

PARK COUNTY  
**COMMUNITY**  
FOUNDATION

NONPROFIT NETWORK TRAINING:  
“Your Project Budget: Your New Best Friend”

# BUDGET BASICS & BENEFITS



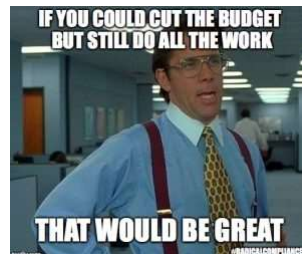
**Kristen Galbraith, GPC**  
Park County Director of Grants & Special Projects

February 25, 2020

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## WHAT IS IT?

- A budget is just a **financial document**
  - that provides an **overview** of how an organization
    - is **planning to spend** the money.
- It **MUST** be centered around the primary goals and objectives of the organization; and,
- Generally, must be in accordance with its defined mission.



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## WHY?

Strategic value of good cost data is so important:

- Tracks your financial goals
  - The project road map
- Organizes your spending
- Strengthens financial sustainability
  - Timely review of financial reports
  - Advance planning
- Provides internal controls
  - Monitor finances
  - Better protections against fraud
  - Accountability and transparency

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## BUDGETING LINE ITEMS

- Analyze your program/project design
- Decide what activities, personnel, supplies and other assets will be required to implement it and achieve goals
- Categorize the items into budget classifications
- In general, budget categories are: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other and Indirect Costs



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# PERSONNEL



- Existing staff costs
- Hiring new employees
  - Compare with similar organizations to determine what the average salary is for similar program positions
  - Online sources – Payscale or Glass Door
- Indicate if hourly or salary positions

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Budget Line Item Description for this Request	Estimated Expenses	Amount Requested from Park County Community	Percentage of total expense	Amount of secured funding from other sources	Percent already received
<b>A. Personnel</b>					
Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is \$19,500/year at 1300 hours (.625FTE); \$15/hour x 75 hours	\$1,125.00	\$1,125.00	100%	\$0.00	0%
<b>Total Expenses Personnel</b>	<b>\$1,125.00</b>	<b>\$1,125.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>0%</b>
<b>B. Contracted Services</b>	\$0.00	\$0.00	=DIV/0!	\$0.00	=DIV/0!

Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is \$19,500/year at 1300 hours (.625FTE); \$15/hour x 75 hours = \$1,125

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## FRINGE BENEFITS

- Taxes and benefits an organization must pay an employee
- Based on salary or hourly rate, they typically range from 20% to 40%
- Required by law – FICA (social security and medicare); FUTA; SUTA; and, WC
- Others may include retirement, health insurance, sick/vacation pay, childcare leave
- In some grant apps it's a good idea to note "Standard Government Fringe Benefits Package as Required by Law"

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Budget Line Item Description for this Request	Estimated Expenses	Amount Requested from Park County Community	Percentage of total expense	Amount of secured funding from other sources	Percent al receiv
<b>A. Personnel</b>					
Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is \$19,500/year at 1300 hours (.625FTE); \$15/hour x 75 hours	\$1,125.00	\$1,125.00	100%	\$0.00	
Executive Director Fringe Benefits including FICA (\$1,125x.0765=\$86.06); FUTA (\$1,125x.0125=\$14.06); and WC (\$1,125x.030452=\$38.31)	\$138.43	\$138.43	100%	\$0.00	
<b>Total Expenses Personnel</b>	<b>\$1,125.00</b>	<b>\$1,125.00</b>	<b>100%</b>	<b>\$0.00</b>	
<b>B. Contracted Services</b>					
	\$0.00	\$0.00	#DIV/0!	\$0.00	#DIV/0!
			#DIV/0!		#DIV/0!

Executive Director Fringe Benefits including FICA (\$1,125x.0765=\$86.06); FUTA (\$1,125x.0125=\$14.06); and, WC (\$1,125x.030452=\$38.31)

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## TRAVEL



- Provide precise formulas
- Provide documentation for why travel is necessary
  - Include the cost of a plane ticket, the price of a hotel per night and the number of nights you will be staying, and a food allowance.
- Use realistic but conservative figures
- Good resource is MT Dept. of Admin – Employee Travel Policies
- Use [www.gsa.gov](http://www.gsa.gov) if applying for federal grant funding

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## EQUIPMENT

- Equipment purchases are often scrutinized
- Generally \$5,000 expense or more
- Provide good documentation of need
  - Well defined
  - Specifications
  - Two or more cost estimates

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# SUPPLIES



- Many funders qualify or define supplies in different ways
- Always clarify with the funding source before including items in this section
- Break down supplies into categories such as:
  - General office supplies
  - Printing supplies
  - Educational and training supplies
  - Computer supplies
  - Postage

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D- Equipment/Supplies					
Printer paper (\$10); Toner (\$25); Staples/Hanging Materials (\$5)	\$40.00	\$40.00	100%	\$0.00	0%
<b>Total Expenses Equipment</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>0%</b>

Printer paper (\$10); Toner (\$25); Staples/Hanging Materials (\$5)

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## CONTRACTUAL

- Accountants, bookkeepers, auditors, teaching staff
- Usually operate under a specific contract for services
- Saves on costs (ie: fringe benefits, onboarding)
- Sometimes for expertise you lack or extra help you need during busy times, such as for development or program design

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## CONSTRUCTION

- Pre-engineering/architecture
- Final engineering
- Staging
- Actual construction
- Construction management
- Contingency



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# OTHER

- Fees for training\*\*\*
- Dues
- Periodicals
- Outreach materials
- Meeting expenses (food/drinks; literature)
- Marketing/advertising

\*\*\* This category is critical to incorporate when you seek competitive funding because training expenditures show your non-profit organization's investment in its human capital.

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Total Expenses/Equipment	\$40.00	\$40.00	100%	\$0.00	0%
<b>E. Operating Expenses/Other</b>					
Gallery Space Overhead including monthly rent/utilities (\$400/mo x 12 months/52 weeks = \$92.30/wk @ 2 weeks = \$184.60)	\$184.60	\$184.60	100%	\$0.00	0%
Liability/Property Insurance (\$550/yr/52 weeks = \$10.50/wk @ 2 weeks = \$23.00)	\$23.00	\$23.00	100%	\$0.00	0%
Phone/Internet Service required for communication with parents, collaborators and staff (\$4.00/wk @ 2 weeks = \$8)	\$8.00	\$8.00	100%	\$0.00	0%
Postage including mailing of invitations and program announcements (200 members @ \$.35/ mailing = \$70)	\$70.00	\$70.00	100%	\$0.00	0%
Printing including posters, invitations and handouts (\$20 for posters; \$109 for invitations)	\$129.00	\$129.00	100%	\$0.00	0%
Advertising including Livingston Enterprise ads and dissemination of posters	\$182.40	\$182.40	100%	\$0.00	0%
Social Media posts through Facebook Events and MailChimp (4 hours @ \$15/hour)	\$60.00	\$0.00	0%	\$60.00	100%
Reception Supplies including healthy snacks and drinks	\$45.00	\$0.00	0%	\$45.00	100%
<b>Total Operating/Other Expenses</b>	<b>\$702.00</b>	<b>\$597.00</b>	<b>85%</b>	<b>\$105.00</b>	<b>15%</b>

Gallery Space Overhead including monthly rent/utilities (\$400/mo x 12 months/52 weeks = \$92.30/wk @ 2 weeks = \$184.60)  
 Liability/Property Insurance (\$550/yr/52 weeks = \$10.50/wk @ 2 weeks = \$23.00)  
 Phone/Internet Service required for communication with parents, collaborators and staff (\$4.00/wk @ 2 weeks = \$8)  
 Postage including mailing of invitations and program announcements (200 members @ \$.35/ mailing = \$70)  
 Printing including posters, invitations and handouts (\$20 for posters; \$109 for invitations)  
 Advertising including Livingston Enterprise ads and dissemination of posters  
 Social Media posts through Facebook Events and MailChimp (4 hours @ \$15/hour)  
 Reception Supplies including healthy snacks and drinks

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## BUDGET NOTES SECTION

for posters: \$109 for invitations)	\$129.00	\$129.00	100%	\$0.00	0%
Advertising including Livingston Enterprise ads and dissemination of posters	\$182.40	\$182.40	100%	\$0.00	0%
Social Media posts through Facebook Events and Instagram (4 hours @ \$15/hour)	\$60.00	\$0.00	0%	\$60.00	100%
Reception supplies includes healthy snacks and drinks	\$45.00	\$0.00	0%	\$45.00	100%
<b>Total Operating/Other Expenses</b>	<b>\$702.00</b>	<b>\$697.00</b>	<b>98%</b>	<b>\$105.00</b>	<b>15%</b>
<b>Total Estimated Project Costs</b>	<b>\$2,648.00</b>	<b>\$1,902.00</b>	<b>78%</b>	<b>\$643.00</b>	<b>22%</b>
Budget Notes:					

- Use this section for any other information you feel might provide additional clarification.
- If there is too much to share here about the budget, you may want to attach a budget justification.

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## JUSTIFICATION

- For each line in your budget, present:
  - the budget category
  - the specific line item
  - a breakdown of how you got those costs along your justification for the item.

**Category:** Supplies

**Line Item:** \$75

**Breakdown:** Paper (\$25); Toner (\$30); Staples and Hanging Materials (\$20)

**Justification:** For use in handouts and art production and display supplies.

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Regional Technology Workforce Hub Proposed Budget					
Categories	Yr 1	Yr 2	Yr 3	Yr 4	Total
<b>Personnel</b>					
Program Director - FTE	\$ 38,272.00	\$ 48,318.00	\$ 48,802.00	\$ 49,280.00	\$ 184,682.00
<b>Total Personnel</b>	\$ 38,272.00	\$ 48,318.00	\$ 48,802.00	\$ 49,280.00	\$ 184,682.00
<b>Travel</b>					
Community & Workforce Development					
Executive Agent/Program Director - FTE	\$ 14,161.00	\$ 17,875.00	\$ 18,056.00	\$ 18,237.00	\$ 68,332.00
<b>Total Travel</b>	\$ 14,161.00	\$ 17,875.00	\$ 18,056.00	\$ 18,237.00	\$ 68,332.00
<b>Travel</b>					
Program Director - FTE	\$ 233.38	\$ 291.60	\$ 291.60	\$ 291.60	\$ 1,108.18
Participants	\$ 540.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,740.00
<b>Total Travel</b>	\$ 773.38	\$ 1,372.60	\$ 1,372.60	\$ 1,372.60	\$ 5,863.46
<b>Equipment</b>					
Computer - 350U	\$ 11,178.00	\$ -	\$ -	\$ -	\$ 11,178.00
<b>Total Equipment</b>	\$ 11,178.00	\$ -	\$ -	\$ -	\$ 11,178.00
<b>Supplies</b>					
Litigation document	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 2,400.00
<b>Total Supplies</b>	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 2,400.00
<b>Contractual</b>					
HR/IT/IS - Business - Workforce Training Specialist - FTE	\$ 35,217.00	\$ 34,700.00	\$ 34,200.00	\$ 34,200.00	\$ 138,317.00
HR/IT/IS - Employment HR Service - Workforce Training Specialist - FTE	\$ 45,411.00	\$ 56,801.00	\$ 56,801.00	\$ 56,801.00	\$ 215,814.00
Regional Sector Strategy Assistant - 20 FTE	\$ 13,814.00	\$ 13,933.00	\$ 13,933.00	\$ 13,933.00	\$ 55,613.00
<b>Total Contractual</b>	\$ 94,442.00	\$ 105,434.00	\$ 104,934.00	\$ 104,934.00	\$ 370,744.00
<b>Construction</b>					
Not Applicable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other</b>					
Cell Phone Allowance	\$ 850.00	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 5,110.00
Specialist Services	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 39,000.00
Participant Wages	\$ 22,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 94,000.00
Supportive Services	\$ 4,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 64,000.00
Technical Training	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 35,000.00
<b>Total Other Costs</b>	\$ 36,850.00	\$ 79,620.00	\$ 79,620.00	\$ 79,620.00	\$ 295,110.00
<b>Total Direct Costs</b>	\$ 190,620.00	\$ 246,377.60	\$ 246,377.60	\$ 246,377.60	\$ 930,755.20
<b>Indirect Costs</b>	\$ 29,141.00	\$ 31,844.00	\$ 31,272.00	\$ 31,800.00	\$ 124,057.00
<b>Total Proposed RDWH Program Costs</b>	\$ 219,761.00	\$ 278,221.60	\$ 277,649.60	\$ 278,177.60	\$ 1,055,815.40
	Yr 1	Yr 2	Yr 3	Yr 4	Total

Category	Description
Personnel	Continued to Workforce Development Executive Agent/Program Director - FTE. Salary figure is based on first year setting at 90% in anticipation of being and during the period. The position will perform professional and administrative work in the specific sub-program of the RDWH, including identifying and having activities related to the RDWH program. This position will lead the sector strategy activities in conjunction with the Regional Sector Strategy Assistant and work closely with the Workforce Training Specialist in the management of the RDWH program. This position will also coordinate with the State of Missouri Department of Labor and Industry on all grant reporting and administrative responsibilities.
Travel	Travel expenses for participants include an estimated 4 days per month at an average of 40 miles round trip at the industry recognized standard mileage rate of 56 cents per mile. The estimate is based on participants projected to 70% of this total in year one and will increase the rate each year. These rates include an estimated 4 days per month at an average of 40 miles round trip at the industry recognized standard mileage rate of 56 cents per mile. The estimate is based on participants projected to 70% of this total in year one and will increase the rate each year.
Equipment	Computer - 350U Laptop will be purchased through the RDWH Purchasing Department. The unit price is \$1,117.80 and includes pre-installed software and virus software. A copy of the purchase order will be provided to the RDWH Purchasing Department. The unit price is \$1,117.80 and includes pre-installed software and virus software. A copy of the purchase order will be provided to the RDWH Purchasing Department.
Supplies	Legal and non-legal services will be an estimated \$15,000 per month and include professional and business support (paper, toner, flash-drive, pens, pencils, markers, etc.) and other miscellaneous supplies.
Contractual	HR/IT/IS - Business - Services provided through RDWH/IS are estimated at a first year cost of \$11,178.00 and \$14,200.00 each subsequent year of the program. Salary figure is based on first year setting at 90% in anticipation of being and during the period. The position will perform professional and administrative work in the specific sub-program of the RDWH, including identifying and having activities related to the RDWH program. This position will lead the sector strategy activities in conjunction with the Regional Sector Strategy Assistant and work closely with the Workforce Training Specialist in the management of the RDWH program. This position will also coordinate with the State of Missouri Department of Labor and Industry on all grant reporting and administrative responsibilities.
Other	Cell Phone Allowance - Services provided through RDWH/IS are estimated at a first year cost of \$850.00 and \$1,620.00 each subsequent year of the program. Salary figure is based on first year setting at 90% in anticipation of being and during the period. The position will perform professional and administrative work in the specific sub-program of the RDWH, including identifying and having activities related to the RDWH program. This position will lead the sector strategy activities in conjunction with the Regional Sector Strategy Assistant and work closely with the Workforce Training Specialist in the management of the RDWH program. This position will also coordinate with the State of Missouri Department of Labor and Industry on all grant reporting and administrative responsibilities.
Indirect Cost Rate	Indirect Costs - These expenses are estimated at 13.00% per year and include payments to be on behalf of the participants for behavioral health counseling, academic and technical training, personal insurance services, housing, etc. The estimate of supportive services for the participants is projected to be 10% of this total in year one and will increase the rate each year.

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## INDIRECT COSTS

- Indirect costs compensate an applicant for the overhead of running a grant program or project - they support the overall management of the organization.
  - Auditing
  - Insurance
  - Legal
  - Rent
  - Telephone and internet expenses
  - Utilities
- Make sure that you have a "current" federally negotiated indirect cost rate with the funder or another cognizant agency.
- Indirect costs are usually calculated based on allowable direct costs. For example, some agencies only allow you to apply the first \$25,000 of the contracted funds to your indirect cost calculation.

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COLLEGES AND UNIVERSITIES RATE AGREEMENT					
EIN #:				DATE: September 23, 2006	
INSTITUTION:	Little Big Horn College			FILING REF.:	The preceding Agreement was dated August 1, 2008
	1 Forrest Lane				
	P.O. Box 370				
	Crow Agency				
		MT	59022		
The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.					
SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES*					
RATE TYPES:		FIXED	FINAL	PROV. (PROVISIONAL)	PRPD. (PREDETERMINED)
TYPE	EFFECTIVE PERIOD		RATE(%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRPD.	07/01/08	06/30/12	38.0	All	All Programs
PROV.	07/01/12	06/30/13	38.0	All	All Programs

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## IN KIND

- Goods or services donated to the organization.
- These services/contributions are often allowed as matching funds.
- Base the value of these services or goods on their “market value.”
  - For example, a volunteer working in an unskilled position would be calculated at minimum wage rates.
  - Also helpful is the Independent Sector's annual estimate of the worth of a volunteer's time in each state.
    - Federal average is \$25.43/hr
    - State of Montana is \$23.09/hr

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## MATCHING SOURCES

- Matches can be provided via:
  - In-kind (goods, equipment use and services)
  - Cash
- Read funder guidelines about how they calculate budget matches
  - Some vary from application to application.
- Some matches are calculated on a maximum budget amount; others on an open-ended budget amount.
- Matches can also be calculated as a percentage of the total request made to the funder or are based on the total project cost.

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## OTHER FUNDERS

- Matches can be identified as:
  - Committed (show the commitment in an attachment)
  - In Review Phase
  - Application to be Submitted

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## ACCEL WITH EXCEL !!!



### FUN FACT

Accel is an abbreviation of the word  
ACCELERANDO

A word used in music to indicate a gradual  
increase in pace!

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## ACCEL WITH EXCEL !!!

- Allows for clear, concise way to review.
- Allows budget categories to have separate line items.
- Provides accurate calculations.
- Allows space for budget justifications in line with the budget amount.
- Takes advantage of so many formulas.
- Ability to have multiple worksheets within a workbook.
- Save Excel document as a PDF and insert into application as part of narrative or as an attachment.

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## USING YOUR BUDGET TO ASSIST WITH REPORTING REQUIREMENTS

- Add columns and worksheets to keep track of expenses you have incurred and balances left in your actual budget.
- Coordinate worksheet totals via formulas.
- Use these forms to accompany budget amendment requests with the funder(s).
- Always double check formulas with a calculator backup!

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The Park County Community Foundation Community + Collaborative Grant Budget Form - 2020						
<p><b>How to use this template:</b> Enter budget line items and the estimated total expense in each category (such as Personnel, Contracted Services, or Travel/Training) for the project/program you are requesting grant funds for. Then indicate how much you are requesting from the Community Foundation in each category and identify any other secured funding sources (possibly including program revenue streams, if applicable.)</p> <p>Move your mouse over the red triangles to access helpful information about how to fill out the various parts of this form. If you need to include notes, use the Budget Notes area below.</p>						
Budget Line Item Description for this Request	Estimated Expenses	Amount Requested from Park County Community Foundation	Percentage of total expense	Amount of secured funding from other sources	Percent already received	Final Report Actuals (to be completed with Final Report)
<b>A. Personnel</b>						
Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PPE, Day Care and other preschool. Annual salary is \$19,500/year at 1300 hours (42.5Wk); \$15/hour x 75 hours	\$1,125.00	\$1,125.00	100%	\$0.00	0%	
Executive Director Fringe Benefits including FICA (\$1,125.00x.0765=86.06), PUTA (\$1,125.00x.025=\$28.13) and WC (\$1,125.00x0.025=\$28.13)	\$140.00	\$140.00	100%	\$0.00	0%	
<b>Total Expenses Personnel</b>	<b>\$1,265.00</b>	<b>\$1,265.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>0%</b>	
<b>B. Contracted Services</b>						
Volunteer hours - Display activities (6 hrs@2 persons@ \$15/hr = \$180). Reception Staffing (1 hr@4 persons@ \$15/hr = \$60). Gallery Staffing (500 hrs@1 person@ \$15/hr = \$750). Associated Benefits @ \$300, 1200\$ = \$48	\$438.00	\$0.00	0%	\$438.00	100%	
<b>Total Expenses Contracted Services</b>	<b>\$438.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$438.00</b>	<b>100%</b>	
<b>C. Travel/Per Diem/Training</b>						
Per Diem	\$0.00	\$0.00	0%	\$0.00	0%	
<b>Total Expenses Travel/Per Diem/Training</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>0%</b>	
<b>D. Equipment/Supplies</b>						
Printer paper (500), Toner (52), Staples/Hanging Materials (5)	\$40.00	\$40.00	100%	\$0.00	0%	
<b>Total Expenses Equipment</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>0%</b>	
<b>E. Operating Expenses/Other</b>						
Gallery Space Overhead including monthly rent/utilities (\$400 mo x 12 months/52 weeks = \$92.30/wk @ 2 weeks = \$184.60)	\$184.60	\$184.60	100%	\$0.00	0%	
Liability Property Insurance (\$550)/52 weeks = \$10.50/wk @ 2 weeks = \$21.00)	\$21.00	\$21.00	100%	\$0.00	0%	
Phone/Internet Service required for communication with clients, collaborators and staff (\$4.00/wk @ 2 weeks = \$8)	\$8.00	\$8.00	100%	\$0.00	0%	
Postage including mailing of notices and program announcements (200 members @ \$.35/mailing = \$70)	\$70.00	\$70.00	100%	\$0.00	0%	
Printing including posters, invitations and handouts (520 for business \$109 for donations)	\$120.00	\$120.00	100%	\$0.00	0%	
Advertising including 4 Intelligent Enterprise ads and dissemination of posters	\$102.40	\$102.40	100%	\$0.00	0%	
Social Media posts through Facebook Events and MailChimp (4 hours @ \$15/hour)	\$60.00	\$0.00	0%	\$60.00	100%	
Reception Supplies including healthy snacks and drinks	\$25.00	\$0.00	0%	\$25.00	100%	
<b>Total Operating/Other Expenses</b>	<b>\$782.00</b>	<b>\$597.00</b>	<b>85%</b>	<b>\$185.00</b>	<b>15%</b>	
<b>Total Estimated Project Costs</b>	<b>\$2,445.00</b>	<b>\$1,962.00</b>	<b>79%</b>	<b>\$543.00</b>	<b>22%</b>	

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Actual Spending for PreSchool Art Show Program						
Budget Line Item Description for this Request	Estimated Expenses	June 2020	July 2020	August 2020	Remaining Balance	Total Expenses
<b>A. Personnel</b>						
Executive Director - Oversees the preschool programming and will spend 75 hours over a four month period in coordination with Head Start, PFL Day Care and other preschools. Annual salary is \$19,500/year at 1300 hours (\$24.75/hr x 75 hours)	\$1,125.00	\$ 400.00	\$ 350.00	\$ 375.00	\$ -	\$ 1,125.00
Executive Director Fringe Benefits including FICA (\$1,125.00 x .0765 = \$86.06); FUTA (\$1,125.00 x .0125 = \$14.06); and, WC (\$1,125.00 x .0485 = \$54.56)	\$140.00	\$ 75.00	\$ 30.00	\$ 35.00	\$ -	\$ 140.00
<b>Total Expenses Personnel</b>	<b>\$1,265.00</b>	<b>\$ 475.00</b>	<b>\$ 380.00</b>	<b>\$ 410.00</b>	<b>\$ -</b>	<b>\$ 1,265.00</b>
<b>B. Contracted Services</b>						
Volunteer team - Display activities (1 hr) @ 2 persons @ \$15/hr = \$30; Reception Staffing (1 hr) @ 4 persons @ \$15/hr = \$60; Gallery Staffing (510 hrs) @ 1 person @ \$15/hr = \$7,650; Associated Benefits @ \$396.12 @ \$2 = \$792.24	\$4,488.00	\$ 200.00	\$ 100.00	\$ 75.00	\$ 663.00	\$ 4,766.00
<b>Total Expenses Contracted Services</b>	<b>\$4,488.00</b>	<b>\$ 200.00</b>	<b>\$ 100.00</b>	<b>\$ 75.00</b>	<b>\$ 663.00</b>	<b>\$ 4,766.00</b>
<b>C. Travel/Per Diem/Training</b>						
N/A	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses Travel/Per Diem/Training</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>D. Equipment/Supplies</b>						
Printer paper (\$10); Toner (\$25); Staples/Hanging Materials (\$5)	\$40.00	\$ 22.00	\$ 4.00	\$ 14.00	\$ -	\$ 40.00
<b>Total Expenses Equipment</b>	<b>\$40.00</b>	<b>\$ 22.00</b>	<b>\$ 4.00</b>	<b>\$ 14.00</b>	<b>\$ -</b>	<b>\$ 40.00</b>
<b>E. Operating Expenses/Other</b>						
Gallery Space Overhead including monthly rent/utilities (\$400/mo x 12 months/2 weeks = \$92.30/wk @ 2 weeks = \$184.60)	\$184.60	\$ 61.53	\$ 61.53	\$ 61.54	\$ -	\$ 184.60
Liability/Property Insurance (\$550/yr/2 weeks = \$10.50/wk @ 2 weeks = \$21.00)	\$21.00	\$ 11.50	\$ 11.50	\$ -	\$ -	\$ 23.00
Phone/Internet Service required for communication with parents, collaborator and staff (\$4.00/wk @ 2 weeks = \$8)	\$8.00	\$ 4.00	\$ 4.00	\$ -	\$ -	\$ 8.00
Postage including mailing of invitations and program announcements (200 members @ \$ 3.50/mailing = \$70)	\$70.00	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00
Printing including posters, invitations and handouts (\$20 for posters, \$100 for invitations)	\$120.00	\$ 120.00	\$ -	\$ -	\$ -	\$ 120.00
Advertising including Livingston Enterprise ads and dissemination of posters	\$182.40	\$ 120.00	\$ 42.40	\$ 20.00	\$ -	\$ 182.40
Social Media posts through Facebook Events and MixChamp (4 hours @ \$15/hour)	\$60.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	\$ 60.00
Reception Supplies including healthy snacks and drinks	\$45.00	\$ 22.00	\$ 23.00	\$ -	\$ -	\$ 45.00
<b>Total Operating/Other Expenses</b>	<b>\$782.00</b>	<b>\$ 438.03</b>	<b>\$ 162.43</b>	<b>\$ 101.54</b>	<b>\$ -</b>	<b>\$ 699.00</b>
<b>Total Estimated Project Costs</b>	<b>\$2,445.00</b>	<b>\$ 1,135.03</b>	<b>\$ 646.43</b>	<b>\$ 603.54</b>	<b>\$ 663.00</b>	<b>\$ 2,385.00</b>

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## BUDGET "BADS"

- Don't use last year's budget without considering the current program's need – things change!
- Don't exclude your staff and board in the planning stage.
  - When setting up a budget, make sure that it easily accessible and editable.
- Don't create just one budget for all fundraising programs. It is imperative that each program has its own budget.

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# QUESTIONS



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