

**PROGRAM BUDGET**  
**FISCAL YEAR 2012-2013**

AGENCY NAME **Children's Fund- Daily Referral Program**CONTRACT # **SI010**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
<b>A. SALARIES &amp; BENEFITS</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>		
<i>FTE</i>	<i>POSITION TITLE</i>							
1	0.9 Program Manager (Daily Referral)	\$ 45,000	\$ 5,000	\$ -	\$ 40,000	\$ 34,000	\$ 6,000	88.89%
2	0.75 Fiscal/ Administrative Assistant	\$ 24,000		\$ -	\$ 24,000	\$ 20,400	\$ 3,600	100.00%
3	0.3 Program Assistant	\$ 30,000	\$ 21,000		\$ 9,000	\$ 7,650	\$ 1,350	30.00%
4	0.1 Operations Manager	\$ 57,000	\$ 52,000		\$ 5,000	\$ 500	\$ 4,500	8.77%
TOTAL SALARIES		\$ 156,000	\$ 78,000	\$ -	\$ 78,000	\$ 62,550	\$ 15,450	50.00%
5	TOTAL BENEFITS	\$ 52,774	\$ 26,387	\$ -	\$ 26,387	\$ 21,160	\$ 5,227	50.00%
<b>TOTAL SALARIES, BENEFITS, PROGRAM &amp; ADMIN</b>		<b>\$ 208,774</b>	<b>\$ 104,387</b>	<b>\$ -</b>	<b>\$ 104,387</b>	<b>\$ 83,710</b>	<b>\$ 20,677</b>	<b>50.00%</b>

# PROGRAM BUDGET

## FISCAL YEAR 2012-2013

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DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
<b>B. SERVICES &amp; SUPPLIES</b>	A	B	C	D	D		E
1 PROGRAM MATERIALS/SUPPLIES	\$ 1,500,000		\$ 1,000,000	\$ 500,000	\$ 500,000	\$ -	33.33%
2 PARTICIPANT SUPPORT/INCENTIVES				\$ 0			
3 PARTICIPANT TRANSPORTATION				\$ 0			
4 FOOD EXPENSE FOR CLASSES/MEETINGS				\$ 0			
5 STAFF DEVELOPMENT/TRAINING				\$ 0			
6 EMPLOYEE MILEAGE/TRAVEL	\$ 5,500	\$ 4,000		\$ 1,500	\$ 1,500	\$ -	27.27%
7 ADVERTISEMENTS				\$ 0			
8 PRINTING	\$ 5,000	\$ 2,500		\$ 2,500	\$ 2,250	\$ 250	50.00%
9 POSTAGE	\$ 6,000	\$ 5,000		\$ 1,000	\$ 1,000	\$ -	16.67%
10 SUBSCRIPTIONS				\$ 0			
11 OFFICE SUPPLIES	\$ 7,500	\$ 3,500		\$ 4,000	\$ 3,200	\$ 800	53.33%
12 OFFICE EQUIPMENT	\$ 5,000	\$ 1,000		\$ 4,000	\$ 3,200	\$ 800	80.00%
13 RENT/LEASE BUILDING	\$ 45,000	\$ 33,750		\$ 11,250	\$ 9,562	\$ 1,688	25.00%
14 BUILDING/EQUIPMENT MAINTENANCE				\$ 0			
15 UTILITIES	\$ 16,500	\$ 12,375		\$ 4,125	\$ 3,506	\$ 619	25.00%
16 INSURANCE / TAXES / LICENSES				\$ 0			
17 PROFESSIONAL SERVICES/CONSULTANTS							
17.1 Bookkeeping	\$ 30,000	\$ 26,000		\$ 4,000	\$ 4,000		13.33%
17.2 Database Development	\$ 10,000			\$ 10,000	\$ 10,000		100.00%
17.3 IT Support	\$ 11,000	\$ 8,250		\$ 2,750	\$ 2,750		25.00%
17.4 _____				\$ 0			
17.5 _____				\$ 0			
PROFESSIONAL SERVICES - SUBTOTAL	\$ 51,000	\$ 34,250	\$ -	\$ 16,750	\$ 16,750	\$ -	32.84%
18 INDIRECT COSTS (AS APPROVED)				\$ 0		\$ -	
<b>TOTAL SERVICES/SUPPLIES</b>	<b>\$ 1,641,500</b>	<b>\$ 96,375</b>	<b>\$ 1,000,000</b>	<b>\$ 545,125</b>	<b>\$ 540,968</b>	<b>\$ 4,157</b>	<b>33.21%</b>

# PROGRAM BUDGET FISCAL YEAR 2012-2013

AGENCY NAME **Children's Fund- Daily Referral Program**

CONTRACT # **SI010**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
<b>C. SUBCONTRACTS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>ER</b>		<b>E</b>
<i>SUBCONTRACTS - AGENCY NAME</i>							
1 1 _____				\$ 0			
2 1 _____				\$ 0			
3 1 _____				\$ 0			
4 1 _____				\$ 0			
5 1 _____				\$ 0			
6 1 _____				\$ 0			
7 1 _____				\$ 0			
8 1 _____				\$ 0			
9 1 _____				\$ 0			
10 1 _____				\$ 0			
<b>TOTAL SUBCONTRACTS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL PROJECT BUDGET</b>	\$ 1,850,274	\$ 200,762	\$ 1,000,000	\$ 649,512	\$ 624,678	\$ 24,834	35.10%
<b>First 5 Funding %</b>	100.00%	10.85%	54.05%	35.10%			
<b>Administrative Cost %</b>				<b>100.00%</b>	<b>96.18%</b>	<b>3.82%</b>	

**BUDGET NARRATIVE - SALARIES & BENEFITS**

AGENCY NAME Children's Fund- Daily Referral Program

CONTRACT # SI010

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Manager	1872	\$ 45,000	\$ 5,000	Children's Fund	\$ -	\$ 40,000	Provides coordination and oversight to the organization's emergency hard goods and services referrals to children and the process therein. Directly responsible for the running of the First 5 program and is the point of contact for referring case managers at the Family Resource Centers, program reporting and questions, and is also responsible for maintaining professional levels of service, monitoring outcomes, and coordinating the work of related staff. Cost- 1872 hours *\$24.03 rate=\$44,984.16 First 5 funded costs. 85% Program, 15% Administrative.
2	Fiscal/ Administrative Assistant	1560	\$ 24,000	\$ -		\$ -	\$ 24,000	Provides support for processing requests, produces vouchers, cuts checks, reconciles spending, pays invoices, and other general fiscal duties. Provides administrative support for reporting requirements and billing. Cost- 1560 hours *\$15.38 rate=\$23,992.80. 85% Program, 15% Administrative.
3	Program Assistant	624	\$ 30,000	\$ 21,000	Children's Fund		\$ 9,000	Provides support for Program Manager, including researching requests, facilitating distribution of goods/services where necessary, ensuring necessary documentation is collected, identifying and communicating additional or alternative resources, and other general support activities. Cost- 624 hours *\$14.42 rate=\$8,998.08 First 5 funded costs. 85% Program, 15% Administrative.
4	Operations Manager	208	\$ 57,000	\$ 52,000	Children's Fund		\$ 5,000	Manages the organization's operations, including program and fiscal work, and provides direct supervision and resources for related staff. Cost- 208 hours *\$24.03 rate=\$4,998.24 First 5 funded costs. 90% Administrative, 10% Program.
<b>TOTAL SALARIES</b>			\$ 156,000	\$ 78,000		\$ -	\$ 78,000	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
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**BUDGET NARRATIVE - SALARIES & BENEFITS**

AGENCY NAME Children's Fund- Daily Referral Program

CONTRACT # SI010

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
5	Medical, Dental, Vision, Worker's Compensation and applicable taxes		\$ 52,774	\$ 26,387		\$ -	\$ 26,387	Benefits are calculated at 33.83%. This includes medical, dental, vision, worker's compensation, and other applicable taxes. Other funding is provided by Children's Fund.
<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 208,774	\$ 104,387		\$ -	\$ 104,387	

**BUDGET NARRATIVE - SERVICES & SUPPLIES**

AGENCY NAME Children's Fund- Daily Referral Program

CONTRACT # SI010

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	\$ 1,500,000	\$ -		\$ 1,000,000	\$ 500,000	\$500,000 for Daily Referral hard goods and services referred by Family Resource Centers; At an average expenditure of \$250 per child, this could serve an estimated 2,000 at-risk children ages 0-5 with emergency support including but not limited to beds and bedding, food, hygiene, and medical services. \$50,000 for Celebration of Giving Campaign providing toys, books and clothing to an estimated 7,500 at-risk children ages 0-5 during the holiday season.
2	PARTICIPANT SUPPORT/INCENTIVES	\$ -	\$ -		\$ -	\$ -	
3	PARTICIPANT TRANSPORTATION	\$ -	\$ -		\$ -	\$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	\$ -	\$ -		\$ -	\$ -	
5	STAFF DEVELOPMENT/TRAINING	\$ -	\$ -		\$ -	\$ -	
6	EMPLOYEE MILEAGE/TRAVEL	\$ 5,500	\$ 4,000	Children's Fund	\$ -	\$ 1,500	Travel to/from Family Resource Centers and locations related to the Daily Referral program; travel to/from locations related to Celebration of Giving activity, and travel to/from locations related to general First 5 related work.
7	ADVERTISEMENTS	\$ -	\$ -		\$ -	\$ -	
8	PRINTING	\$ 5,000	\$ 2,500	Children's Fund	\$ -	\$ 2,500	General printing costs, which may include Daily Referral materials, reports, etc. as well as Celebration of Giving materials, reports, etc. and general First 5 related items.
9	POSTAGE	\$ 6,000	\$ 5,000	Children's Fund	\$ -	\$ 1,000	Postage related to Daily Referral, Celebration of Giving, or other First 5 related items.
10	SUBSCRIPTIONS	\$ -	\$ -		\$ -	\$ -	
11	OFFICE SUPPLIES	\$ 7,500	\$ 3,500	Children's Fund	\$ -	\$ 4,000	General office supplies.

**BUDGET NARRATIVE - SERVICES & SUPPLIES**

AGENCY NAME Children's Fund- Daily Referral Program

CONTRACT # SI010

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
12	OFFICE EQUIPMENT	\$ 5,000	\$ 1,000	Children's Fund	\$ -	\$ 4,000	Supportive office equipment, including a laptop computer to provide mobility for work in the field as well as in the office, due to staff space constraints.
13	RENT/LEASE BUILDING	\$ 45,000	\$ 33,750	Children's Fund	\$ -	\$ 11,250	Allocation based on two staff members.
14	BUILDING/EQUIPMENT MAINTENANCE	\$ -	\$ -		\$ -	\$ -	
15	UTILITIES	\$ 16,500	\$ 12,375	Children's Fund	\$ -	\$ 4,125	Allocation based on two staff members.
16	INSURANCE / TAXES / LICENSES	\$ -	\$ -		\$ -	\$ -	
17	PROFESSIONAL SERVICES SUBTOTAL	\$ 51,000	\$ 34,250	Children's Fund	\$ -	\$ 16,750	Estimated \$10,000 to expand a database for referrals and hard goods distributed; \$4,000 for bookkeeping services to maintain clear and accurate accounting of expenditures; \$2,750 for IT support (allocation based on two staff members).
18	INDIRECT COSTS (AS APPROVED)	\$ -	\$ -		\$ -	\$ -	
<b>TOTAL SERVICES &amp; SUPPLIES</b>		\$ 1,641,500	\$ 96,375		\$ 1,000,000	\$ 545,125	

**BUDGET NARRATIVE - SUBCONTRACTORS**

AGENCY NAME Children's Fund- Daily Referral Program

CONTRACT # SI010

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1		\$ -	\$ -		\$ -	\$ -	
2		\$ -	\$ -		\$ -	\$ -	
3		\$ -	\$ -		\$ -	\$ -	
4		\$ -	\$ -		\$ -	\$ -	
5		\$ -	\$ -		\$ -	\$ -	
6		\$ -	\$ -		\$ -	\$ -	
7		\$ -	\$ -		\$ -	\$ -	
8		\$ -	\$ -		\$ -	\$ -	
9		\$ -	\$ -		\$ -	\$ -	
10		\$ -	\$ -		\$ -	\$ -	
<b>TOTAL SUBCONTRACTORS</b>		\$ -	\$ -		\$ -	\$ -	