

Kate B. Reynolds Charitable Trust
Operating Budget Example

Year One		
EXPENSES	Total Cost	KBR Funds
Director - 15% (Salary & Fringe)	11,000	
Program Coordinator - 100% (Salary & Fringe)	52,000	52,000
Travel/Mileage	1,000	
Office Supplies	500	
Program Supplies	500	500
Training	1,500	1,500
Advertising/Publicity	250	
Rent/Utilities/Phone/Etc.	1,200	
Miscellaneous	250	
Total	\$68,200	\$54,000

Year One	
INCOME	Amount
Agency Fundraising/ Reserves	6,700
County*	7,500
Kate B. Reynolds	54,000
Total	\$68,200

Year Two		
EXPENSES	Total Cost	KBR Funds
Director - 15% (Salary & Fringe)	11,330	
Program Coordinator - 100% (Salary & Fringe)	53,560	40,170
Travel/Mileage	1,000	
Office Supplies	500	
Program Supplies	500	
Training	0	
Advertising/Publicity	250	
Rent/Utilities/Phone/Etc.	1,300	
Miscellaneous	250	
Total	\$68,690	\$40,170

Year Two	
INCOME	Amount
Agency Fundraising / Reserves	20,020
County*	8,500
Kate B. Reynolds	40,170
Total	\$68,690

Year Three		
EXPENSES	Total Cost	KBR Funds
Director - 15% (Salary & Fringe)	11,670	
Program Coordinator - 100% (Salary & Fringe)	55,167	27,584
Travel/Mileage	1,000	
Office Supplies	500	
Program Supplies	500	
Training	1,500	
Advertising/Publicity	250	
Rent/Utilities/Phone/Etc.	1,400	
Miscellaneous	250	
Total	\$72,237	\$27,584

Year Three	
INCOME	Amount
Agency Fundraising/ Reserves	34,653
County*	10,000
Kate B. Reynolds	27,584
Total	\$72,237

Budget Notes: Expenses

Director - The director will provide oversight to this position utilizing 15% of his time. Annual cost of living increases of 3% are calculated in the second and third years.

Program Coordinator - This is a new position to the agency. The individual will be licensed and credentialed. The Trust is requested to fund this position at 100% in year one, 75% in year two, and 50% in year three. Annual cost of living increases of 3% are calculated in the second and third years.

Travel - The coordinator will travel to the sites where the program will be conducted. Mileage is calculated at the current federal rate of \$0.485/mile.

Office Supplies - General office supplies for the new position.

Program Supplies - These are supplies specific to conducting this program including flip charts, markers, snacks, etc.

Training - The new program coordinator will need to attend the formal training session for this program. This training is held annually in Raleigh.

Advertising / Publicity - This will be promotional materials that are available through the training session that can be purchased to promote the program locally.

Rent/Utilities/Phone/Etc. - General overhead costs that will be covered by the agency.

Miscellaneous - As this is a new program to the agency, there may be unexpected costs. This line item will allow us to cover those unexpected costs.

Budget Notes: Income

*County funding is approved for the first year. We do expect to continue to receive the funding from the county, but it will be approved each Spring prior to the program year. In the event the county ceases to provide funding for this program, the agency is prepared to pick up the lost funding with agency reserves.

Agency funding is board approved.