

ITEMIZED SERVICE BUDGET

CONTRACT SERVICE: SFY19 CSBG DISCRETIONARY FUNDS - VITA 2018

Agency: SEACAP

Contract Period: 07/01/18 THROUGH 06/30/19

1. PERSONNEL

NUMBER OF POSITIONS	FTE Level	POSITION TITLE	TOTAL SALARY FOR CONTRACT PERIOD		TOTAL SERVICE COST	DES COST
1	1.0	Executive Director	49,611.00	1.000%	\$ 496	496
1	1.0	Fiscal/Contract Manager	42,222.00	7.000%	\$ 2,956	2,956
1	1.0	Program/Payroll Manager	42,222.00	7.000%	\$ 2,956	2,956
1	1.0	Secretary	34,160.00	6.500%	\$ 2,220	2,220
2	2.0	Region Coordinator	80,222.00	6.500%	\$ 5,214	5,214
4	4.0	Case Manager II	144,880.00	6.500%	\$ 9,417	9,417
TOTAL PERSONNEL					\$ 23,259	\$ 23,259

2. EMPLOYEE RELATED EXPENSES

ITEM	BASIS	TOTAL COST	DES COST
	9.025% of Total Personnel Service Cost		
FICA		\$ 251	251
Unemployment Insurance		\$ 297	297
Worker's Compensation		\$ 201	201
Health Benefits		\$ 1,175	1,175
Life Insurance		\$ 175	175
TOTAL EMPLOYEE RELATED EXPENSES		\$ 2,099	\$ 2,099

3. PROFESSIONAL AND OUTSIDE SERVICES

ITEM	BASIS	TOTAL COST	DES COST
Audit & 990 Return	\$13,000 Annual Cost x 0.00%	\$ -	-
Professional Contracted Services	Contracted Direct Services 9 hrs/mo x \$75/hr x 12 months x 0.00%	\$ -	-
Bank Charges (Account Analysis Statement Fee)	\$ 290/mo Bank fees x 12 months x 0.00%	\$ -	-
TOTAL PROFESSIONAL AND OUTSIDE SERVICES		\$ -	\$ -

4. TRAVEL

ITEM	BASIS	TOTAL COST	DES COST
Staff/Board Owned Vehicle Mileage	2,000 miles/month x 3 months x \$.445 x 100%	\$ 2,670	2,670
Staff Per Diem	\$20 per day x 7 employees x 5 meetings x 100%	\$ 700	700
Lodging	Average \$175 per night x 4 rooms x 5 nights x 100%	\$ 3,500	3,500
Air Fare	Average \$ 500 per person x 7 employees x 100%	\$ 3,500	3,500
Conference Registration (IRS Nationwide Tax Forums Conference)	Average \$ 300 x 7 Registrations x 100%	\$ 2,100	2,100
TOTAL TRAVEL		\$ 12,470	\$ 12,470

5. SPACE

ITEM	BASIS	TOTAL COST	DES COST
Office Rent	\$ 3,184/month x 12 months x 0.00%	\$ -	-
Utilities	\$ 917/month x 12 months x 0.00%	\$ -	-
TOTAL SPACE		\$ -	\$ -

6. EQUIPMENT

ITEM	BASIS	TOTAL COST	DES COST
Maintenance Contracts Telephone Maintenance Contracts Copier Maintenance Contracts Software Support Contracts	\$ 2,075/month x 12 months x 0.00%	\$ -	-
Equipment Purchases	7 laptops x 1,000 x 100%	\$ 7,000	7,000
	4 portable printers x 350 x 100%	\$ 1,400	1,400
TOTAL EQUIPMENT		\$ 8,400	\$ 8,400

7. **MATERIALS AND SUPPLIES**

ITEM	BASIS	TOTAL COST	DES COST
General Office Supplies	Avg. \$100/month x 3 months x 100%	\$ 300	300
Cleaning Supplies	Avg. \$125/month x 12 months x 0.00%	\$ -	-
Postage	Avg. \$175/month x 12 months x 0.00%	\$ -	-
TOTAL MATERIALS AND SUPPLIES		\$ 300	\$ 300

8. **OPERATING SERVICES**

ITEM	BASIS	TOTAL COST	DES COST
Telephone	\$3,200 per month x 12 months x 0.00%	\$ -	-
Dues - ACAA	\$60 Ind. membership x 10 plus \$300 Agency membership x 0.00%	\$ -	-
Fees - Corporation Commission	\$50 Annual Fee x 0.00%	\$ -	-
General Liability Insurance	\$17,752 Annual Premium x 0.00%	\$ -	-
Board of Directors Insurance	\$2,297 Annual Premium x 0.00%	\$ -	-
Vehicle Insurance	\$2,957 Annual Premium x 0%	\$ -	-
Personnel Fingerprinting <i>(Allowing for additional hires and or terminations throught the fiscal year)</i>	\$67 x 5 employees x 0.00%	\$ -	-
TOTAL OPERATING EXPENSES		\$0	\$0

9. **INDIRECT COSTS**

ITEM	BASIS	TOTAL COST	DES COST
TOTAL INDIRECT COSTS		\$0.00	\$0.00

10.	SUBTOTAL ADMIN COST	\$ 46,528	\$ 46,528
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11. VOUCHERS

ITEM	TOTAL COST	DES COST
	\$ -	\$ -
TOTAL VOUCHERS	\$ -	\$ -

12.	TOTAL SERVICE COST / DES TOTAL COST:	\$46,528	\$46,528
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REVENUE SOURCES:

DAAS/CSBG DISCRETIONARY FUNDS	\$ 46,528	\$ 46,528
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TOTAL REVENUE:	\$46,528	\$46,528
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