

Nashville Business Incubation Center

Profit & Loss Budget Overview

	<u>Oct '07 - Sep 08</u>
Ordinary Income/Expense	
Income	
Rental Revenue	
Suites	198,000.00
Vacancy Allowance	-12,000.00
Training Center	400.00
Late Charge Fees	1,200.00
Returned Check Fees (Net)	100.00
Residential Rental Income	
Copier	250.00
Fax	150.00
Key	120.00
Postage	600.00
Total Residential Rental Income	<u>1,120.00</u>
Rent Concessions	<u>8,049.00</u>
Total Rental Revenue	<u>196,869.00</u>
Revolving Loans	
Application fee	60.00
Loan Fee	200.00
Total Revolving Loans	<u>260.00</u>
Total Income	<u>197,129.00</u>
Gross Profit	197,129.00
Expense	
Salaries and Fringe Benefits	
Salaries	
Director	
Base	57,600.00
Longevity	1,500.00
Total Director	<u>59,100.00</u>
Secretary III	
Base	21,600.00
Total Secretary III	<u>21,600.00</u>
Total Salaries	80,700.00
Employee Benefits	
Benefits	25,020.00
Total Employee Benefits	<u>25,020.00</u>
Total Salaries and Fringe Benefits	105,720.00
Travel and Entertainment	
Conference Fees	1,500.00

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Hotel	2,000.00
Meals	500.00
Transportation	1,000.00
Total Travel and Entertainment	<u>5,000.00</u>
 Supplies and Materials	
Office Supplies	3,720.00
Total Supplies and Materials	<u>3,720.00</u>
 Management and Technical Fund	
Accounting Fee Tenant Funds	4,800.00
Total Management and Technical Fund	<u>4,800.00</u>
 Operating	
Alarm System	300.00
Bad Debt Expense	0.00
Bank Service Charges	120.00
Depreciation Expense	1,815.00
Licenses and Fees	245.00
Postage	2,400.00
Printing & Copying	75.00
Professional Development	5,400.00
Professional fees	
Accounting fees	3,480.00
Contract Services-1099	1,200.00
Total Professional fees	<u>4,680.00</u>
 Repairs & Maintenance	
Telecommunications	1,824.00
Building	18,000.00
Equipment	7,200.00
Tenant Move Out	3,700.00
Total Repairs & Maintenance	<u>30,724.00</u>
 Total Operating	45,759.00
 Public Relations	
Advertising Services	1,846.00
Brochures and Publications	6,876.00
Donation-TSU	300.00
Dues & Subscriptions	1,500.00
Gifts and Honorariums	480.00
Meeting Expense	6,000.00
Web-Site Design & Maintenance	1,350.00
Total Public Relations	<u>18,352.00</u>
 Service Contracts Fees	
Maintenance-Copier	840.00
Maintenance-HVAC	4,860.00

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Maintenance-Postage Meter	<u>1,248.00</u>
Total Service Contracts Fees	<u>6,948.00</u>
Planned Giving Premiums	<u>6,830.00</u>
Total Expense	<u>197,129.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>