

THE TOBACCO INSTITUTE  
1992 BUDGET

COST CENTER

Public Affairs

No. 1301

STAFFING SCHEDULE

26-Nov-91

Months of Employment

Employee Name		1991 Budget	1991 Estimated	1992 Budget
S. Stuntz	Sr. V.P./Division Director	12	12	12
Vacant	Deputy Director	12	2	0
B. Dawson	V.P./Media Relations Director	12	12	12
M. Gleason	Director - Issues Management	12	12	12
W. Merryman	V.P./Dir. of Communications	12	12	12
T. Lauria	Assistant to the President	12	12	12
Vacant	Assistant to the President	12	0	12
Vacant	Assistant to the President	12	0	0
C. George	Issue Manager	12	9	12
M. Rinker	Issue Manager	12	12	0
K. Packett	Issue Manager	12	12	12
S. Consaul	Issue Manager	12	12	0
K. Fernicola	Issue Manager	12	12	12
C. Hrycaj	Issue Manager	12	12	12
M. Merkle	Issue Analyst	12	12	0
S. Ransome	Issue Analyst	12	12	0
A. Cannell	Production Services Director	12	12	12
M. Booth	Information Center Manager	12	12	12
J. Smith	Media Relations Coordinator	12	12	12
J. Dowden	Library Technician	12	12	0
M. Barker	Administrative Assistant	12	12	12
S. Cole	Secretary	12	12	12
J. Wright	Secretary	12	12	0
U. Schnicke	Secretary	12	12	12
T. May	Secretary	12	12	0
M. Keenan	Secretary	12	12	12
S. Cronan	Secretary	12	12	12
Totals		324	287	216

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1301
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5101 - Postage &amp; Delivery</u>			
Overnight deliveries to the Executive Committee and other Institute oversight committees	\$ 47	\$ 70	\$ 65
TOTAL	\$ 47	\$ 70	\$ 65

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1301
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Committee presentations	\$ 12	\$ 10	\$ 12
TOTAL	\$ 12	\$ 10	\$ 12

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1301
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5801 - Legal Fees - General</u>			
Covington & Burling	\$ 85	\$ 100	\$ 100
TOTAL	\$ 85	\$ 100	\$ 100

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1301
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
Public Affairs Division general contingency reserve (planned expenditures for 1991 were redirected to support EPA/OSHA activity)	\$ 50	\$ -	\$ 50
TOTAL	\$ 50	\$ -	\$ 50

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THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Scientific Affairs No. 1302

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
4000 Conferences & Meetings	\$ -	\$ 5	\$ -
5200 Reproduction, Printing & Drafting	5	4	5
5800 Legal Fees	630	200	265
7300 Professional Fees	1,465	2,984	3,078
Totals	\$2,100	\$3,193	\$3,348

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The Tobacco Institute

1992 BUDGET

COST CENTER	Scientific Affairs	No.	1302
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5801 - Legal Fees - General</u>			
Covington & Burling	\$ 630	\$ 200	\$ 265
TOTAL	\$ 630	\$ 200	\$ 265

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The Tobacco Institute

1992 BUDGET

COST CENTER	Scientific Affairs		No.	1302
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)	
<u>Account #7301 - Professional Fees</u>				
Consulting scientists on environmental tobacco smoke and ventilation issues:				
. Ventilation consultant fees and expenses for testimony (20 appearances anticipated), media activities, building investigations, and conference attendance.	\$ -	\$ 377	\$ 450	
. Literature reviews, cri- tiques and analyses	-	186	150	
. Participation in scien- tific conferences and scientific organizations (1^ anticipated)	-	81	100	
. Air quality testing (ENV Services)	-	25	25	
. Media and testimony (25 appearances anticipated, per SAD request)	-	41	41	
. Meetings and presentations (3 anticipated, including TI annual meeting)	-	94	70	
. Responses to scientific publications, publication of scientific analyses (10 anticipated)	-	35	20	91

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The Tobacco Institute

1992 BUDGET

COST CENTER	Scientific Affairs		No.	1302
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)	
<u>Account #7301 - Professional Fees</u>				
<u>(Continued)</u>				
Occupational Safety and Health Administration (OSHA) Activities:				
. Scientific submissions (16 additional anticipated)	\$ -	\$ 515	\$ 600	
. Critiques, analyses, meet- ings, and presentations	-	-	250	
Environmental Protection Agency (EPA) Activities:				
. Environmental Tobacco Smoke (ETS) Risk Assess- ment and Policy Guide				
- Science Advisory Board re-review written com- ments (10 anticipated)	-	-	200	
- Critiques, analyses, meetings, and presenta- tions	-	159	120	
- Media and briefings (10 briefings and op-eds anticipated)	-	-	50	
- Presentations and attendance at hearings (5 anticipated)	-	-	60	
- Scientific submissions	-	522	-	
- EPA Science Advisory Board hearings (from 1990)	-	100	-	
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The Tobacco Institute

1992 BUDGET

COST CENTER	Scientific Affairs		No.	1302
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)	
<u>Account #7301 - Professional Fees</u>				
<u>(Continued)</u>				
. ETS Compendium. Media and briefings on heart disease claims (20 briefings and op-eds anticipated)	\$ -	\$ -	\$ -	50
Academic Scientists:				
Legislative and regulatory activity; literature reviews and critiques; conference participation	1,200	-	-	-
. Responses to scientific publications, publication of scientific analyses (9 publication responses anticipated)	-	247		270
. Media activities, briefings of federal and state legislative and regulatory officials on general risk assessment issues. (New program for 1992: 1 analysis and 30 briefings and op-eds by scientists and economists)	-	32		175
. AAAS symposium	-	240		100
. Maintenance of environmental tobacco smoke database	-	173		72
. Meetings and presentations (10 anticipated)	-	27		25

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The Tobacco Institute

1992 BUDGET

COST CENTER	Scientific Affairs	No.	1302
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
<u>(Continued)</u>			
. Literature reviews, critiques and analyses	\$ -	\$ 26	\$ -
Completion and promotion of Lieberman/University of Pitts- burgh project research (scientific publications, media tours, conferences, presentations anticipated for 2 projects). These projects are designed to detect possible bias in ETS scien- tific research, researchers, and promotion of same.	-	-	250
Recruitment and training	265	106	-
TOTAL	\$ 1,465	\$ 2,986	\$ 3,078

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THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Media Relations No. 1303

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
3900 Travel	\$ 140	\$ 140	\$ 150
5100 Postage & Delivery	55	10	25
5200 Reproduction, Printing & Drafting	45	20	20
5400 Other Office Expense	90	75	95
5500 Membership & Staff Training	7	7	-
7300 Professional Fees	400	285	155
Totals	\$ 737	\$ 537	\$ 445

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The Tobacco Institute

1992 BUDGET

COST CENTER	Media Relations	No.	1303
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5101 - Postage &amp; Delivery</u>			
Nationwide media mailings	\$ 25	\$ 5	\$ 15
Targeted print/broadcast mailings	30	5	10
TOTAL	<u>\$ 55</u>	<u>\$ 10</u>	<u>\$ 25</u>

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The Tobacco Institute

1992 BUDGET

COST CENTER	Media Relations	No.	1303
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Preparation of mailings and press materials	\$ 30	\$ 20	\$ 20
Production of video and audio materials	15	-	-
TOTAL	\$ 45	\$ 20	\$ 20

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The Tobacco Institute

1992 BUDGET

COST CENTER	Media Relations	No.	1303
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5401 - Other Office Expense</u>			
Video monitoring service, transcripts, and news clips	\$ 90	\$ 75	\$ 95
TOTAL	\$ 90	\$ 75	\$ 95

The Tobacco Institute

1992 BUDGET

COST CENTER	Media Relations	No.	1303
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
Special projects support and promotion	\$ 140	\$ 75	\$ 50
Local PR counsel in selected states (per SAD request)	125	125	50
Media relations consultants	80	60	30
Satellite/electronic support	55	25	25
TOTAL	\$ 400	\$ 285	\$ 155

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THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Information Center No. 1304

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
4800 Books & Subscriptions	\$ 45	\$ 52	\$ 54
4900 Equip. Rep. & Maintenance	2	-	-
5000 Office Supplies	2	1	-
5100 Postage & Delivery	2	1	-
5200 Reproduction, Printing & Drafting	2	1	-
5500 Membership & Staff Training	3	1	-
7300 Professional Fees	3	3	3
7400 Purchased Administrative Service	1	-	-
8000 Computer Services	65	75	78
Totals	\$ 125	\$ 134	\$ 135

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The Tobacco Institute

1992 BUDGET

COST CENTER	Information Center	No.	1304
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8030 - Purchased Computer Services</u>			
News and data retrieval systems	\$ 65	\$ 75	\$ 78
TOTAL	\$ 65	\$ 75	\$ 78

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THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Excise Issue No. 1305

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
5100 Postage & Delivery	2	1	2
5200 Reproduction, Printing & Drafting	140	122	131
7300 Professional Fees	803	590	496
7500 Suprt Tob & Oth Organizations	1,059	1,476	1,155
Totals	\$2,004	\$2,189	\$1,784

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
TI Tax Publications			
. Economic impact study and executive summary (Price Waterhouse)	\$ -	\$ -	\$ 25
. Tax Burden on Tobacco	20	23	20
. Miscellaneous issue brochures	15	12	15
. State-specific economic impact studies (per SAD request)	-	28	6
Tax materials for other organizations	75	22	30
. Brochure on seniors and health care financing	-	-	15
. Excise tax impact studies for blacks and seniors	-	8	8
. Health care reform materials for Citizen Action Program	-	-	10
Excise tax video: labor perspective video	20	20	2
Earmarking project - executive summary and copies of earmarking book "Charging for Government"	10	9	-

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
<u>(Continued)</u>			
TOTAL	\$ 140	\$ 122	\$ 131

The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)

Account #7301 - Professional Fees

Coalition work PR counsel

. Ogilvy, Adams & Rinehart	\$ 275	\$ 208	\$ 310
. Wunder, Ryan, Cannon & Thelen (Mike Forscey)	75	90	90
. James Savarese & Assoc.	70	112	90
. Fleishman Hillard	50	41	-

Economic consultants

. Economists for op-ed program (6 states @ \$4,000/state and \$16,000 for national earmarking campaign)	105	8	40
. Economic witness team for state testimony and promo- tion (per SAD request)	60	16	25
. Presentations to conferences	20	48	10
. Economist media tours			
- Promotion of earmarking book (2 tours @ \$9,000)	88	55	18

Economic impact study update  
(Price Waterhouse)

Bootlegging studies (per SAD  
request)

-	12	13
60	-	-

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
<u>(Continued)</u>			
TOTAL	\$ 803	\$ 590	\$ 496

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)

Account #7501 - Support of Tob./Other  
Organizations

Tobacco Industry Labor  
Management Committee:

National Fair Tax Organiza-  
tions

. Citizens for Tax Justice	\$ 125	\$ 155	\$ 125
- Promotion of state tax analysis	-	95	-
. Economic Policy Institute	60	60	60
- Conference on budget and federal tax policy	-	60	-
. Coalition on Human Needs	63	48	48
. National Council of Senior Citizens			
- Congress of CA Seniors	36	36	36
- FL Council of Senior Citizens	30	30	30
- Senior Citizens Education & Research Assoc. (NY)	24	24	24
. Leadership for the New Century	30	30	18
. Labor Council for Latin American Advancement	24	24	-
. League of Rural Voters	10	-	-

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
<u>(Continued)</u>			
State Tax Reform Coalitions:			
. Region I			
Massachusetts	\$ -	\$ -	\$ 15
Connecticut	-	30	10
. Region II			
Pennsylvania	-	27	18
New Jersey	30	24	15
New York	-	-	10
. Region III			
Illinois	40	-	15
Michigan	30	10	15
Ohio	-	-	15
Indiana	-	2	15
. Region IV			
Iowa	30	47	36
Minnesota	20	43	20
Wisconsin	15	27	15
. Region V			
Washington	20	10	20
Montana	-	18	18
. Region VII			
Florida	30	10	20
. Region VIII			
Texas	15	5	15
. Region IX			
California	-	38	48
Economic policy briefings for labor (32 briefings @ \$3,000)	100	53	96

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
<u>(Continued)</u>			
. State tax reform conferences	\$ 60	\$ -	\$ 40
. Allied group studies on excise taxes and state budget alternatives (4 states @ \$10,000)	25	34	40
. Development and testing of fair tax and earmarking messages in states	-	235	-
Earmarking/Health Care Financing Program			
. Senior Citizen health care project	30	-	50
. Use of health system study	-	-	40
. Excise tax elasticity and health cost study	-	17	30
. National Consumers League Conference on financing alternatives	30	77	-
. Citizen action program to promote progressive health care reform in targeted states and at the national level	-	50	60
American Agriculture Movement			
. General support/state tax issue media tours	72	72	60

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The Tobacco Institute

1992 BUDGET

COST CENTER	Excise Issue	No.	1305
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
<u>(Continued)</u>			
. Impact of excises on rural Americans	\$ -	\$ -	\$ 28
. Grassroots mailings (per SAD request)	20	-	10
. Rural summit on tax policy	-	-	10
. Local media events	40	35	-
Coalition Against Regressive Taxation (CART)	50	50	30
TOTAL	\$ 1,059	\$ 1,476	\$ 1,155

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THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Fire Safety Issue No. 1306

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
5200 Reproduction, Printing & Drafting	\$ 65	\$ 55	\$ 32
7300 Professional Fees	500	500	445
7500 Suprt Tob & Oth Organizations	270	210	175
Totals	\$ 835	\$ 765	\$ 652

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The Tobacco Institute

1992 BUDGET

COST CENTER	Fire Safety Issue	No.	1306
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Reproduction of existing materials			
. Articles & studies	\$ 25	\$ 25	\$ 15
. "FireCare"	10	5	5
. "FireSense"	10	5	5
. "Challenge for Life"	10	10	5
. Video on T.I. fire program	10	10	2
TOTAL	<u>\$ 65</u>	<u>\$ 55</u>	<u>\$ 32</u>

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The Tobacco Institute

1992 BUDGET

COST CENTER	Fire Safety Issue	No.	1306
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
Tri Data, Inc.			
. General consulting, data analyses, coalition building and fire safety research	\$ 260	\$ 285	\$ 255
. Research report on community-based fire prevention (latest in TI series, with work to begin in 1992 and be completed in 1993)	-	-	35
Sparber & Associates general consulting, planning, coalition building and in-kind support to national and state fire service groups.	180	180	145
Witnesses to represent industry at federal and state hearings	10	-	10
Video production company	50	35	-
TOTAL	\$ 500	\$ 500	\$ 445

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The Tobacco Institute

1992 BUDGET

COST CENTER	Fire Safety Issue	No.	1306
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)

Account #7501 - Support of Tob./Other  
Organizations

Fire safety grant program

. Grants to local fire safety organizations	\$ 100	\$ 90	\$ 80
. National Volunteer Fire Council	35	30	15
. National Assoc. of State Fire Marshals	15	15	15
. International Society of Fire Service Instructors	15	10	5
. Burn Concerns	10	-	5
. Congressional Fire Services Institute	10	5	5
. International Association of Fire Chiefs	10	-	5
. International Assoc. of Black Professional Fire Fighters	5	5	5
. National Fire Information Council	-	5	5
. International Assn. of Arson Investigators	-	5	5
. CPSC National Smoke Detector Project	-	10	5

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The Tobacco Institute

1992 BUDGET

COST CENTER	Fire Safety Issue	No.	1306
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
<u>(Continued)</u>			
. Travel expenses for TI fire program advisory group	\$ -	\$ -	\$ 5
. Zoeller & Assoc. (fire prevention consultants)	20	-	-
. Pan Education Institute fire prevention education	15	-	-
. Miscellaneous (production of materials, psa's, etc.)	35	35	20
TOTAL	\$ 270	\$ 210	\$ 175.

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THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER General Coalitions No. 1307

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
3900 Travel	\$ 150	\$ 150	\$ -
5100 Postage & Delivery	15	11	10
5200 Reproduction, Printing & Drafting	26	36	29
5500 Membership & Staff Training	6	8	-
6200 Adv. Space & Promo Total	10	1	5
7300 Professional Fees	285	340	100
7500 Suprt Tob & Oth Organizations	1,905	2,084	2,090
Totals	\$2,397	\$2,630	\$2,234

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Coalitions	No.	1307
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Reprints of existing publications			
. Heritage Reprints	\$ 12	\$ 7	\$ 7
. Tobacco Industry Profile	6	-	6
1990	-	6	-
1991	-	6	-
. T.I. Scope & Activities	8	5	5
. "There is No Tobacco Subsidy"	-	2	1
Miscellaneous materials for allied organizations	-	10	10
TOTAL	\$ 26	\$ 36	\$ 29

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Coalitions	No.	1307
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #6201 - Advertising</u>			
Miscellaneous placements with allied groups	\$ 10	\$ 1	\$ 5
TOTAL	\$ 10	\$ 1	\$ 5

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Coalitions		No.	1307
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)		1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>				
Counsel to assist in develop- ment of Hispanic and other minority coalitions in states (per SAD request)				
. National	\$ 50	\$ 75		-
. States (per SAD request)	75	30		35
Counsel to establish support among national veteran's groups (per FRD request)	30	20		25
. Video production	-	35		-
. Production of materials	-	30		-
. Media promotion	-	40		-
Public relations counsel (Fleishman Hillard)	50	25		-
CTA polling (invoices from 1990 activity)	-	35		-
Miscellaneous allied groups (including privacy, gay & women's rights)	80	50		40
TOTAL	\$ 285	\$ 340		\$ 100

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Coalitions	No.	1307
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)

Account #7501 - Support of Tob./Other  
Organizations

Support to Tobacco Industry  
Labor Management Committee  
(LMC):

State Labor Counsel to esta-  
blish working relationships on  
tobacco issues with liberal/  
labor groups

. Region I	\$ 80	\$ 120	\$ 120
. Region II			
Pennsylvania	70	60	70
New York	80	60	-
New Jersey	60	-	-
. Region III			
Ohio	75	125	150
Illinois	90	90	90
Michigan	75	70	70
Indiana	50	50	-
. Region IV			
Iowa	75	70	50
Minnesota	35	35	-
Wisconsin	35	35	-
. Region V			
Washington	40	40	40
. Region VI	-	40	45
. Region VII			
Florida	-	40	55

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# The Tobacco Institute

## 1992 BUDGET

COST CENTER	General Coalitions		No.	1307
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)		1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>				
<u>(Continued)</u>				
. Region VIII Texas	\$ -	\$ 75		\$ 50
. Region IX California	-	50		135
National LMC counsel to support all Committee and national coalition group activities, and to provide coordination to all state consultants relating to committee positions.				
. The Strategy Group (tax issues, development of conferences, state tax coalitions - all mid-West LMC activities)	250	300		300
. Ogilvy Adams & Rinehart (PR consultants to LMC and all national and state labor coalition groups)	250	200		225
. James Savarese & Assoc. (LMC executive director, coordination of all state and federal LMC activities, liaison with LMC unions)	150	200		175
. The Jarvis Company (legislative liaison with the AFL/CIO legislative division and LMC member unions)	140	140		140

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# The Tobacco Institute

## 1992 BUDGET

COST CENTER	General Coalitions	No.	1307
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
<u>(Continued)</u>			
. Western LMC activities	\$ -	\$ -	\$ 50
Support to LMC coalitions			
. National Consumers League	75	20	24
. Coalition of Labor Union Women	20	20	20
. A. Philip Randolph Institute	20	20	20
. Labor Council for Latin American Advancement	10	5	30
LMC legislative conference	50	50	75
Miscellaneous LMC projects	50	50	50
Tobacco Growers Information Committee	45	56	40
Support to minority groups	15	10	6
Support to veterans' groups	10	-	5
Support to women's groups	5	3	5
National Association of Tobacco Distributors	50	50	50
 TOTAL	 \$ 1,905	 \$ 2,084	 \$ 2,090

THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Advertising Issue No. 1308

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
5200 Reproduction, Printing & Drafting	45	39	15
7300 Professional Fees	315	80	125
7500 Suprt Tob & Oth Organizations	65	50	40
Totals	\$ 425	\$ 169	\$ 180

91085894



The Tobacco Institute

1992 BUDGET

COST CENTER	Advertising Issue	No.	1308
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Printing and reprints for allies	\$ 20	\$ 10	\$ 10
Issue materials	10	5	5
. Constitutional Analyses	5	-	-
. Three Decades of Initiatives by a Responsible Industry	5	6	-
. Smoking & Young People	5	6	-
. Industry ad code	-	5	-
. Brochures/issue sheets on ad/promotion white paper	-	7	-
TOTAL	\$ 45	\$ 39	\$ 15

91085895

The Tobacco Institute

1992 BUDGET

COST CENTER	Advertising Issue		No.	1308
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)		1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>				
Public Relations Counsel				
. Fleishman Hillard	\$ 100	\$ 26		\$ 65
. Sparber & Associates	-	20		-
. Ogilvy/Adams & Rinehart	75	6		-
Expert witness for federal, state hearings	100	28		60
Labor counsel for federal, state legislative initiatives	40	-		-
TOTAL	\$ 315	\$ 80		\$ 125

91085896

The Tobacco Institute

1992 BUDGET

COST CENTER	Advertising Issue	No.	1308
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
Washington Legal Foundation	\$ 25	\$ 25	\$ 25
ACLU	15	10	10
State coalitions	5	5	-
Federal coalitions	20	10	5
TOTAL	\$ 65	\$ 50	\$ 40

91085897

THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER Public Smoking Issue No. 1309

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
5100 Postage & Delivery	\$ 24	\$ 15	\$ -
5200 Reproduction, Printing & Drafting	160	117	20
5800 Legal Fees	10	-	-
7300 Professional Fees	3,081	2,906	1,060
7500 Suprt Tob & Oth Organizations	1,020	953	1,041
Totals	\$4,295	\$3,991	\$2,121

91085898

The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5101 - Postage &amp; Delivery</u>			
Corporate/Smoker Assistance Program			
. Resource guide mailings	\$ 24	\$ 9	\$ -
. State-specific mailings (6 states/Chamber of Commerce brochures and restaurant guides)	-	6	-
TOTAL	\$ 24	\$ 15	\$ -

91085899

The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Corporate/Smoker Assistance Program			
. Resource guide	\$ 25	\$ 18	\$ -
. Airport materials	-	5	-
. Corporate workplace kit	20	28	-
. Article reprints	10	4	-
. Brochure reprints for RJR use	-	28	-
. Miscellaneous publications	45	-	-
- Chamber brochures	-	9	-
- C & B legal brochure	-	10	-
Indoor air quality program			
. IAQ publications	30	8	10
. IAQ materials for other organizations	30	7	10
TOTAL	\$ 160	\$ 117	\$ 20

91085900

The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)

Account #7301 - Professional Fees

Overall Public Smoking  
Program:

General consulting fees

. Wunder, Ryan, Cannon & Thelen (OSHA issues)	\$ 85	\$ 355	\$ 250
. Ogilvy, Adams & Rinehart	200	295	205
. Sparber & Associates (for BCIA)	125	145	125
. James Savarese & Assoc.	100	150	105
. Fleishman-Hillard	50	40	-

Academic consultants

. Center for Policy Research	258	168	225
. Lieberman/University of Pittsburgh Project	82	188	-

Lifestyle discrimination/  
privacy

. Workplace legal issues consultant/legal seminars	50	175	75
. Legal seminars	100	100	-
. Legal consultant for media tours on privacy issues, and, two law journal articles and op-eds on privacy issues	-	-	75

91085901

The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
<u>(Continued)</u>			
Airline/transportation consultants			
. Paul, Hastings et. al.	\$ 80	\$ 250	\$ -
. Cabin air quality consultants	20	20	-
Economic consultants			
. Productivity articles and op-eds/social costs	-	42	-
. Cost analysis of EPA workplace guide/OSHA ventilation proposals	-	79	-
. Op-eds re science fraud & science for profit	75	-	-
Insurance expert (social costs and health care reform)	30	28	-
Indoor Air Quality Program:			
Consulting scientists for appearances before legislatures, attendance at scientific meetings, and preparation of articles.			
. Environmental tobacco smoke scientific witnesses	800	325	-
. Ventilation witnesses	750	300	-

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The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
<u>(Continued)</u>			
Scientific consultant media tours			
. ETS media tours	\$ 96	\$ 97	\$ -
. Agency support of ETS media tours	85	61	-
. Agency support of IAQ media tours	80	26	-
. IAQ media tours (consultants travel)	15	-	-
Survey research			
. CA restaurant study (per SAD request)	-	18	-
. Workplace policy survey for OSHA RFI	-	44	-
TOTAL	\$ 3,081	\$ 2,906	\$ 1,060

91085903

The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)

Account #7501 - Support of Tob./Other  
Organizations

Indoor Air Quality (IAQ)  
Program:

National Energy Management  
Institute (NEMI)

. Spokespersons to represent NEMI at seminars, in testimony, etc.	\$ 200	\$ 200	\$ 200
. NEMI promotional materials	200	200	150
. Federal regulatory activity support	-	101	125
. NEMI IAQ training sessions	75	75	75
. Building studies	-	25	70
. State legislative support/ pilot projects	-	45	60
. Development/distribution of IAQ protocol	50	30	50
. Media/promotion activity	-	10	50

Tobacco Industry Labor Manage-  
ment Committee (LMC)

. LMC state and local union presentations	200	61	61
. Safe Workplace Air Coali- tion seminars	50	-	50

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The Tobacco Institute

1992 BUDGET

COST CENTER	Public Smoking Issue	No.	1309
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
<u>(Continued)</u>			
. LMC workplace smoking materials	\$ 25	\$ 20	\$ 20
. LMC miscellaneous	25	20	-
. LMC IAQ video	5	2	2
. Counsel to assist unions in workplace matters	40	-	-
Business Council on Indoor Air (BCIA)	100	140	100
. State & local legislative programs	-	-	20
. Presentations to corporate health & OSHA directors	-	16	-
Grants to conduct indoor air quality building studies	50	8	8
TOTAL	\$ 1,020	\$ 953	\$ 1,041

91085905

THE TOBACCO INSTITUTE

1992 BUDGET

Public Affairs Division

COST CENTER "Social Cost" Issue No. 1311

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
5200 Reproduction, Printing & Drafting	55	25	42
7300 Professional Fees	267	103	221
7500 Suprt Tob & Oth Organizations	100	83	90
Totals	\$ 422	\$ 211	\$ 353

91085906

The Tobacco Institute

1992 BUDGET

COST CENTER	"Social Cost" Issue		No.	1311
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)		1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>				
Reprints of articles, symposium proceedings, etc.				
. Article reprints	\$ 30	\$ -		\$ 5
. Economist critique of HHS "social cost" claims	-	5		5
. Miscellaneous brochures	25	-		15
Copies of revised and updated "social cost" book: The Economics of Smoking	-	20		2
Workers' compensation materials	-	-		10
Employer social cost/productivity materials	-	-		5
TOTAL	\$ 55	\$ 25		\$ 42

91085907

The Tobacco Institute

1992 BUDGET

COST CENTER	"Social Cost" Issue	No.	1311
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
Economists to deliver briefings, testimony, and write articles and book reviews	\$ 75	\$ 9	\$ 55
. Economic consultant media tours on The Economics of Smoking (6 @ \$8,000)	48	12	12
. Public affairs counsel to support economist media tours (6 @ \$6,000)	39	12	12
. State-specific economic calculations (3 at SAD request)	30	6	15
. Revision/update of "Smoking and the State" (The Economics of Smoking)	45	44	-
. Productivity articles and op-eds/social costs	-	-	42
Insurance expert (social costs and health care reform)	-	-	65
Social cost PR counsel	30	20	20
TOTAL	\$ 267	\$ 103	\$ 221

91085908

The Tobacco Institute

1992 BUDGET

COST CENTER	"Social Cost" Issue	No.	1311
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
National Chamber Foundation "social cost" program	\$ 100	\$ 83	\$ 90
TOTAL	\$ 100	\$ 83	\$ 90

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THE TOBACCO INSTITUTE

1992 BUDGET

Administration Division

		1991		1992		% Change
	Budget (\$000)	Estimated Expenditures (\$000)	Authorized Positions	Proposed Budget (\$000)	Authorized Positions Requested	91 Est vs 92 Budget
1101 General Administration	\$4,305	\$4,709	15	\$3,874	11	< 18%>
Product Liability Litigation	900	705	-	810	-	15%
1103 Data Processing	1,360	1,115	6	1,202	4	8%
Data Processing Allocation	< 1,360>	< 1,360>	-	< 1,202>	-	12%
Totals	\$5,205	\$5,169	21	\$4,684	15	< 9%>

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THE TOBACCO INSTITUTE

1992 BUDGET

Administration Division

Authorized Positions 1991 - 21  
Authorized Positions Requested 1992 - 15

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
2800 Staff Compensation	\$1,384	\$1,787	\$1,337
3200 Employee Benefits	375	482	361
3900 Travel	235	225	150
4000 Conferences & Meetings	195	170	160
4300 Rent - Space Total	908	833	878
4600 Other Occupancy Expense	44	43	41
4700 Furniture, Fixtures & Equipment	290	79	174
4800 Books & Subscriptions	7	8	6
4900 Equip. Rep. & Maintenance	187	189	175
5000 Office Supplies	120	80	80
5100 Postage & Delivery	97	112	117
5200 Reproduction, Printing & Drafting	181	161	151
5300 Telephone & Telecopy	190	220	150
5400 Other Office Expense	100	100	100
5500 Membership & Staff Training	52	32	33
5800 Legal Fees	1,325	1,230	1,207
6600 Business Taxes	39	28	30
6900 Employee Recruitment & Relocation	75	75	30
7300 Professional Fees	76	52	44
7400 Purchased Administrative Service	13	8	-
8000 Computer Services	522	465	555
9100 Data Processing Allocation	< 1,170>	< 1,170>	< 1,050>
9300 TITL Administrative Allocation	< 40>	< 40>	< 45>
Totals	\$5,205	\$5,169	\$4,684

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THE TOBACCO INSTITUTE

1992 BUDGET

Administration Division

COST CENTER General Administration No. 1101

Authorized Positions 1991 - 15

Authorized Positions Requested 1992 - 11

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
2800 Staff Compensation	\$1,161	\$1,531	\$1,151
3200 Employee Benefits	314	413	311
3900 Travel	210	207	140
4000 Conferences & Meetings	195	170	160
4300 Rent - Space Total	908	833	878
4600 Other Occupancy Expense	27	28	28
4700 Furniture, Fixtures & Equipment	35	15	10
4800 Books & Subscriptions	5	5	3
4900 Equip. Rep. & Maintenance	25	25	15
5000 Office Supplies	85	50	50
5100 Postage & Delivery	95	110	115
5200 Reproduction, Printing & Drafting	180	160	150
5300 Telephone & Telecopy	160	195	130
5400 Other Office Expense	100	100	100
5500 Membership & Staff Training	32	29	25
5800 Legal Fees	1,325	1,230	1,207
6600 Business Taxes	39	28	30
6900 Employee Recruitment & Relocation	75	75	30
7300 Professional Fees	76	52	44
7400 Purchased Administrative Service	8	8	-
9100 Data Processing Allocation	190	190	152
9300 TITL Administrative Allocation	< 40>	< 40>	< 45>
Totals	\$5,205	\$5,414	\$4,684

91085913

THE TOBACCO INSTITUTE  
1992 BUDGET

COST CENTER

General Administration

No. 1101

STAFFING SCHEDULE

03-Dec-91

Months of Employment

Employee Name		1991 Budget	1991 Estimated	1992 Budget
S. Chilcote	President	12	12	12
D. Milway	Sr. V.P./Administration	12	12	0
W. Adams	Sr. V.P./Administration	0	0	12
D. Hilderley	Corporate Secretary and Office Manager	12	12	12
W. Adams	V.P./Controller	12	12	0
M. Radell	Accounting Manager	12	12	12
S. Ferens	Staff Accountant	12	12	12
L. Michel	Acc'ts Payable Administrator	12	12	12
M. Davidson	Accounting Administrator	12	12	0
D. Thomas	Administrative Assistant	12	12	12
M. Lips	Administrative Assistant	12	12	12
S. Harris	Receptionist	12	12	12
M. Steele	Personnel Clerk	12	12	0
W. Mickens	Office Services Supervisor	12	12	12
D. Fountain	Office Services Assistant	12	12	12
J. McKinley	Office Services Assistant	12	12	0
Totals		180	180	132

91085914

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #3201 - Employee Benefits</u>			
Health Insurance	\$ 700	\$ 741	\$ 773
Payroll Taxes	395	422	435
401 (K) Employee Savings Plan	315	291	281
Pension Plan	180	-	120
Employee Parking-Washington, DC	78	84	82
Group Life Insurance	70	74	71
Workmen's Compensation	25	34	33
LTD	33	32	29
Contingency for rate increases in health insurance and other line items	58	275	27
Allocation to other cost centers	< 1,540 >	< 1,540 >	< 1,540 >
TOTAL	\$ 314	\$ 413	\$ 311

91085915

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4001 - Conference &amp; Meetings</u>			
Tobacco Institute Winter Meeting	\$ 200	\$ 155	\$ 160
Winter Meeting registration fees	< 25 >	< 15 >	< 25 >
Executive Committee Meetings in New York City and Washington, D.C.	15	22	20
Committee of Counsel, Pension Committee, Budget Committee, and miscellaneous	5	8	5
TOTAL	\$ 195	\$ 170	\$ 160

91085916

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4301 - Rent - Space</u>			
Washington, D.C. Headquarters Office base rent (27,826 sq. ft. @ \$29.75)	\$ 828	\$ 828	\$ 828
CPI escalation (cumulative based on 1989 base year)	40	25	50
Operating expense pass throughs	90	30	50
Rent abatement (one month)	< 69>	< 69>	< 69>
Basement storage space (1,437 sq. ft. @ \$13.00)	19	19	19
TOTAL	\$ 908	\$ 833	\$ 878

91085917

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4601 - Other Occupancy Expense</u>			
Off-premises publications storage	\$ 18	\$ 18	\$ 18
Parking for Washington, D.C. pool automobile	5	5	5
Security system computer fee	3	4	5
Off-premises storage - Richmond, VA (Tax Council) will be moved to D.C. off-premise storage in 1992	1	1	-
TOTAL	\$ 27	\$ 28	\$ 28

91085918



The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4701 - Furniture,Fixtures &amp; Equipment</u>			
Leasehold improvements, furniture and equipment for Washington, D.C. office space.	\$ 30	\$ 10	\$ 5
Telephone equipment	5	5	5
TOTAL	<u>\$ 35</u>	<u>\$ 15</u>	<u>\$ 10</u>

91085919

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4901 - Equipment Repairs &amp; Maintenance</u>			
Service contracts			
. Typewriters	\$ 5	\$ 5	\$ 5
. Air conditioners (board room & computer room)	5	5	5
Miscellaneous repairs and maintenance	15	15	5
TOTAL	<u>\$ 25</u>	<u>\$ 25</u>	<u>\$ 15</u>

91085920

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5001 - Office Supplies</u>			
General office supplies	\$ 80	\$ 45	\$ 45
Furniture, fixtures, & equipment under \$300	5	5	5
TOTAL	<u>\$ 85</u>	<u>\$ 50</u>	<u>\$ 50</u>

91085921

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5101 - Postage &amp; Delivery</u>			
Postage	\$ 65	\$ 75	\$ 80
Delivery	30	35	35
TOTAL	\$ 95	\$ 110	\$ 115

91085922

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
Graphics, artwork, and printing	\$ 50	\$ 40	\$ 42
Copier lease payments	50	45	42
Copier supplies and maintenance	45	45	37
Copier meter usage	35	30	29
TOTAL	\$ 180	\$ 160	\$ 150

91085923

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5301 - Telephone &amp; Telecopy</u>			
WATS and long distance calls from/to Washington, D.C.	\$ 130	\$ 168	\$ 110
Washington, D.C. local calls and service	30	27	20
TOTAL	\$ 160	\$ 195	\$ 130

91085924

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5401 - Other Office Expense</u>			
Liability and other general insurance	\$ 38	\$ 34	\$ 34
Benefits for Washington, D.C. employees (e.g., coffee, subsidized sodas, plant service, etc.)	18	20	20
Employee Christmas party	15	15	15
Office cleaning	9	12	12
Flowers and gifts for Institute contacts	10	9	9
Employee Gatherings/Mtgs.	5	5	10
Miscellaneous	5	5	-
TOTAL	\$ 100	\$ 100	\$ 100

91085925

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5500 - Membership &amp; Staff Training</u>			
T.I. staff memberships	\$ 16	\$ 15	\$ 15
Institute memberships	10	7	7
Staff Training	6	7	3
TOTAL	\$ 32	\$ 29	\$ 25

91085926



The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5801 - Legal Fees - General</u>			
Covington & Burling - general legal services	\$ 425	\$ 525	\$ 397
TOTAL	\$ 425	\$ 525	\$ 397

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The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5802 - Legal Fees - Product Liability</u>			
Covington & Burling	\$ 500	\$ 475	\$ 525
Other firms	400	230	285
TOTAL	\$ 900	\$ 705	\$ 810

91085928

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #6601 - Business Taxes</u>			
D.C. personal property tax	\$ 24	\$ 16	\$ 18
D.C. sales and use tax	13	9	9
Other	2	3	3
TOTAL	<u>\$ 39</u>	<u>\$ 28</u>	<u>\$ 30</u>

91085929

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #6901 - Relocation</u>			
Contingency	\$ 75	\$ 75	\$ 30
TOTAL	<u>\$ 75</u>	<u>\$ 75</u>	<u>\$ 30</u>

91085930

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
Audit of the Institute by an outside CPA firm	\$ 36	\$ 32	\$ 34
Employee benefits plan consultants and fees	10	10	10
Other fees and special studies	30	10	-
TOTAL	\$ 76	\$ 52	\$ 44

91085931

The Tobacco Institute

1992 BUDGET

COST CENTER	General Administration	No.	1101
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7401 - Purchased Administrative Service</u>			
Secretarial, clerical, and accounting	\$ 8	\$ 8	\$ -
TOTAL	\$ 8	\$ 8	\$ -

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THE TOBACCO INSTITUTE

1992 BUDGET

Administration Division

COST CENTER Data Processing No. 1103

Authorized Positions 1991 - 6  
Authorized Positions Requested 1992 - 4

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
2800 Staff Compensation	\$ 223	\$ 256	\$ 186
3200 Employee Benefits	61	69	50
3900 Travel	25	18	10
4600 Other Occupancy Expense	17	15	13
4700 Furniture, Fixtures & Equipment	255	64	164
4800 Books & Subscriptions	2	3	3
4900 Equip. Rep. & Maintenance	162	164	160
5000 Office Supplies	35	30	30
5100 Postage & Delivery	2	2	2
5200 Reproduction, Printing & Drafting	1	1	1
5300 Telephone & Telecopy	30	25	20
5500 Membership & Staff Training	20	3	8
7400 Purchased Administrative Service	5	-	-
8000 Computer Services	522	465	555
Subtotals	1,360	1,115	1,202
9100 Data Processing Allocation	< 1,360>	< 1,360>	< 1,202>
Totals	\$ -	<\$ 245>	\$ -

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THE TOBACCO INSTITUTE  
1992 BUDGET

COST CENTER

Data Processing

No. 1103

STAFFING SCHEDULE

18-Nov-91

Months of Employment

Employee Name		1991 Budget	1991 Estimated	1992 Budget
R. Miller	Data Processing Manager	12	12	12
L. Skantar	Computer Systems Manager	12	12	12
G. Dieman	Office Automation Analyst	12	12	12
D. Shine	Office Automation Asst.	12	12	0
K. Lange	PC Support Assistant	12	12	0
M. Stein	Computer Operator	12	12	12
Totals		72	72	48

91085934



The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #3901 - Travel</u>			
Travel to field offices and member companies for operator training and to perform system maintenance and rectify software, hardware, and communications problems.	\$ 25	\$ 18	\$ 10
TOTAL	\$ 25	\$ 18	\$ 10

91085935

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4601 - Other Occupancy Expense</u>			
Installation and maintenance of wiring system connecting personal computers and printers to the Local Area Network and the DEC VAX 8200 mainframe computer, also includes computer room elec- tricity.	\$ 17	\$ 15	\$ 13
TOTAL	\$ 17	\$ 15	\$ 13

91085936

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4701 - Furniture, Fixtures &amp; Equipment</u>			
Personal computer local area network (LAN) for headquarters office. 1992 Budget includes database servers, file servers, expanded disk storage, LAN testing equipment and other equipment for expansion of the LAN. This expansion is a prerequisite to the planned migration of existing Digital VAX mini-based applications to the Local Area Network.	\$ 190	\$ 50	\$ 150
Personal computers, terminals, communications devices, and other equipment.	40	7	14
DEC VAX 8200 Central processing unit memory upgrade; - replacement of high speed laser printer, and replacement of terminal servers.	25	7	-
TOTAL	\$ 255	\$ 64	\$ 164

91085937

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #4901 - Equipment Repairs &amp; Maintenance</u>			
Computer hardware maintenance			
. DEC VAX 8200 mainframe computer system.	\$ 90	\$ 90	\$ 80
. Headquarters office personal computers and local area network	34	34	36
. Field office personal computers	11	13	15
Computer room monitoring service and air conditioning and other equipment maintenance	27	27	29
TOTAL	\$ 162	\$ 164	\$ 160

91085938

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5001 - Office Supplies</u>			
Computer paper, ribbons, toner cartridges, cables, and con- nectors for the Institute's systems.	\$ 35	\$ 30	\$ 30
TOTAL	\$ 35	\$ 30	\$ 30

91085939

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5301 - Telephone &amp; Telecopy</u>			
Telenet communications system monthly line and system connect charges. Telenet incoming call charges for member company system users. Line charges for terminals located in homes of selected data processing staff.	\$ 30	\$ 25	\$ 20
TOTAL	\$ 30	\$ 25	\$ 20

91085940

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5501 - Membership</u>			
Professional and technical seminars and staff training. Includes contingency for training related to possible staff turnover.	\$ 20	\$ 3	\$ 8
TOTAL	\$ 20	\$ 3	\$ 8

91085941

# The Tobacco Institute

## 1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8011 - Custom Software Dev. &amp; Maint.</u>			
<u>- Administration</u>			
System software maintenance	\$ 50	\$ 90	\$ 5
Budget system	5	-	-
TOTAL	\$ 55	\$ 90	\$ 5

91085942



The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8012 - Custom Software Dev. &amp; Maint.</u>			
<u>- Federal</u>			
Development of the Federal Relations database on the local area network.	\$ -	\$ -	\$ 175
Modifications to and maintenance of Congressional System.	170	105	8
TOTAL	\$ 170	\$ 105	\$ 183

91085943

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8013 - Custom Software-Pub Afrs</u>			
Development of LAN based library system.	\$ -	\$ -	\$ 10
Grants System - Design, development, documentation, and continuing support and maintenance.	12	10	3
Workplace smoking resource guide information request response system support and maintenance.	2	1	-
Library software support and maintenance	1	-	1
TOTAL	\$ 15	\$ 11	\$ 14

91085944

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8014 - Custom Software-State Act</u>			
Legislative Tracking (1992 includes migration of system to the local area network)	\$ 10	\$ 8	\$ 105
TAN mail list data base in- cludes resources to reprogram this mailing list system to operate on The Institute's Local Area Network.	55	50	40
Contributions tracking (1992 includes migration of this system to the local area network)	2	1	5
Cigarette tax data base (1992 includes migration of this system to the local area network)	1	2	10
Historical/legislative data base	20	3	3
Personal computer field office data bases	10	-	-
TOTAL	\$ 98	\$ 64	\$ 163

91085945

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8021 - Purchased &amp; Leased Software - Administration</u>			
DEC VAX Mini-computer System			
. VMS operating system	\$ 80	\$ 80	\$ 40
. 1032 data base manager	10	8	-
. Systems management software	5	5	-
. Control 32 applications generator	2	2	3
Personal computer software for the Institute's local area network (includes upgrades to local area network application and system software packages)	25	36	55
Local area network based internal accounting system	-	-	50
Ross internal accounting system	16	18	8
Hardware/software evaluation studies (for accounting software)	10	-	3
TOTAL	\$ 148	\$ 149	\$ 159

91085946

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8022 - Purchased &amp; Leased Software</u>			
<u>- Federal</u>			
Personal computer software	\$ 6	\$ 3	\$ 6
TOTAL	\$ 6	\$ 3	\$ 6

91085947

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8023 - Purchased and Leased Software</u>			
<u>- Public Affairs</u>			
Library software	\$ 5	\$ 12	\$ 4
Personal computer software	5	-	-
TOTAL	\$ 10	\$ 12	\$ 4

91085948

The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #8024 - Purchased &amp; Leased Software</u>			
<u>- State Activities</u>			
Software for personal computers. Includes political action committee accounting and reporting system software.	\$ 5	\$ 16	\$ 5
TOTAL	\$ 5	\$ 16	\$ 5

91085949

The Tobacco Institute

1992 BUDGET

COST CENTER	<u>Data Processing</u>	No.	<u>1103</u>
	<u>1991 BUDGET (\$000)</u>	<u>1991 ESTIMATED (\$000)</u>	<u>1992 BUDGET (\$000)</u>
<u>Account #8030 - Purchased Computer Services</u>			
Payroll and payroll taxes processing service	\$ 15	\$ 15	\$ 16
TOTAL	<u>\$ 15</u>	<u>\$ 15</u>	<u>\$ 16</u>

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The Tobacco Institute

1992 BUDGET

COST CENTER	Data Processing	No.	1103
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #9100 - Data Processing Allocation</u>			
Federal Relations (1201)	<\$ 390>	<\$ 390>	<\$ 350>
State Activities (1401)	< 390>	< 390>	< 350>
Public Affairs (1301)	< 390>	< 390>	< 350>
Administration (1101)	< 190>	< 190>	< 152>
TOTAL	<\$ 1,360>	<\$ 1,360>	<\$ 1,202>

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THE TOBACCO INSTITUTE

1992 BUDGET

Special Authorizations

Total Budget

	1991			1992		% Change 91 Est vs 92 Budget
	Budget (\$000)	Estimated Expenditures (\$000)	Authorized Positions	Proposed Budget (\$000)	Authorized Positions Requested	
Special Authorizations	\$3,570	\$4,048	-	\$4,262	-	5%
Total Budget	\$3,570	\$4,048	-	\$4,262	-	5%

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THE TOBACCO INSTITUTE

1992 BUDGET

Special Authorizations

	1991			1992		% Change 91 Est vs 92 Budget
	Budget (\$000)	Estimated Expenditures (\$000)	Authorized Positions	Proposed Budget (\$000)	Authorized Positions Requested	
1501 Youth Initiatives	\$3,570	\$4,048	-	\$3,457	-	< 15%>
1504 Institute Contingency Fds	-	-	-	805	-	-
Total Budget	\$3,570	\$4,048	-	\$4,262	-	5%

THE TOBACCO INSTITUTE

1992 BUDGET

Special Authorizations

COST CENTER Youth Initiatives No. 1501

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
5100 Postage & Delivery	\$ 475	\$ 225	\$ 375
5200 Reproduction, Printing & Drafting	525	600	645
6200 Adv. Space & Promo Total	2,120	2,396	1,787
7300 Professional Fees	200	572	370
7500 Suprt Tob & Oth Organizations	250	255	280
Totals	\$3,570	\$4,048	\$3,457

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The Tobacco Institute

1992 BUDGET

COST CENTER	Youth Initiatives	No.	1501
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5101 - Postage &amp; Delivery</u>			
"It's the Law"	\$ 275	\$ 125	\$ 175
Responsible Living ("Tobacco: Helping Youth Say No" and "Helping Youth Decide"	200	100	180
PSA Mailing (3 sets of 3/4" videos each plus story boards and introductory letter sent to 700 stations -- 2,100 packages)	-	-	20
TOTAL	\$ 475	\$ 225	\$ 375

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The Tobacco Institute

1992 BUDGET

COST CENTER	Youth Initiatives	No.	1501
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #5201 - Reproduction, Printing &amp; Drafting</u>			
"It's the Law"	\$ 375	\$ 335	\$ 350
. Special requests from SAD, such as CA and MA mailings	-	40	25
Responsible Living Materials	150	200	220
. PSA Reproduction - 700 copies of 3 3/4" tapes each containing 2 ads, labels, cases and story boards	-	25	50
TOTAL	\$ 525	\$ 600	\$ 645

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The Tobacco Institute

1992 BUDGET

COST CENTER	Youth Initiatives	No.	1501
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #6201 - Advertising</u>			
"It's the Law"	\$ 100	\$ 100	\$ 70
Responsible Living Media Buys	2,020	-	-
. General Consumer	-	1,387	950
. Decision Makers	-	-	225
. Minority	-	200	95
. Education Journals	-	-	20
. Miscellaneous placements	-	-	18
. Outdoor	-	25	-
Advertising Agencies			
. Reuben M. Smith Assoc. - advertising agency retainer in lieu of ad commission	-	180	180
. Production expenses	-	140	40
. Capital Communications - Produce ads at \$40,000 per ad plus expenses and fees	-	264	-
. Holding fees and residual payments for PSA actors	-	100	189
TOTAL	\$ 2,120	\$ 2,396	\$ 1,787



The Tobacco Institute

1992 BUDGET

COST CENTER	Youth Initiatives		No.	1501
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)		1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>				
Responsible Living Program -				
. Jolly Ann Davidson (spokesman, testimony media activity @ \$400/day and expenses)	\$ 65	\$ 75		\$ 55
. PR Counsel to promote spokesman @ \$3,000/market	135	172		150
Public Relations Counsel				
. Ogilvy, Adams & Rinehart (for PSA consulting in 1992)	-	25		40
. Fleishman-Hillard	-	145		75
Public Service Advertisement Experts				
. Frederick Schneiders (focus group testing, quantitative research)	-	110		-
. Video Monitoring (monthly monitoring of PSA airtime)	-	-		50
. World Affairs Company (for Archdiocese project)	-	45		-
TOTAL	\$ 200	\$ 572		\$ 370

The Tobacco Institute

1992 BUDGET

COST CENTER	Youth Initiatives		No.	1501
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)		1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>				
Consortium to promote and distribute Responsible Living Program (including Speakers' Bureau and Consortium projects)	\$ 250	\$ 190		\$ 200
. Sparber & Associates (Consortium management)	-	40		40
. Quarterly Meetings of Consortium members	-	20		30
. Miscellaneous Consortium materials such as portfolios, speakers' bureau materials and a general brochure on the Consortium	-	5		10
TOTAL	\$ 250	\$ 255		\$ 280

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THE TOBACCO INSTITUTE

1992 BUDGET

Special Authorizations

COST CENTER Institute Contingency Funds No. 1504

ACCOUNT	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
6200 Adv. Space & Promo Total	\$ -	\$ -	\$ 175
7300 Professional Fees	-	-	401
7500 Suprt Tob & Oth Organizations	-	-	229
Totals	\$ -	\$ -	\$ 805

91085961

Management Committee Meeting Dates:

La Quinta	January 17
Washington, DC	January 21 (this has been scheduled but Chilcote wants to change to above date, January 17)
Washington, DC	February 25
Washington, DC	March 24
Washington, DC	April 21
Washington, DC	May 19
Washington, DC	June 16
Washington, DC	July 21
Washington, DC	August 25
Washington, DC	September 29
Washington, DC	October 20
Washington, DC	November 24
Washington, DC	December 15

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## AGENDA

### BUDGET COMMITTEE MEETING

December 17, 1991

\*\*\*\*

- Cherry  
Palson  
Hincome*
1. Division of functions between the Budget Committee and the Management Committee.
  2. Review 1992 budget.
  3. Discuss administrative function.
  4. Define required reporting.
  5. Competitive bidding and other means of reducing costs.
  6. Tobacco Institute November 30, 1991 financial statements.
  7. Tobacco Industry Labor Management Committee financial statements.
  8. Family COURSE Consortium financial statements.
  9. Consumer Tax Alliance financial statements.
  10. Rhode Island Political Action Committee financial statements.
  11. Tobacco Institute Testing Laboratory 1992 budget.
  12. Status reports
    - . Ballot initiatives
    - . Riggs National Bank
  13. Proposed schedule for future Committee meetings.
    - . ~~July, 1992~~  
~~Washington, DC~~
    - . ~~November, 1992~~  
~~Washington, DC~~

91085963

## The Tobacco Institute

### Management Committee Functions

Strategic and tactical guidance and operational oversight of The Institute's Federal Relations, State Activities, Public Affairs and Administration Divisions.

Review and approve the budgets for these divisions.

### Budget Committee Functions

Review and approve the Institute's overall budget.

Receive the Institute's monthly financial statements.

Supervise the Institute's treasury functions:

Annual dues and monthly assessments

Cash management.

Selection of outside auditors.

TOBACCO INSTITUTE ONLY  
12/02/91  
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THE TOBACCO INSTITUTE  
SCHEDULE OF EXPENSES  
PERIOD ENDED 11/30/91

*****CURRENT MONTH*****				*****YEAR-TO-DATE*****				ANNUAL	
EXPENSES	BUDGET	VARIANCE		EXPENSES	BUDGET	VARIANCE		BUDGET	
\$ 206,623	\$ 407,494	\$ (200,872)	1100 ADMINISTRATION DIV	\$ 3,488,615	\$ 4,680,509	\$ (1,191,893)		\$ 5,205,000	
371,816	498,750	(126,934)	1200 FEDERAL RELATIONS DIV	4,734,540	5,691,250	(956,709)		6,190,000	
1,129,182	1,195,190	(66,008)	1300 PUBLIC AFFAIRS DIV	13,139,083	14,471,333	(1,332,249)		15,634,000	
609,834	796,313	(186,479)	1400 STATE ACTIVITIES DIV	12,357,325	12,597,443	(240,118)		13,397,258	
129,348	185,151	(55,803)	1500 SPECL AUTHORIZATIONS	3,652,261	3,369,224	283,037		3,570,000	
\$ 2,446,802	\$ 3,082,897	\$ (636,096)	TOTAL	\$ 37,371,825	\$ 40,809,758	\$ (3,437,933)		\$ 43,996,258	

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THE TOBACCO INSTITUTE  
CASH REPORT  
PERIOD ENDED 11/30/91

	CURRENT MONTH			YEAR TO DATE		
	1990	1991	1991 Increase (Decrease)	1990	1991	1991 Increase (Decrease)
BEGINNING CASH BALANCE		\$1,189,382			\$ 901,360	
REVENUE						
MEMBERSHIP DUES T.I.		2,600,000			37,599,932	
MEMBERSHIP DUES T.I.T.L.					908,242	
INTEREST INCOME		5,181			61,406	
TOTAL REVENUE		\$ 2,605,181			\$ 38,569,581	
TOTAL CASH AVAILABLE		\$ 3,794,564			\$ 39,470,941	
EXPENDITURES						
STAFF COMPENSATION	474,232	497,838	23,606	5,068,515	5,431,397	362,882
EMPLOYEE BENEFITS	50,269	44,310	(5,959)	1,219,453	1,291,872	72,419
TRAVEL, MTGNS & CONFS	262,790	130,351	(132,439)	2,727,081	2,708,409	(18,672)
RENT & OTHER OCCUP EXPENSE	89,587	92,850	3,263	994,993	969,314	(25,679)
OFFICE EXPENSE	287,095	76,558	(210,538)	3,745,471	2,417,365	(1,328,106)
LEGAL & LEGIS CONSUL FEES	478,317	398,890	(79,427)	8,331,721	8,046,127	(285,594)
ADVERTISING EXPENSE	3,450	207,796	204,346	19,057	2,218,013	2,198,956
PROF FEES & ADMIN SERVICES	1,031,042	982,642	(48,400)	19,115,617	13,920,222	(5,195,394)
COMPUTER SERVICES	51,384	15,566	(35,818)	453,531	369,107	(84,424)
TOTAL OPERATING EXPENSE	\$2,728,167	\$2,446,802	\$ (281,365)	\$ 41,675,438	\$ 37,371,825	\$ (4,303,613)
T.I.T.L. EXPENDITURES		\$ 54,325			\$ 813,250	
INCR/(DECR) A/R & EMPL ADV		14,515			5,646	
INCR/(DECR) IN DEPOSITS		0			1,010	
INCR/(DECR) IN ACCTS PYBLE		(171)			116	
TOTAL EXPENDITURES		\$2,515,471			\$ 38,191,847	
ENDING CASH BALANCE		\$1,279,093			\$ 1,279,093	

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TOBACCO INDUSTRY LABOR MANAGEMENT COMMITTEE

STATEMENT OF OPERATING CASH RECEIPTS AND DISBURSEMENTS  
AND OPERATING CASH BALANCE

FOR THE PERIOD JANUARY 1, 1991 THROUGH NOVEMBER 30, 1991

Beginning Cash Balance		\$76,600
Receipts:		
Contributions from The Tobacco Institute	3,220,015	
Interest income	13,067	
		<hr/>
Total cash receipts		3,233,082
		<hr/>
Total Cash Available		3,309,682
Disbursements		
Professional fees	2,485,978	
Support of tobacco and other organizations	577,267	
Reproduction & printing	98,774	
Conferences & meetings	59,950	
Miscellaneous expense	363	
		<hr/>
Total Disbursements		3,222,332
		<hr/>
Ending Cash Balance		\$87,350
		<hr/> <hr/>

12/16/91

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FAMILY COURSE CONSORTIUM, INC.

RECEIPTS AND DISBURSEMENTS

FOR THE PERIOD JULY 1, 1991 THROUGH NOVEMBER 30, 1991

BEGINNING CASH BALANCE \$0.00

RECEIPTS

07/29/91	Contribution/The Tobacco Institute	300.00	
10/31/91	Contribution/The Tobacco Institute	18,000.00	
		-----	
	TOTAL RECEIPTS		18,300.00

DISBURSEMENTS

CHECK DATE	CHECK NUMBER	VENDOR		
07/31/91		Bank service charge - July	9.28	
08/22/91		Check printing charge - August	128.25	
08/31/91		Bank service charge - August	8.00	
09/30/91		Bank service charge - September	8.41	
10/31/91		Bank service charge - October	8.88	
11/30/91		Bank service charge - November	0.00	
			-----	
		TOTAL DISBURSEMENTS		162.82

ENDING CASH BALANCE \$18,137.18

16-Dec-91

91085968

THE CONSUMER TAX ALLIANCE

RECEIPTS AND DISBURSEMENTS

FOR THE PERIOD FROM OCTOBER 1, 1990 TO SEPTEMBER 30, 1991

BEGINNING CASH BALANCE \$99,074.25

RECEIPTS

12/27/90	Deposit-Media buy refund	255.00
01/27/91	Deposit-Contribution/Streater, Inc.	2,500.00
01/31/91	Interest - January	24.28
02/28/91	Interest - February	79.55
03/31/91	Interest - March	79.08
04/30/91	Interest - April	75.09
05/31/91	Interest - May	77.83
06/30/91	Interest - June	75.56
07/31/91	Interest - July	73.72
08/31/91	Interest - August	73.93
09/30/91	Interest - September	71.76

TOTAL RECEIPTS 3,385.80

DISBURSEMENTS

CHECK DATE	CHECK NUMBER	VENDOR	
12/01/90	1010	The Tobacco Institute	78,000.00
01/31/91		Bank service charge - January	5.39
02/25/91	1011	The Tobacco Institute	2,500.00
02/28/91		Bank service charge - February	5.00
03/31/91		Bank service charge - March	5.14
04/30/91		Bank service charge - April	9.00
05/31/91		Bank service charge - May	9.00
06/30/91		Bank service charge - June	9.00
07/31/91		Bank service charge - July	9.00
08/31/91		Bank service charge - August	9.00
09/30/91		Bank service charge - September	9.00

TOTAL DISBURSEMENTS 80,569.53

ENDING CASH BALANCE \$21,890.52

16-Dec-91

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TOBACCO INSTITUTE RHODE ISLAND  
POLITICAL ACTION COMMITTEE

RECEIPTS AND DISBURSEMENTS

FOR THE PERIOD JANUARY 1, 1991 THROUGH NOVEMBER 30, 1991

BEGINNING CASH BALANCE \$225.13

RECEIPTS

06/07/91 Stop payment on check number 103 (125.00)

DISBURSEMENTS

CHECK DATE	CHECK NUMBER	VENDOR	
01/31/91		Bank service charge - January	6.35
02/28/91		Bank service charge - February	6.62
03/31/91		Bank service charge - March	6.51
04/30/91		Bank service charge - April	7.65
05/31/91		Bank service charge - May	7.67
06/07/91		Stop payment fee	25.00
06/30/91		Bank service charge - June	7.81
07/31/91		Bank service charge - July	7.82
08/31/91		Bank service charge - August	7.90
09/30/91		Bank service charge - September	7.99
10/31/91		Bank service charge - October	8.08
11/30/91		Bank service charge - November	8.14
			-----
TOTAL DISBURSEMENTS			107.54
ENDING CASH BALANCE			\$242.59
			=====

16-Dec-91

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THE TOBACCO INSTITUTE

1992 BUDGET

TITL

COST CENTER Tobacco Institute Testing Lab No. 2501

Authorized Positions 1991 - 8  
Authorized Positions Requested 1992 - 8

ACCOUNT	1991 BUDGET	1991 ESTIMATED	1992 BUDGET
2800 Staff Compensation	\$ 340,000	\$ 337,000	\$ 360,000
3200 Employee Benefits	91,800	91,000	97,200
3900 Travel	7,500	7,000	7,500
4300 Rent - Space Total	89,000	87,100	115,600
4600 Other Occupancy Expense	34,000	31,300	38,000
4700 Furniture, Fixtures & Equipment	70,000	70,000	52,000
4800 Books & Subscriptions	2,000	2,000	2,000
4900 Equip. Rep. & Maintenance	32,000	32,000	35,000
5000 Office Supplies	40,000	34,000	38,000
5100 Postage & Delivery	1,500	1,500	1,500
5200 Reproduction, Printing & Drafting	3,800	3,800	4,000
5300 Telephone & Telecopy	6,300	7,000	7,300
5400 Other Office Expense	1,500	1,500	1,500
5500 Membership & Staff Training	3,500	3,500	3,500
6600 Business Taxes	12,000	16,600	10,500
6700 Cigarette Purchases Total	118,600	118,200	154,000
6900 Employee Recruitment & Relocation	3,000	3,000	3,000
7300 Professional Fees	2,000	2,000	2,000
7400 Purchased Administrative Service	1,000	1,000	1,000
9300 TITL Administrative Allocation	40,000	40,000	45,000
Totals	\$ 899,500	\$ 889,500	\$ 978,600

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12/16/91

THE TOBACCO INSTITUTE  
1992 BUDGET

COST CENTER

Testing Lab

No. 2501

STAFFING SCHEDULE

25-Jul-91

Months of Employment

Employee Name		1991 Budget	1991 Estimated	1992 Budget
W. Steele	Director, Testing Lab	12	12	12
W. Daigle	Assistant to the Director	12	12	12
J. McQuillar	Lab Technician	12	12	12
M. Smith	Lab Technician	12	12	12
R. Vaughan	Lab Technician	12	12	12
R. Simmons	Lab Technician	12	12	12
G. Cook	Lab Technician	12	12	12
B. Bennett	Secretary	12	12	12
Totals		96	96	96

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The Tobacco Institute

1992 BUDGET

COST CENTER	<u>Tobacco Institute Testing Lab</u>	No.	<u>2501</u>
	<u>1991 BUDGET</u>	<u>1991 ESTIMATED</u>	<u>1992 BUDGET</u>
<u>Account #2801 - Staff Compensation</u>			
The \$20,000 salary increase represents an allowance for performance increases, merit increases, cost-of-living increases and a contingency reserve for possible termination expenses.			
These allowances are in accordance with guidelines provided by the Institute.			
	\$ 340,000	\$ 337,000	\$ 360,000
TOTAL	<u>\$ 340,000</u>	<u>\$ 337,000</u>	<u>\$ 360,000</u>

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1992 BUDGET

COST CENTER	Tobacco Institute Testing Lab	No.	2501
	1991 BUDGET	1991 ESTIMATED	1992 BUDGET
<u>Account #4301 - Rent - Space</u>			
Base rent (5,237 sq. ft. @ \$13 per foot)	\$ 68,100	\$ 68,100	\$ 68,100
Projected CPI increase billed in September of each year and pass-through of proportionate share of real estate taxes billed in October of each year (both compounded from 1985 base year).	20,900	19,000	22,000
Proposed expansion in 1992, if space becomes available, subject to TITL Board of Directors approval for an additional 1,500 square feet at approximately \$17.00 per square foot.	-	-	25,500
TOTAL	\$ 89,000	\$ 87,100	\$ 115,600

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The Tobacco Institute

1992 BUDGET

COST CENTER	Tobacco Institute Testing Lab		No.	2501
	1991 BUDGET	1991 ESTIMATED	1992 BUDGET	
<u>Account #4601 - Other Occupancy Expense</u>				
Utilities				
Proposed expansion in 1992 of 1,500 additional square feet plus additional equipment added in 1991 will increase costs.	\$ 23,000	\$ 20,000	\$ 25,000	
Janitorial services	8,300	8,200	10,000	
Security alarm service	1,000	1,400	1,200	
Uniforms	1,400	1,300	1,400	
Other	300	400	400	
TOTAL	\$ 34,000	\$ 31,300	\$ 38,000	

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1992 BUDGET

COST CENTER	Tobacco Institute Testing Lab	No.	2501
	1991 BUDGET	1991 ESTIMATED	1992 BUDGET
<u>Account #4701 - Furniture, Fixtures &amp; Equipment</u>			
Leasehold improvements -			
Cost of proposed expansion and/or remodeling in 1992	\$ -	\$ -	\$ 30,000
Cost of remodeling for current space not completed during 1991 (\$5,000 for furniture and \$4,000 for replacement carpeting).	25,000	30,400	9,000
Microcomputer hardware	-	7,600	-
Microcomputer software	3,000	-	3,000
Laser Printer	2,300	-	2,300
Recording hydrothermograph	-	-	2,000
Miscellaneous	4,000	-	5,700
PGC Humidity System (1500-3000 CPM)	35,700	32,000	-
TOTAL	\$ 70,000	\$ 70,000	\$ 52,000

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The Tobacco Institute

1992 BUDGET

COST CENTER	<u>Tobacco Institute Testing Lab</u>	No.	<u>2501</u>
	<u>1991 BUDGET</u>	<u>1991 ESTIMATED</u>	<u>1992 BUDGET</u>
<u>Account #6601 - Business Taxes</u>			
1991 includes property tax payments for 1990 and 1991.	\$ 12,000	\$ 16,600	\$ 10,500
TOTAL	<u>\$ 12,000</u>	<u>\$ 16,600</u>	<u>\$ 10,500</u>

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TITL-ACT(DRBA)

12/16/91

The Tobacco Institute

1992 BUDGET

COST CENTER	Tobacco Institute Testing Lab	No.	2501
	1991 BUDGET	1991 ESTIMATED	1992 BUDGET
<u>Account #6701 - Cigarette Purchases TITL</u>			
The rise in estimated costs from 1991 to 1992 includes an overall increase in the purchase price of cigarettes, an increase in taxes on these purchases, and the price of purchasing at least fifty (50) additional brands for testing.			
Cost of cigarettes	\$ 70,000	\$ 67,650	\$ 90,000
Cost of pick-ups	47,000	49,000	61,900
Special Tests	1,600	1,550	2,100
TOTAL	<u>\$ 118,600</u>	<u>\$ 118,200</u>	<u>\$ 154,000</u>

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# The Tobacco Institute

## 1992 BUDGET

COST CENTER	Tobacco Institute Testing Lab	No.	2501
	1991 BUDGET	1991 ESTIMATED	1992 BUDGET

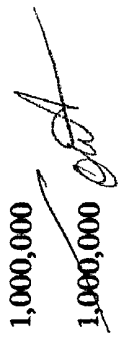
### Account #9301 - TITL Administrative Allocation

Beginning in 1989, the Testing Laboratory was charged an administrative allocation fee for the following services performed for it by The Tobacco Institute:

. processing and payment of vendor invoices			
. preparation of payroll checks			
. preparation of monthly financial reports			
. preparation of annual budgets			
. personnel, health, and welfare benefit plan administration			
. audits by an independent CPA firm (TITL and pension plan)			
. preparation of federal, state, and local tax returns			
. general legal fees	\$ 40,000	\$ 40,000	\$ 45,000
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 45,000</b>

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**1991 Tobacco Initiatives  
Status Report as of December 4, 1991**

Scheduled Date for Initiative Vote	Qualification Probability	Tobacco Industry Portion of Estimated Budget	Cumulative Amount of Assessments to Date	Estimated Remaining Assessments	Participating Organizations
Massachusetts Excise Tax	90%	100%	-0-	\$ 5,350,000	
Colorado Excise Tax	80%	100%	-0-	3,600,000	
Oregon Tax Increase	90%	100%	-0-	2,500,000	
Sacramento County, CA Smoking ban and other California local referenda		100%	-0-	2,180,000	
Nebraska Excise Tax	50%	100%	-0-	1,300,000	
Oregon Advertising Ban	90%	100%	-0-	1,000,000	
Colorado Initiative Reform	50%	?	-0-	1,000,000	
Montana Excise Tax	50%	100%	-0-	<del>1,000,000</del> 	
Miscellaneous local initiative and referenda		100%	-0-	500,000	

The Tobacco Institute

1992 BUDGET

COST CENTER	Institute Contingency Funds	No.	1504
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #6201 - Advertising</u>			
Youth Initiatives -			
. produce two additional Public Service ads	\$ -	\$ -	\$ 175
TOTAL	\$ -	\$ -	\$ 175

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The Tobacco Institute

1992 BUDGET

COST CENTER	Institute Contingency Funds	No.	1504
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7301 - Professional Fees</u>			
Scientific Affairs -			
. air quality testing	\$ -	\$ -	\$ 25
. consulting scientist state and local testimony	-	-	60
. EPA Risk Assessment Workshop	-	-	200
Excise Taxes -			
. bootlegging studies for SAD	-	-	6
Public Smoking -			
. workplace legal consultant/seminars	-	-	25
. legal expert/privacy	-	-	25
Social Costs -			
. economist fees/social cost media tours	-	-	36
. public relations counsel/ social cost media tours	-	-	24
TOTAL	\$ -	\$ -	\$ 401

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The Tobacco Institute

1992 BUDGET

COST CENTER	Institute Contingency Funds	No.	1504
	1991 BUDGET (\$000)	1991 ESTIMATED (\$000)	1992 BUDGET (\$000)
<u>Account #7501 - Support of Tob./Other Organizations</u>			
Excise Taxes -			
. Citizen Action program on health care reform	\$ -	\$ -	\$ 60
. Pilot CTA tax program in one state	-	-	50
Public Smoking -			
. state and local LMC presentations on indoor air quality	-	-	59
. LMC miscellaneous	-	-	20
. BCIA state and local legislative program	-	-	40
TOTAL	\$ -	\$ -	\$ 229

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