

ANNUAL OPERATING BUDGET

Salaries	\$254,350	
Personnel Expenses	42,000	includes health insurance (20k), retirement (2k), taxes (20k)
Workers Comp	5,000	
Professional Fees	3,000	
Food & Beverages	50,000	
Office Supplies/Equipment	7,000	
Kitchen/Dining Supplies	4,000	
Telephone	3,500	
Postage	300	
Building Insurance	10,000	
Utilities	25,000	
Maintenance	10,000	
Janitorial Supplies	4,000	
Transportation	10,000	includes insurance, gas, and mileage
Security	55,000	
Daycare Expenses	10,000	
Direct Assistance	10,000	
Marketing/Publications	2,000	
Homeless Mgmt Info Sys (HMIS)	5,000	includes licenses and training hours
Program Expenses	10,000	includes background checks, anything bought for group, etc.
Depreciation Expenses	20,000	building built in 1992

TOTAL/YEAR	\$540,150
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START-UP COSTS	QUANTITY	COST/UNIT	TOTAL EXPENSE
Twin beds	3	\$471	\$1,413
Twin bunk beds	3	699	2,097
F/Q beds	2	576	1,152
F/Q bunk beds	5	1,083	5,415
Trundle beds	2	390	780
Cribs	4	200	800
Crib mattresses	4	50	200
Dressers	3	835	2,505
Dining Table	3	814	2,442
Dining Chairs	18	336	6,048
Comforter sets	50	50	2,500
Crib sheets	8 2/pk	15	120
Baby bath tubs	4	30	120
Highchairs	4	60	240
Pots & Pans	3	200	\$600
Pyrex	4	12	48
Dish sets	4	25	100
Sound machines	20	28	560
Printer/Ink	1	1,200	1,200
Desk Chairs	3	250	750
Weather radio	2	30	60
Flashlights w/ batteries	20	10	200
Supplies/Misc			\$5,000
Food			5,000
Cleaning supplies			500
Paper products			500
Office Supplies			<u>300</u>

Subtotal	\$40,650
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Plus Vehicle/Van	<u>30,000</u>
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TOTAL	\$70,650
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