

OPERATION HOMEFRONT - Kentucky/Tennessee Chapter

	2010 Proposed Budget (8 Months)
<u>Revenue</u>	
Contributions:	
Direct Mail	-
Individual Donations	-
Corporations	-
Grant-Foundations & Trusts	-
Legacies & Bequest	-
Special Events	-
Sub-total	-
Other Income:	
In-Kind Income	-
Miscellaneous	-
Investment Income	-
National Income/Grants	-
Sub-total	-
Total Revenue	-
<u>Expenses</u>	
Personnel & Benefits	25,106
Professional Fees	155
Supplies	1,275
Communication	1,200
Postage & Shipping	350
Occupancy	1,000
Rent & Maintenance	60
Printing & Publications	-
Travel	825
Conference & Meetings	450
Specific Assistance	50,000
Membership & Dues	-
Special Event Expenses	-
In-Kind Expenses	-
Miscellaneous	150
Depreciation	-
Total Expenses	80,571
Net Income	(80,571)

OPERATION HOMEFRONT - Kentucky/Tennessee Chapter												
Proposed Salary & Benefits			Current		Proposed Performance	Total Proposed						
Hire Date	Part-time/Full-time	Employee Name	Position	Gross Salary		Salary Increase	Soc. Sec.	Med.	Federal			
	FT	Tina Englen	Chapter President	20,000.00	1,000.00	21,000.00	1,302.00	304.50	1,680.00	819.00	4,105.50	25,105.50
Note: Salary is \$30,000 base at 8 months.												

Proposed Salary & Benefits												
Hire Date	Part-time/ Full-time	Employee Name	Position	Current Gross Salary	Proposed Performance Salary	Total Proposed Salary Increase	Soc. Sec.	Med.	Federal	SUL	Total Benefits	Total Sal. & Benefits
	FT	Tina Englen	Chapter President	20,000.00	1,000.00	21,000.00	1,302.00	304.50	1,680.00	819.00	4,105.50	25,105.50
Note: Salary is \$30,000 base at 8 months.												

OPERATION HOMEFRONT - Kentucky/Tennessee Chapter				
Allocation Worksheet				
		General		
	Program	& Admin.	Fundraising	Total
Employees				
Tina Englen	72%	13%	15%	100%
*Note: Allocation is based on time spent.				

OPERATION HOMEFRONT - Kentucky/Tennessee Chapter									
Payroll Allocation Worksheet									
	Total Annual Salary	Program	Salaries & Admin.	Fundraising	Total Salaries	Program Payroll Taxes	General & Admin.	Fundraising Taxes	Total Salaries & Payroll Taxes
Tina Englen	25,105.50	15,120.00	2,730.00	3,150.00	21,000.00	2,955.96	533.72	615.83	25,105.50

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Payroll Allocation Worksheet									

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Acct #	Categories	Program	G&A	Fundraising	Total
	Contributions:				
4001	Direct Mail	-	-	-	-
4002	Individual Donations	-	-	-	-
4003	Corporations	-	-	-	-
4004	Grants - Foundations, Trusts	-	-	-	-
4005	Legacies & Bequests	-	-	-	-
	Sub-Total	-	-	-	-
	Special Events:				
4201	Event #1	-	-	-	-
4201	Event #2	-	-	-	-
4201	Event #3	-	-	-	-
	Sub-Total	-	-	-	-
	In-Kind Contributions:				
4301	Gift Cards	-	-	-	-
4302	Computers	-	-	-	-
4303	Other Equipment	-	-	-	-
4304	Facilities	-	-	-	-
4305	Goods	-	-	-	-
4306	Services	-	-	-	-
4307	Vehicles	-	-	-	-
4308	Furniture	-	-	-	-
4309	Special Events	-	-	-	-
4310	National	-	-	-	-
	Sub-Total	-	-	-	-
4501	Miscellaneous Revenue	-	-	-	-
	Investment Income:				
4601	Local Financial Institutes Interest	-	-	-	-
	Stocks	-	-	-	-
	Sub-Total	-	-	-	-
4700	National Income/Grants	-	-	-	-
	Total Revenue	-	-	-	-

		<u>Program</u>	<u>G&A</u>	<u>Fundraising</u>	<u>Total</u>
	Staffing:				
6001	Salaries	15,120	2,730	3,150	21,000
6002	Health Benefits	-	-	-	-
6003	Retirement	-	-	-	-
6004	Payroll Taxes	2,956	534	616	4,106
	Sub-Total	18,076	3,264	3,766	25,106
	Professional Fees:				
6101	Payroll Services		50	-	50
6102	Technology Services	-	-	-	-
6104	Public Relations Services	-	-	-	-
6105	Marketing Services	-	-	-	-
6106	Temporary Staff Services	-	-	-	-
6107	Employment Recruitment Services	-	-	-	-
6108	Background Check Services	105	-	-	105
6109	Development Services	-	-	-	-
6110	Attorney Services	-	-	-	-
6111	Other Contract Services	-	-	-	-
6112	Accounting Services	-	-	-	-
	Sub-Total	105	50	-	155
	Supplies:				
6201	Office Supplies	200	50	100	350
6202	Printing Supplies	100	25	200	325
6203	Copier Supplies	-	-	-	-
6204	Technology Supplies	-	-	-	-
6205	Event Supplies	100	-	100	200
6206	Promotional Supplies	200	-	200	400
	Sub-Total	600	75	600	1,275
	Communication:				
6301	Basic Phone Service	-	-	-	-
6302	Long Distance Service	-	-	-	-
6303	Internet Service	-	-	-	-
6304	Cell Phone Service	900	180	120	1,200
	Sub-Total	900	180	120	1,200
	Postage & Shipping:				
6401	Postage	25	25	50	100
6402	Shipping Services	150	-	100	250
	Sub-Total	175	25	150	350
	Occupancy:				
6501	Building Rent	-	-	-	-
6502	Utilities - Water	-	-	-	-
6503	Utilities - Electricity	500	100	400	1,000
6504	Utilities - Gas	-	-	-	-
6505	Insurances	-	-	-	-
6506	Licenses & Fees	-	-	-	-
6507	Facility Repairs	-	-	-	-
	Sub-Total	500	100	400	1,000
	Rent & Maintenance of Equipment:				
6601	Copier Maintenance	-	-	-	-
6602	Rental of Equipment	35	10	15	60
6603	Computer Maintenance	-	-	-	-
6604	Vehicle Maintenance	-	-	-	-
	Sub-Total	35	10	15	60

		<u>Program</u>	<u>G&A</u>	<u>Fundraising</u>	<u>Total</u>
	Printing & Publications:				
6701	Printing of Forms	-	-	-	-
6702	Printing of Stationary	-	-	-	-
6703	Printing of Annual Report	-	-	-	-
6704	Printing of Newsletters	-	-	-	-
6705	Printing of Brochures	-	-	-	-
6706	Printing of Promotional Items	-	-	-	-
6707	Printing of Event Items	-	-	-	-
6708	Advertising	-	-	-	-
6709	Awards & Gifts	-	-	-	-
	Sub-Total	-	-	-	-
	Travel:				
6801	Commercial Airline Fees	-	-	-	-
6802	Lodging	200	-	100	300
6803	Meals & Incidentals	75	-	50	125
6804	Personal Mileage Reimbursement	200	-	200	400
6805	Rental of Vehicles	-	-	-	-
	Sub-Total	475	-	350	825
	Conference & Meetings:				
6901	Registration Fees	-	-	-	-
6902	Staff Meetings	-	-	-	-
6903	Board Meetings	-	300	-	300
6904	Annual Conference	-	-	-	-
6905	Local Meetings - Courtesies	50	-	100	150
	Sub-Total	50	300	100	450
	Specific Assistance:				
7002	Holiday Programs	-	-	-	-
7004	Spouse Club-Hubs	-	-	-	-
7005	Auto Payment/Insurance Assistance	10,000	-	-	10,000
7006	Auto Repair/Maintenance	10,000	-	-	10,000
7007	Computer Assistance	-	-	-	-
7008	Food Assistance	10,000	-	-	10,000
7009	Furniture/Household/Baby Items	-	-	-	-
7010	Healthcare Assistance	2,000	-	-	2,000
7011	Home & Appliance Repair Assistance	1,000	-	-	1,000
7012	Morale - Other	1,000	-	-	1,000
7013	Moving/Relocation	1,000	-	-	1,000
7014	Counseling/Referral/Education/ Services	-	-	-	-
7016	Wounded Warrior Wives Support Group	-	-	-	-
7017	Rent/Mortgage Assistance	8,000	-	-	8,000
7018	Travel Assistance	-	-	-	-
7019	Utilities Assistance	4,000	-	-	4,000
7020	Vision Care Assistance	1,000	-	-	1,000
7021	Appliance Repair & Asst.	2,000	-	-	2,000
	Sub-Total	50,000	-	-	50,000

		<u>Program</u>	<u>G&A</u>	<u>Fundraising</u>	<u>Total</u>
	Membership Dues & Subscriptions:				
7101	Membership Dues	-	-	-	-
7102	Subscriptions				
7103	National Dues	-	-	-	-
	Sub-Total	-	-	-	-
	Special Events Expenses:				
7201	Event #1	-	-	-	-
7202	Event #2	-	-	-	-
7203	Event #3	-	-	-	-
	Sub-Total	-	-	-	-
	In-Kind Expenses:				
7301	Gift Cards	-	-	-	-
7302	Other Equipment	-	-	-	-
7303	Goods	-	-	-	-
7304	Facilities	-	-	-	-
7305	Holiday Program	-	-	-	-
7306	Advertising	-	-	-	-
7307	Computers	-	-	-	-
7308	Disaster Relief	-	-	-	-
7309	Vehicle	-	-	-	-
7310	Furniture				
7311	Services	-	-	-	-
	Sub-Total	-	-	-	-
	Miscellaneous Expenses:				
7401	Bank Charges	-	-	-	-
7402	Credit Card Fees	-	-	150	150
7403	Staff/Vol. Gifts	-	-	-	-
7404	Volunteer Expenses	-	-	-	-
7405	Miscellaneous	-	-	-	-
7406	Write-Off Items	-	-	-	-
	Sub-Total	-	-	150	150
	Depreciation Expenses:				
7500	Technology Equipment	-	-	-	-
	Office Furniture	-	-	-	-
	Vehicles	-	-	-	-
	Sub-Total	-	-	-	-
	Total Expenses	70,916	4,004	5,651	80,571
	Net Income	(70,916)	(4,004)	(5,651)	(80,571)
	Program percentage	88%			
	Overhead percentage	12%			