

Community Foundation for Monterey County							
TOTAL CFMC OPERATING BUDGET							
2016 Budget - FINAL							
		Year	Year	Year	Year	% Change	Description
		2013	2014	2015	2016	over 2015	
ACCT		Actual	Actual	Budget	Budget	Budget	
	<b>REVENUE</b>						
	<b>Operating Contributions</b>						
41180	Bequests Rec'd - Released UR	117,314	13,561	10,000	10,000	0.00%	Estate of Claire Flagg - 2% of 500,000 bequest
41183	Bequests Received	4,935	53,275	80,000	62,000	-22.50%	2% on all bequests, based on 5 year history
44110	Contributions-Individuals	65,502	53,872	80,000	85,000	6.25%	Based on 5 year history
44120	Contributions-Corporate	811	2,250	1,500	3,000	100.00%	Pinnacle Bank, Comerica
44125	Contributions-Foundations	17,600	43,250	30,000	37,500	25.00%	10,000 CF Santa Cruz County, 2,500 Tides Foundation, 25,000 College Futures Foundation
44140	Contributions-Interfund	129,737	46,537	48,500	45,539	-6.11%	35,539 Operating Endowment annual payout; 10,000 DA funds to OPER
44172	Pledges Rec'd-Release UR	0	0	0	0	0.00%	
44175	Contributions-New Pledges	0	0	0	0	0.00%	
	<b>Total Oper Contributions</b>	<b>335,899</b>	<b>212,745</b>	<b>250,000</b>	<b>243,039</b>	<b>14.24%</b>	
	<b>Administrative Fees</b>						
44200	Admin Fee Income	1,855,840	2,111,108	2,280,675	2,335,816	2.42%	Based on 11/30 fund balances, plus projections
44260	Fees from CRTs	37,306	42,264	43,000	41,750	-2.91%	Based on 9/30 actuals
44270	Fees - Special Projects	48,782	77,946	39,334	29,407	-25.24%	24,074 Community Leadership Project and 5,333 for CNE funded by Packard
44280	Fees - Workshops	10,928	22,900	22,000	20,000	-9.09%	5,000 CNE Workshop fees and 15,000 LEAD tuitions
44285	Miscellaneous Income	6,385	90,751	85,150	38,950	-54.26%	35,800 WF luncheon ticket sales and sponsors, and 3,150 MIIS reimbursement for interns
44290	Fees - Contracts	0	0	0	0	0.00%	
44620	Returned Grants	0	0	0	0	0.00%	
	<b>Total Administrative Fees</b>	<b>1,959,240</b>	<b>2,344,969</b>	<b>2,470,159</b>	<b>2,465,923</b>	<b>-0.17%</b>	
	<b>Interest Income</b>						
45400	Interest Income	1,053	4,305	5,000	12,000	140.00%	Rabobank money market and CDs
	<b>Total Interest Income</b>	<b>1,053</b>	<b>4,305</b>	<b>5,000</b>	<b>12,000</b>	<b>140.00%</b>	
	<b>Total Revenue</b>	<b>2,296,192</b>	<b>2,562,020</b>	<b>2,725,159</b>	<b>2,720,962</b>	<b>-0.15%</b>	
					<b>2,074,890</b>		Based on 11/30 fund balances
					<b>61,150</b>		Based on 11/30 fund balances
					<b>73,808</b>		Based on 5-year average
					<b>85,967</b>		Based on 5-year average
					<b>40,000</b>		Based on 2014 actual, and projected growth
					<b>2,335,816</b>		

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	<b>EXPENSE</b>						
	<b>Salaries &amp; Benefits</b>						
51100	Salaries and Wages	1,151,091	1,260,706	1,339,630	1,465,802	9.42%	Includes new positions in 2016. See below.
51200	Payroll Taxes	91,130	93,024	104,483	108,076	3.44%	
51300	Health Insurance Premiums	151,298	165,791	204,683	209,969	2.58%	BS Simple Savings 3500/7000 HSA Compatible with \$3,250 maximum 2016 HSA contribution per eligible employee.
51400	Retirement Plan	44,307	60,963	66,056	72,954	10.44%	Assumes 5% contribution for all staff
51500	Workers Comp Insurance	7,516	10,091	11,643	12,529	7.61%	
51160	Vacation Expense	2,000	4,008	4,000	4,000	0.00%	Increased accrual for added positions and higher salaries.
51600	Recruitment Expense	1,446	951	1,000	1,000	0.00%	Monterey Bay Jobs postings
51700	Relocation Expense	1,000	0	0	0	0.00%	
	<b>Total Salaries &amp; Benefits</b>	<b>1,449,789</b>	<b>1,595,534</b>	<b>1,731,495</b>	<b>1,874,330</b>	<b>8.25%</b>	
	<b>Administrative Costs</b>						
52100	Office Supplies	17,972	21,410	21,100	20,550	-2.61%	General office supplies, stationery, Alhambra water, toner cartridges, special paper, kitchen supplies
52101	Office Equip Maintenance	16,734	25,076	23,750	23,800	0.21%	Copy machine leases, postage meter lease and ink cartridges, fire extinguishers
52120	Computer Maintenance	28,982	35,745	39,150	41,974	7.21%	34,524 Alvarez (2,877 per month), including backup, 450 SPAM protection, 2,000 Office 365, and 5,000 add'l work
52125	Database Maintenance	19,590	37,972	32,500	32,500	0.00%	25,000 FIMS annual support & 7,500 new online grant processing
52130	Bank Charges	6,864	6,908	8,500	5,000	-41.18%	Credit card, returned check and stop payment charges
52200	Printing/Newsletters	12,614	9,337	14,902	16,066	7.81%	See below
52300	Postage and Freight	10,145	11,189	14,147	15,550	9.92%	Postage for meter, bulk mail and business reply permits
52400	Dues/Subscriptions/Publications	30,205	31,383	31,898	19,647	-38.41%	See below
52500	Accounting Services	37,257	37,548	42,635	48,335	13.37%	35,875 audit; 5,125 tax returns; 3,500 LLC tax returns; 25 Hawaii; 60 Stmt of Info; 250 RRF1; 3,500 Form 5500
52600	Contract Services	40,453	67,845	86,360	50,160	-41.92%	See below
52700	Legal	1,135	3,698	4,500	4,500	0.00%	2,000 Sidney Morris and 2,500 Fenton & Keller for personnel matters
52800	D&O Insurance	3,417	3,828	4,000	4,500	12.50%	Annual policy premium
52900	Telecommunications	19,700	17,218	19,450	17,275	-11.18%	Local, long distance conference calls and web hosting
52950	Conferences & Training	19,215	20,863	35,450	28,500	-19.61%	LCCF, COF annual conference, GEO, NCPG, FAOG & other conferences/trainings
53000	Misc Administrative Exp.	1,858	44,838	37,000	13,315	-64.01%	WF lunch proceeds, transfer to Women's Fund Endowment; CGA license; Statement of Info filing; Sales & Use tax
53100	Depreciation Expense	72,189	76,585	91,975	88,981	-3.26%	See below
	<b>Total Administrative Cost</b>	<b>338,330</b>	<b>451,444</b>	<b>507,317</b>	<b>430,653</b>	<b>-15.11%</b>	
	<b>Salaries &amp; Benefits includes: An intern for CNE @ 10 hours per week for 48 weeks; and part-time permanent Communications Associate @ 25 hours per week</b>						
	<b>Printing /Newsletters includes: Mrkt = 6,890 2 newsletters @9,166, 1,500 Legacy materials, 1,200 donor direct mail piece, 500 professional advisor piece, 2,600 donor reply envelopes; CNE = 250 graduation invitations, 600 postcards Prog = 250 NGP invitations</b>						
	<b>Dues/Subscriptions/Publications includes: Actg = 300 FAOG dues, 6,500 LCCF dues, 200 GAAP Guide; Admin = 455 newspapers, 125 Costco, 200 notary, 120 Amex, 100 FAOG dues; Devl = 300 AFP, 60 DEN, 75 Chronicle of Philanthropy, 1,300 Rotary memberships, 85 NCPGC; Mrkt = 1,500 various chamber memberships; Pers = 3,500 TPO; Prog = 1,830 GEO, 750 Charity Check, 500 Womens Funding Network, 150 Grant Manager's Network, 100 ProNet CNE = 98 Grassroots Fundraising, 300 NAMC, 450 CA Assn Nonprofits, 600 Wikipedia (3 @ 200) LEAD student Wiki, 49 NP Quarterly NOTE: \$21,100 for COF dues was eliminated, the expense may be reinstated if it is decided to renew our membership in April.</b>						
	<b>Contract Services includes: Acctg = 2,000 TMD online contributions; Admn = 400 shredding service, 500 attic movers; Devl = 16,000 Donor Central, 6,000 Crescendo, 3,900 advocacy; Mrkt = 5,000 video production, 900 web audit, 1,000 Constant Contact, 250 web hosting, 3,000 web maintenance; Pers = 4,550 ADP payroll processing Prog = 1,000 interpreter services, 1,250 intern; CNE = 410 designer for LEAD and CNE flyers, 4,000 CNE evaluation</b>						
	<b>Depreciation includes: pre 2016 fixed asset depreciation = 35,850, 46,000 new purchases in 2016 = 9,200 new depreciation expense, leasehold improvements = 18,318, building = 27,782</b>						

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	<b>Occupancy Costs</b>						
54100	Commercial Pkg Policy	9,763	9,892	10,000	9,200	-8.00%	General liability policy
54200	Maintenance and Repairs	12,430	9,399	4,500	12,350	174.44%	Plumbing, telephone, HVAC, roofing
54300	Janitorial/Landscaping Expense	16,960	18,184	19,366	19,500	0.69%	Janitorial, landscaping, window washing, carpet cleaning
54400	Rent	44,886	45,933	47,907	49,267	2.84%	Salinas only - 2,268 sq feet @ 1.70 + \$3,000 CAM
54450	Mortgage	60,062	58,681	57,128	55,394	-3.04%	Interest only, per amortization schedule
54455	Property Taxes	1,482	1,542	1,600	1,600	0.00%	Taxes for the land only, the building is exempt
54500	Utilities/Security	30,928	31,119	33,500	33,500	0.00%	PG&E, Cal Am Water, Monterey City Disposal and First Alarm
54501	Moving Costs	0	0	0	0	0.00%	
	<b>Total Occupancy Costs</b>	<b>176,511</b>	<b>174,751</b>	<b>174,001</b>	<b>180,811</b>	<b>3.91%</b>	
	<b>Program &amp; Development</b>						
55100	Donor Development	44,829	65,530	78,450	75,650	-3.57%	See below
55200	Advertising & Promotion	8,752	16,053	25,937	33,971	30.98%	See below
55300	Mileage, Meals & Meetings	13,567	12,721	35,620	12,140	-65.92%	Mileage at .51 per mile and CFMC hosted meetings. 2015 includes \$15,000 LCCF annual meeting.
55312	Workshops & Assemblies	21,641	37,876	39,100	50,450	29.03%	Center for Nonprofit Excellence workshops and Neighborhood Grants Program assemblies
55400	Annual Events Expense	18,399	21,307	23,500	27,000	14.89%	27,000 Celebration of Philanthropy event and 2,000 NGP Awards ceremony
55450	Annual Report Expense	15,015	16,618	18,750	21,450	14.40%	All expenses related to the annual report, including design, printing, postage and mailing service. Reflects increase in list size.
55501	Staff Expenses	4,539	4,136	7,400	6,560	-11.35%	Staff holiday party, quarterly lunches, staff retreat, staff recognition
55510	Board & Committee Expenses	4,676	6,560	7,260	6,820	-6.06%	See below
	<b>Total Program &amp; Development</b>	<b>131,416</b>	<b>180,801</b>	<b>236,017</b>	<b>234,041</b>	<b>-0.84%</b>	
	<b>Total Expenses</b>	<b>2,096,046</b>	<b>2,402,530</b>	<b>2,648,830</b>	<b>2,719,835</b>	<b>2.68%</b>	
	<b>Excess Revenue over Expenses</b>	<b>200,147</b>	<b>159,489</b>	<b>76,329</b>	<b>1,127</b>	<b>-98.52%</b>	
	<b>Donor Development includes: 28,000 WF Lunch - expenses offset by ticket sales and sponsorships, 20,000 Legacy Society, 2,000 CPA bags, 2,000 VPPS/donor lunches, 2,000 other events (WFE, PA, private foundation), 3,500 CEO/donor lunches, 1,100 Rotary lunches CEO, 1,100 Rotary lunches VPPS, 1,100 Rotary lunches Sr. PSO, 1,100 Rotary lunches PSO, 12,000 Corral dues and lunches, 2,500 Salinas Valley development, 500 CPE event, 1,750 misc, 150 IMPOWER, 750 Philanthropy Day</b>						
	<b>Advertising and Promotion includes: Mrkt = 500 Facebook ads, 72 Hootsuite, 30 Animoto video creation service, 5,000 Kim Osborne/TMD, 2,400 photographer, 2,000 cubes, 2,400 legacy, direct mail and NMAT pieces, 1,000 promo items, 5,285 print ads, 6,000 radio, 4,284 Pine Cone, 2,400 Herald and KSBW online, 4,500 Carmel Magazine; CNE = 200 LEAD and CNE social media advertising</b>						
	<b>Workshops &amp; Assemblies includes: 38,395 for full LEAD semester, 8,000 for Center for Nonprofit Excellence workshops; 700 Neighborhood Grants applicant assembly</b>						
	<b>Board and Committee Expenses include: Actg = 100; Admn = 800 retreat food, 1,500 board holiday gathering, 100 name tags &amp; manuals, 600 board lunches; Devl = 1,500 WF Council and PA Committee lunches; CNE = 300 SACT, 320 LEAD interview panels; Prog = 1,500 committee meetings, 400 committee gifts;</b>						