

Carpe Diem West
Statement of Income and Expense
9 months ended September 30, 2011

	Year-to-Date <u>Actual</u>	2011 Annual <u>Budget</u>	<u>% of Budget</u>
INCOME			
Private Grants	\$ 532,000	\$ 400,000	133%
Public Grants	35,000	85,000	41%
Project Fees		25,000	0%
Agency Support	5,060	35,000	14%
Corporate Support	2,500	25,000	10%
NGO Support	586	10,000	6%
Individual and Other Contributions	17,015	25,000	68%
Interest and Other Inc	556	1,000	56%
TOTAL INCOME	\$ 592,717	\$ 606,000	98%
EXPENSES			
Program Expenses			
University Partnerships	\$ 26,500	\$ 21,000	126%
Communications Consultants	18,000	24,000	75%
Facilitation & Recording		5,000	0%
Site & Catering	2,915	25,000	12%
Meeting Supplies	253	5,000	5%
Travel	6,212	15,000	41%
Program Consultants	6,443	20,000	32%
Program Development	4,077	10,000	41%
TOTAL PROGRAM EXPENSES	64,400	125,000	52%
Postage & Shipping	688	2,500	28%
Printing & Graphic Design			
Graphic Design	115	8,500	1%
Printing-Other	643	8,500	8%
TOTAL PRINTING	758	17,000	4%
Technology			
Equipment	1,928	4,000	48%
Software	94	1,000	9%
Supplies	96	500	19%
Tech Support + Webhost	1,937	2,500	77%
Website Development	21,349	10,000	213%
TOTAL TECHNOLOGY	25,404	18,000	141%
TOTAL PROGRAM EXPENSE	\$ 91,250	\$ 162,500	56%

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Staffing Expenses			
Executive Director	\$ 69,000	\$ 120,000	58%
Policy & Initiatives Director	57,000	85,000	67%
Marketing & Development Director	9,167		
Operations & Project Manager	36,101	50,000	72%
Clerical	840		
Finance & Accounting Manager	12,410	26,250	47%
CFO	1,200	5,000	24%
TOTAL STAFFING	185,718	286,250	65%
Benefits			
Health Benefit	29,510	25,500	116%
Retirement	5,865	12,000	49%
TOTAL BENEFITS	35,375	37,500	94%
Payroll Taxes & Insurance			
Payroll Taxes	12,251	25,500	48%
Workers' Comp. Insurance	1,156	2,550	45%
TOTAL PAYROLL TAXES & INSURANCE	13,407	28,050	48%
Hiring Expenses			
Staff Development + Hiring	3,080	5,000	62%
TOTAL STAFFING EXPENSE	\$ 237,580	\$ 356,800	67%

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SUPPORTING EXPENSES			
Corporate Expenses			
Audit/Review	\$ 2,273	\$ 10,000	23%
Board of Directors	1,299	2,500	52%
Directors & Officers Insurance	982	1,500	65%
Legal Fees		1,000	0%
Property & Liability Insurance	966	2,000	48%
Tax Filing Fees	75	500	15%
TOTAL CORPORATE EXPENSES	<u>5,595</u>	<u>17,500</u>	<u>32%</u>
Office			
Bank Charge	83	200	42%
Furnishings	2,570	5,000	51%
Maintenance	1,621	1,000	162%
Postage & Printing	88		
Rent	18,900	25,200	75%
Supplies	5,224	5,000	104%
Technology	35		
Utilities	2,422	4,500	54%
TOTAL OFFICE	<u>30,943</u>	<u>40,900</u>	<u>76%</u>
Organizational Development			
Conference Fees	190	1,000	19%
Contributions		500	0%
Dues	20	500	4%
Gifts Given		500	0%
Marketing		1,000	0%
Meals & Entertainment	367	1,000	37%
Publications	56	500	11%
Subscriptions	320	500	64%
Travel	1,787		
TOTAL ORGANIZATIONAL DEVELOPMENT	<u>2,740</u>	<u>5,500</u>	<u>50%</u>
TOTAL SUPPORTING EXPENSES	<u>\$ 39,278</u>	<u>\$ 63,900</u>	<u>61%</u>
TOTAL EXPENSES SUBTOTAL	<u>\$ 368,108</u>	<u>\$ 583,200</u>	
Reserve Fund Allocation 3% of Income		18,180	0%
Reserve Fund Transfer to Fund Balance			
TOTAL EXPENSES	<u>\$ 368,108</u>	<u>\$ 601,380</u>	<u>61%</u>
INCOME LESS EXPENSES	<u>\$ 224,609</u>	<u>\$ 4,620</u>	
Fund Balance, December 31, 2010	124,567		
Total Fund Balance, September 30, 2011	<u>\$ 349,176</u>		
FUND BALANCE			
Operating Reserve	47,841		
General Fund Balance	301,335		
Total Fund Balance, September 30, 2011	<u>\$ 349,176</u>		