

	B	C	D
1	Updated & Corrected Budget - 2018-19 Home Office	2018-19 Home Office	Notes
2			
3	Income		
4	Other Income - From AEHAP - To Be Determined	1,500.00	Leslie AEHAP hours (AEHAP pays for some benefits. (this is time that has been paid by EHAC and is to be reimbursed by AEHAP - there will be more to add to this).
5	Interest Earned	12.00	Bank Interest
6	Total Other Income	\$ 1,512.00	
7	Primary Income		
8	Annual EHAC Dues - Undergrad. Programs	48,300.00	21 Undergrad. Only Programs @ \$2,300
9	Annual EHAC Dues- Graduate Programs	4,600.00	2 Graduate Only Programs @ \$2,300
10	Annual EHAC Dues- Combined Programs	24,150.00	7 Combined Grad/Undergrad Programs @ \$3,450 (14 total programs = 7 UG - \$2300/7Grad. - \$1150)
11	Initial Accreditation Fee	1,500.00	2 New Accrediting Program @ \$750
12	Re-Accreditation Fees	3,000.00	6 Programs to Re-Accredit in 2018/19 @ \$500
13	Site Visit Costs Paid	0.00	Zeroed for Budgeting Purposes - Pass Thru
14	Total Primary Income	\$ 81,550.00	
15	Total Income	\$ 83,062.00	
16	Gross Profit	\$ 83,062.00	
17			
18	Expenses		
19	EHAC Admin. & Occupancy		
20	Co-Work & Virtual Occupancy	0.00	Co-Work Space Costs based on upto \$150 per month for 10 mos 1st year.
21	Fixed Space Rent & Utils. + Est. Equip/Furn. Costs	305.00	Virtual=(Rent + Util to Oct. 31, 2018) Fixed=(Est. to \$1100 Nov. 1, 2018 + Util)
22	Reimburse for Remote Work Costs	2,100.00	Assume \$175 per mo. Reimb. Internet/Cell/Home Exp.
23	Move-Out & Possible Storage Costs	710.00	actual spent on move by Nov. 1, 2018 - no more costs as of 1/1/2018
24	Internet/Phones	950.00	Vonage \$60 per month (\$600) (could cancel fax line and save \$9 per month); \$250 = close out of Comcast from Burien office
25	SaaS/Admin. Services (Incl. Virtual Helps)	700.00	Adobe Acrobat (\$204/year); Microsoft Office (\$99/year); Malwarebytes for security (\$54.99 for two years beginning 12/2018); I Drive - Cloud storage/backup (\$34.75 per year); Survey Monkey (\$336 /year)
26	Licenses/Dues/Subscr./Memberships	50.00	NEHA Annual Membership (this was a cheaper intro. Fee - next year will be \$100)
27	Misc Admin & Supplies	150.00	Supplies and Tech Support (new printer ink - \$80 per year/paper - \$30/misc.
28	Postage/Printing	300.00	Postage & Delivery as needed plus PO Box expenses
29	QBO Fees & Payroll Fees	1,020.00	Estimated Higher for increased fees plus add'l for payroll.
30	Web Hosting/Updates/Maint.	900.00	Quarterly Fee of \$135.00 (\$540) plus add'l update & maintenance charges (\$360)
31	Total Admin. Gen.	\$ 7,185.00	
32			
33			
34	EHAC Staff & Contracted		
35	EHAC Pay-Taxes-Benefits	61,120.00	EHAC Exec. Director Salary \$49,200/Taxes \$4,920/Benefits \$7,000 (this is with a raise of \$1200/year); current salary is \$48,000/year; Benefits \$7800)
36	Contracted Accounting - 990 Prep.	4,000.00	Avg. 10 hours per month - Primarily Payroll w/Taxes, Year End, Budgeting - this will probably be less (roughly 5 hours a month as of April), as responsibilities will fall to just payroll and taxes and possibly assistance with invoicing).
37	Total Coord. w/AEHAP	\$ 65,120.00	
38			
39	EHAC Org. Exp.		
40	Licenses for OR State Non-Profit	300.00	
41	General & Prof. Liability Insurance	2,880.00	I think this is important to get - regardless of the budget situation (and the budget can handle it - if need be, any employe raise can be removed). It is not fair to leave Council members unprotected.
42	D & O Liability Insurance	800.00	Liability Insurance Annual Premium due in Sept.
43	Total EHAC Org. Exp.	\$ 3,980.00	
44			
45	Program Annual Mtg.		
46	Lodging Per Diem- Staff	1,050.00	Assumes 6 Nights - 1 Room (\$1500) 70% EHAC & 30% AEHAP
47	Meeting Room Expenses (AV Equip Fees)	2,500.00	Assumes 2 Meeting Room Days w/o NEHA Equipment (we may be able to cut back here as well - if Tim is willing (and allowed) to bring sound system - \$1500-2000)
48	Registration & Misc Annual Meeting Costs	850.00	\$630 for Exhibit Fees & \$220 for Misc. Add'l Items
49	Networking Dinner	650.00	Assumes 26 people at \$25. all included
50	Refreshments	850.00	Meeting Refreshment/Coffee Service
51	Staff Travel-Air & Ground	595.00	Airfare & Ground for Staff Travel (\$850) 70% EHAC/30% AEHAP
52	Total Program Annual Mtg.	\$ 6,495.00	
53			
54	Program Dev. Council Meeting Exp.		
55	Site Visit Trainees Travel	0.00	Training Budget Not Reimbursed by Program Schools
56	Site Visit Travel	0.00	Zeroed for Budgeting Purposes - Pass Thru
57	Total Program Training & Development	\$ 0.00	
58			
59	Total Expenses	\$ 82,780.00	
60	Net Operating Income	\$ 282.00	
61	Net Income	\$ 282.00	