



**Community Foundation for Monterey County  
TOTAL CFMC OPERATING BUDGET  
2019 Budget - Round 4**

ACCT		Year 2016 Actual	Year 2017 Actual	Year 2018 Budget	2018 YTD @ 11/30	2018 Year-End Forecast	Year 2019 Budget	% Change over 2018 Budget	% Change over 2018 YE Forecast	Description
	<b>EXPENSE</b>									
	<b>Salaries &amp; Benefits</b>									
51100	Salaries and Wages	1,420,538	1,495,062	1,599,628	1,459,369	1,579,804	1,769,268	10.60%	10.71%	Assumes a 3% increase over current salary structure, plus 2% merit pool, and the addition of a Director of Special Initiatives
51200	Payroll Taxes	107,984	110,051	121,147	104,070	113,782	129,656	7.02%	12.24%	
51300	Health Insurance Premiums	208,225	224,594	266,983	217,545	239,245	261,541	-2.04%	8.52%	BS Silver Savings 2000/4000 HSA compatible with \$2,000 maximum 2019 HSA contribution, per eligible employee
51400	Retirement Plan	70,364	73,198	79,309	72,285	77,984	104,394	31.63%	25.30%	@ 6% of base salary
51500	Workers Comp Insurance	10,577	9,905	13,424	7,924	8,144	14,220	5.93%	42.73%	
51160	Vacation Expense	3,996	28,996	11,000	10,098	11,000	5,000	-54.55%	-120.00%	Increased accrual for added positions and higher salaries
51600	Recruitment Expense	1,429	1,910	2,000	2,450	2,700	2,000	0.00%	-35.00%	Monterey Bay Jobs postings
51700	Relocation Expense	0	0	0	0	0	0	#DIV/0!	0.00%	
	<b>Total Salaries &amp; Benefits</b>	<b>1,823,112</b>	<b>1,943,716</b>	<b>2,093,491</b>	<b>1,873,742</b>	<b>2,032,659</b>	<b>2,286,079</b>	<b>9.20%</b>	<b>11.09%</b>	
	<b>Administrative Costs</b>									
52100	Office Supplies	20,885	21,163	22,000	20,750	22,000	22,000	0.00%	0.00%	General office supplies, stationery, Alhambra water, toner cartridges, special paper, kitchen supplies
52101	Office Equip Maintenance	28,600	16,812	21,000	20,305	21,000	22,550	7.38%	6.87%	Copy machine leases, postage meter lease and ink cartridges, fire extinguishers
52120	Computer Maintenance	37,107	38,269	42,443	43,480	49,220	39,736	-6.38%	-23.87%	34,668 Alvarez monthly services (2,453 per month), including backup, 500 annual licenses, 4,800 Azure, and 5,000 add'l work
52125	Database Maintenance	32,542	22,918	33,000	38,563	38,563	48,053	45.62%	19.75%	31,653 FIMS annual support & 8,000 Foundant online grant processing
52130	Bank Charges	5,939	7,238	8,500	11,726	14,000	16,000	88.24%	12.50%	Credit card, returned check and stop payment charges
52200	Printing/Newsletters	10,874	16,680	17,725	7,933	15,934	21,445	20.99%	25.70%	See below
52300	Postage and Freight	13,384	16,967	18,700	18,570	18,738	20,500	9.63%	8.60%	Postage for meter, bulk mail and business reply permits
52400	Dues/Subscriptions/Publications	18,763	21,095	31,788	21,449	26,982	38,977	22.62%	30.77%	See below
52500	Accounting Services	46,985	41,436	47,785	37,543	37,543	39,910	-16.48%	5.93%	33,500 audit; 2,000 tax returns; 1,500 LLC tax returns; 810 LLC tax filing; 350 Stmt of Info; 250 RRF1; 1,500 Form 5500
52600	Contract Services	38,803	53,599	54,300	81,899	88,025	116,302	114.18%	24.31%	See below
52700	Legal	22,911	13,558	12,500	1,080	1,080	12,500	0.00%	91.36%	10,000 general legal and 2,500 Fenton & Keller for personnel matters; de Guigne legal expenses are paid by the fund
52800	D&O Insurance	4,358	4,358	4,500	3,237	3,237	4,500	0.00%	28.07%	Annual policy premium
52900	Telecommunications	16,896	16,812	18,650	16,305	18,950	18,400	-1.34%	-2.99%	Local, long distance conference calls and web hosting
52950	Conferences & Training	11,700	16,250	31,100	21,331	23,607	27,950	-10.13%	15.54%	LCCF, GEO, NCPG, FAOG, Family Philanthropy & new board members COF Fundamentals Course
53000	Misc Administrative Exp.	7,400	12,659	8,475	5,343	5,345	8,050	-5.01%	33.60%	WF lunch proceeds, transfer to Women's Fund Endowment; CGA license; Statement of Info filing; Sales & Use tax
53100	Depreciation Expense	82,309	72,803	82,369	75,504	78,000	76,113	-7.59%	-2.48%	See below
	<b>Total Administrative Cost</b>	<b>399,456</b>	<b>392,617</b>	<b>454,835</b>	<b>425,018</b>	<b>462,224</b>	<b>532,986</b>	<b>17.18%</b>	<b>13.28%</b>	
	<b>Printing /Newsletters includes: Mrkt = 9,800 2 newsletters, 2,200 newsletter design, 2,075 Legacy News, 2,500 envelopes, 900 Affiliate Fund materials, 2,500 donor reply envelopes, 3,000 donor education materials, 240 Copymat printing, 300 notes; CNE = 50 graduation program, 330 postcards, 50 nonprofit survey cards</b>									
	<b>Dues/Subscriptions/Publications includes: Actg = 300 FAOG dues, 10,848 LCCF dues, 750 COF Legal Compendium, 200 GAAP Guide, 1,500 National Standards; 75 PG Calc; Admin = 635 newspapers, 150 Costco, 200 notary, 399 King City Business Directory; Devl = 300 AFP, 85 Chronicle of Philanthropy, 2,000 Mty Bay Economic Partners, 300 SV Chamber, 600 Rotary, 1,500 for Nat'l Center Family Philanthropy, 85 Partnership for Phil Planning, 5,000 Natl Latino Funds Alliance, 85 NCPGA; 1,500 Rotary/AFP Brian, Mackenzie and Minnie; Mrkt = 300 Communications Network, 775 Chamber memberships, 250 Nonprofit Technology Network; Pers = 3,500 TPO membership; Prog = 3,190 GEO, 500 Womens FN, 150 PEAK (formerly GMN), 100 ProNet, 1,000 NGO Source, 1,200 National College Access Network; CNE = 110 GIFT, 350 NAMC, 450 Cal Nonprofits, 90 NP Quarterly, 500 Alliance for NP Mgmt</b>									
	<b>Contract Services includes: Admn = 800 shredding service, 200 Osborne design; Devl = 23,000 Donor Central, 12,000 Crescendo, 6,500 advocacy; Mrkt = 1,000 Constant Contact, 250 web hosting, 5,000 web maintenance and upgrades, 700 web audit; Pers = 5,000 ADP, 58,302 IT consultant; \$8,000 MC Gives temp, CNE = 600 design for CNE and LEAD flyers, 150 NP Survey, 2,000 video editing/archiving, 2,000 consultant directory upgrade</b>									
	<b>Depreciation includes: pre 2019 fixed asset depreciation = 31,131, 28,000 new purchases in 2019 = 5,600 new depreciation expense, building improvements w/\$95,800 new = 2,456, building = 27,782</b>									

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<b>Occupancy Costs</b>										
54100	Commercial Pkg Policy	11,656	11,987	12,000	11,625	11,625	12,000	0.00%	3.13%	General liability and earthquake policies
54200	Maintenance and Repairs	10,540	11,461	11,000	10,069	11,000	11,000	0.00%	0.00%	Plumbing, telephone, HVAC, roofing
54300	Janitorial/Landscaping Expense	23,275	19,023	19,500	18,340	19,500	20,500	5.13%	4.88%	Janitorial, landscaping, window washing, carpet cleaning
54400	Rent	46,490	46,267	50,628	43,546	50,628	51,989	2.69%	2.62%	Salinas only - 2,268 sq feet @ 1.75 + \$3,000 CAM
54450	Mortgage	55,394	53,467	51,335	47,144	51,335	48,988	-4.57%	-4.79%	Interest only, per amortization schedule
54455	Property Taxes	1,585	1,601	1,600	1,668	1,668	1,700	6.25%	1.88%	Taxes for the land only, the building is exempt
54500	Utilities/Security	33,392	32,271	32,500	27,982	31,000	31,000	-4.62%	0.00%	PG&E, Cal Am Water, Monterey City Disposal and First Alarm
54501	Moving Costs	0	0	0	0	0	0	#DIV/0!	0.00%	
	<b>Total Occupancy Costs</b>	<b>182,331</b>	<b>176,076</b>	<b>178,563</b>	<b>160,373</b>	<b>176,756</b>	<b>177,177</b>	<b>-0.78%</b>	<b>0.24%</b>	
<b>Program &amp; Development</b>										
55100	Donor Development	66,843	63,616	87,050	80,200	87,000	93,050	6.89%	6.50%	See below
55150	In Kind Expense	0	0	0	0	0	0	0.00%	0.00%	
55200	Advertising & Promotion	37,047	32,481	37,844	39,017	40,765	43,914	16.04%	7.17%	See below
55300	Mileage, Meals & Meetings	8,759	9,847	10,670	9,838	10,675	11,760	10.22%	9.23%	Mileage at .51 per mile and CFMC hosted meetings. Increased mileage due to North and South County events.
55312	Workshops & Assemblies	34,070	32,530	28,150	25,687	28,450	50,900	80.82%	44.11%	Center for Nonprofit Excellence workshops, grantee information sessions and fundholder investment presentation
55400	Annual Events Expense	25,008	28,457	30,000	26,797	28,000	29,500	-1.67%	5.08%	Celebration of Philanthropy event
55450	Annual Report Expense	20,217	22,500	26,000	24,463	24,463	26,000	0.00%	5.91%	All expenses related to the annual report, including design, printing, postage and mailing service. Reflects increase in list size.
55501	Staff Recognition Expenses	5,102	4,141	6,895	2,467	7,300	6,430	-6.74%	-13.53%	Staff holiday party, quarterly lunches, staff retreat, staff recognition
55510	Board & Committee Expenses	5,309	4,316	7,120	3,670	6,480	7,150	0.42%	9.37%	See below
	<b>Total Program &amp; Development</b>	<b>202,356</b>	<b>197,888</b>	<b>233,729</b>	<b>212,138</b>	<b>233,133</b>	<b>268,704</b>	<b>14.96%</b>	<b>13.24%</b>	
	<b>Total Expenses</b>	<b>2,607,256</b>	<b>2,710,297</b>	<b>2,960,618</b>	<b>2,671,271</b>	<b>2,904,773</b>	<b>3,264,946</b>	<b>10.28%</b>	<b>11.03%</b>	
	<b>Excess Revenue over Expenses</b>	<b>5,343</b>	<b>84,983</b>	<b>175,631</b>	<b>(371,755)</b>	<b>150,152</b>	<b>7,088</b>	<b>-95.96%</b>	<b>-2018.43%</b>	
<p><b>Donor Development includes:</b> 35,000 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 , 3,500 Dan lunches, 1,100 VPPS Rotary, 150 IMPOWER, 700 Philanthropy Day, 1,100 Dan Rotary, 12,000 Corral dues, 500 CPE event, 2,000 SMCF events, 2,000 NOCO events, 2,000 Siembra events, 2,000 Big Sur events, 5,000 PA Council luncheon</p>										
<p><b>Advertising and Promotion includes:</b> Mrkt = 4,000 Creative, 1,700 MC Gives, 1,100 Philanthropy Day, 3,150 King City Rustler, 1,500 cultural ads, 2,000 event photography, 1,000 Facebook ads, 363 social subscriptions, 3,000 radio ads, 5,920 Pine Cone, 4,000 Carmel Magazine, 4,260 Coastal Growers, 6,521 MC Weekly, 2,000 Google ads, 2,500 cubes, 2,000 other ads TBD; CNE = 150 Chamber email, 350 KAZU, 50 Facebook</p>										
<p><b>Workshops &amp; Assemblies includes:</b> CNE = 8,000 Center for Nonprofit Excellence workshops, 51,200 LEAD institute, alumni events and coach stipends; Prog = 400 grantee info sessions; Devl = 800 fundholder/donor education events</p>										
<p><b>Board and Committee Expenses include:</b> Admn = 800 retreat food, 700 board meetings, 1,200 holiday gathering, 100 name tags &amp; manuals, 600 board gifts; Prog = 800 committee refreshments; CNE = 350 LEAD interview lunches, 500 SACT event; Devl = 1,500 WF Leadership Council and PA Council meetings, 500 RD committee lunches</p>										