

**ITEMIZED SERVICE BUDGET
FOR CONTRACT SERVICE: LIHEAP
SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM, INC.
07/01/15 THROUGH 06/30/16
REVISED 10/22/2015**

I. PERSONNEL

NUMBER OF POSITIONS	FTE	POSITION	TITLE	TOTAL SALARY FOR CONTRACT PERIOD	% ALLOCATED SERVICE *A + D = TOTAL	TOTAL SERVICE COST	LIHEAP COST
1	1.0	Executive Director		42,000.00	4.086%	\$1,716	\$1,716
1	1.0	Fiscal/Contract Manager		35,000.00	4.803%	\$1,681	\$1,681
1	1.0	Program/Payroll Manager		35,000.00	4.803%	\$1,681	\$1,681
1	1.0	Secretary		29,120.00	2.328%	\$678	\$678
1	1.0	WAP Program Manager		35,000.00	74.286%	\$26,000	26,000
2	2.0	WAP Supervisors		68,000.00	73.703%	\$50,118	50,118
1	1.0	WAP Crew Members		30,000.00	50.000%	\$15,000	15,000
2	2.0	Region Coordinator		66,000.00	10.017%	\$6,611	\$6,611
5	5.0	Case Manager II		150,000.00	8.667%	\$13,000	\$13,000
TOTAL PERSONNEL COST						\$116,485	\$116,485

II. EMPLOYEE RELATED EXPENSES

ITEM	BASIS	TOTAL SERVICE COST	LIHEAP COST
Various Fringe Benefits <i>(Increase in all Insurances)</i>	(Average of 25.074% of \$ 120,985)	\$ 30,335	30,335
TOTAL EMPLOYEE RELATED EXPENSES COST		\$ 30,335	\$ 30,335

III. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL SERVICE COST	LIHEAP COST
Audit & 990 Return	\$13,000 Annual Cost x 13.938%	\$ 1,812	1,812
Professional Contracted Services <i>(Bookkeeping)</i>	Contracted Direct Services 40 hrs/mo x \$75/hr x 12 months x 13.889%	\$ 5,000	5,000
Bank Charges <i>(Account Analysis Statement Fees)</i>	\$ 290/mo Bank fees x 12 months x 25.862%	\$ 900	900
TOTAL PROFESSIONAL AND OUTSIDE SERVICES COST		\$ 7,712	\$ 7,712

IV. TRAVEL

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
Vehicle Fuel/Maintenance	112,980 miles / 14 miles gal x 4.15 gal x 50.773%	\$ 17,004	17,004
Staff/Board Owned Vehicle Mileage	6,000 miles/month x 12 months x \$.40 X 22.302%	\$ 6,423	6,423
Staff Per Diem	\$20 per day X 10 employees X 45 meetings X 23.322%	\$ 2,099	2,099
Lodging	Average \$150 per night X 4 rooms X 15 nights X 36.678%	\$ 3,301	3,301
Conference Registration	Average \$450 X 10 Registrations X 34.934%	\$ 1,572	1,572
TOTAL TRAVEL COST		\$ 30,399	\$ 30,399

V. SPACE

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
Office Rent	\$ 3,150/mo x 12 months x 23.810%	\$ 9,000	9,000
Utilities	\$ 2,400 x 12 months x 20.834%	\$ 6,000	6,000
TOTAL SPACE COST		\$ 15,000	\$ 15,000

VI. EQUIPMENT

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
Telephone System	\$ 600/month x 12 months x 10.417%	\$ 750	750
Maintenance Contracts	\$ 1,500/month x 12 months x 16.667%	\$ 3,000	3,000
Software Support	\$ 1,000/month x 12 months x 12.500%	\$ 1,500	1,500
Equipment Purchases	\$ 200/month x 12 months x 11.000%	\$ 264	264
TOTAL EQUIPMENT COST		\$ 5,514	\$ 5,514

VII. MATERIALS AND SUPPLIES

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
General Office Supplies	Avg. \$1,000/month x 12 months x 12.500%	\$1,500	\$1,500
Cleaning Supplies	Avg. \$250/month x 12 months x 6.667%	\$200	\$200
Postage	Avg. \$1,000/month x 12 months x 4.167%	\$500	\$500
TOTAL MATERIAL AND SUPPLIES COST		\$2,200	\$2,200

VIII. OPERATING SERVICES

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
Telephone	\$4,890 per month X 12 months X 5.707%	\$ 3,349	3,349
Dues - ACAA	\$60 Ind. membership X 10 plus \$300 Agency membership X 11.112%	\$ 100	100
Fees - Corporation Commission	\$50 Annual Fee X 10%	\$ 5	5
General Liability Insurance	\$20,148 Annual Premium X 14.736%	\$ 2,969	2,969
Board of Directors Insurance	\$16,148 Annual Premium X 18.770%	\$ 3,031	3,031
Personnel Fingerprinting	\$67 x 10 employees x 19.403%	\$ 130	130
<i>(Allowing for additional hires and or terminations through the fiscal year)</i>			
TOTAL OPERATING SERVICE COST		\$ 9,584	\$ 9,584

IX.	TOTAL DIRECT COST:	\$ 217,229.00	\$ 217,229.00
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X. INDIRECT COSTS

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
TOTAL INDIRECT COST		\$0.00	\$0.00

XI. SUBTOTAL ADMINISTRATIVE COST		\$ 217,229.00	\$ 217,229.00
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XII. VOUCHERS

<u>ITEM</u>	<u>BASIS</u>	<u>TOTAL SERVICE COST</u>	<u>LIHEAP COST</u>
TOTAL VOUCHERS COST		47,500.00	47,500.00

XIII.	TOTAL SERVICE COST:	\$ 264,729.00	\$ 264,729.00
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Revenue Sources:

LIHEAP WEATHIZATION		\$ 264,729.00	\$ 264,729.00
Total Revenue		\$ 264,729.00	\$ 264,729.00