

BEXAR GOP STANDING COMMITTEE REPORT(S)

*Committee Chairs: please use this fillable form to submit your monthly report. If you do not have any activities to report, just put "No Report". Thank you.*

Chair name: Lille Gough Committee: Budget

When was your last meeting /activity: June 5, 2023

Please provide details:

Discussed the budget for Fiscal Year 2023 - 2024. Compiled the report. Emailed the report to Chairman McManus.

The budget is still in discussion and not yet approved by Chairman McManus.

When is your next meeting/activity: TBD, probably in Sep 2023.

Do you need assistance from any Standing Committees/Officer/Staff?

Not at this time.

Do you need funding? No.

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Please list your committee members:

Lupe Hernandez, Pct Chair 1067

Vangie Mathis, Pct Chair 2046

Betty Eckert, Pct Chair 2054

Marian Stanko, Pct Chair 3015

Vicki Durst, Pct Chair 3074

Lee Salinas, Pct Chair 3093

Sue Solcher, Pct Chair 4038

Lille Gough, Pct Chair 1069

Luke Macias, Finance Chair

BEXAR GOP STANDING COMMITTEE REPORT(S)

*Committee Chairs: please use this fillable form to submit your monthly report. If you do not have any activities to report, just put "No Report". Thank you.*

Chair name: Melinda Roberts Committee: Election Integrity

When was your last meeting /activity: July 10th

Please provide details:

Minutes attached

When is your next meeting/activity: 9.11.23

Do you need assistance from any Standing Committees/Officer/Staff?

Not at this time.

Do you need funding? Always:) We are working to fund an upcoming video production we're working on.

We are also purchasing voter rolls, & need to do this frequently to accurately reflect patterns.

Please list your committee members:

Melinda Roberts

Megan Hedges-Poole

Janie Garza

Doug Hauptli

Jack Finger

## Election Integrity Standing Committee Report – Prepared for 7.11.23

Present at our last meeting, July 10<sup>th</sup>, held at RPBC.

Megan Hedges-Poole, Jack Finger, Doug Hauptli and Melinda Roberts

Absent: Janie Garza

Election Integrity continues to work on collecting Affidavits regarding violations, from the May election.

We worked with the Party to complete the Judge's list which was unanimously approved in Commissioners Court 7.12.23. This approval is good through 2025.

Election Integrity is planning a Judge's Appreciation event, to be held prior to the Primaries.

We are contacting local clubs to get on their program to discuss election integrity and why Texas is on the brink of falling to the democrats. This program will include recruiting people as poll watchers and poll workers. Our goal with this program, is to educate the local community as to why our elections aren't transparent and lack chain of custody. We have 2 booked and are working on the rest.

Election Integrity Minutes  
July 10, 2023

Meeting was called to order at 1 PM

Present: Megan Hedges-Poole, Jack Finger, Doug Hauptli and Melinda Roberts

Absent: Janie Garza

**Old Business:**

We discussed the Affidavits collected and which ones can be used in our upcoming video. Doug agreed to sift through and narrow down.

Judges Appreciation for Primaries 2024 was discussed. Need to confirm with the Chairman. How many to plan for, etc. Will the party cover costs? Do we want to have a Judges Appreciation with appetizers which will include overview of poll watching; as well as goodie bags for judges who pick up their equipment at central count? Or, just one event? Melinda and Megan will discuss with the Chairman.

**New Business:**

Hand-count training occurring in various counties. One at Alma Jackson's and one in Medina County. All agreed to attend the one in Medina County (Aug. 25<sup>th</sup> and 26<sup>th</sup>) and offering to help Medina, logistically, perform a hand-count for their upcoming elections. Goal is to learn what works and what doesn't so we can be better prepared for Bexar as well as take it to help other small counties.

Judge's list is on the agenda to be approved by County Commissioners July 12<sup>th</sup>.

Meeting adjourned at 2PM

Next meeting: 9.11.23

**Budget Worksheet**

**Organization Name: Republican Party of Bexar County**

**Fiscal Year Period: July 1, 2023 - June 30, 2024**

	RPBC-Expense Proj. Budget	RPBC-Gross Proj. Income	RPBC-Net Proj. Income	RPBC Proj. Cash Flow	RPBC YTD Actuals	Cash Flow Jun-23	End Of Year Jun-23
<b>Revenue</b>					Jul-23	Aug-23	
<b>Beginning Cash</b>				\$34,320	\$34,319.87	\$32,220.33	\$34,319.87
Fund Raising Events	\$0	\$0	\$0		\$0.00	\$0.00	
Finance Committee Major Donor Contributions		\$0	\$0		\$5,000.00	\$0.00	\$5,000.00
Sustaining Members		\$0	\$0		\$3,059.99	\$0.00	\$3,059.99
CEC Collections		\$0	\$0		\$435.00	\$0.00	\$435.00
General Fund Donation		\$0	\$0		\$10.00	\$0.00	\$10.00
Retail Sales Merchandise		\$0	\$0		\$60.00	\$0.00	\$60.00
GOTV (Political Signs)					\$0.00	\$0.00	\$0.00
Fiesta Medals					\$60.00	\$0.00	\$60.00
Chairman's BBQ, Skeet & Shoot					\$0.00	\$0.00	\$0.00
Pct Chair Business Cards					\$0.00	\$0.00	\$0.00
Precinct Chair Fund Raising		\$0	\$0		\$0.00	\$0.00	\$0.00
Judicial Contribution		\$0	\$0		\$5.00	\$0.00	\$5.00
Election Integrity Fund					\$0.00	\$0.00	\$0.00
Rep Party T-Shirts					\$70.00	\$0.00	\$70.00
Community Events	\$0	\$0	\$0		\$0.00	\$0.00	\$0.00
Checks / Cash / Supply Acct		\$0	\$0		\$20.00	\$0.00	\$20.00
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,320</b>	<b>\$43,039.86</b>	<b>\$32,220.33</b>	<b>\$43,039.86</b>
<b>Expenses</b>							
Overhead		Percentage of Revenue					
Rent	\$0	0%			\$3,766.00	\$0.00	\$3,766.00
Staff salary and wages	\$0	0%			\$2,500.00	\$0.00	\$2,500.00
Employer Payroll Taxes	\$0	0%			\$191.26	\$0.00	\$191.26
ADP Payroll Processing	\$0	0%			\$183.46	\$0.00	\$183.46
Insurance	\$0	0%			\$0.00	\$0.00	\$0.00
Internet / Telephone	\$0	0%			\$277.13	\$0.00	\$277.13
Taxes - Property	\$0	0%			\$0.00	\$0.00	\$0.00
Copier Maintenance	\$0	0%			\$222.40	\$0.00	\$222.40
<b>TOTAL Overhead</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$7,140.25</b>	<b>\$0.00</b>	<b>\$7,140.25</b>

**Budget Worksheet**

**Organization Name: Republican Party of Bexar County**

**Fiscal Year Period: July 1, 2023 - June 30, 2024**

	RPBC-Expense Proj. Budget	RPBC-Gross Proj. Income	RPBC-Net Proj. Income	RPBC Proj. Cash Flow	RPBC YTD Actuals	Cash Flow Jun-23	End Of Year Jun-23
<b>Revenue</b>					Jul-23	Aug-23	
<b>Operating Expenses</b>							
Supplies - Office	\$0	0%			\$212.94	\$0.00	\$212.94
Postage & delivery	\$0	0%			\$0.00	\$0.00	\$0.00
Bank Charges	\$0	0%			\$10.00	\$0.00	\$10.00
Pay Pal Fee	\$0	0%			\$4.82	\$0.00	\$4.82
Anedot Fee	\$0	0%			\$280.78	\$0.00	\$280.78
Eventbrite Fee	\$0	0%			\$0.00	\$0.00	\$0.00
CEC Meetings, (Rental/Parliamentarian)	\$0	0%			\$750.00	\$0.00	\$750.00
Direct Marketing	\$0	0%			\$184.56	\$0.00	\$184.56
Precinct Chair Org Appreciation	\$0	0%			\$0.00	\$0.00	\$0.00
Pct Chair Business Cards	\$0	0%			\$0.00	\$0.00	\$0.00
Rep Party Tee Shirts	\$0	0%			\$0.00	\$0.00	\$0.00
Retail Sales Merchandise	\$0	0%			\$0.00	\$0.00	\$0.00
Computer Software	\$0	0%			\$197.80	\$0.00	\$197.80
Memberships	\$0	0%			\$0.00	\$0.00	\$0.00
Political Yard Signs	\$0	0%			\$0.00	\$0.00	\$0.00
GOTV Expense	\$0	0%			\$38.38	\$0.00	\$38.38
General & Misc.	\$0	0%			\$0.00	\$0.00	\$0.00
<b>TOTAL Operating</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$1,679.28</b>	<b>\$0.00</b>	<b>\$1,679.28</b>
<b>Capital Expenses</b>							
Equipment - Computers	\$0	0%			\$0.00	\$0.00	\$0.00
Equipment - Projector	\$0	0%			\$0.00	\$0.00	\$0.00
<b>Total Capital Expenses</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Candidate Support</b>							
Judicial Support	\$0	0%			\$0.00	\$0.00	\$0.00
Precinct Chair Support	\$0	0%			\$0.00	\$0.00	\$0.00
Bexar County Candidates	\$0	0%			\$0.00	\$0.00	\$0.00
Communications Committee Exp	\$0	0%			\$0.00	\$0.00	\$0.00
<b>Total Candidate Support</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Comm. Outreach</b>							
Turkey Give Away	\$0	0%					
MLK Event	\$0	0%			\$0.00	\$0.00	\$0.00
TRCCA Event	\$0	0%			\$0.00	\$0.00	\$0.00
Chairman's BBQ/Skeet Shoot	\$0	0%			\$2,000.00	\$0.00	\$2,000.00
<b>Total Comm. Outreach</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
<b>Professional Service</b>							
Social Media	\$0	0%			\$0.00	\$0.00	\$0.00
Public Relations	\$0	0%			\$0.00	\$0.00	\$0.00
Legal	\$0	0%			\$0.00	\$0.00	\$0.00
<b>Total Professional Fees</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$0</b>				<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
<b>Total Gross Revenue</b>		<b>\$0</b>					
<b>Revenue over Expenses</b>		<b>\$0</b>					
<b>Ending Cash Balance</b>					<b>\$32,220.33</b>	<b>\$32,220.33</b>	<b>\$32,220.33</b>

## Republican Party of Bexar County

To: Jeff McManus

From: Allen Hamilton, POC

Date: August 17, 2023

Subject: Committee Chair Long Report

1. Promoting recruitment and training of Republicans to fill precinct vacancies.  
Answer: TEAM 280, the plan to add 280 new Precinct Chairs by the end of the year, this includes identifying and reaching groups of people through their individual influencers.
2. Keeping new and seasoned Precinct Chairs updated with opportunities to organize their precincts with volunteers and to inform their neighbors.  
Answer: Encourage existing PC's to attend the Module Training. Work with the four captains to mobilize each of the four Districts.
3. Assisting precinct leaders in their neighborhoods to identify, register, inform and turn out the Republican leaning voters.  
Answer: Encourage the PC's to look for influencers in their area i.e. Churches, HOA, Senior Centers, Nursing Homes, and other groups that meet in your area.
4. Persuading Precinct Chairs to attend neighborhood association meetings and get their neighbors involved in workshops and town hall meetings.  
Answer: See Answer 3
5. Fostering involvement as Election officials and Poll Watchers to ensure election integrity.  
Answer: Building relationships with the individual PC's to see where we can come along side and spur involvement in the CEC and the Party.
6. Promoting biannual training as Volunteer Deputy Voter Registrars.  
Answer: We are encouraging PC's to become VDVR, but at the very least carry Voter Registration cards that can be handed out while blockwalking.
7. Providing Precinct Chairs with resources to turn out their voters.  
Answer: See answers 1 & 2
8. Encouraging Precinct Chairs to conduct their Precinct Conventions and attend the Senatorial District, State and National Conventions.  
Answer: I cover this in Module Two.
9. Conducting training on the convention process.  
Answer: I cover this in Module Two

BEXAR GOP STANDING COMMITTEE REPORT(S)

*Committee Chairs: please use this fillable form to submit your monthly report. If you do not have any activities to report, just put "No Report". Thank you.*

Chair name: Allen Hamilton Committee: Precinct Org.

When was your last meeting /activity: None yet

Please provide details:

N/A

When is your next meeting/activity: Not scheduled

Do you need assistance from any Standing Committees/Officer/Staff?

Not yet

Do you need funding? Not yet

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Please list your committee members:

Emily Nino Dist 1

Jose Galvan Dist 2

Allen Hamilton Dist 3

Warren Austerman Dist 4



To: Jeff McManus, Bexar County Chair

From: Allen Hamilton, Precinct Organization Chair

Date: August 15, 2023

Subject: Committee Chair Report

Team 280

Team 280 is a plan to add 280 Precinct Chairs by the end of 2023.

We will accomplish this by having 1000 people that are willing to join us in this vision.

Those 1000 will come from the Precinct Chairs, Republican Clubs, churches, other civil groups and referrals.

In a nutshell, my goal is that between now and the end of the year, these 1000 people will keep their eyes open and be watching for those in their daily lives, that might be interested in joining our team. If one in four sign someone up we are mostly there.

My personal goal is to sign up at least 40.

I will also be contacting our current Precinct Chairs that have not participated in our CEC meetings and see if they can be re-motivated to get more involved. They will not be included in the counting to 280.

I will also be seeing how many can become sustaining contributors.

BEXAR GOP STANDING COMMITTEE REPORT(S)

*Committee Chairs: please use this fillable form to submit your monthly report. If you do not have any activities to report, just put "No Report". Thank you.*

Chair name: Warrington Lee Austerman Committee: Rules

When was your last meeting /activity: Thursday, August 3rd

Please provide details:

The purpose of this meeting was to entertain motions submitted to amend Rules of Order, address a recommendation made by the CEC, and give reconsideration to any previous business.

5 motions were considered. 1 approved, 4 rejected, and 1 tabled.

When is your next meeting/activity: No later than October 31st.

Do you need assistance from any Standing Committees/Officer/Staff?  
No

Do you need funding? No

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Please list your committee members:

Warrington Lee Austerman (4198)

Chris Pugh (2066, former precinct chairman)

Richard Brisco (3078)

Francisco "Quico" Canseco (3135)

Yvonne Clouser (4057)

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BEXAR GOP STANDING COMMITTEE REPORT(S)

*Committee Chairs: please use this fillable form to submit your monthly report. If you do not have any activities to report, just put "No Report". Thank you.*

Chair name: Teresa Bollin Committee: Volunteer Coordinator Committee Chair

When was your last meeting /activity: July 2nd, 2023

**Please provide details:**

Informally met July 2nd, 2023 with Marion Stanko and Rosario-Zarb Cousin and updated the Volunteer Master List for all Standing Committees. Met with Chairman Jeff McManus on 07/10/2023 and reviewed a list of objectives and goals for the Volunteer Committee, to be discussed at the next Volunteer Committee Meeting (see attached list of objectives).

When is your next meeting/activity: Aug. 29th, 2023 @ 6:00 PM

Do you need assistance from any Standing Committees/Officer/Staff?  
Not at this time.

Do you need funding? Not at this time.

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**Please list your committee members:**

Teresa Bollin, Volunteer Coordinator Chair - Pct Ch 1082, (210) 900-9904

Lillie Gough - Pct Ch 1069, (210) 367-4264, lgough54@satx.rr.com

Deborah Parrish - Pct 2138, (210) 340-8419, dl.parrish@yahoo.com

Marion Stanko - Pct 3015, (210) 602-6550, marian.stanko@gmail.com

Rebecca Engle - Pct Ch 3072, (210) 368-6532, 2002rebs@gmail.com

Rosario Zarb-Cousin - Pct Ch 3173, (210) 289-8557, rzcousin@gmail.com

Jesus Garcia - Pct Ch 4052, (210) 781-3695, garciajesusjr17@gmail.com

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- Recruit volunteers through various techniques (In-person, GOP Website, E-mail, Social Media)
- Using the paper/online submitted Volunteer form, collect information on the volunteers' availabilities and skills, adding information from the Volunteer form to the "Volunteer" file (master list) Excel spreadsheet on Office 365 for ease of use by Bexar GOP Standing Committee Chairs and leadership (i.e., County Chair, Vice Chair, Secretary, etc.)
- Conduct training at Bexar GOP Hq as needed (I.e., Confidentiality and updating/maintaining volunteer data management, technology usage – ex. computer data entry of volunteer lists)
- Produce schedules for everyday activities (i.e., Bexar GOP Hq office work - data entry, reception desk, campaigns, events, etc.)
- Coordinate Volunteer Committee resource needs with the Bexar GOP Leadership, Chairs, Executive Committee Members, Candidates, Republican Auxiliaries, Coalitions, etc.
  - After determining volunteer resource needs, assign responsibilities to trained volunteers for large-scale actions (i.e., Campaigns, Rallies, Receptions, Coffees, Meet and Greet, Conventions, Meetings, Special Events, Phone-banking, Dressing Polling Sites, etc.), in conjunction with Event Leader(s)
- Communicate frequently with volunteers to ensure they are satisfied and well-placed, and logging/reporting their volunteer hours (for record keeping purposes)
- Disseminate necessary information for upcoming actions and events, only for Volunteer assistance needs
- Keep detailed records of volunteers' information, assignments, and activities
- Maintain open/active communications between Volunteer Staff (i.e., upcoming events that need Volunteers, schedule changes, and continued training requirements)
- Develop and maintain a non-precinct chair volunteer list



# The BexarGOP Records Review Committee

## A Final Report

Original Draft: 20230809 | Latest revised Draft: 20230905

**Committee Members:** Marian Stanko, Teresa Bollin, Cindy Guzowski, Marilyn Jowdy, Lille Gough, Steven Jordan, Rosario Zarb-Cousin, and Joe Leatherwood

I want to thank each of these individuals for their dedication to the Republican Party, years of meritorious service, and their kind assistance on this project. Each has made a significant contribution.

### I. Committee Authorization

The *BexarGOP Bylaws and Rules of Order, newly revised, amended 9 May 2023*, addresses records in several articles:

#### Article IV, Section 1.A.6: The County Chair -

*“Being responsible for the safekeeping of all records and assets of the Republican Party of Bexar County and to transfer them to the next duly elected county chair as required by Texas Election Code Section 171.028;”*

#### Article VII, Section 2.B: Special Committees

*“The Records Review Committee in January of each odd-numbered year, or as needed, shall be responsible for reviewing all materials stored or filed at the Headquarters for the purpose of recommending safekeeping or disposition of the same to the County Chair...”*

#### Article VIII, Sections 1 and 2: Records

*Section 1 - The county Party Headquarters shall be a public space accessible during normal business hours and shall serve as a filing and storage center for permanent and temporary records of the Party.*

*Section 2 - Any Executive Committee member shall have the right to inspect and request copies of Party records in the presence of an officer or appointed staff. The request shall be made in writing at least 24 hours in advance and the inspection shall be made by appointment. Where possible, the Secretary shall scan and email requested copies using either PDF or MS Office format as requested as long as sensitive information is not included. Sensitive information includes but is not limited to potential contracts pending, potential new hires, financial information, or strategic plans as identified by the County Chair. Hard copies may incur a charge not to exceed local commercial copy charges.*

### II. Purpose

The purpose of the Records Review Committee (RRC) is to review and document all materials stored or filed at BexarGOP headquarters and other locations, e.g., storage facilities or remote offices, for the purpose of recommending safekeeping or disposition of the same to the County Chair.

### III. Inventory

The Records Review Committee presents its inventory in three formats:

1. Records (both electronic and paper files) housed at BexarGOP headquarters (Part 1),
2. Physical items (capital items) owned, leased, and donated (Part 2), and
3. Pictorial Record of the inventory (not included with this report).

## IV. RRC's Primary Issue

In the past the Records Review Committee inventoried file cabinets and paper files, the records of the Party were reviewed and culled. Prior to 2018, many of the Party's records were placed in electronic files (digitized – scanned) and paper copies were not forwarded to the next administration, except those papers associated with the Secretary (CEC Minutes and Precinct Chairs) and the Treasurer (all financial and Primary paper records). However, the RRC cannot confirm these pre-2018 records still exist at this time. We are working with members to try and find those files.

Today, people tend to take electronic data retention for granted. To do a complete records review requires the RRC to have access to the network to properly inventory the structure (file locations and access and storage/retention policies) along with what records are being maintained on each computer. Records are becoming more and more electronic files necessitating an Electronic Filing System. There should be an Electronic Filing Structure offering access to the business records of BexarGOP, e.g., correspondence, newsletters, press releases, financials, CEC particulars, Volunteer, various committee reports, fundraising, etc.

This is a critical issue and a big task that has to be undertaken. The previous two administrations acknowledged this and suggested means for addressing it. In both administrations, the Technology Committee Chair was tasked to accomplish this. The discussion centered on the structure of the electronic filing system (EFS). To the Committee's knowledge, it has not been accomplished.

The RRC's **primary thrust** was to account for the paper and electronic records of the following officers and categories See Part 1 below):

- A. Secretary,
- B. Treasurer,
- C. Executive Assistant (Director),
- D. County Chair,
- E. Communications,
- F. Volunteer offices, and
- G. Standing (Special) committee reports.

## V. The Physical Inventory

The inventory of physical items owned, leased, or donated has been accomplished. At this writing there are 700 (+ OR -) items listed in the inventory. This list will certainly change in the days ahead. The bulk of this inventory was conducted from 5 July 2023 through 10 July 2023. Subsequent meetings were held to adjust the inventory and to ensure accuracy.

While we have tried to be exhaustive, we did not inventory every item because of their nature. This inventory was recorded electronically on MS Excel worksheets (See Part 2). The following categories were included:

Subcategory  
Location  
No. (Number of items)  
Description 1  
Description 2  
Make  
Color  
Serial Number  
Owned, Leased, Donated  
Acquisition Date  
Costs  
Date of Inventory (DOI)

A work sheet (tab) was dedicated to each location within the MS Excel workbook.

**Perishable items** fall into two broad categories. There are food stuffs that were not included because they are being consumed and deteriorate (spoil). Where there were unopened items, they were included, if they were open, they were not included, e.g., coffee, booze, canned goods, etc. Likewise, not every piece of paper or paper clip was recorded because of its consumable nature. We conducted estimates for loose papers, paper clips, label sheets, envelopes, etc. Additionally, there are a great many yard signs and other campaign literature that we did not include because they too are consumable although much of these items serve as dead weight inventory, out of date.

## VI. Committee Recommendations:

1. This **inventory (Records Review) should be updated and monitored on a regular (perpetual) basis** with respect to additions and deletions.
2. This inventory should **serve as a means of building a BexarGOP Resource Management System (RMS)** to better understand what is on hand and what can be readily utilized, e.g., decorations, furniture, chairs, etc.
3. This resource management system (RMS) should be a continuing operation under the joint management of the Treasurer, Secretary, and Volunteer Coordinator. This RMS should be in the form of a database.
4. **Certain items should be targeted for liquidation** (sold or donated), e.g., power cords, surplus electronics, furniture, etc., to cut down on deadweight storage space costing the party money to basically warehouse. Additionally, materials belonging to other individuals and organizations should be sent back to them for storage.
5. **Lack of security is a problem particularly with respect to accessing the Treasurer's Office, the Supply Room, the shared storage area, and the back kitchen.** Access to the Treasurer's Office and Supply Room should be strictly controlled and monitored. The keys to both should stay (remain) in the office. The use of the shared storage area and the back kitchen presents possible theft issues. Both areas are open to any individual who may gain access. The back kitchen area offers no security.
6. **Recommend the Executive Assistant, Treasurer and Secretary (and perhaps Tech Committee Chair) be asked to meet with the Records Review Committee and provide the structure of their filing (paper/electronic) systems,** and grant access for our review. We did see the Secretary's files, past records were missing, hopefully moved to another computer's file, including the Party's records of past CECs that were on another BexarGOP computer.
7. **Build an Electronic Filing System (structure) where BexarGOP electronic records can be viewed and inventoried just like paper files and physical items.**
8. The **RRC should continue its work** to add valuations to physical items for insurance and tax purposes and build on a Resource Management System.

## VII. The RRC Report

The report is modeled off previous reports conducted over the years. However, this report is greatly expanded both in inventory size and how items are reported within the report. The report is presented in four parts:

- Part 1 Records review by category, e.g., CEC Minutes.
- Part 2 Physical (capital) items inventory.
- Part 3. Fundraising items.
- Part 4. Technology.
- Part 5. Appendices

The RRC's charge was to review and document all materials stored or filed at BexarGOP headquarters and other locations, e.g., storage facilities or remote offices, for the purpose of recommending safekeeping or disposition of the same to the County Chair. We have completed the task but believe this function – records review – should be ongoing, expanded in scope (Electronic Files), and extended in time (to secure up-to-date information).

***This report is subject to change without notice.***



BEXAR GOP STANDING COMMITTEE REPORT(S)

*Committee Chairs: please use this fillable form to submit your monthly report. If you do not have any activities to report, just put "No Report". Thank you.*

Chair name: Steve Jordan Committee: Technology Committee

When was your last meeting /activity: 2023-08-28

Please provide details:

The committee met per the Bylaws.

We discussed the after action report for AV at the last CEC and the fact that we will likely help on 9/12.

We also planned for the upcoming petition signing party and the technology needs for that event.

When is your next meeting/activity: 9/10 Petition Signing, 9/12 CEC, 10/2 Tech Meeting

Do you need assistance from any Standing Committees/Officer/Staff?

Yes, please continue to setup the CEC meetings at the Fireman's Hall in the format used in July.

Also, we could use assistance in transporting items to/from the CEC Meetings.

Do you need funding? Our budget has been submitted and is pending CEC approval.

We have no additional monetary needs at this time, beyond the submitted budget.

Please list your committee members:

Steven Jordan

Laurie Atanacio

Liza Chism

Stan Fisher

Marilyn Jowdy

David Westbrook

Jon Melendez

Cesario Garcia

## Budget Worksheet

Budget Worksheet						
<b>Republican Party of Bexar County</b>						
<b>Fiscal Year Period: July 1, 2023 - 30 June 2024</b>						
	<b>RPBC-Expense</b>	<b>RPBC-Gross</b>	<b>RPBC-Net</b>	<b>RPBC YTD</b>	<b>Cash Flow</b>	
	<b>Projected Budget</b>	<b>Projected Income</b>	<b>Projected Income</b>	<b>Actuals</b>	<b>Current Month</b>	
<b>Revenue</b>						
<b>Beginning Cash</b>				<b>\$0</b>	<b>\$0</b>	
<b>Major Donor Contributions</b>	\$6,000	\$50,000	\$44,000	\$0	\$0	
<b>Quarterly Fund Raising Events</b>	\$40,000	\$112,000	\$72,000	\$0	\$0	
<b>Judicial Contributions</b>	\$4,500	\$5,000	\$500	\$0	\$0	
<b>Sustaining Members</b>	\$0	\$50,000	\$50,000	\$0	\$0	
<b>CEC Meeting Collections</b>	\$0	\$3,000	\$3,000	\$0	\$0	
<b>Merchandise Retail Sales</b>	\$7,000	\$12,000	\$5,000	\$0	\$0	
<b>Debate Events (3)</b>	\$11,000	\$26,250	\$15,250	\$0	\$0	
<b>Be The One Precint Fundraising</b>	\$0	\$24,400	\$24,400			
<b>Rent Primary 2024 (\$3,766.00*.30 = \$1,129.80*7 months)</b>	\$7,908	\$7,908	\$0			
<b>Supplies Primary 2024</b>	\$4,000	\$4,000	\$0			
<b>Telephone &amp; Utilities Primary 2024</b>	\$670	\$670	\$0			
<b>Primary Election Admin - Monica</b>	\$33,797	\$33,797	\$0			
<b>Primary Admin Assitant -</b>	\$0	\$0	\$0			
<b>Financial Administrator - Lille</b>	\$5,000	\$5,000	\$0			
<b>Executive Administrator - Marsha</b>	\$8,625	\$8,625	\$0			
<b>Volunteer Bonus</b>	\$5,000	\$5,000	\$0			
<b>State Funding for Primary</b>		\$65,000	\$0			
Revenue from other sources						
<b>Total Revenue</b>	<b>\$83,000</b>	<b>\$347,650</b>	<b>\$214,150</b>	<b>\$0</b>	<b>\$0</b>	

## Budget Worksheet

Budget Worksheet						
<b>Republican Party of Bexar County</b>						
<b>Fiscal Year Period: July 1, 2023 - 30 June 2024</b>						
	<b>RPBC-Expense</b>	<b>RPBC-Gross</b>	<b>RPBC-Net</b>	<b>RPBC YTD</b>	<b>Cash Flow</b>	
	<b>Projected Budget</b>	<b>Projected Income</b>	<b>Projected Income</b>	<b>Actuals</b>	<b>Current Month</b>	
<b>Expenses Fxed Overhead</b>						
<b>Rent (\$3,766.00*12)</b>	<b>\$37,285</b>			<b>\$0</b>	<b>\$0</b>	
<b>Staff Salary</b>	<b>\$22,875</b>			<b>\$0</b>	<b>\$0</b>	
<b>Payroll Tax Liability</b>	<b>\$1,495</b>			<b>\$0</b>	<b>\$0</b>	
<b>ADP Payroll Processing</b>	<b>\$1,502</b>			<b>\$0</b>	<b>\$0</b>	
<b>Insurance (Office / Primary 2024 Pct Conventions)</b>	<b>\$3,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>Taxes - Property</b>	<b>\$205</b>			<b>\$0</b>	<b>\$0</b>	
<b>Computer Software Lease</b>	<b>\$2,680</b>			<b>\$0</b>	<b>\$0</b>	
				<b>\$0</b>	<b>\$0</b>	
<b>TOTAL Fixed Overhead</b>	<b>\$69,042</b>			<b>\$0</b>	<b>\$0</b>	
<b>Operating Expenses</b>						
<b>Supplies - Office Primary 2024</b>	<b>\$2,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>Postage &amp; Delivery</b>	<b>\$5,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>Bank Charges</b>	<b>\$150</b>			<b>\$0</b>	<b>\$0</b>	
<b>Internet / telephone</b>	<b>\$3,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>Copier Maint/Overage Printing/Primary 2024</b>	<b>\$3,252</b>			<b>\$0</b>	<b>\$0</b>	
<b>CEC Meetings set up and rental fee</b>	<b>\$4,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>Direct Marketing</b>	<b>\$3,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>Community Outreach</b>	<b>\$1,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>Election Integrity</b>	<b>\$3,375</b>			<b>\$0</b>	<b>\$0</b>	
<b>Campaign Activities</b>	<b>\$1,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>TOTAL Operating Expenses</b>	<b>\$27,277</b>			<b>\$0</b>	<b>\$0</b>	

## Budget Worksheet

Budget Worksheet						
<b>Republican Party of Bexar County</b>						
<b>Fiscal Year Period: July 1, 2023 - 30 June 2024</b>						
	<b>RPBC-Expense</b>	<b>RPBC-Gross</b>	<b>RPBC-Net</b>	<b>RPBC YTD</b>	<b>Cash Flow</b>	
	<b>Projected Budget</b>	<b>Projected Income</b>	<b>Projected Income</b>	<b>Actuals</b>	<b>Current Month</b>	
<b>Capital Expenses</b>						
<b>Equipment - Computers</b>	<b>\$600</b>			<b>\$0</b>	<b>\$0</b>	
				<b>\$0</b>	<b>\$0</b>	
<b>Total Capital Expenses</b>	<b>\$600</b>			<b>\$0</b>	<b>\$0</b>	
<b>Qtrly Activities Expenses</b>						
<b>Other Activities Expenses</b>						
<b>Precinct Chair Appreciations Party</b>	<b>\$2,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>PCT Chair Conventions Primary 2024</b>	<b>\$4,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>Merchandise Retail Sales</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	
<b>MLK Event</b>	<b>\$500</b>			<b>\$0</b>	<b>\$0</b>	
<b>Fiesta Events</b>	<b>\$1,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>Anedot / Paypal Transfer Funds Fees</b>	<b>\$1,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>Website Management</b>	<b>\$1,000</b>			<b>\$0</b>	<b>\$0</b>	
<b>General &amp; Misc.Contingency</b>	<b>\$500</b>			<b>\$0</b>	<b>\$0</b>	
				<b>\$0</b>	<b>\$0</b>	
<b>Total Activity Expenses</b>	<b>\$11,500</b>			<b>\$0</b>	<b>\$0</b>	
<b>Total Operating Expenses</b>	<b>\$108,419</b>			<b>\$0</b>		
<b>Total Gross Revenue</b>		<b>\$347,650</b>				
<b>Gross Revenue over Expenses</b>		<b>\$239,231</b>				
<b>Net Revenue</b>			<b>\$105,731</b>	<b>\$0</b>		

**Republican Party of Bexar County**  
**Profit & Loss Unclassified**  
 July through August 2023

	Jul - Aug 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1111 · Income	34,319.87
<b>4100 · SPECIAL EVENTS INCOME</b>	
404 · Fiesta Celebration Income	60.00
<b>Total 4100 · SPECIAL EVENTS INCOME</b>	60.00
<b>4200 · NON EVENTS INCOME</b>	
452 · Major Donors Income	10,000.00
457 · Direct Mkt & Other Income	
459 · CEC Mtg Collection	435.00
<b>Total 457 · Direct Mkt &amp; Other Income</b>	435.00
466 · MAGA Caps	30.00
470 · Trump Flags	30.00
473 · Political Rhinestone Brooch	40.00
<b>Total 4200 · NON EVENTS INCOME</b>	10,535.00
496 · Supply Account	30.00
592 · Candidates Judicial	10.00
595 · Republican Party Tee Shirts	70.00
625 · Sustaining Members	7,424.98
<b>Total Income</b>	52,449.85
<b>Gross Profit</b>	52,449.85
<b>Expense</b>	
<b>5100 · SPECIAL EVENT EXPENSE</b>	
501 · Chairman's BBQ Exp	
508 · Chairman's BBQ Exp (McManus)	2,000.00
<b>Total 501 · Chairman's BBQ Exp</b>	2,000.00
<b>Total 5100 · SPECIAL EVENT EXPENSE</b>	2,000.00
<b>5200 · NON EVENT EXPENSE</b>	
550 · GOTV Expense	38.38
552 · Major Donor Expense	3,000.00
<b>Total 5200 · NON EVENT EXPENSE</b>	3,038.38
6120 · Direct Marketing Expense	407.50
6140 · Committee Meetings - Executive	750.00
6151 · Bank Charges & Fees	20.00
6153 · PayPal Fee	9.64
6154 · Anedot Fee	561.88
6155 · Internet & Phones	528.28
6160 · Copier Expense	326.93
6460 · Post Office	68.30
6475 · Rent	7,532.00
6560 · Employee Salary Expense	5,000.00
6563 · Employer Tax Liability	382.52
6564 · Employee Taxes Withheld	0.00
6565 · ADP Payroll Processing Fees	366.92
6750 · Computer Hardware Software	
Hardware/Software	197.80
6750 · Computer Hardware Software - Other	377.16
<b>Total 6750 · Computer Hardware Software</b>	574.96

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09/11/23  
Cash Basis

**Republican Party of Bexar County**  
**Profit & Loss Unclassified**  
July through August 2023

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	<u>Jul - Aug 23</u>
6770 · Supply Expense	<u>373.76</u>
Total Expense	<u>21,941.07</u>
Net Ordinary Income	<u>30,508.78</u>
Net Income	<u><u>30,508.78</u></u>

Republican Party of Bexar County  
**Profit & Loss by Class**

July through August 2023

	<u>Restricted Judicial Funds</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1111 · Income	0.00	0.00
<b>4100 · SPECIAL EVENTS INCOME</b>		
404 · Fiesta Celebration Income	0.00	0.00
<b>Total 4100 · SPECIAL EVENTS INCOME</b>	<u>0.00</u>	<u>0.00</u>
<b>4200 · NON EVENTS INCOME</b>		
452 · Major Donors Income	0.00	0.00
457 · Direct Mkt & Other Income		
459 · CEC Mtg Collection	0.00	0.00
<b>Total 457 · Direct Mkt &amp; Other Income</b>	<u>0.00</u>	<u>0.00</u>
466 · MAGA Caps	0.00	0.00
470 · Trump Flags	0.00	0.00
473 · Political Rhinestone Brooch	0.00	0.00
<b>Total 4200 · NON EVENTS INCOME</b>	<u>0.00</u>	<u>0.00</u>
496 · Supply Account	0.00	0.00
592 · Candidates Judicial	5,500.00	5,500.00
595 · Republican Party Tee Shirts	0.00	0.00
597 · General Fund Donation	0.00	0.00
625 · Sustaining Members	0.00	0.00
<b>Total Income</b>	<u>5,500.00</u>	<u>5,500.00</u>
<b>Gross Profit</b>	<u>5,500.00</u>	<u>5,500.00</u>

Republican Party of Bexar County  
**Profit & Loss by Class**

July through August 2023

	<u>Restricted Judicial Funds</u>	<u>TOTAL</u>
<b>Expense</b>		
<b>5100 · SPECIAL EVENT EXPENSE</b>		
501 · Chairman's BBQ Exp		
508 · Chairman's BBQ Exp (McManu	0.00	0.00
<b>Total 501 · Chairman's BBQ Exp</b>	<u>0.00</u>	<u>0.00</u>
<b>Total 5100 · SPECIAL EVENT EXPENSE</b>	<u>0.00</u>	<u>0.00</u>
<b>5200 · NON EVENT EXPENSE</b>		
550 · GOTV Expense	0.00	0.00
<b>Total 5200 · NON EVENT EXPENSE</b>	<u>0.00</u>	<u>0.00</u>
6120 · Direct Marketing Expense	0.00	0.00
6140 · Committee Meetings - Executive	0.00	0.00
6151 · Bank Charges & Fees	11.06	11.06
6153 · PayPal Fee	0.00	0.00
6154 · Anedot Fee	0.00	0.00
6155 · Internet & Phones	0.00	0.00
6160 · Copier Expense	0.00	0.00
6460 · Post Office	0.00	0.00
6475 · Rent	0.00	0.00
6560 · Employee Salary Expense	0.00	0.00
6563 · Employer Tax Liability	0.00	0.00
6564 · Employee Taxes Withheld	0.00	0.00
6565 · ADP Payroll Processing Fees	0.00	0.00
6750 · Computer Hardware Software		
Hardware/Software	0.00	0.00
6750 · Computer Hardware Software - Ot	0.00	0.00
<b>Total 6750 · Computer Hardware Software</b>	<u>0.00</u>	<u>0.00</u>
6770 · Supply Expense	0.00	0.00
<b>Total Expense</b>	<u>11.06</u>	<u>11.06</u>
<b>Net Ordinary Income</b>	<u>5,488.94</u>	<u>5,488.94</u>
<b>Net Income</b>	<u><u>5,488.94</u></u>	<u><u>5,488.94</u></u>



**Budget Worksheet**

**Organization Name: Republican Party of Bexar County**

**Fiscal Year Period: July 1, 2023 - June 30, 2024**

	RPBC-Expense	RPBC-Gross	RPBC-Net	RPBC Proj.	RPBC YTD	Cash Flow	End Of Year
	Proj. Budget	Proj. Income	Proj. Income	Cash Flow	Actuals	Jun-24	Jun-24
<b>Revenue</b>					8/31/2023	Sep-23	
<b>Beginning Cash</b>				\$34,320	\$34,319.87	\$30,508.78	\$34,319.87
Fund Raising Events	\$0	\$0	\$0		\$0.00	\$0.00	
Finance Committee Major Donor Contributions		\$0	\$0		\$10,000.00	\$0.00	\$10,000.00
Sustaining Members		\$0	\$0		\$7,424.98	\$0.00	\$7,424.98
CEC Collections		\$0	\$0		\$435.00	\$0.00	\$435.00
General Fund Donation		\$0	\$0		\$0.00	\$0.00	\$0.00
Retail Sales Merchandise		\$0	\$0		\$100.00	\$0.00	\$100.00
GOTV (Political Signs)					\$0.00	\$0.00	\$0.00
Fiesta Medals					\$60.00	\$0.00	\$60.00
Chairman's BBQ, Skeet & Shoot					\$0.00	\$0.00	\$0.00
Pct Chair Business Cards					\$0.00	\$0.00	\$0.00
Precinct Chair Fund Raising		\$0	\$0		\$0.00	\$0.00	\$0.00
Judicial Contribution		\$0	\$0		\$10.00	\$0.00	\$10.00
Election Integrity Fund					\$0.00	\$0.00	\$0.00
Rep Party T-Shirts					\$70.00	\$0.00	\$70.00
Community Events	\$0	\$0	\$0		\$0.00	\$0.00	\$0.00
Checks / Cash / Supply Acct		\$0	\$0		\$30.00	\$0.00	\$30.00
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,320</b>	<b>\$52,449.85</b>	<b>\$30,508.78</b>	<b>\$52,449.85</b>
<b>Expenses</b>							
Overhead		Percentage of Revenue					
Rent	\$0	0%			\$7,532.00	\$0.00	\$7,532.00
Staff salary and wages	\$0	0%			\$5,000.00	\$0.00	\$5,000.00
Employer Payroll Taxes	\$0	0%			\$382.52	\$0.00	\$382.52
ADP Payroll Processing	\$0	0%			\$366.92	\$0.00	\$366.92
Insurance	\$0	0%			\$0.00	\$0.00	\$0.00
Internet / Telephone	\$0	0%			\$528.28	\$0.00	\$528.28
Taxes - Property	\$0	0%			\$0.00	\$0.00	\$0.00
Copier Maintenance	\$0	0%			\$326.93	\$0.00	\$326.93
<b>TOTAL Overhead</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$14,136.65</b>	<b>\$0.00</b>	<b>\$14,136.65</b>

**Budget Worksheet**

**Organization Name: Republican Party of Bexar County**

**Fiscal Year Period: July 1, 2023 - June 30, 2024**

	RPBC-Expense	RPBC-Gross	RPBC-Net	RPBC Proj.	RPBC YTD	Cash Flow	End Of Year
	Proj. Budget	Proj. Income	Proj. Income	Cash Flow	Actuals	Jun-24	Jun-24
<b>Revenue</b>					8/31/2023	Sep-23	
<b>Operating Expenses</b>							
Supplies - Office	\$0	0%			\$373.76	\$0.00	\$373.76
Postage & delivery	\$0	0%			\$68.30	\$0.00	\$68.30
Bank Charges	\$0	0%			\$20.00	\$0.00	\$20.00
Pay Pal Fee	\$0	0%			\$9.64	\$0.00	\$9.64
Anedot Fee	\$0	0%			\$561.88	\$0.00	\$561.88
Eventbrite Fee	\$0				\$0.00	\$0.00	\$0.00
<b>CBC Meetings, (Rental/Parliamentarian)</b>	\$0	0%			\$750.00	\$0.00	\$750.00
Direct Marketing	\$0	0%			\$407.50	\$0.00	\$407.50
Precinct Chair Org Appreciation	\$0	0%			\$0.00	\$0.00	\$0.00
Pct Chair Business Cards	\$0	0%			\$0.00	\$0.00	\$0.00
Rep Party Tee Shirts	\$0	0%			\$0.00	\$0.00	\$0.00
Retail Sales Merchandise	\$0	0%			\$0.00	\$0.00	\$0.00
Computer Software	\$0	0%			\$574.96	\$0.00	\$574.96
Memberships	\$0	0%			\$0.00	\$0.00	\$0.00
Political Yard Signs	\$0	0%			\$0.00	\$0.00	\$0.00
GOTV Expense	\$0	0%			\$38.38	\$0.00	\$38.38
General & Misc.	\$0	0%			\$0.00	\$0.00	\$0.00
<b>TOTAL Operating</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$2,804.42</b>	<b>\$0.00</b>	<b>\$2,804.42</b>
<b>Capital Expenses</b>							
Equipment - Computers	\$0	0%			\$0.00	\$0.00	\$0.00
Equipment - Projector	\$0	0%			\$0.00	\$0.00	\$0.00
<b>Total Capital Expenses</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Candidate Support</b>							
Judicial Support	\$0	0%			\$0.00	\$0.00	\$0.00
Major Donor					\$3,000.00	\$0.00	\$3,000.00
Precinct Chair Support	\$0	0%			\$0.00	\$0.00	\$0.00
Bexar County Candidates	\$0	0%			\$0.00	\$0.00	\$0.00
Communications Committee Exp	\$0	0%			\$0.00	\$0.00	\$0.00
<b>Total Candidate Support</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>
<b>Comm. Outreach</b>							
Turkey Give Away	\$0	0%					
MLK Event	\$0	0%			\$0.00	\$0.00	\$0.00
TRCCA Event	\$0				\$0.00	\$0.00	\$0.00
Chairman's BBQ/Skeet Shoot	\$0	0%			\$2,000.00	\$0.00	\$2,000.00
<b>Total Comm. Outreach</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
<b>Professional Service</b>							
Social Media	\$0	0%			\$0.00	\$0.00	\$0.00
Public Relations	\$0	0%			\$0.00	\$0.00	\$0.00
Legal	\$0	0%			\$0.00	\$0.00	\$0.00
<b>Total Professional Fees</b>	<b>\$0</b>	<b>0%</b>		<b>\$34,320</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$0</b>				<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
<b>Total Gross Revenue</b>		<b>\$0</b>					
<b>Revenue over Expenses</b>		<b>\$0</b>					
<b>Ending Cash Balance</b>					<b>\$30,508.78</b>	<b>\$30,508.78</b>	<b>\$30,508.78</b>