

2011-2012 Budget (City Grant)
Version: 5/25/2011

\$253,159 was City Grant Budget for 2010-2011

Budget	Line Item	MONTH												Line Item Spending	
		Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12		
\$135,958.84	Exempt Employees	\$8,325.47	\$8,325.47	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$11,930.79	\$135,958.84
\$20,800.00	Non-Exempt(Out Reach Coord.)	\$1,733.37	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$1,733.33	\$20,800.00
\$17,243.48	Payroll Tx liab (emp exp)	\$1,106.49	\$1,106.49	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$1,503.05	\$17,243.48
\$19,034.24	Fringe Benefits	\$1,165.57	\$1,165.57	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$1,670.31	\$19,034.24
\$193,036.56	Total Personnel	\$12,330.90	\$12,330.86	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$16,837.48	\$193,036.56
\$780.00	Professional fee (QuickBooks)	\$130.00	\$0.00	\$130.00	\$130.00	\$0.00	\$130.00	\$0.00	\$65.00	\$0.00	\$65.00	\$65.00	\$65.00	\$65.00	\$780.00
\$0.00	Professional fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,500.00	Prof. fee (Accounting Services)	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
\$1,116.00	Payroll Services (New)	\$126.00	\$82.00	\$82.00	\$82.00	\$82.00	\$82.00	\$126.00	\$82.00	\$82.00	\$82.00	\$82.00	\$82.00	\$126.00	\$1,116.00
\$5,634.00	Equipment rental/Copier	\$452.00	\$452.00	\$452.00	\$452.00	\$452.00	\$452.00	\$452.00	\$662.00	\$452.00	\$452.00	\$452.00	\$452.00	\$452.00	\$5,634.00
\$0.00	Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	Misc. Services/ filing fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	Postage (office)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$12,800.00	Postage (bulk mail)	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$12,800.00
\$0.00	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,269.00	Minor Equipment/software	\$1,269.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,269.00
\$0.00	Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	Local Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$6,840.00	Rent (Office)	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$570.00	\$6,840.00
\$0.00	Rent (Other)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	Misc. Goods	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$14,875.00	Newsletter Printing	\$2,000.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$1,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,875.00
\$6,085.44	Neighborhood Printing	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$507.12	\$477.12	\$537.12	\$6,085.44
\$3,000.00	Telephone Services	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
\$9,000.00	Insurance	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
\$400.00	Projects (Misc)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
\$64,299.44	Total Material & Services	\$15,904.12	\$5,461.12	\$8,591.12	\$5,591.12	\$5,461.12	\$6,135.12	\$5,336.12	\$3,736.12	\$1,861.12	\$1,926.12	\$1,896.12	\$2,400.12	\$64,299.44	
Total Budget	\$257,336.00	Total Monthly Spending:	\$28,235.02	\$17,791.98	\$25,428.60	\$22,428.60	\$22,298.60	\$22,972.60	\$22,173.60	\$20,573.60	\$18,698.60	\$18,763.60	\$18,733.60	\$19,237.60	\$257,336.00
Target	\$257,336.00	Total Quarter Spending:	\$71,455.60			\$67,699.80			\$61,445.80			\$56,734.80			\$257,336.00

***** Projected first Qtr. Payment between \$77,201--\$78,298

City Grant Bank Account	Date:	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12
		City Grant Bank Statement Balance:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Available balance of Bank Account:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTES:

- NOTE: 1/25/2011 City Grant budget for 2011-2012 is the same as City Grant Budget for 2010-2011 (\$249,502 vs. \$249,502) ASSUMPTION was the Grant dollars would not change for 2011-2012 Budget
- NOTE: 1/25/2011 Budget approach was to develop a City Grant Budget which would fund SWNI Staffing and Material and Services for running the office.
- NOTE: 2/7/2011 2/7/2011 Version reflects updates of 1/25/2011 version
- NOTE: 2/16/2011 Needed to Add to Copier lease approx \$210 to February for Property Tax -- Bill for feb. 2011 was \$201.68. Each year tax goes up 3%
- NOTE: 2/16/2011 Needed to add \$269 to July (Minor equipment/software) for CONSTANT CONTACT. If pay annually get a 30% discount
- NOTE: 4/6/2011 Will use 4/6/2011 version as working draft budget for 2011-2012 budget
- NOTE: 4/7/2011 This draft budget reflects city grant budget changing from \$249,502 to \$253,159. This change reflects the \$3,657 received for small grants admin in July 2010 check from ONI. Board budget reflects this change.
- NOTE: 4/7/2011 Financial committee will use 4/7/2011 version as 1st working draft budget of 2011-2012 budget
- NOTE: 4/28/2011 Revision reflects 2011-2012 projected city grant dollars given to SWNI by ONI on 4/27/2011 -- Base \$257,336 + Grant admin \$3,657 = \$260,993 (\$253,159 for 2010/2011) Used Base \$\$\$ for City Grant Budget (\$257,336) and moved grant admin dollars (\$3657) to board budget. Total City Money(NOT INCLUDING SMALL GRANTS) is \$260,993. Small Grants Amount TBD and will be added to the \$260,993 and will be a restricted fund.
- NOTE: 5/17/2011 Draft budget was reviewed by financial committee on this date. This version reflect committee's inputs
- NOTE: 5/17/2011 A Potential increase of dollars from the city is a \$3000 grant for SWNI professional financial services.
- NOTE: 5/18/2011 Small Grant admin dollars increased from \$3,657 to \$4051.23. Dollars were placed in Board Budget Funds
- NOTE: 5/25/2011 SWNI Board Approved 5/18/2011 Budget

Version: 5/25/2011

CITY GRANT 2011-2012 BUDGET: Notes / Assumptions

Personnel	Date:	Notes/Assumption:
1	1/25/2011	Executive Director Salary: \$56,649.84 Budget reflects position being filled for 12 month (July-June) (Monthly = \$4720.82)
2	1/25/2011	Program Mgr. Salary: \$43,259.84 Budget reflects position being filled for 12 month (July-June) (Monthly = \$3604.65)
3	1/25/2011	OPS Mgr. Salary: \$43,259.84 Budget reflects position being filled for 12 month (July-June) (Monthly = \$3604.65) Budget reflects Staffing position in Sept.
4	1/25/2011	Total Salary for exempt staff: \$143,169.52 Budget if positions are filled for 12 months; Budget reflects staffing Ops. Mgr. for only 10 months (\$135,958.84)
5	1/25/2011	SWNI part time hourly employee (Out Reach Coordinator): Hourly rate is \$20 per hour; works 20 hrs. per week; does not have benefits(20 hrs x 52 week x \$20 per hr = \$20,800)
6	1/25/2011	Payroll Tax liab : Calculated at 11% of total wages: approx. \$17,243.48 (\$156,758.84 x .11) Reflects Ops. Mrg. Starting in Sept.
7	1/25/2011	Fringe benefits: Calculated at 14 % of full time employees salary : aprox. \$19,034.24 (\$135,958.84 x .14) Reflects Ops Mgr. Starting in Sept.
8	1/25/2011	Not staffing OPS Mgr. position until Sept. would save approx.: Salary \$7211.30; Fringe benefits of \$1009.48; Tax/liab \$793.12 : Toal Approx. = \$9013.90
9	4/28/2011	No changes
10	5/17/2011	No changes
11	5/18/2011	No changes

Material & Services	Date	Notes/Assumption:
1	1/25/2011	Payroll services is approx. \$42 per pay period (New budget line for 2011-2012)
2	1/25/2011	Office Rent is set at \$570 for the budget year. Placed all office rent in City Grant Budget which increased budget from \$6023.84 to \$6840
3	1/25/2011	Rent (Other): will be in Board Budget
4	1/25/2011	Equipment rental/Copier: Copier lease is \$452 per month
5	1/25/2011	Insurance: was \$8238 in 2010-2011. Estimate \$9000 for 2011-2012
6	1/25/2011	Education: Dollars are in Board Budget
7	1/25/2011	Local Travel: Dollars are in Board Budget
8	1/25/2011	Minor Equipment/software: Dollars are in Board Budget
9	1/25/2011	Misc. Goods: Dollars are in Board Budget
10	1/25/2011	Telephone Services: City Budget was \$2300. Moved \$700 from Board Budget to make City Grant Budget \$3000 for 2011-2012
11	1/25/2011	Supplies: Moved \$200 from City Grant Budget to Board Budget
12	1/25/2011	Postage (bulk mail): Spread \$12,500 through Jan at a \$1600 per month rate and placed \$1300 in Feb to equal total
13	1/25/2011	Repair & Maint: No dollars in 2010-2011 budget for this line item
14	1/25/2011	Misc. Services/ filing fees: No dollars in 2010-2011 budget for this line item
15	1/25/2011	Postage (office): No dollars in 2010-2011 budget for this line item
16	1/25/2011	Projects (Misc): No dollars in 2010-2011 budget for this line item. Placed \$400 in June for Volunteer Recognition
17	1/25/2011	Newsletter Printing: Increased budget from \$12,000 to \$13,000 and spread it over first 6 months
18	1/25/2011	Neighborhood Printing: Reduced budget by \$218.56 to \$5185.44 to bring 2011-2012 budget to 2010-2011 budget of \$249,502
20	2/7/2011	Professional fees: Dollars are in Board Budget
21	2/7/2011	Professional Services: Dollars are in Board Budget
22	4/7/2011	Added in \$3657 from Admin of small grants making City Grant total equal to \$253,159
23	4/7/2011	Prof. fee (Financial Review) Added \$2500 and placed in Oct. Rest of \$3657 went into support of paper (Added to City Budget and deleted from Board Budget (i.e. Print, postage)
24	4/28/2011	Minor Equipment/software: \$269 Dollars in July for Constant Contact; Added \$1000 for new server also in July
25	4/28/2011	Prof. fee (Financial Review): Moved \$2500 from Oct. to Sept. to reflect 990 prep
26	4/28/2011	Professional fee (QuickBooks): Moved from board Budget to City Budget \$780
27	4/28/2011	Neighborhood Printing: Added \$900 from Board Budget, Board Budget has \$0 while City Budget now has \$6085.44
28	4/28/2011	Newsletter Printing: Added \$1497 to January making total \$1875
29	4/28/2011	\$4177 increase was consumed by: \$1000 for server; \$780 for quickbooks; \$900 in neighborhood printing; \$1497 for neighborhood printing
30	5/17/2011	Prof. fee (Financial Review) -- Changed line item to read-- Prof. fee (Accounting Services)
31	5/18/2011	No Changes