

STATE BAR *of* **TEXAS**

Proposed Combined Budget

Fiscal Year 2024-2025

Detailed Reports

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Our Mission

The mission of the State Bar of Texas is to support the administration of the legal system, assure all citizens equal access to justice, foster high standards of ethical conduct for lawyers, enable its members to better serve their clients and the public, educate the public about the rule of law, and promote diversity in the administration of justice and the practice of law.

Executive Division

Office of the Executive Director

FY2024-2025 Proposed Budgeted Programs and Activities

The Executive Director serves as chief administrator of the State Bar as set out in the State Bar Act, State Bar Rules, and State Bar Board Policy Manual. The Executive Director administers, implements, and evaluates the day-to-day operations, established programs, activities, and projects of the State Bar. The Executive Director ensures the State Bar meets its obligations and purposes by carrying out the policy decisions of the Board of Directors and by administering the operations of the State Bar according to best practices and high standards of ethical conduct. The Office of the Executive Director includes the Executive Director as well as support staff for the office.

In addition to salaries, major expenditures include travel to bar-related meetings and conferences for the purposes of representing the State Bar, gaining valuable insights on the needs of those whom the State Bar serves, and educating members and the public on the services and resources available to them.

Office of Executive Director Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Salaries	\$484,563
Benefits	146,580
Travel	41,728
Meetings & Conferences	15,750
Dues/Subscriptions/Licenses	6,000
Education/Training	6,000
Supplies/Awards/Gifts/Spec. Items	10,118
Rentals - Office, Equipment, Storage	406
Postage and Freight	1,250
Telephone	6,230
Administrative	1,000
Printing and Copying	4,000
Total Expenditures	<u>723,625</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(723,625)</u>

Office of Legal Counsel
FY2024-2025 Proposed Budgeted Programs and Activities

The department provides legal counsel and legal services to the State Bar, its executive director and staff, and its board of directors. It also handles the duties of in-house counsel by providing internal legal advice and information to assure compliance with all laws. The department works to ensure the State Bar complies with the State Bar Act, State Bar Rules, public information laws, and board and internal policies, which set forth the State Bar’s core purposes and its mission. The department also monitors compliance with limitations imposed by *Keller v. State Bar of California* (U.S. Supreme Court), *McDonald v. Longley*, and *Boudreaux v. Louisiana State Bar Association* (Fifth Circuit). Major non-salary expenditures include professional services, which largely cover outside counsel services for lawyers serving as board general counsel and representing the State Bar in litigation and employment matters.

Legal Counsel
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$502,274
Benefits	151,938
Travel	15,900
Meetings & Conferences	1,130
Professional Services	127,000
Dues/Subscriptions/Licenses	19,200
Education/Training	6,440
Supplies/Awards/Gifts/Spec. Items	2,850
Rentals - Office, Equipment, Storage	360
Postage and Freight	360
Telephone	2,700
Printing and Copying	122
Total Expenditures	830,274
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (830,274)

Deputy Executive Director
FY2024-2025 Proposed Budgeted Programs and Activities

The purpose of this department is to support the Executive Department and the Board of Directors in administering the agency to accomplish its mission. The Deputy Executive Director assists the Board of Directors, President and President-elect, and Executive office in implementing various State Bar initiatives. The Deputy Executive Director also oversees the management of various program areas in the Bar, including the divisions/departments and functions included under Information Technology, Attorney Compliance, Finance, Research and Analysis, Insurance Member Benefits, and Operations and Security.

Non-salary expenditures include travel to board meetings, conferences, and other bar events. Expenditures also include office supplies and general administrative expenditures.

Deputy Executive Director
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$194,767
Benefits	59,944
Travel	6,275
Meetings & Conferences	540
Education/Training	630
Supplies/Awards/Gifts/Spec. Items	255
Telephone	1,000
Printing and Copying	200
Total Expenditures	263,611
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (263,611)

Deputy Executive Director - External Affairs
FY2024-2025 Proposed Budgeted Programs and Activities

The Deputy Executive Director provides executive-level guidance and management oversight to the Member & Public Services Division, the Professional Development Division, and the Law Practice Resources Division. The Deputy Executive Director serves as a member of the Executive Team and works with the Executive Director to carry out the work of the organization.

The Deputy Executive Director also currently serves as the Member and Public Services Division Director and provides oversight of Archives, Governmental Relations, Law Related Education (LRE), Texas Young Lawyers Association (TYLA) and Sections Departments.

Non-salary expenses include travel and costs associated with meetings, conferences, and other bar events and administrative (telephone) expenses.

Deputy Executive Director/External Affairs
Proposed Detailed Budget
Fiscal Year 2023-2024

	Budget
Expenditures:	
Salaries	\$213,393
Benefits	66,112
Travel	6,500
Meetings & Conferences	1,160
Telephone	840
Total Expenditures	288,005
Excess (Deficit) of Revenues Over Expenditures & Transfers	(288,005)

Officers and Directors Department
FY2024-2025 Proposed Budgeted Programs and Activities

The Officers and Directors’ budget includes expenditures that allow the Board of Directors and its committees to meet, discuss, and govern the State Bar of Texas and function as the governing body of the State Bar (State Bar Act Sec. 81.020). The board provides essential leadership in establishing policy designed to regulate the conduct of lawyers fairly across the state, promote high ethical standards and professionalism, and help educate the public and lawyers about lawyer regulation, the grievance system, the client security fund, and other services and programs of the State Bar.

Major expenditures include travel for board and committee meetings and other bar-related meetings and conferences; contracts with an election services provider to conduct elections for president-elect and district directors; limited reimbursements for president-elect campaign expenditures; and insurance costs including directors’ and officers’ liability coverage and employment practices liability coverage.

Officers & Directors
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Travel	\$372,139
Meetings & Conferences	236,533
Professional Services	72,000
Dues/Subscriptions/Licenses	19,500
Education/Training	9,867
Supplies/Awards/Gifts/Spec. Items	32,500
Postage and Freight	66,220
Telephone	500
Insurance	273,666
Administrative	157,500
Printing and Copying	68,078
Total Expenditures	1,308,503
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (1,308,503)

Human Resources Department
FY2024-2025 Proposed Budgeted Programs and Activities

The Human Resources Department provides services to all departments and divisions to ensure the State Bar has the necessary staff to fulfill its mission. The department provides the following services: employment and recruiting; labor and employment law compliance, including EEO; compensation and benefits administration; employee relations; training and development of staff; personnel record maintenance; employee disciplinary actions; and the performance appraisal process. Other department programs include tuition reimbursement and employee events.

A major department expenditure is education/training. The training program serves to provide management and non-management training and development opportunities to staff to further their knowledge and skill set, increasing their effectiveness in successfully performing their job duties and serving the members and customers of the State Bar. Other non-salary expenditures include meetings and conferences, including staff meetings, trainings, and benefits fairs; and professional services, including consultant or specialist services for staff development and training, compensation review, and the Employee Assistance Program.

Human Resources
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$301,320
Benefits	91,149
Travel	2,000
Meetings & Conferences	12,420
Professional Services	8,625
Dues/Subscriptions/Licenses	8,000
Education/Training	64,533
Supplies/Awards/Gifts/Spec. Items	5,055
Rentals - Office, Equipment, Storage	200
Maintenance/Repair	180
Postage and Freight	160
Telephone	1,805
Printing and Copying	120
Total Expenditures	495,567
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (495,567)

Member and Public Services Division

Center for Legal History

FY2024-2025 Proposed Budgeted Programs and Activities

The Center for Legal History or Archives department collects, preserves, and provides access to the official records and publications of the State Bar of Texas and to a wide range of materials that document Texas legal history. The Archives department provides information and resources to members of the Bar and to the public, as well as to State Bar staff and volunteers. The department supports records retention compliance; collects and catalogs records and digitizes items for online posting; and responds to inquiries from State Bar staff, volunteers, and members. The department provides research services to the public at no charge.

In addition to salaries, major expenditures include costs related to staff participation in two professional conferences to stay abreast of changes in archival science and costs related to the Online Public Access Catalog that allows online public access to archival records.

Center for Legal History Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Salaries	\$115,908
Benefits	34,155
Travel	2,350
Meetings & Conferences	160
Professional Services	850
Publicity/Advertising	100
Dues/Subscriptions/Licenses	12,976
Education/Training	1,079
Supplies/Awards/Gifts/Spec. Items	6,288
Rentals - Office, Equipment, Storage	3,900
Postage and Freight	160
Telephone	40
Printing and Copying	1,700
Total Expenditures	<u>179,666</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(179,666)</u></u>

Law Related Education

FY2024-2025 Proposed Budgeted Programs and Activities

The Law-Related Education (LRE) department advances law-related and civic education programs throughout the state. Working with the legal community, public and private school districts, universities, and Regional Educational Service Centers of the State of Texas, the LRE department administers numerous programs designed to improve the administration of justice and promote civic participation and competence. The LRE department educates the public about the rule of law, the importance of responsible citizenship, and effective participation in the nation's legal system. The department develops and implements a variety of workshops and institutes; engages in a number of public outreach opportunities; develops LRE curriculum; develops online LRE resources and courses; maintains the LRE website; and issues awards to recognize and promote law-related education.

Major non-salary expenditures include website hosting and maintenance fees; costs for professional services, such as presenters at workshops and institutes, video and illustration production services, and curriculum and module creation; lunches for participants and staff who attend professional development programs; domain renewal fees and subscriptions to graphic arts services; expenses for education and training; and rental of audio/visual equipment for certain programs. Revenue consists of registration fees.

**Law Related Education
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Fees	\$2,500
Total Revenues	2,500
 Expenditures:	
Salaries	250,222
Benefits	76,719
Travel	55,500
Meetings & Conferences	47,500
Professional Services	74,000
Education/Training	3,500
Supplies/Awards/Gifts/Spec. Items	30,100
Rentals - Office, Equipment, Storage	2,500
Postage and Freight	7,400
Telephone	2,110
Printing and Copying	11,506
Total Expenditures	561,057
 Excess (Deficit) of Revenues Over Expenditures & Transfers	(558,557)

Governmental Relations

FY2024-2025 Proposed Budgeted Programs and Activities

The Governmental Relations department serves as the State Bar's liaison to the Texas Legislature and other state and federal governmental entities and coordinates the State Bar's legislative program. The department monitors legislation for potential impact on the State Bar and furthers attorney involvement in legislative matters addressing the State Bar, the regulation of lawyers, the functioning of state or federal courts, or the functioning of the legal system.

Major non-salary expenditures include subscriptions for legislative information and analytics related to state government.

Governmental Relations Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$246,410
Benefits	65,101
Travel	3,500
Meetings & Conferences	1,000
Dues/Subscriptions/Licenses	23,638
Education/Training	2,250
Supplies/Awards/Gifts/Spec. Items	2,906
Rentals - Office, Equipment, Storage	725
Postage and Freight	400
Telephone	2,050
Printing and Copying	950
Total Expenditures	<u>348,930</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(348,930)</u></u>

Texas Young Lawyers Association (TYLA)
FY2024-2025 Proposed Budgeted Programs and Activities

The Texas Young Lawyers Association (TYLA) is defined in Article 1(15) of the State Bar Rules as “the division of the State Bar of Texas commonly referred to as its “public service arm” and whose regular membership is comprised of all members of the State Bar of Texas, irrespective of age, licensed twelve years or less at the beginning of each fiscal year beginning June 1.” TYLA develops programs and sponsors seminars designed to aid and enhance the practice of law for its members, including providing training and experience for future bar leadership. TYLA also implements projects designed to provide legal education and services to the public. TYLA projects include lawyer-mentorship programs, CLEs and seminars for lawyers, the development of curriculum programs, diversity initiatives, the development of law-focused pamphlets, newsletters, videos and public service announcements, the facilitation of legal assistance related to disaster relief, and access to justice initiatives. TYLA works closely with local bar young lawyer associations to strengthen local programs and increase attorney involvement at both the local and statewide level. In addition to salaries, major expenditures include travel and meeting costs for board meetings and events; website development; videography; and other technology costs. Major revenue sources include registration fees and website advertising sales.

**TYLA
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Fees	\$110,000
Advertising	1,000
Total Revenues	111,000
Expenditures:	
Salaries	251,488
Benefits	76,075
Travel	360,500
Meetings & Conferences	217,000
Professional Services	55,000
Dues/Subscriptions/Licenses	5,600
Education/Training	3,750
Supplies/Awards/Gifts/Spec. Items	29,750
Rentals - Office, Equipment, Storage	4,523
Postage and Freight	11,760
Telephone	3,750
Administrative	132,000
Printing and Copying	12,855
Total Expenditures	1,164,051
Excess (Deficit) of Revenues Over Expenditures & Transfers	(1,053,051)

Leadership SBOT

FY2024-2025 Proposed Budgeted Programs and Activities

LeadershipSBOT is a year-long training program that teaches leadership and increases diversity in leadership participation within the legal community and the State Bar of Texas. Through nominations, potential leaders are identified to participate in the program who might not otherwise be engaged in State Bar of Texas service. Participants examine various aspects of the State Bar, learn leadership expectations, and identify opportunities to serve the Texas legal community and public. Each class consists of 20 members and meets three times per fiscal year.

Major expenditures include travel costs, hotel and conference space, and speakers or consultants for training.

SBOT Leadership Academy Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Contributions	\$4,000
Total Revenues	<u>4,000</u>
Expenditures:	
Travel	54,025
Meetings & Conferences	40,072
Professional Services	5,500
Publicity/Advertising	100
Education/Training	1,800
Supplies/Awards/Gifts/Spec. Items	5,000
Rentals - Office, Equipment, Storage	500
Postage and Freight	100
Telephone	75
Printing and Copying	<u>1,500</u>
Total Expenditures	108,672
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(104,672)</u>

Sections Department
FY2024-2025 Proposed Budgeted Programs and Activities

The Sections department provides administrative and staffing support to State Bar sections to help them accomplish their goals, initiatives, and missions, and educates the leadership and governing bodies of State Bar sections regarding State of Texas and State Bar of Texas policies, regulations, financial procedures, and best practices for governance and the provision of benefits to section members.

The Sections department provides support for section initiatives and programs, including: planning and conducting section council meetings; producing live and virtual continuing legal education courses; conducting one orientation and two Council of Chairs meetings; providing website support; planning and distributing section publications; assisting the sections to promote internships, grants, and pro bono service programs; implementing diversity and inclusion initiatives; and facilitating section participation and programming related to the State Bar Annual Meeting. In addition to salaries, major expenditures of the Sections department include staff travel related to meetings and continuing legal education courses; expenses related to meetings and conferences; and dues, subscriptions, and licenses.

Sections
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$244,235
Benefits	70,856
Travel	15,318
Meetings & Conferences	5,315
Publicity/Advertising	242
Dues/Subscriptions/Licenses	1,640
Education/Training	1,457
Supplies/Awards/Gifts/Spec. Items	2,672
Rentals - Office, Equipment, Storage	36
Postage and Freight	245
Telephone	6,587
Administrative	2,400
Printing and Copying	320
Total Expenditures	351,323
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (351,323)

Law Student Division

FY2024-2025 Proposed Budgeted Programs and Activities

The purpose of the Law Student Division is to enhance law students' participation in the administration of justice, the advancement of professional responsibility, and the implementation of public service programs in cooperation with the State Bar of Texas and the Texas Young Lawyers Association. The division offers campus programs to Texas law schools, including section mentoring programs, law practice management programs, access to justice programs, and Texas Lawyers' Assistance Program (TLAP) events. Activities of the division also include two scholarship opportunities for law students. The legal professionalism award and the essay contest promotes understanding of the justice system. The Law Student Division gives law students insight into the purposes of the State Bar of Texas and the Texas Young Lawyers Association before they become licensed Texas attorneys.

Expenditures include administrative support; travel and meeting costs; two legal professionalism awards and two awards for an essay contest among Law Student Division applicants. Revenue consists of membership fees collected during membership drives, student organization fairs, and law school programs sponsored by the Division at the various Texas law school campuses throughout the year.

Law Student Division Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Dues	\$6,000
Total Revenues	<u>6,000</u>
Expenditures:	
Travel	3,473
Meetings & Conferences	3,450
Education/Training	2,500
Supplies/Awards/Gifts/Spec. Items	4,750
Postage and Freight	285
Administrative	5,000
Printing and Copying	808
Total Expenditures	<u>20,266</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(14,266)</u>

Legal and Attorney Services Division

Legal Access Department

FY2024-2025 Proposed Budgeted Programs and Activities

The Legal Access Department improves the quality of legal services to low-income Texans through the provision of statewide support services for legal aid and pro bono programs and by developing and implementing strategies and initiatives to improve access to justice. Programs include the Pro Bono Texas campaign, Texas Disaster Response and Coordination Team, Legal Research Network, Malpractice Insurance Network Exchange, Language Access Fund, Communications Access Fund, Referral Directory, and Pro Bono Work Group. Expenditures include salaries, travel and other costs associated with meetings and conferences including the Poverty Law Conference, Pro Bono Coordinators Retreat, Family Law Essentials Seminars, and the ATJ Track at the SBOT Local Bar Leaders Conference.

Legal Access Department Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Fees	\$25,000
Total Revenues	<u>25,000</u>
Expenditures:	
Salaries	411,403
Benefits	124,449
Travel	99,403
Meetings & Conferences	165,508
Professional Services	197,463
Dues/Subscriptions/Licenses	143,369
Education/Training	5,900
Supplies/Awards/Gifts/Spec. Items	8,750
Rentals - Office, Equipment, Storage	1,800
Postage and Freight	12,005
Telephone	2,500
Insurance	268,615
Administrative	1,250
Printing and Copying	44,400
Total Expenditures	<u>1,486,815</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(1,461,815)</u>

Texas Lawyers' Assistance Program (TLAP)
FY2024-2025 Proposed Budgeted Programs and Activities

The Texas Lawyers' Assistance Program (TLAP) provides for the identification, peer intervention, counseling, and rehabilitation of any Texas lawyer, judge, or law student whose professional performance may be affected by substance use or mental health disorders. TLAP is the peer assistance program of the State Bar and is governed by the provisions of the Texas Health & Safety Code, Chapter 467 et seq. and Texas Administrative Code, Chapter 151. TLAP provides connection to the help needed to address the mental health and substance use problems some lawyers face, including direct peer support, in-the-moment telephonic counseling support, mental health and substance use treatment and professional support, therapy, connection to funding for care through the Sheeran-Crowley Lawyer Wellness Trust, and access to group support. TLAP assists attorneys in maintaining their fitness to practice and improving the quality of legal services they provide to the public.

Expenses consist of salaries, travel costs for outreach and presentations, in-the-moment telephonic counseling service costs, committee and presentation meeting costs, education and training, and subscriptions necessary to provide online and remote services.

Texas Lawyers Assistance Program
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$348,556
Benefits	105,438
Travel	44,050
Meetings & Conferences	6,800
Professional Services	10,392
Dues/Subscriptions/Licenses	6,000
Education/Training	4,500
Supplies/Awards/Gifts/Spec. Items	5,200
Postage and Freight	490
Telephone	1,700
Administrative	250,000
Printing and Copying	3,000
Total Expenditures	786,126
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (786,126)

Texas Access to Justice Commission

FY2024-2025 Proposed Budgeted Programs and Activities

The Texas Supreme Court created the Texas Access to Justice Commission to provide statewide leadership for improving the quantity and quality of legal services available to more than 5 million people living in Texas who qualify for legal aid. Its mission is to develop and implement policy initiatives designed to expand access to and enhance the quality of justice in civil legal matters for low-income Texans. Commissioners meet quarterly to conduct the work of the Commission. Commission programs include Texas disaster response and coordination, the ATJ Internship Program, language access initiatives, and working to increase resources and funding for access to justice in civil matters. Major expenditures include salaries and the costs associated with meetings of the Commission and its committees.

Access to Justice Commission Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$284,052
Benefits	85,926
Travel	123,700
Meetings & Conferences	40,379
Professional Services	28,022
Publicity/Advertising	19,780
Dues/Subscriptions/Licenses	13,090
Education/Training	5,505
Supplies/Awards/Gifts/Spec. Items	9,965
Postage and Freight	13,175
Telephone	2,700
Administrative	54,600
Printing and Copying	16,560
Total Expenditures	697,454
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (697,454)

Law Practice Management Division

FY2024-2025 Proposed Budgeted Programs and Activities

The Law Practice Management (LPM) department works with the LPM committee to develop programs and resources on effective law practice management for Bar members. This includes addressing issues incurred while practicing a business, such as dissolution of abandoned law practices when attorneys have had a sudden and unexpected cessation of practice. The LPM department also answers questions from attorneys and provides educational resources and tools to assist lawyers in managing their practices more efficiently and in a cost-effective way. The LPM department focuses on projects to address specific practice management needs covering the arc of a lawyer’s career from law school through retirement. The LPM committee has specifically focused on educating lawyers in the ethical and effective use of technology to provide cost-effective legal services, assisting lawyers in adapting their practice to navigate the pandemic environment, assisting lawyers in succession planning, and assisting colleagues and family members when a lawyer’s practice ceases unexpectedly.

Costs include salaries, travel, teleconference, and food for committee meetings. They also include professional services for website support, marketing, telephone, postage, and printing.

Law Practice Management Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$219,246
Benefits	64,870
Travel	4,500
Meetings & Conferences	500
Professional Services	8,850
Publicity/Advertising	500
Dues/Subscriptions/Licenses	1,111
Education/Training	700
Supplies/Awards/Gifts/Spec. Items	1,600
Postage and Freight	50
Administrative	58,467
Printing and Copying	250
Total Expenditures	360,644
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (360,644)

Professional Development Division

TexasBarCLE

FY2024-2025 Proposed Budgeted Programs and Activities

TexasBarCLE has two main purposes: (1) to provide high-quality continuing legal education (CLE) to assist Texas lawyers in maintaining and improving their legal knowledge and skills, and (2) to generate net revenue through sound business practice to assist the State Bar in continuing to operate at a high level of service to members and the public without the need for frequent dues increases.

The department provides in-person live and in-person video replay, as well as remote live webcast and remote webcast replay programs across a spectrum of practice areas and experience levels. It also provides lawyers with continuing legal education through the Online Classroom, a substantive library of legal articles, studio webcasts, group sales, free online classes, and scholarships. TexasBarCLE also provides access to oral arguments and meetings of the Texas Supreme Court and Court of Criminal Appeals. These offerings help to regulate the legal profession and improve the quality of legal services.

The department's budget consists of salaries, the costs of CLE meetings and conferences, professional services related to putting on CLE programs, rentals, administrative costs, printing course materials, supplies, subscriptions and dues, telephone and Wi-Fi costs, marketing and advertising, training, and insurance.

TexasBarCLE's detailed budget is presented on the following page.

**TexasBarCLE
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Fees	\$12,795,913
Sales	1,045,135
Contributions	425,300
Other Revenue	85,270
Total Revenues	14,351,618
 Expenditures:	
Salaries	2,733,153
Benefits	831,566
Travel	257,398
Meetings & Conferences	2,660,622
Professional Services	1,345,148
Publicity/Advertising	214,846
Dues/Subscriptions/Licenses	257,598
Education/Training	20,940
Supplies/Awards/Gifts/Spec. Items	82,994
Rentals - Office, Equipment, Storage	564,497
Maintenance/Repair	202,500
Postage and Freight	35,133
Telephone	87,731
Insurance	67,500
Administrative	44,398
Fixed Assets	12,668
Printing and Copying	338,607
Total Expenditures	9,757,299
Excess (Deficit) of Revenues Over Expenditures & Transfers	4,594,319

Office of Minority Affairs
FY2024-2025 Proposed Budgeted Programs and Activities

The Office of Minority Affairs department develops and supports initiatives focused on enhancing and increasing diversity in the legal profession and fostering allies of historically underrepresented groups. The department’s programs and services are open to all attorneys, including diverse members of the Bar. The department provides access to programs and services, increases member participation in the governance of the State Bar, and helps members develop sound law office practice management.

The department develops continuing legal education and puts on networking and leadership programs to engage and educate attorneys and groups about legal resources, leadership, and legal careers. It also acts as a liaison between the State Bar of Texas and the Diversity in the Profession, Outreach & Engagement, and Women in the Profession committees. Expenses for this department include salaries, the costs of meetings, conferences, travel, publicity and advertising, audio/visual needs, and supplies.

Office of Minority Affairs
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Revenues:	
Fees	\$112,500
Contributions	305,000
Total Revenues	417,500
Expenditures:	
Salaries	200,061
Benefits	60,519
Travel	34,418
Meetings & Conferences	273,125
Professional Services	39,750
Dues/Subscriptions/Licenses	460
Supplies/Awards/Gifts/Spec. Items	19,735
Postage and Freight	165
Telephone	3,650
Printing and Copying	2,695
Total Expenditures	634,578
Excess (Deficit) of Revenues Over Expenditures & Transfers	(217,078)

Attorney Compliance Division

Attorney Compliance Division Director

FY2024-2025 Proposed Budgeted Programs and Activities

The purpose of the department is to oversee the mandatory administrative compliance requirements or attorneys. This includes the MCLE, Advertising Review, CAAP, and Lawyer Referral & Information Service Departments. The department provides leadership for the department directors and their staff to effectively manage the administrative requirements for attorneys. It also provides support to board members, bar officers, and staff to implement policy initiatives and agency functions.

Non-salary expenditures include office supplies and general administrative expenditures such as paper, cell phone, printing, all for the administration of the office. Additional expenses include travel for board meetings, presentations, and committee meetings.

Attorney Compliance Director Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Salaries	\$157,013
Benefits	47,496
Travel	5,760
Meetings & Conferences	200
Education/Training	1,000
Supplies/Awards/Gifts/Spec. Items	600
Telephone	550
Printing and Copying	250
Total Expenditures	<u>212,869</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(212,869)</u>

Advertising Review

FY2024-2025 Proposed Budgeted Programs and Activities

The purpose of the department is to implement the lawyer advertising rules under Part VII of the Texas Disciplinary Rules of Professional Conduct. The rules and advertising review regulatory process are designed to protect the public from false, misleading, or deceptive communications. Staff facilitates the regulatory functions as per the rules and works with the Advertising Review Committee to implement the regulatory process. The department reviews ads and written solicitations in accordance with the disciplinary rules in order to protect the public. The department also provides an important educational role to attorneys by giving technical support over the phone, in person, by correspondence, and by providing CLE courses.

Non-salary department expenditures include travel costs for both the Advertising Review Committee when it resumes meeting in person, and for staff to give CLE presentations throughout the state. The department budget also consists of funds to cover the administrative costs associated with running the department.

Advertising Review Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Fees	\$260,000
Total Revenues	260,000
Expenditures:	
Salaries	106,260
Benefits	32,144
Travel	12,936
Meetings & Conferences	600
Professional Services	6,105
Dues/Subscriptions/Licenses	300
Education/Training	392
Supplies/Awards/Gifts/Spec. Items	4,196
Rentals - Office, Equipment, Storage	450
Postage and Freight	900
Telephone	1,960
Printing and Copying	900
Total Expenditures	167,143
Excess (Deficit) of Revenues Over Expenditures & Transfers	92,857

Client-Attorney Assistance Program
FY2024-2025 Proposed Budgeted Programs and Activities

The Client-Attorney Assistance Program (CAAP) provides information about the grievance process to the public; provides callers referral assistance for issues outside the scope of CAAP; and facilitates communication between clients and Texas attorneys that assists in resolving issues, concerns, or misunderstandings within the context of the attorney-client relationship. The department answers the grievance information helpline and provides information to callers about disciplinary procedures. It also assists the public and attorneys by providing mediation and dispute resolution services to resolve issues that do not involve misconduct according to the Texas Disciplinary Rules of Professional Conduct. In addition, the department provides information and educational materials at CLE programs statewide and through personal contact with lawyers in the dispute resolution process. As per the Texas Supreme Court, the CAAP department also receives Discretionary Grievance Referrals directly from the Chief Disciplinary Counsel’s office.

Non-salary department expenditures include administrative expenses (including for office supplies, phones, printing, and copying) and travel expenses (including for CLE events and Bar meetings and conferences).

Client Attorney Assistance Program
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$494,323
Benefits	149,533
Travel	1,800
Publicity/Advertising	400
Dues/Subscriptions/Licenses	500
Education/Training	2,000
Supplies/Awards/Gifts/Spec. Items	6,000
Rentals - Office, Equipment, Storage	250
Postage and Freight	6,500
Telephone	4,000
Printing and Copying	4,000
Total Expenditures	669,306
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (669,306)

Lawyer Referral & Information Service (LRIS)
FY2024-2025 Proposed Budgeted Programs and Activities

The LRIS assists the public by providing access to legal representation or other resources through referrals and serves attorney members by acting as a source of fee-generating cases, opportunities for service, and client development. The department also certifies local referral services in Texas as statutorily required by the Texas Lawyer Referral Service Quality Assurance Act and investigates uncertified referral services. The LRIS provides individuals statewide an opportunity to have a consultation with a lawyer for \$20 for the initial half-hour to discuss their legal issue.

The department’s major non-salary expenditures include publicity and advertising, travel, and professional services. Publicity and advertising expenditures are used to promote the service. Travel expenses include attendance at two educational conferences. Professional Services consist of credit card transaction fees to process annual fees and attorney referral fees submitted by participating attorneys.

Lawyer Referral
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Revenues:	
Fees	\$190,000
Total Revenues	190,000
Expenditures:	
Salaries	290,269
Benefits	88,833
Travel	2,300
Professional Services	2,050
Publicity/Advertising	90,585
Education/Training	595
Supplies/Awards/Gifts/Spec. Items	1,175
Rentals - Office, Equipment, Storage	120
Postage and Freight	300
Telephone	9,000
Printing and Copying	730
Total Expenditures	485,957
Excess (Deficit) of Revenues Over Expenditures & Transfers	(295,957)

Minimum Continuing Legal Education (MCLE)
FY2024-2025 Proposed Budgeted Programs and Activities

The MCLE department administers and enforces Article XII of the State Bar Rules and Texas Gov't Code Section 81.113, which require attorneys to obtain minimum continuing legal education. Texas law requires all active attorneys to attend at least 15 hours of continuing legal education per year to maintain a valid Texas law license. The MCLE department's major activities include: providing staff support to the Minimum Continuing Legal Education Committee of the State Bar; reviewing submitted CLE materials to determine whether they meet the accreditation criteria established by the Committee; providing accreditation for CLE sponsors who meet certain criteria that entitles their materials and programs to be presumptively approved for accreditation; monitoring compliance by licensed attorneys with the minimum CLE requirements; overseeing suspension and authorizing reinstatement for noncompliant attorneys; providing customer service to attorneys regarding the fulfillment of their MCLE responsibilities; and reviewing and accrediting programs of instruction for attorneys who represent parties in guardianship cases or who serve as court-appointed guardians.

The major categories of non-salary expenditures include: Professional Services - Credit card processing fees for collection of credit card payments; Postage and Printing/Inventory - for compliance notices to attorneys; Travel – for conferences related to continuing legal education; and Administrative Expenditures – office supplies, phone, equipment, etc.

**MCLE Dept
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Fees	\$4,370,651
Total Revenues	4,370,651
Expenditures:	
Salaries	417,661
Benefits	126,342
Travel	14,300
Professional Services	90,000
Publicity/Advertising	555
Dues/Subscriptions/Licenses	800
Supplies/Awards/Gifts/Spec. Items	4,799
Rentals - Office, Equipment, Storage	1,795
Maintenance/Repair	300
Postage and Freight	32,004
Telephone	600
Printing and Copying	12,000
Total Expenditures	701,156
Excess (Deficit) of Revenues Over Expenditures & Transfers	3,669,495

Operations Division

Purchasing and Facilities

FY2024-2025 Proposed Budgeted Programs and Activities

The Purchasing and Facilities department provides maintenance and security for the Texas Law Center facility, equipment, and grounds; support for meeting room set up; mail services; copy services; and purchasing services. The department provides a centralized purchasing function for the State Bar.

Major non-salary expenditures include professional services, such as security (off-duty law enforcement officers), security and fire alarm panel monitoring, custodial service and cleaning supplies, and landscaping; maintenance and repair of all systems within the Texas Law Center, such as elevator service, HVAC service, and security and fire alarm system; and utilities expenditures, including for electricity and water. Rental expenditures include post office box, postage and copier machines, and video projectors. Other administrative expenditures include general office supplies and equipment.

Purchasing and Facilities Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Sales	\$3,000
Other Revenue	13,000
Total Revenues	<u>16,000</u>
Expenditures:	
Salaries	364,506
Benefits	110,263
Travel	2,000
Meetings & Conferences	4,000
Professional Services	409,800
Dues/Subscriptions/Licenses	2,520
Education/Training	2,760
Supplies/Awards/Gifts/Spec. Items	57,800
Rentals - Office, Equipment, Storage	50,688
Maintenance/Repair	177,492
Utilities	248,960
Postage and Freight	280
Telephone	7,870
Printing and Copying	830
Total Expenditures	<u>1,439,769</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(1,423,769)</u>

Membership

FY2024-2025 Proposed Budgeted Programs and Activities

The Membership Department maintains and updates records of attorneys licensed in Texas and, on behalf of the Texas Supreme Court Clerk, collects annual membership fee payments required by Section 81.054 of the Texas Government Code. The Department provides customer service to State Bar members and verifies bar membership for various entities and the general public. The Department suspends attorneys for non-compliance and reinstates suspended attorneys when they comply with statutory requirements. The Department also processes section dues, Access to Justice contributions, license fees, Law Student Division dues, and replacement bar card fees. Additionally, the Department collects, on behalf of the Texas Supreme Court Clerk, the legal services fee set by the Texas Supreme Court and required by Section 81.054 of the Texas Government Code, which is subsequently remitted to the Texas Comptroller of Public Accounts. The department verifies eligibility for Supervised Practice Cards for qualified law school students and qualified law school graduates. Expenditures related to professional services include credit card processing fees for collection of membership dues by credit card. Postage and printing costs are incurred to mail annual dues notifications and correspondence to members.

Membership Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Dues	\$21,954,117
Fees	718,762
Other Revenue	1,322
Total Revenues	<u>22,674,201</u>
Expenditures:	
Salaries	425,047
Benefits	128,577
Travel	1,400
Meetings & Conferences	700
Professional Services	533,675
Dues/Subscriptions/Licenses	1,235
Education/Training	1,350
Supplies/Awards/Gifts/Spec. Items	7,200
Rentals - Office, Equipment, Storage	4,095
Postage and Freight	100,200
Telephone	1,800
Printing and Copying	80,745
Total Expenditures	<u>1,286,024</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>21,388,177</u>

Insurance Member Benefits
FY2024-2025 Proposed Budgeted Programs and Activities

The Insurance Member Benefits department provides Texas lawyers with access to insurance services and resources to help support and protect their law practice. Insurance services and resources include health and ancillary insurance products as well as other practice related resources. A secondary objective is to serve as a source of non-dues revenue. The generation of non-dues revenue assists in the deferral of dues increases. The program is marketed through personal outreach and targeted communications. The expenditures of the program include marketing and advertising, and travel and supplies and software costs related to educational presentations on benefits offered to Texas attorneys.

Insurance Member Benefits
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Revenues:	
Other Revenue	\$640,500
Total Revenues	640,500
Expenditures:	
Travel	8,000
Publicity/Advertising	15,000
Dues/Subscriptions/Licenses	3,770
Supplies/Awards/Gifts/Spec. Items	100
Postage and Freight	7,204
Administrative	3,055
Printing and Copying	5,965
Total Expenditures	43,094
Excess (Deficit) of Revenues Over Expenditures & Transfers	597,406

Research and Analysis
FY2024-2025 Proposed Budgeted Programs and Activities

The Research and Analysis department provides detailed information and reporting about the legal profession in Texas. The department aids the Bar in understanding and responding to the changing needs of those to whom the State Bar provides services or employs. This research assists the Bar in regulating the legal profession and improving the quality of legal services. The department’s annual activities include conducting statistical surveys and studies in relation to the legal profession, including statistics on the active attorney population, their compensation, hourly rates, demographic trends, diversity, geographic distribution and density, and any other relevant information affecting the legal profession. Other department functions include conducting judicial polls and evaluations, board elections, budget forecasts, employee opinion surveys, and managing the Member Benefits department.

Non-salary expenditures include administrative costs, travel to board and committee meetings, and professional services for software for survey administration, data collection, and reporting.

Research & Analysis
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$143,135
Benefits	42,996
Travel	5,000
Meetings & Conferences	643
Professional Services	14,186
Dues/Subscriptions/Licenses	467
Education/Training	1,000
Supplies/Awards/Gifts/Spec. Items	996
Postage and Freight	200
Telephone	629
Administrative	500
Printing and Copying	204
Total Expenditures	209,956
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (209,956)

Volunteer Committees
FY2024-2025 Proposed Budgeted Programs and Activities

The Volunteer Committees department facilitates the administration of the standing committees of the State Bar. It also assists the State Bar president-elect in making standing committee appointments; assists with processing reimbursement requests, meeting planning and correspondence, record keeping, and website updates; and provides other support as needed to help committees reach their goals. Standing committees are established by the State Bar Board of Directors. Standing committees advise the State Bar, develop and implement rules relative to regulating the legal profession, and seek to improve the quality of legal services to the public.

Major non-salary expenditures relate to travel and meeting costs for committees to carry out their work.

Volunteer Committees
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$59,930
Benefits	18,129
Travel	201,000
Meetings & Conferences	36,795
Professional Services	8,000
Publicity/Advertising	200
Dues/Subscriptions/Licenses	600
Education/Training	450
Supplies/Awards/Gifts/Spec. Items	2,050
Postage and Freight	1,600
Telephone	3,600
Administrative	1,200
Printing and Copying	1,780
Total Expenditures	335,334
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (335,334)

Finance Division

Accounting

FY2024-2025 Proposed Budgeted Programs and Activities

The Accounting department provides centralized accounting services for the State Bar and its related organizations and ensures appropriate and accurate recording and reporting of all financial activity, providing proper controls of State Bar funds and assets. The department provides high-quality and efficient accounting services and support to the State Bar, its members, and the public. The department's activities meet the Strategic Plan Financial Management purpose to "conduct its fiscal affairs in conformance with or to establish the best management practices observed by Texas state agencies and by bar associations of similar size and scope." Non-salary expenditures include administrative costs incurred during the course of collecting, reporting, and communicating the financial position of the State Bar.

Accounting Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$891,374
Benefits	269,641
Travel	5,500
Meetings & Conferences	4,350
Professional Services	4,225
Dues/Subscriptions/Licenses	1,305
Education/Training	8,000
Supplies/Awards/Gifts/Spec. Items	12,900
Rentals - Office, Equipment, Storage	1,440
Maintenance/Repair	2,000
Postage and Freight	4,490
Telephone	3,600
Fixed Assets	4,000
Printing and Copying	3,750
Total Expenditures	<u>1,216,575</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(1,216,575)</u>

Other Administrative
FY2024-2025 Proposed Budgeted Programs and Activities

The budget category Other Administrative includes expenditures that apply to multiple areas within the State Bar, including audit fees, retirees’ health insurance benefit payments, credit card processing fees, banking fees, insurance, and investment expenditures. Administrative expenditures are necessary to support sound financial management and provide support services to other areas and programs within the State Bar. Revenues include investment revenue, rent, and accounting and management fees charged to related entities. Benefits expenditures include the retirees’ health insurance payments; professional services expenditures include audit, banking, investment, and credit card fees; insurance expenditures cover auto, fire, property, and worker’s compensation coverage; reserve for contingencies expenditures cover unforeseen expenditures that may be needed at the Executive Director’s discretion.

Other Administrative
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Revenues:	
Investments	\$702,594
Rent	172,673
Other Revenue	631,015
Total Revenues	1,506,282
Expenditures:	
Salaries	500,000
Benefits	1,354,994
Meetings & Conferences	2,200
Professional Services	218,711
Supplies/Awards/Gifts/Spec. Items	4,700
Postage and Freight	4,400
Insurance	218,200
Administrative	1,400
Printing and Copying	3,000
Reserve for Contingencies	250,000
Total Expenditures	2,557,605
Excess (Deficit) of Revenues Over Expenditures & Transfers	(1,051,323)

Information Technology Division

Information Technology

FY2024-2025 Proposed Budgeted Programs and Activities

The Information Technology department's purpose is to provide the highest quality business systems and services possible in order to meet the mission and the strategic goals of the State Bar of Texas. This includes providing a stable, well-functioning information processing environment in which to conduct the State Bar of Texas' day-to-day business functions. The department also provides a secure information-processing environment which safeguards both public and private information as well as rapid resolution of technology related problems to minimize the operational impact on the State Bar of Texas, its members, or its constituency. It provides flexible information technology infrastructure that can accommodate the integration of new systems, technologies, and architectures and provides strategic leadership to executives. As a support organization, the Information Technology department provides key services and support to allow the State Bar's objectives to be achieved. The IT department is integral to the evaluation and implementation of technologies such as web services, mass communication, and business systems which support the State Bar's ability to operate.

This department's major non-salary expenses include the costs of providing and maintaining IT technology, equipment, hardware, software, services, subscriptions, travel costs, education, and training.

Information Technology Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Other Revenue	\$1,200
Total Revenues	<u>1,200</u>
Expenditures:	
Salaries	770,283
Benefits	233,010
Travel	9,000
Dues/Subscriptions/Licenses	4,430
Education/Training	12,000
Supplies/Awards/Gifts/Spec. Items	19,471
Maintenance/Repair	686,487
Postage and Freight	360
Telephone	7,200
Printing and Copying	<u>300</u>
Total Expenditures	1,742,541
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(1,741,341)</u>

Customer Service

FY2024-2025 Proposed Budgeted Programs and Activities

The Customer Service department monitors the front desk at the Law Center and serves as the first point of contact for visitors, guests, and members. The department answers all calls received by the main State Bar telephone line, provides information to the public and members of the State Bar, and assists in ensuring the individual is placed into contact with the appropriate State Bar department or personnel. The department also manages the meeting room reservations for the Texas Law Center and administers the land line, mobility, Wi-Fi, and other telecommunication services for State Bar facilities and staff. The department directs members and the public to State Bar programs and services and enables State Bar members to better serve their clients and the public.

Department expenditures relate to the provision of customer service and telephone administration and maintenance of its equipment.

Customer Care Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Salaries	\$166,417
Benefits	50,341
Supplies/Awards/Gifts/Spec. Items	400
Maintenance/Repair	46,000
Telephone	<u>155,547</u>
Total Expenditures	418,705
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(418,705)</u></u>

Communications Division

Communications Division Director

FY2024-2025 Proposed Budgeted Programs and Activities

The Communications Division Director Department manages all communications components of the State Bar of Texas, including the Texas Bar Journal, Website, Graphics, Public Affairs, and Printing Departments and social media—and also oversees strategic planning and the Member & Public Experience Departments (Marketing & Outreach, Local Bars/Annual Meeting, and Member Benefits). The department provides strategy for communicating with the State Bar’s multiple constituencies, including bar members, the Board of Directors, the media, bar staff, and the public. The department also ensures the bar complies with statutes, rules, and policy requiring dissemination of certain information.

Major programs include executive and board communications, After the Bar Exam communications, Texas Lawyer’s Creed poster and pamphlet distribution, and new lawyer communications. Major department non-salary expenditures include publicity/advertising and printing/postage to promote bar events and programs and travel expenditures for staff members who work off-site events.

Office of Communications Division Director Proposed Detailed Budget Fiscal Year 2023-2024

	Budget
Expenditures:	
Salaries	\$183,900
Benefits	56,089
Travel	10,850
Meetings & Conferences	850
Publicity/Advertising	10,400
Dues/Subscriptions/Licenses	6,155
Education/Training	2,000
Supplies/Awards/Gifts/Spec. Items	5,200
Postage and Freight	500
Telephone	1,800
Printing and Copying	8,562
Total Expenditures	<u>286,306</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(286,306)</u></u>

Texas Bar Journal

FY2024-2025 Proposed Budgeted Programs and Activities

The Texas Bar Journal (TBJ) is the publication of record for the State Bar of Texas. The TBJ complies with statutes, rules, and policy requiring the State Bar to publish and disseminate certain information [Tex. Gov't Code §§ 22.108(c); 22.109(c); 33.005; 81.0215(c); 81.023(a); 81.0242(2); 81.0876(b); 81.0878; Texas Rules of Disciplinary Procedure Rules 4.06; 6.04; 6.07; and Texas State Bar Rules Article IV, Section 11; Article VII, Section 3; Article XII, Section 3].

Revenue is generated through the sale of display and classified advertisements and subscriptions as well as royalties generated by TBJ material used in legal search engines. Major non-salary expenditures include printing and postage/freight.

Texas Bar Journal Dept Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Advertising	\$600,000
Sales	250
Other Revenue	12,000
Total Revenues	<u>612,250</u>
Expenditures:	
Salaries	273,177
Benefits	82,636
Travel	11,175
Meetings & Conferences	1,150
Professional Services	4,800
Dues/Subscriptions/Licenses	1,535
Education/Training	1,500
Supplies/Awards/Gifts/Spec. Items	5,925
Rentals - Office, Equipment, Storage	2,025
Postage and Freight	628,790
Telephone	3,930
Insurance	1,850
Printing and Copying	695,666
Total Expenditures	<u>1,714,159</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(1,101,909)</u>

Printing & Graphics

FY2024-2025 Proposed Budgeted Programs and Activities

The Printing & Graphics Department coordinates printing and mailing services for the State Bar of Texas. The department provides creative, high-quality graphic design and layout services for all State Bar departments/divisions for print and online products and publications. Materials produced by the department assist in educating, engaging, and informing Texas lawyers and the public. Notably, the department is responsible for coordinating the printing and digital edition services for the *Texas Bar Journal*.

The department generates revenue by charging for staff time spent on graphic design and layout projects for outside customers. Non-salary department expenditures are minimal and include subscriptions/licenses and supplies.

Printing and Graphics Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Other Revenue	\$1,400
Total Revenues	<u>1,400</u>
Expenditures:	
Salaries	174,971
Benefits	52,929
Travel	3,000
Dues/Subscriptions/Licenses	7,370
Education/Training	2,075
Supplies/Awards/Gifts/Spec. Items	3,400
Telephone	3,460
Printing and Copying	<u>200</u>
Total Expenditures	247,405
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(246,005)</u></u>

Public Affairs

FY2024-2025 Proposed Budgeted Programs and Activities

The Public Affairs Department educates the public and news media about the State Bar of Texas and its many programs, and it provides information about the overall legal profession and judicial system in Texas. The department manages media relations and public information programs for the bar; provides communications assistance to State Bar leaders; manages the bar's statewide disaster response communications; produces a daily email newsletter on legal news of interest to Texas lawyers; and oversees the design and distribution of the bar's free legal resource pamphlet library. The department also serves as a collection point to answer general questions from the public.

Major non-salary expenditures include printing/inventory and postage/freight to fund the printing and distribution of legal resource pamphlets, and dues/subscriptions/licenses to fund services such as media monitoring, press outreach, and design software.

Public Affairs Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Salaries	\$104,145
Benefits	31,504
Travel	3,500
Professional Services	5,000
Dues/Subscriptions/Licenses	16,350
Education/Training	1,000
Supplies/Awards/Gifts/Spec. Items	1,000
Rentals - Office, Equipment, Storage	24
Postage and Freight	3,000
Telephone	4,000
Printing and Copying	<u>27,250</u>
Total Expenditures	196,773
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(196,773)</u></u>

Website

FY 2024-2025 Proposed Budgeted Programs and Activities

The Website Department produces and maintains texasbar.com, which ensures individuals can interact with the State Bar and access bar services through the Internet (Tex. Gov't Code § 81.038). At texasbar.com, members can manage their attorney profile information (Tex. Gov't Code § 81.115), find news and information about the legal profession and the State Bar, and access free legal research tools, law practice and wellness support, and other member benefits and services. The public can search for attorneys and see an attorney's disciplinary history, learn about the disciplinary process and access reports regarding the grievance system (Tex. Gov't Code § 81.084(c)(2)), read information about disaster relief resources, and access free legal pamphlets. Major department programs include the Texas Bar Blog and Texas Bar Today blogging platforms, State Bar social media, and the State Bar of Texas Podcast.

The department generates revenue through website advertisements sales as well as royalties from the Texas Bar Career Center online job board and from the bar's affinity program with a legal software company. Major non-salary expenditures include professional services (for various consultants) and dues/subscriptions/licenses (mainly for the use of software platforms).

Website Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Advertising	\$310,000
Other Revenue	375,000
Total Revenues	<u>685,000</u>
Expenditures:	
Salaries	154,786
Benefits	46,823
Travel	10,815
Meetings & Conferences	4,215
Professional Services	65,000
Publicity/Advertising	400
Dues/Subscriptions/Licenses	37,600
Education/Training	2,440
Supplies/Awards/Gifts/Spec. Items	3,810
Telephone	2,350
Printing and Copying	880
Total Expenditures	<u>329,119</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>355,881</u></u>

Local Bars

FY2024-2025 Proposed Budgeted Programs and Activities

The Local Bar Services department encourages the formation and activities of local bar associations pursuant to Texas Government Code § 81.012(5). The department serves as a liaison to approximately 275 local bar associations across the state. The department assists with networking opportunities, continuing legal education speaker coordination, and implementing services and programs available from the State Bar. The department's budget supports the Local Bar Leaders Conference, Law Day, and awards for local bar activities that are presented at the State Bar of Texas Annual Meeting.

Expenditures of the department include salaries, travel, hotel and conference, and printing costs related to the Local Bar Leaders Conference; meeting, awards, and travel costs related to Law Day, and Stars of Texas Bar Awards related to local bar activities.

Local Bars Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Fees	\$1,600
Contributions	3,600
Total Revenues	<u>5,200</u>
Expenditures:	
Salaries	322,905
Benefits	97,679
Travel	57,271
Meetings & Conferences	86,500
Dues/Subscriptions/Licenses	1,975
Education/Training	600
Supplies/Awards/Gifts/Spec. Items	7,750
Rentals - Office, Equipment, Storage	300
Postage and Freight	1,200
Telephone	3,500
Administrative	2,500
Printing and Copying	5,931
Total Expenditures	<u>588,111</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(582,911)</u>

Special Events

FY2024-2025 Proposed Budgeted Programs and Activities

The Special Events budget provides services at the direction of the Executive Director, Supreme Court of Texas, and Court of Criminal Appeals for any special events such as judicial receptions, investitures, retirements, memorials, and the New Lawyer Induction Ceremony. Events included in the budget include two New Lawyers Induction Ceremonies and receptions and investitures for Supreme Court of Texas justices and Court of Criminal Appeals judges. Major expenditures include facility, food and beverage event costs, and the printing of programs.

Special Events Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Meetings & Conferences	\$79,700
Supplies/Awards/Gifts/Spec. Items	1,247
Postage and Freight	297
Printing and Copying	<u>13,860</u>
Total Expenditures	95,104
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(95,104)</u>

Member Benefits

FY2024-2025 Proposed Budgeted Programs and Activities

The Member Benefits department provides Texas lawyers with access to services and resources designed to help them provide high-quality legal services and maintain efficient and productive law practices. Services and resources include law practice management resources, attorney finance-related resources, law practice website design, rental cars for work-related travel, credit card processing, shipping, Fed-ex office and more. A secondary objective is to serve as a source of non-dues revenue. Currently the program includes 38 contracted vendors that offer discounts on services and products to Texas attorneys. The department is marketed through targeted and mass communications. The expenditures of the program include marketing and advertising, travel, and supplies.

Member Benefits Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Revenues:	
Other Revenue	\$360,000
Total Revenues	<u>360,000</u>
Expenditures:	
Salaries	49,955
Benefits	15,111
Travel	2,000
Meetings & Conferences	2,000
Publicity/Advertising	6,000
Postage and Freight	5,000
Printing and Copying	<u>5,965</u>
Total Expenditures	86,031
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>273,969</u></u>

Public Protection Division

Office of the Chief Disciplinary Counsel

FY2024-2025 Proposed Budgeted Programs and Activities

The Office of the Chief Disciplinary Counsel of the State Bar of Texas manages the Texas attorney grievance, disability, and discipline system. The Office incurs necessary expenditures for the investigation of allegations of attorney professional misconduct, assertions of attorney disability, any resulting litigation, and attorney compliance with conditions contained in disciplinary judgments. These actions are in accordance with the office's charge pursuant to Sections 81.071–81.086 of the Texas Government Code, and the Texas Rules of Disciplinary Procedure, and to ensure the operation, effectiveness, and integrity of the professional disciplinary and disability system.

Associated expenditures include office space rent for regional offices in Dallas, Houston, and San Antonio; travel costs for staff and volunteer grievance committee members in connection with case matters; food costs and meeting room rentals in connection with handling disciplinary case matters; professional services expenses to include court reporters, mediators, interpreters, appellate counsel, expert witnesses, and security; court costs to include filing fees, service of process/subpoena fees, and non-expert witness expenses; publicity costs for mandated Yellow Page advertising about the grievance process; supplies; postage; subscription costs for legal research and investigative tools; telephone; printing costs for mandated grievance information brochures, notice to client signs, and annual reports. Attorneys' fees are collected if imposed.

The Office of the Chief Disciplinary Counsel's budget also includes support for an Ethics Helpline that assists Texas attorneys who have questions about their ethical obligations to clients, courts, and the public under the Texas Disciplinary Rules of Professional Conduct.

Other activities of the Chief Disciplinary Counsel include staff support to Texas Supreme Court committees, including the Professional Ethics Committee, the Unauthorized Practice of Law Committee, and the Committee on Disciplinary Rules and Referenda, as well as the Client Security Fund Subcommittee of State Bar Board of Directors. Also, as a service to members of the Bar, the Office of Chief Disciplinary Counsel responds to requests for Certificates of Good Standing. The certificates certify an attorney's current license status and ability to practice law in Texas, as well as provide requested, detailed, information about an attorney's pending or past grievances if any exist. Fees are collected per each certificate provided.

See detailed budget below for revenue and expenditures.

**Chief Disciplinary Counsel
Proposed Detailed Budget
Fiscal Year 2024-2025**

	<u>Budget</u>
Revenues:	
Fees	\$587,914
Total Revenues	<u>587,914</u>
Expenditures:	
Salaries	7,277,159
Benefits	2,203,395
Travel	147,817
Meetings & Conferences	46,375
Professional Services	215,500
Court Fees	67,500
Publicity/Advertising	17,000
Dues/Subscriptions/Licenses	150,700
Education/Training	22,000
Supplies/Awards/Gifts/Spec. Items	107,800
Rentals - Office, Equipment, Storage	643,964
Maintenance/Repair	3,000
Postage and Freight	59,500
Telephone	59,550
Fixed Assets	31,253
Printing and Copying	12,620
Total Expenditures	<u>11,065,133</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u><u>(10,477,219)</u></u>

Ombudsman

FY2024-2025 Proposed Budgeted Programs and Activities

The Ombudsman position was created pursuant to Texas Government Code Sections 81.0881–81.0885. The Ombudsman reviews grievances to determine whether the State Bar followed the proper grievance procedure. The Ombudsman also receives complaints about the attorney discipline system and receives and investigates complaints on violations of the discipline system’s procedural rules. The Ombudsman answers questions from the public on the attorney discipline system’s operation, accessing the system, and the availability of other State Bar programs. Annually, the Ombudsman makes recommendations to the State Bar Board of Directors and the Supreme Court of Texas for improvements to the attorney discipline system, including ways to improve access to the system and changes to the grievance form.

Additionally, the statute dictates that the Ombudsman is independent from both the grievance process and the State Bar of Texas. As such, the law mandates that the Ombudsman is selected by and works directly for the Supreme Court of Texas. Non-salary expenses include necessary dues and registration and travel expenses to attend educational conferences.

Ombudsman Proposed Detailed Budget Fiscal Year 2024-2025

	<u>Budget</u>
Expenditures:	
Salaries	\$88,142
Benefits	26,663
Travel	970
Meetings & Conferences	700
Dues/Subscriptions/Licenses	250
Supplies/Awards/Gifts/Spec. Items	840
Postage and Freight	60
Telephone	60
Printing and Copying	120
Total Expenditures	<u>117,805</u>
Excess (Deficit) of Revenues Over Expenditures & Transfers	<u>(117,805)</u>

Grievance Oversight Committee
FY2024-2025 Proposed Budgeted Programs and Activities

The Grievance Oversight Committee is a committee of the Texas Supreme Court that acts as the liaison between the Supreme Court and the attorney discipline and disability system. The Supreme Court has charged the committee generally with reviewing the Texas lawyer discipline system and reporting its observations and recommendations to the Supreme Court. The committee provides biennial reports on the state of the grievance system to the Supreme Court, as well as additional reports on specific issues as requested by the Supreme Court.

The committee meets approximately once a month (generally 11 times per year) in various cities across the state and/or remotely via teleconference to gather information from the public as well as members of the grievance system. Meeting expenditures include travel costs, hotel and conference space, and food costs for volunteers.

Grievance Oversight Committee
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Travel	\$37,200
Meetings & Conferences	9,700
Professional Services	1,200
Postage and Freight	90
Telephone	240
Printing and Copying	370
Total Expenditures	48,800
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (48,800)

Commission for Lawyer Discipline
FY2024-2025 Proposed Budgeted Programs and Activities

Pursuant to Section 81.076 of the Texas Government Code, the Commission for Lawyer Discipline (CFLD) is charged with reviewing the structure, function, and effectiveness of the disciplinary and disability procedures. As a standing committee of the State Bar of Texas, it provides oversight to the Office of Chief Disciplinary Counsel, which administers the attorney discipline and disability system. The CFLD works closely with the State Bar Board of Directors in addressing important issues within the grievance process. The CFLD meets approximately 10 times each fiscal year to discuss and act on administrative oversight matters relative to the grievance, discipline, and disability procedures. The CFLD reviews the annual budget for the attorney professional disciplinary and disability system; considers recommendations concerning needed changes in disciplinary or disability procedures or structures; and considers and acts (or not) on pending disciplinary matters. Through its oversight of the Office of Chief Disciplinary Counsel and as the client body in attorney discipline cases, the CFLD protects the public and protects the dignity and sanctity of the legal profession by affording complainants and accused lawyers a fair and just system for evaluating and adjudicating allegations of professional misconduct against Texas lawyers. The main costs for CFLD are the travel and meeting costs for commission members.

Commission for Lawyer Discipline
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Travel	\$50,000
Meetings & Conferences	25,000
Dues/Subscriptions/Licenses	300
Supplies/Awards/Gifts/Spec. Items	1,000
Postage and Freight	200
Total Expenditures	76,500
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (76,500)

Professional Ethics Committee
FY2024-2025 Proposed Budgeted Programs and Activities

The Professional Ethics Committee (PEC) is appointed by the Texas Supreme Court and acts under the authority granted in the State Bar Act to issue written opinions on ethical questions raised by Texas attorneys pursuant to Texas Government Code Sections 81.091–81.095.

The PEC works year-round and meets four times each fiscal year to consider and issue ethics opinions that are requested by a member of the State Bar or issued on the PEC’s own initiative and to discuss recommendations on appropriate amendments or clarifications of the Texas Disciplinary Rules of Professional Conduct and the Texas Rules of Disciplinary Procedure. The PEC is composed of nine voting members who are volunteer attorneys from across the state. Meetings may be telephonic, virtual, in-person, or hybrid. In-person meetings typically take place at the Texas Law Center.

The bulk of expenditures are for in-person meetings and include costs for travel, hotel accommodations, and meals for volunteers. There is also an expense for subscribing to educational legal updates to stay current on issues involving the legal profession so that the PEC can perform its mandated duties.

Professional Ethics Committee
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Travel	\$7,420
Meetings & Conferences	1,600
Dues/Subscriptions/Licenses	4,898
Total Expenditures	13,918
Excess (Deficit) of Revenues Over Expenditures & Transfers	(13,918)

Committee on Disciplinary Rules and Referenda
FY2024-2025 Proposed Budgeted Programs and Activities

The Committee on Disciplinary Rules and Referenda (CDRR) was established by Section 81.0873 of the Texas Government Code and is responsible for (1) reviewing the Texas Disciplinary Rules of Professional Conduct and the Texas Rules of Disciplinary Procedure (collectively called “the disciplinary rules”); (2) at least annually issuing a report on the adequacy of the disciplinary rules; and (3) overseeing the initial process for proposing a disciplinary rule (including drafting and publishing proposed disciplinary rule changes).

The CDRR reviews and proposes changes to the disciplinary rules, which aim to protect the public and to promote high ethical standards and professionalism. The disciplinary rules are central to the regulation of the conduct of Texas lawyers. The CDRR reviews and recommends improvements to the disciplinary rules to ensure the public is protected and that the rules are fair and effective.

Most expenditures relate to meeting costs, which may be held in-person and/or via videoconference. Costs also include those associated with public hearings and needed professional services, such as transcription services. There are also videoconference license costs, printing costs, and telephone costs related to meetings.

Committee on Disciplinary Rules and Referenda
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Travel	\$5,000
Meetings & Conferences	800
Professional Services	1,000
Dues/Subscriptions/Licenses	4,200
Telephone	1,500
Total Expenditures	12,500
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (12,500)

Unauthorized Practice of Law Committee
FY2024-2025 Proposed Budgeted Programs and Activities

The Unauthorized Practice of Law Committee (UPLC) is established under Subchapter G of Chapter 81 of the Texas Government Code. Pursuant to Section 81.104 of the Texas Government Code, the UPLC is charged with: (1) keeping the Texas Supreme Court and State Bar informed regarding the unauthorized practice of law by lay persons and lay agencies and the participation of attorneys in that unauthorized practice of law, as well as regarding methods for the prevention of the unauthorized practice of law; and (2) seeking the elimination of the unauthorized practice of law by appropriate actions and methods, including the filing of suits in the name of the UPLC. By investigating complaints regarding the unauthorized practice of law in Texas and taking action to prevent such unauthorized activities, the UPLC protects the public from economic and personal harm and prevents the loss of public confidence in the legal profession. Pursuant to Section 81.103 of the Texas Government Code, the UPLC is composed of nine members appointed by the Texas Supreme Court. The UPLC holds four quarterly meetings each year. Meetings may be virtual, in-person, or hybrid. Section 81.103(f) of the Texas Government Code provides that all necessary and actual expenses of the UPLC should be provided for and paid out of the budget of the State Bar.

Major expenditures of the UPLC include the cost of travel, hotel and conference space, AV, monthly stipends for five administrative assistants who support the subcommittees in the major metropolitan areas, and technology subscriptions. Other expenditures include expenses connected with the investigation and litigation of unauthorized practice of law cases, including professional services, court costs, and printing.

Unauthor. Prac. of Law Comm.
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Travel	\$55,600
Meetings & Conferences	27,800
Professional Services	68,600
Court Fees	5,000
Publicity/Advertising	10,000
Dues/Subscriptions/Licenses	1,600
Supplies/Awards/Gifts/Spec. Items	700
Postage and Freight	200
Telephone	200
Printing and Copying	300
Total Expenditures	170,000
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (170,000)

Board of Disciplinary Appeals
FY2024-2025 Proposed Budgeted Programs and Activities

The Board of Disciplinary Appeals (BODA) is an adjudicatory body of 12 lawyers to whom the Supreme Court of Texas has delegated the authority to hear and determine certain attorney discipline cases in accordance with the State Bar Act. See Tex. Gov’t Code §§ 81.071–81.0751. The Supreme Court created BODA through implementation of the Texas Rules of Disciplinary Procedure (TRDP) as an independent statewide body with original jurisdiction over certain disciplinary matters and appellate jurisdiction over certain decisions by the State Bar of Texas Chief Disciplinary Counsel and District Grievance Committees. BODA has jurisdiction to decide six types of disciplinary matters: compulsory discipline cases, reciprocal discipline cases, revocation-of-probation cases, disability and reinstatement cases, appeals from evidentiary judgments, and appeals from classification decisions. See Tex. Gov’t Code §§ 81.072–81.0751; TRDP Parts VII–IX, XII. Although not a State Bar department, BODA, as a statutorily required tribunal in the attorney disciplinary system, helps to protect the public through the fair and efficient administration of the attorney discipline system—a mutual goal of the Supreme Court, the State Bar, and BODA. Since 1992, BODA has heard and decided over 66,000 disciplinary matters.

BODA’s non-salary expenditures include meeting costs related to BODA’s docket, travel, website maintenance, legal research subscriptions, licenses for necessary software, supplies, education and training, printing, and postage and freight.

BODA
Proposed Detailed Budget
Fiscal Year 2024-2025

	Budget
Expenditures:	
Salaries	\$388,180
Benefits	117,424
Travel	35,500
Meetings & Conferences	13,000
Professional Services	35,126
Dues/Subscriptions/Licenses	13,500
Education/Training	504
Supplies/Awards/Gifts/Spec. Items	6,000
Rentals - Office, Equipment, Storage	840
Maintenance/Repair	16,500
Postage and Freight	4,906
Telephone	1,200
Printing and Copying	4,750
Total Expenditures	637,430
 Excess (Deficit) of Revenues Over Expenditures & Transfers	 (637,430)

Enterprise Fund: Texas Bar Books

FY2024-2025 Proposed Budgeted Programs and Activities

Texas Bar Books publishes books in a variety of formats for the members of the State Bar of Texas. Texas Bar Books publications are designed as practical aids for improving the practice of law. Lawyers at the tops of their fields collaborate to produce works of the highest quality to serve the Bar and its members. These works represent balanced views from a diverse group and provide authoritative resources to Texas lawyers at a reasonable cost. Publishing practice materials of the highest quality for the bench and bar is one of the ways in which the Bar seeks to further its purposes as listed in Section 81.012 of the Texas Government Code, particularly to aid the courts in carrying on and improving the administration of justice, to advance the quality of legal services to the public, and to foster the role of the legal profession in serving the public.

In financial terms, the TexasBarBooks Fund is an enterprise fund separate from the General Fund. As of May 31, 2023, the TexasBarBooks Fund net position was \$1,672,551.

A detailed budget for TexasBarBooks Fund is presented on the following page.

**Texas Bar Books
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Fees	\$40,000
Sales	2,392,139
Investments	24,000
Other Revenue	1,526,605
Total Revenues	3,982,744
Expenditures:	
Salaries	1,466,830
Benefits	504,793
Travel	58,900
Meetings & Conferences	16,400
Professional Services	133,500
Publicity/Advertising	104,000
Dues/Subscriptions/Licenses	101,462
Education/Training	16,675
Supplies/Awards/Gifts/Spec. Items	19,500
Rentals - Office, Equipment, Storage	158,172
Maintenance/Repair	50,004
Postage and Freight	102,853
Telephone	2,400
Insurance	12,000
Administrative	691,763
Fixed Assets	56,208
Printing and Copying	352,584
Total Expenditures	3,848,044
Excess (Deficit) of Revenues Over Expenditures & Transfers	134,700

Special Revenue Fund: Texas Board of Legal Specialization (TBLS)

FY2024-2025 Proposed Budgeted Programs and Activities

The Texas Board of Legal Specialization (TBLS) was created by the Supreme Court of Texas in 1974 to certify attorneys and paralegals in specific areas of law. Currently TBLS certifies attorneys in 27 areas of the law and paralegals in eight areas of law. TBLS is self-funded through dues and fees received for certifications. TBLS is composed of 12 members who are appointed by the State Bar President and approved by the State Bar Board. TBLS is a voluntary program, is self-funded, and does not receive funds from the State Bar of Texas. TBLS promotes the availability, accessibility and quality of the services of attorneys to the public in particular areas of the law and serves the public interest by advancing the standards of the legal profession. As of May 31, 2023, TBLS’s fund balance was \$3,491,290.

Texas Board of Legal Specialization Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Fees	\$1,974,625
Investments	22,000
Total Revenues	1,996,625
Expenditures:	
Salaries	585,333
Benefits	209,109
Travel	140,000
Meetings & Conferences	145,000
Professional Services	216,000
Publicity/Advertising	198,000
Dues/Subscriptions/Licenses	34,025
Education/Training	24,000
Supplies/Awards/Gifts/Spec. Items	31,000
Rentals - Office, Equipment, Storage	260,000
Postage and Freight	16,558
Telephone	18,000
Administrative	76,600
Fixed Assets	25,000
Printing and Copying	18,000
Total Expenditures	1,996,625

Special Revenue Fund: Law Focused Education

FY2024-2025 Proposed Budgeted Programs and Activities

Law Focused Education, Inc. (LFE) was created in 1975 as a 501(c)(3) corporation. LFE is a special revenue fund of the State Bar and its purpose is to administer grant funds received for purposes of law-related education. The mission of LFE is to plan, promote and support law-related education programs which are aimed at preparing elementary, middle and high school students for effective, responsible citizenship, and which are committed to liberty, justice and the Rule of Law. This department also educates the public about the rule of law, the importance of responsible citizenship, and effective participation in the nation's legal system to aid in the administration of justice. Its Board of Directors consists of 10 members who are nominated by current LFE board members or State Bar board members and approved by the State Bar Board.

During FY 2024-2025, Hatton W. Sumners Grants fund is budgeted to receive separate grants totaling \$ 499,300 as follows:

- a. Hatton W. Sumners Institute - \$335,400 grant: This institute trains teachers in the founding documents of America which include substantive and foundational information about the legal system and encourages teaching civic knowledge and engagement in Texas Classrooms.
- b. Citizen Bee/Junior Citizen Bee – \$95,000 grant: This is a statewide civic education program and academic competition which offers teachers and high school students a way to reach and study America's heritage. Students study U.S. history, U.S. government, economics, geography, and current events. This program involves law related education.
- c. Expansion of the Institute on the Founding Documents – \$38,900 grant: This initiative pilot will provide quality curriculum and professional development in New Mexico and Oklahoma.
- d. Training the Next Generation – \$30,000 grant: This project will be a training of consultants in the summer of 2024 with the purpose of taking the Law-Related Education civic program into the future.

The detailed budget for LFE is presented on the following page.

**Hatton W. Sumners
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Grants	\$538,300
Total Revenues	<u>538,300</u>
Expenditures:	
Travel	186,870
Meetings & Conferences	58,950
Professional Services	173,900
Supplies/Awards/Gifts/Spec. Items	78,400
Rentals - Office, Equipment, Storage	2,900
Postage and Freight	10,200
Administrative	6,600
Printing and Copying	<u>20,480</u>
Total Expenditures	538,300

Special Revenue Fund: Texas Bar College

FY2024-2025 Proposed Budgeted Programs and Activities

The Texas Bar College (the College) is a professional society of legal scholars designed to recognize attorneys who “go that extra step” to accumulate at least twice as many CLE credit hours each year than are required by the Minimum Continuing Legal Education standards. The College was created in 1981 by order of the Supreme Court and became a 501(c)(3) corporation in 2002. The College has a 19-member Board of Directors. The objective of the College is to represent and promote the highest standard of knowledge, performance, ethics, and professionalism. The prestige associated with membership in the College inspires attorneys to build and maintain their professional competence, thereby providing better service to the public and improving the quality of legal services. The College maintains approximately 3,500 members and recruits around 500 new members each year. The College is self-funded through voluntary membership dues and receives investment income and other revenue. The College’s fund balance as of May 31, 2022, was \$498,815. Non-salary expenditures include hotel meeting space and food costs for meetings of the College’s board of directors; travel and lodging related to College board meetings and to exhibit at CLE and other events; promotional flyers and other marketing efforts; supplies and awards; branded merchandise; and printing and postage for certificates and membership recruitment campaigns.

Texas Bar College’s detailed budget is presented on the following page.

**Texas Bar College
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Fees	\$323,829
Sales	1,000
Investments	5,260
Total Revenues	330,089
 Expenditures:	
Salaries	104,484
Benefits	34,800
Travel	30,000
Meetings & Conferences	20,000
Professional Services	13,221
Publicity/Advertising	5,000
Dues/Subscriptions/Licenses	2,500
Education/Training	500
Supplies/Awards/Gifts/Spec. Items	25,000
Rentals - Office, Equipment, Storage	9,000
Postage and Freight	25,000
Administrative	30,584
Printing and Copying	30,000
Total Expenditures	330,089

Special Revenue Fund: Annual Meeting

FY2024-2025 Proposed Budgeted Programs and Activities

The Annual Meeting is required by Article VII, Section 1 of the State Bar Rules and Section 1.19 of the State Bar of Texas Board of Directors Policy Manual. The Annual Meeting provides educational programming which helps to advance the quality of legal services to the public and to foster the role of the legal profession in serving the public. Some of the major events include: the CLE seminars held by State Bar sections; the swearing in of the State Bar President at the General Session Luncheon; the recognition of judges during the Bench Bar Breakfast; and the recognition of the achievements of local bars at the Bar Leaders Recognition Luncheon. Annual meeting ticket sales, registrations, law firm and exhibitor contributions offset the cost of the event. Expenditures include charges from the hotel where the event is held. These charges include catering costs, security, audio visual and expo costs. The fund balance of the Annual Meeting special revenue fund as of May 31, 2023, was \$211,823.

Annual Meeting Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Fees	\$305,000
Sales	20,500
Contributions	305,000
Total Revenues	630,500
Expenditures:	
Travel	50,000
Meetings & Conferences	493,900
Professional Services	7,500
Publicity/Advertising	25,000
Dues/Subscriptions/Licenses	420
Supplies/Awards/Gifts/Spec. Items	15,000
Postage and Freight	7,090
Administrative	8,400
Printing and Copying	23,190
Total Expenditures	630,500
Excess (Deficit) of Revenues Over Expenditures & Transfers	0

Capital Projects Fund: Building Fund

FY2024-2025 Proposed Budgeted Programs and Activities

Section 3.08.03 of the State Bar of Texas Board of Directors Policy Manual provides for a permanent building or maintenance fund, which is used to maintain or replace building equipment as needed, in the most cost-effective manner and with minimal or no down time. The Building Fund allows the building assets to remain in use for staff and members. The Building Fund is maintained by an annual transfer from the General Fund. Section 3.08.03 of the Policy Manual provides that, each year, the Board Budget Committee, in consultation with the Board Administration Committee and the Board Audit and Finance Committee, shall consider budgeting a transfer from the General Fund to the Building Fund in such an amount to ensure that 80% to 100% of the annual capital equipment straight-line depreciation be transferred annually. During the FY2023-2024 budget cycle, the original cost of the equipment was adjusted for inflation to bring the costs incurred in 2005 to the costs plus inflation as of September 2022. The FY 2024-2025 General Fund budget includes a transfer of \$483,108 to the building fund which is 100% of the annual capital equipment straight-line depreciation.

Pursuant to Section 3.08.03 of the Policy Manual, all interest earned on the corpus within the Building Fund shall accumulate in the Building Fund.

The Facilities & Equipment Subcommittee and the Administration Committee have both recognized that the only building and land assets owned by the members of the State Bar are the Texas Law Center building, Bartholomew-Robinson building and the land it rests upon. Therefore, the goal of both committees is to maintain and improve the building assets while at the same time providing a productive working environment for State Bar staff so that staff can continue to provide high quality services to members and the public. The budgeted expenditures for fiscal year 2024-2025 include the planning costs for the renovation and repair of the Bartholomew-Robinson building, costs to kick-off a capital fundraising campaign, and repairs and equipment replacement at the Texas Law Center. The fund balance of the Building Fund on May 31, 2023, was \$5,494,946.

The Building and Capital Projects Fund's detailed budget is presented on the following page.

**Building and Capital Projects Fund
Proposed Detailed Budget
Fiscal Year 2024-2025**

	Budget
Revenues:	
Investments	\$68,240
Total Revenues	68,240
Expenditures:	
Professional Services	300,000
Maintenance/Repair	30,000
Fixed Assets	600,000
Total Expenditures	930,000
Transfers (in)/Out	(483,108)
Total Expenditures & Transfers	446,892
Excess (Deficit) of Revenues Over Expenditures & Transfers	(378,652)
Board Committed Transfers	1,500,000
Total Increase in Fund Balance	1,121,348

Capital Projects Fund: Technology Fund

FY2024-2025 Proposed Budgeted Programs and Activities

The Technology Fund was established in 2001 to maintain the technological hardware and software of the State Bar of Texas and to fund the necessary projects to move the State Bar forward from a technology perspective. The functions provided by the Technology Fund support the core mission of the State Bar by providing the underlying technology support to all divisions, departments and programs in the achievement of their goals and objectives. Expenditures include fixed assets such as computers, infrastructure hardware, audio-visual equipment, software licenses, information system upgrades and implementations. Lease expenditures include workstation assets, backup system hardware and virtual server hardware.

The Technology Fund also receives periodic Board commitments to fund specific technology initiatives that are beyond the scope of basic infrastructure. These Board commitments fund one-time projects such as replacement of major business systems, website improvements, and compliance and security projects. As of May 31, 2023, the Technology Fund's fund balance was \$1,676,119.

Technology Fund Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Expenditures:	
Fixed Assets	\$699,000
Total Expenditures	699,000
Transfers (In)/Out	(500,000)
Total Expenditures and Transfers	199,000
Excess (Deficit) of Revenues Over Expenditures & Transfers	(199,000)
Board Commitments	500,000
Total Increase in Fund Balance	301,000

Special Revenue Fund: Client Security Fund

FY2024-2025 Proposed Budgeted Programs and Activities

The Client Security Fund (the Fund) is a special revenue fund that is governed by Section 3.08.02 of the State Bar of Texas Board of Directors Policy Manual. The Fund is administered through the Office of the Chief Disciplinary Counsel and the Client Security Fund Subcommittee. The Client Security Fund Subcommittee operates as a standing subcommittee of the Discipline and Client Attorney Assistance Committee of the State Bar Board of Directors. The Fund is a key piece of the State Bar’s public protection mission. It supports the regulation of the legal profession by providing meaningful assistance to clients who have been victimized by attorney misconduct—attorneys who have stolen money intended for the client or failed to refund an unearned fee. The Fund’s purpose carries out this mission by ameliorating financial losses suffered by clients through the dishonesty of Texas attorneys acting in their capacity as the clients’ attorney.

Expenditures are primarily grant payments which are processed pursuant to individual grants approved by the Client Security Fund Subcommittee in an amount not to exceed the maximum individual reimbursement limits set at a maximum claim payout of \$40,000 per claim. The revenues of the funds include: (1) amounts transferred each year from the State Bar’s General Fund; (2) interest earned on the Fund’s corpus; and (3) restitution collected from attorneys whose clients have been paid from the Fund. Section 3.08.02 of the State Bar Board of Directors Policy Manual provides that the Fund’s corpus may not fall below \$2,000,000. As of May 31, 2023, the fund balance of the Client Security Fund was \$4,576,182.

Client Security Fund Proposed Detailed Budget Fiscal Year 2024-2025

	Budget
Revenues:	
Investments	\$37,523
Other Revenue	5,000
Total Revenues	42,523
Expenditures:	
Administrative	888,000
Total Expenditures	888,000
Transfers (in)/Out	(500,000)
Total Expenditures & Transfers	388,000
Excess (Deficit) of Revenues Over Expenditures & Transfers	(345,477)