

S. D. Walker & Company LLC Expansion Budget

(All Totals Rounded To The Nearest Dollar)

The amount below is for 1 year, the funding request will be for a 2 year business projection, this will bring the request amount to the total \$608,071.

A. Salary

Total: \$124,000.00

CEO(Chief Executive Officer) Responsible for the strategic and operational level of the company. Defining the company's vision, mission and objective future investments, diversification of services and products, acquisitions of other companies, organizational culture and creation of new processes and other internal policies. Currently oversees the program and will spend 100% of their time securing funding, donations and government grants to support the program, hiring, supervising and training staff and participants. This individual will receive **\$7,000.00 monthly owner's draw** and will cover 12 months.

CXO(Chief Customer Experience Officer) Assure client satisfaction in the journey and will spend 100% of their time administering and monitoring services and monitoring reviews, retention and recidivism rates of our clients. This individual's annual salary is **\$20,000.00** and will be covered for the 12 months, part-time position 3 days a week 5 hours a day.

CXO(Chief Customer Experience Officer) Assure client satisfaction in the journey and will spend 100% of their time administering and monitoring services and monitoring reviews, retention and recidivism rates of our clients. This individual's annual salary is **\$20,000.00** and will be covered for the 12 months, part-time position, part-time position 3 days a week 5 hours a day.

NOTE: Each consecutive year the pay raise will be determined based on cost of living adjustments and average increase for Executive officers as well as company profits and loss. The goal is for them to train qualified justice impacted personnel allowing them to have employment as they look for permanent employment. This will provide other benefits on taxes credits and insurance benefits for the company. (**Federal Bonding Program** to obtain free fidelity bond insurance. This program provides \$5,000 of coverage for six months)

B. Taxes and Fringe Benefits

Total: \$16,266.00

FUTA Tax for 3 employees First (\$7k*6%) per employee = \$420 x .9 = \$3,780.00 annually.

SS & Unemployment Tax (\$124,000*6.2%)=cost is \$7,688.00 annually.

Medicare Tax (124,000*1.45%)=cost is \$1,798.00 annually.

Retirement for full-time employees: Up to (3,000.00 per employee per year)

\$3K*1=\$3,000.00 annually.

Healthcare: N/A

C. Direct Cost

Total: \$134,894.50

Cost of Space – Commercial:

Monthly rent and other associated costs are necessary for the site location to provide the services, training and activities. The expansion space would be 753 square feet; the current square footage is 350. Which provides an additional office, bullpen, bathroom and training room, signage options. Which will increase the total lease by \$418.53 monthly.

Rent: Monthly \$978.90 Annual \$11,747.00

Utilities: Monthly \$219.63, Annual \$2,635.50

Janitorial Services: Monthly \$251.00, Annual \$3,012.00

Liability/Property Insurance: Monthly \$250.00, Annual \$3,000.00

BOP Insurance /Workman Comp \$3,000.00 annually

Telephone Services: This service is needed to stay connected to funding sources, participants, community collaborators and staff. **Monthly: \$800, Annual: \$9,600.00**

Internet Service: This service is needed to stay connected to funding sources, participants, community collaborators and staff. **Monthly: \$650, Annual:\$7,800.00**

Signage: These fees are associated with installation and maintenance of Program name on building Marquee. **Monthly Fee\$75.00; Annual Fee \$900.00**

Fixture, Furniture & Equipment (FF&E) Purchase and Maintenance: Annual \$42,000.00

Marketing/Events/Advertisement:

Dues and Subscriptions: to maintain memberships to organizations

Advertising: To include hiring notices, meetings, special events

Postage: Includes mailing, postage of flyers, program announcements, fiscal reports etc.

Printing: to include flyers, registration forms, handouts, workshop information, binding etc.

Monthly \$900, Annual \$10,800.00

Office Supplies

Meeting Supplies: to provide supplies for administrative meetings, workshops, etc.

Employee Training: to provide supplies for professional development and orientation for staff.

Office Supplies including binders, file folders, printer paper, toner, staples, etc.

Snacks: provided for meetings, participants, etc.

DOT & DNA Supplies(UA cups, test strips, urine tablets, buccal swabs/mouth DNA swaps)

TB Skin Test Supplies(cotton balls, ruler,sharps disposal container, gauze pads, Alcohol wipes,Needles,Sterile syringe,TB vaccine,Documentation)

Fingerprint cards, ink, gloves, fog free wipes, regular wipes, peroxide, preparation spray, paper towels

Monthly \$750, Annual \$9,000.00

Education and Business Management Software

Curricula Cost: Software for various certifications, for example CNA, Food Handlers cards, CPR and First Aid, Real-estate, Nursing exams

Receptions software

Quickbooks

Payroll

Monthly \$700, Annual \$8,400.00

Petty Cash

Reimbursements rate and miscellaneous cost

Travel –The staff is expected to travel around the different counties/State to visit sites, attend meetings and trainings/conferences, meet with county partners, quarterly events etc. The agency reimbursable rate is that set by the Federal government rate of 0.70 per mile.

Accommodations: There will be times during events when a vehicle may need to be rented to transport setup equipment, materials and/or food and supplies for quarterly events. When quarterly events are held in **Yuma, Cocopah, Pima or Pinal County** there will be hotel fees related to the event, due to the distance traveled is over 3 hours round trip. Overnight stays will not exceed a 2 night stay, unless the event itself exceeds 2 nights.

Meals-Will be covered at the rate suggested in the **U.S. General Services**

Administration. <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>.

NOTE: (All supporting documents must be submitted for reimbursement. The allocation payment will come out of *Marketing/Events/Advertisement and/or Petty Cash budget*.)

Monthly \$250, Annual \$3,000.00

Estimated Unobligated Funds –\$20,000.00

It is anticipated that another employee may be hired part-time to assist with the influx of participants after the 3rd quarter. If the funds are not utilized in the first year a formal carryover request will be submitted to use the funds in an extended period if allowed.

D. Indirect Costs:

Total: 57,748.59

There will be indirect costs associated with equipping the commercial property for effective usage that will not be ongoing:

Security Deposit and 1st Month Rent: \$4,348.59

Constructions Cost: There will be costs associated with building out the space to meet testing requirements for training room, intake offices, etc. \$30,000.00

Permits & Architectural Fees: These are fees associated with construction cost. \$23,400.00

Funding Request Amount:

Total: 332,909.09

Requested Funding Amount (2 years):

Total: 608,071.00