20 · Utilities Expense	4,665	5,598	5,598	Based on Current Trend
8170-30 · Property Taxes, Fees & Permits	7,760	9,312	9,312	Actual Based on City Assesement
8170-40 · Maintenance, Cleaning & Repairs	8,756	10,507	10,507	Based on Current Trend
8170-50 · Property Insurance	426	511	511	Based on Current Trend
8170-60 · Assc Fees, Parking & Storage	5,470	6,564	6,564	Based on Current Trend
8170-70 · Office Move Related Expenses	0	0	0	
<b>Total 8170 · Occupancy Expenses</b>	<b>38,030</b>	<b>45,636</b>	<b>44,492</b>	

**Number to Link to Acct Detail Worksheet: 44,400**

8110 · Ofc Supplies & Non Cap Equipt	6,382	7,658	7,600	Based on Current Trend
8120 · Telephone & Data Services	12,237	14,684	14,600	Based on Current Trend
8125 · Equipment Leases & Maint.	7,799	9,359	9,300	Based on Current Trend
8130 · Postage & Shipping	10,076	12,091	12,000	Based on Current Trend
8140 · Travel, Meeting, & Meals Exp ^	17,577	21,092	26,000	Based on Current Trend plus additional \$5000 for contractor staff travel
8160 · Insurance	6,919	8,303	8,300	Based on Current Trend
8170 · Total Occupancy & Related	38,030	45,636	44,400	SEE ABOVE
8180 · Printing & Copying	5,773	6,928	6,900	Based on Current Trend
8190 · Software, Hardware & Other IT	87,960	105,552	93,800	Based on \$7k a month (not including Rsackspace or Softlayer) plus \$400 a month for CiVi CRM I
8195 · Other Expenses & Bank Fees	5,861	7,033	7,000	Based on Current Trend
8210-10 · Legal - General	45,167	54,200	54,200	Based on Current Trend
8220 · Accounting	15,000	18,000	16,500	Based on contracted audit amount
8230 · FEC Filing & Consulting	15,000	18,000	18,000	Based on Current Trend

\* Includes 3 LNC Meetings plus chair travel plus new contracotr / staff travel