

Carpe Diem West**Statement of Income and Expense: 1/1/10 - 12/31/10**

Prepared for the Board of Directors

June 2, 2011

	Budget	Year-to-Date Actual	% of Budget
INCOME			
General Income			
General Private Grants	10,000		0%
General Public Grants	10,000		0%
Individual Contributions	5,000	278	6%
Interest Income	1,000	1,013	101%
TOTAL GENERAL INCOME	\$26,000	\$1,291	5%
Project Income			
Project Fees	35,000	7,986	23%
Project Private Grants	410,000	369,275	90%
Project Public Grants	80,000	35,000	44%
Corporate Support	25,000	2,500	10%
Agency & NGO Support	40,000	10,000	25%
Individuals/Other	22,000	6,510	30%
TOTAL PROJECT INCOME	\$612,000	\$431,271	70%
TOTAL INCOME	\$638,000	\$432,562	68%
EXPENSES			
Project Direct Expenses			
Facilitation & Recording	36,000	4,940	14%
Conference Site & Catering	30,000	12,430	41%
Meeting Supplies	13,000	174	1%
Participant Travel	23,000	9,351	41%
Project Consultants	73,000	81,796	112%
Project Development	12,000	9,319	78%
TOTAL PROJECT DIRECT EXPENSES	\$187,000	\$118,010	63%
Project Postage & Shipping	\$2,750	\$1,017	37%
Project Printing & Graphic Design			
Project Graphic Design	10,500	4,986	47%
Project Printing-Other	10,000	1,163	12%
TOTAL PROJECT PRINTING	\$20,500	\$6,149	30%
Project Technology			
Equipment	2,000	72	4%
Software	1,000	1,754	175%
Supplies	500	378	76%
Tech Support	3,500	1,750	50%
Webhost & Website Development	12,500	20,097	161%
TOTAL PROJECT TECHNOLOGY	\$19,500	\$24,051	123%
TOTAL DIRECT EXPENSE	\$229,750	\$149,227	65%

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Executive Director	120,000	92,000	77%
Policy & Initiatives Director	42,500	25,000	59%
Program & Development Manager	50,000	38,625	77%
Clerical		2,187	
Finance & Accounting Manager	25,000	10,841	43%
CFO	5,000		0%
TOTAL STAFFING	\$242,500	\$168,653	70%
Benefits			
Health Benefit	21,250	23,878	112%
Retirement	12,000	11,722	98%
TOTAL BENEFITS	\$33,250	\$35,600	107%
Payroll Taxes & Insurance			
Payroll Taxes	21,250	13,382	63%
Workers' Comp. Insurance	4,250	771	18%
TOTAL BENEFITS	\$25,500	\$14,153	56%
Hiring Expense		\$3,568	
Staff Development	\$5,000	\$1,750	35%
TOTAL STAFFING EXPENSE	\$306,250	\$223,724	73%

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Supporting Expenses			
Corporate Expenses			
Audit/Review	10,000		0%
Board of Directors	2,500	113	5%
Directors & Officers Insurance	1,500	1,015	68%
Legal Fees	1,000	122	12%
Property & Liability Insurance	2,000	966	48%
Tax Filing Fees	500	179	36%
TOTAL CORPORATE EXPENSES	\$17,500	\$2,395	14%
Office			
Graphic Design	500		0%
Postage	500	21	4%
Printing	500		0%
Bank Charge	200	142	71%
Equipment	2,000	1,217	61%
Furnishings	5,000	4,015	80%
Maintenance	1,000	3,496	350%
Rent	30,000	20,194	67%
Supplies	5,000	6,384	128%
Tech Support		1,118	
Utilities	4,500	3,504	78%
TOTAL OFFICE	\$49,200	\$40,091	81%
Organizational Development			
Conference Fees	1,000	2,402	240%
Contributions	500	150	30%
Dues	500	40	8%
Gifts Given	500	48	10%
Marketing	1,000	22	2%
Meals & Entertainment	1,000	553	55%
Publications	500	429	86%
Subscriptions	500	454	91%
TOTAL ORGANIZATIONAL DEVELOPMENT	\$5,500	\$4,098	75%
Travel			
Local Travel	1,000	427	43%
Lodging	1,500	266	18%
Meals	500		0%
Transport	2,000		0%
Travel - Other	1,000		0%
TOTAL TRAVEL	\$6,000	\$693	12%
TOTAL SUPPORTING EXPENSES	\$78,200	\$47,277	60%
TOTAL EXPENSES SUBTOTAL	\$614,200	\$420,228	
INCOME LESS EXPENSES	\$23,800	\$12,334	
EXLOCO FUND BALANCE December 31, 2009		\$112,233	
CARPE DIEM WEST FUND BALANCE December 31, 2010		\$124,567	