



PROJECTED FOUNDATION BUDGET - YEAR 2005

Visitation Hospital Foundation

Note: Our fiscal year is the same as the calendar year--January 1 through December 31.

- This is the projected budget for the foundation. It is *not* a proposed operational budget for the clinic or the hospital itself.
 - This budget would obviously be affected by the actual construction of the clinic, if that were accomplished this year. In enough funds had been raised to do that, then the contribution income would be higher than this projection, and the costs of construction would also show on the balance sheet.

Expense Budget

<i>Accounting Categories</i>	<i>Details</i>	<i>Amount</i>
Salaries and Wages:	Executive Director / Part-time salary	(18,000.00)
Gross Pay	Development Director / Full-time salary	(44,400.00)
	Assoc. Dir. / Part-time wages - estimated	(17,200.00)
	Admin. Asst. / Part-time wages - estimated	(15,600.00)
	Bookkeeper / Part-time wages - estimated	(12,600.00)
Contract Labor	Contract labor costs for VHF	(0.00)
Payroll Taxes - SS & Med. only	Social Security & Medicare (excluding FIT withholding)	(16,400.00)
Accounting	Payments to Accountant; quarterly 941 tax forms; annual 990 tax return; W-2s & W-3s; plus requested audit (appx \$2,500)	(4,300.00)
Advertising	Advertising for donations, job positions, events	(1,800.00)
Art Auction	Art auction expenses	(17,500.00)
Automobile	(VHF does not yet own a vehicle)	(0.00)
Bad Debts	N/A	(0.00)
Bank Charges	Monthly maintenance fees, check re-orders, plus other fees	(220.00)
Board Meetings	Travel, lodging, related expenses	(2,600.00)
Building	Construction of clinic, etc. - see note above	(0.00)
Client Development	Donor development costs, including certain items to thank donors	(850.00)
Computer Expense	Incl. e-mail & internet / Web site server fees & upgrades / Domain name renewals / Consultation / Repairs & upgrades	(2,600.00)
Consulting	Donor & fundraising research & consultation, grant application preparation, etc.	(18,000.00)
Continued Education		(0.00)
Contributions - Cash	Contributions from us to something else	(0.00)
Contributions - Other	Contributions from us to something else	(0.00)
Distribution-Project	Funds distributed through us to any projects in Haiti	(0.00)
Dues and Subscriptions	Fundraising newsletters, etc.	(325.00)
Education Meetings		(0.00)
Freight	Shipping equipment to Haiti	(0.00)
Gifts and Flowers	Various possible gifts; flowers for funerals/birthdays	(180.00)
Insurance - Disability	N/A	(0.00)
Insurance - General Liability	(We are considering getting this coverage)	(400.00)
Insurance - Group Health	For Development Director only	(5,680.00)
Interest Expense	N/A - for loans	(0.00)
Legal	Attorney fees in U.S. & Haiti / NGO status legal fees	(550.00)
Licenses & Permits	File state Corporation Annual Report (\$20.00), state Div. Of Char. Solic. registration renewal (\$200.00), etc.	(250.00)
Meals		(0.00)

Medical	Medical expense	(0.00)
Merchant Fees	For credit card processing fees (from our processor Banc Card/NOVA, AMEX, Discover)	(1,150.00)
Office Supplies	Various office supplies, including some software, etc.	(4,400.00)
Photography & Video	Film, developing, prints, enlargements, presentations	(550.00)
Postage	Mass mailings, stamps, mailing packages	(4,800.00)
Printing	Newsletters, envelopes & stationery, copying	(9,800.00)
Promotion & Public Relations	Associated with fundraising events	(450.00)
Rent	Office on 21 st Avenue minus PTPA partial reimb.	(7,620.00)
Repairs & Maintenance	For copiers and other equipment	(350.00)
Seminars	Seminars on fundraising, etc.	(200.00)
Supplies	General supplies; miscellaneous supplies--incl. books, etc.	(2,450.00)
Taxes - Business		(0.00)
Taxes - Fed. Unemployment	N/A	(0.00)
Taxes - State Employment	For organizations with 5 or more employees	(400.00)
Telephone	Phone & fax, incl. long-distance calls, teleconferences	(4,850.00)
Travel	Airfare, lodging, etc. (see "Board" also)	(7,100.00)
Utilities	(We don't pay utilities at our rental office)	(0.00)
Water Purification	Water project through Gift of Water organization	(11,200.00)
TOTAL EXPENSE BUDGET		(234,775.00)

In accordance with accounting practices, expenses in the areas of "Program," fundraising, and management/administration are considered to be inherently included as a percentage of the figures listed in different categories.

Income Goals

Category	Details	Amount
Contributions - "Program" (Unrestricted general fund)	Unrestricted contributions to the foundation; capital campaign/personal contacts/unrestricted grants/private donations/our mail list/purchased mail lists/unrestricted web site contributions/event revenue (see "Art Auction" also)/breakfast fundraiser/wills & estate planning/corporate giving	\$295,000.00
Contributions-For Distribution	Restricted contributions for hospital building fund	\$12,000.00
Contributions - Art Auction	Art Auction registrations, Live Auction, Silent Auction, sale items, other donations	\$40,500.00
Interest Income - Brokerage Account	From unrestricted general fund	\$110.00
Interest Income - Brokerage Account	From restricted hospital building funds (note: interest can be taken into general/unrestricted fund)	\$10.00
Other Income	Miscellaneous-sale of vanilla, cards, necklaces, etc.	\$900.00
TOTAL RESTRICTED INCOME	(income restricted to building fund)	\$12,000.00
TOTAL UNRESTRICTED INCOME	(including interest income from restricted fund)	\$336,520.00

Totals

TOTAL UNRESTRICTED INCOME	\$336,520.00
TOTAL EXPENSE BUDGET	(234,775.00)
PROJECTED BUDGET BALANCE	\$101,745.00

- This projected budget was prepared by VHF Associate Director Jeff Patterson.