

Carpe Diem West

Statement of Income and Expense

Quarter Ended March 31, 2011

Prepared for the Board of Directors

June 2, 2011

	Year-to-Date Actual	2011 Carpe Diem West Budget	% of Budget
INCOME			
Private Grants	40,000	400,000	10%
Public Grants		85,000	0%
Project Fees		25,000	0%
Agency Support		35,000	0%
Corporate Support	2,500	25,000	10%
NGO Support		10,000	0%
Individual/Other Contributions	13,376	25,000	54%
Interest Inc	30	1,000	3%
TOTAL INCOME	\$55,906	\$606,000	9%
EXPENSES			
Program Expenses			
Facilitation & Recording		\$ 25,000	0%
Site & Catering	1,915	25,000	8%
Meeting Supplies	253	10,000	3%
Travel	2,307	15,000	15%
Project Consultant	7,850	40,000	20%
Project Development	2,476	10,000	25%
TOTAL PROGRAM EXPENSES	14,801	125,000	12%
Postage & Shipping	223	2,500	9%
Printing & Graphic Design			
Graphic Design		8,500	0%
Printing-Other		8,500	0%
TOTAL PRINTING	-	17,000	0%
Technology			
Equipment	1,786	4,000	45%
Software		1,000	0%
Supplies		500	0%
Tech Support	1,062	2,500	42%
Website Development	3,904	10,000	39%
TOTAL TECHNOLOGY	6,752	18,000	38%
TOTAL PROGRAM EXPENSE	\$21,776	\$162,500	13%

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Staffing Expenses			
Executive Director	23,000	120,000	19%
Policy Director	18,750	85,000	22%
Operations & Project Manager	10,125	50,000	20%
Clerical			
Finance & Accounting Manager	7,134	26,250	27%
CFO		5,000	0%
TOTAL STAFFING	59,009	286,250	21%
Benefits			
Health Benefit	8,624	25,500	34%
Retirement	-	12,000	0%
TOTAL BENEFITS	8,624	37,500	23%
Payroll Taxes & Insurance			
Payroll Taxes	3,351	25,500	13%
Workers' Comp. Insurance	851	2,550	33%
TOTAL BENEFITS	4,202	28,050	15%
Staff Development	500	5,000	10%
TOTAL STAFFING EXPENSE	\$72,335	\$356,800	20%

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SUPPORTING EXPENSES			
Corporate Expenses			
Audit/Review	500	10,000	5%
Board of Directors	773	2,500	31%
Directors & Officers Insurance		1,500	0%
Legal Fees		1,000	0%
Property & Liability Insurance		2,000	0%
Tax Filing Fees	(30)	500	-6%
TOTAL CORPORATE EXPENSES	1,243	17,500	7%
Office			
Bank Charge	97	200	49%
Furnishings	45	5,000	1%
Maintenance	800	1,000	80%
Rent	6,300	25,200	25%
Supplies	1,269	5,000	25%
Utilities	957	4,500	21%
TOTAL OFFICE	9,468	40,900	23%
Organizational Development			
Conference Fees	190	1,000	19%
Contributions		500	0%
Dues		500	0%
Gifts Given	10	500	2%
Marketing		1,000	0%
Meals & Entertainment	21	1,000	2%
Publications	13	500	3%
Subscriptions	131	500	26%
TOTAL ORGANIZATIONAL DEVELOPMENT	365	5,500	7%
TOTAL SUPPORTING EXPENSES	\$11,076	\$63,900	17%
TOTAL EXPENSES SUBTOTAL	\$105,187	\$583,200	
Reserve Fund Allocation 3% of Income	1,677	18,180	9%
Reserve Fund Transfer to Fund Balance	(1,677)		
TOTAL EXPENSES	\$105,187	\$601,380	17%
INCOME LESS EXPENSES	(49,281)	4,620	
Fund Balance, December 31, 2010	124,567		
Total Fund Balance, March 31, 2011	\$75,286		
FUND BALANCE			
Operating Reserve	31,737		
General Fund Balance	43,549		
Total Fund Balance, March 31, 2011	\$75,286		