

Christian Women's Job Corps of Middle TN

2015 Expense Budget

	Budget 2015
Expense	
Program Expense	
GED Program	
GED Books/Software/CD/Video	6,300.00
Educational Materials	1,800.00
Program - ESL (MTE grant funds)	4,175.00
GED Test Fee	3,000.00
Graduation	1,300.00
Total GED Program	16,575.00
Program - Children's Room	500.00
Program - Student Needs	2,700.00
Stipend	0.00
Supplies	800.00
Transportation	800.00
WMU Scholarship	1,000.00
Web Site	1,000.00
Total Program Expense	23,375.00
Operations	
Administration	
Accounting/Audit/Legal	6,800.00
Bank/credit card/broker fees	1,100.00
Board Expenses	1,000.00
Contributions	200.00
Gifts and Recognition	2,000.00
Local Travel/Parking	4,000.00
Marketing/Promotion	17,000.00
Membership/Dues	550.00
Meetings	1,000.00
Postage/Shipping/Freight	1,900.00
Printing & Reproduction	2,500.00
State License Fee	220.00
Telephone	13,000.00
Total Administration	51,270.00
Insurance	
Insurance - E & O Liab	1,271.00
Insurance - Liability	2,700.00
Insurance - Worker's Comp	1,900.00
Total Insurance	5,871.00

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Office	
Computer/Software Supplies	4,000.00
Equipment Expense	1,000.00
Office Sundries	200.00
Office Supplies	3,000.00
Office Machine Service Agreement	400.00
Computer Service & Repair	500.00
Repair & Maintenance	700.00
Utilities	10,800.00
Total Office	20,600.00
Volunteers	
Volunteer Recognition	750.00
Volunteer Training	750.00
Total Volunteers	1,500.00
Total Operations	79,241.00
Employee/Personnel Expense	
Salary and Benefits	
Gross Wages	327,102.50
Payroll Taxes	25,046.50
Employee Retirement Expense	4,800.00
Payroll - Employee Benefits	9,000.00
Employee Insurance	10,285.00
Total Salary and Benefits	376,234.00
Staff	
Contract Services-Financial	19,200.00
Background Checks	800.00
Staff Development	3,000.00
Payroll Service Fee	3,500.00
Total Staff	26,500.00
Total Employee/Personnel Expense	402,734.00
Special Event Expenses	
Fundraisers	21,500.00
Fundraiser - In-Kind expense	7,600.00
Total Special Event Expenses	29,100.00
Total Expense	534,450.00