

Oct. 2019-Sept. 2020 Proposed Budget		Notes	
Income			
40 Primary Income			
4010 Annual EHAC Dues	71,300.00	31 Single Programs - \$2300	Gain of MSU (potential) and WKU (potential) and loss Dickinson
4015 EHAC -Second Program	6,900.00	6 Second Programs - \$1150	Loss of ODU graduate program
4020 Undergrad. Re-Accreditation Fees	2,500.00	5 Programs - \$500	5 Undergrad Prog. at \$500 each (reaccred. fee will increase to \$1,000 in Oct. 1, 2020)
4025 Graduate Re-Accreditation Fees	500.00	1 program - \$500	1 Grad Program at \$500 each (reaccred. fee will increase to \$1,000 in Oct. 1, 2020)
4030 Initial Accreditation Fee	1,500.00	1 program - \$1500	Increase in initial accreditation fee from \$500 to \$1500
4045 Site Visit Cost Repayment	0.00	Zeroed out for budgeting	
Total 40 Primary Income	\$ 82,700.00		
41 Other Income			
4105 AEHAP Shared Costs	0.00		
4110 Interest Earned	15.00		
4125 Other Misc. Inc.	0.00		
Total 41 Other Income	\$ 15.00		
Total Income	\$ 82,715.00		
Gross Profit	\$ 82,715.00		
Expenses			
50 Admin. Gen.			
5020 Dues & Subscription	100.00	NEHA annual dues (up from special price of \$50 in 2018)	
5040 Licenses, Fees, Registrations	300.00		
5050 Internet	120.00	Phone Line - Google phone line	
5060 Office Supplies	175.00		
5065 Postage & Delivery	150.00	Mailbox Fee (\$88/6 months shared yearly with AEHAP + postage)	
5072 Mileage	200.00	Mileage to and from home to Burien for Post Office pick up mail	
5075 Scanning/Printing	50.00		
5080 SaaS & Cloud Tools	710.00	(\$197.88/year -Adobe Acrobat, \$110.09/year - Microsoft, \$27.45/year - MalwareBytes, Idrive \$34.75/year, Survey Monkey \$336)	
5082 Quick Books Online Fees	1,000.00	(QBO Fees \$366.48/year - QB Online; \$566.08/year - QB payroll)	
5085 Web Maintenance	940.00	Web Maintenance \$135 service fee per quarter/extra help - \$100+ per quarter)	
Total 50 Admin. Gen.	\$ 3,745.00		
51 Legal & Professional Fees			
5120 Accounting/Fin. Mgmt.	3,000.00	5 hours/month - \$50/hour	
Total 51 Legal & Professional Fees	\$ 3,000.00		
53 Home Office Exp.			

5310 Home Office and Cell phone Reimburse.	2,400.00	\$200 per month for use of Leslie's home office/cell phone (Rent \$1300 for 800 sq. ft = \$1.63 per sq. ft. Using 100 sq. ft. = \$160 + \$48 (2/3 of cell phone bill))	
Total 53 Occupancy Costs	\$ 2,400.00		
54 EHAC Org. Exp.			
5405 Errors & Operations Ins.	2,380.00	Covers Council related to services (accreditation) provided by EHAC	
5405 Gen. Liability Insurance	500.00	"Slip and Fall" coverage for home office, work related travel	
5405 D & O Liability Insurance	764.00	Covers Council related to Governing EHAC operations - fiduciary and management responsibilities	
Total 54 EHAC Org. Exp.	\$ 3,644.00		
60 Payroll Exp.			
6005 Exec. Director	50,578.00	Raise of 2.8% in 2018 based on 12 months COLA and SS adjustment	
6010 Bonus Pay	500.00		
6050 Medical Ins. (Premium \$395/month with \$3250 deductible)	4,740.00	\$7,500 Combined Insurance and "HRA" - increase to 7500 is to bring back in line with original agreement in 2018 of \$7500.	
6055 HRA Dental/Vision/Med	2,760.00	\$2760 left over from subtraction of health insurance premium from \$7500	
6056 Federal Taxes (941/944)	3,900.00		
6057 WA SUI Employer - unemployment	590.00		
6058 WA Workers Compensation	210.00		
Total 60 Payroll Exp.	\$ 63,278.00		
70 Program Annual Mtg.			
7010 Travel	700.00		
7020 Lodging	1,500.00		
7025 Staff Per Diem/Misc.	250.00		
7060 Mtg. Room & AV Equip Costs	2,000.00		
7070 Hosted Activities	1,350.00	Dinner (\$750) and Refreshments \$600)	
7085 Registration Fees	730.00		
Total 70 Program Annual Mtg.	\$ 6,530.00		
72 Site Visit Costs			
7210 Travel Exp.	0.00	Zeroed for budgeting (pass through)	
7220 Trainees Travel	0.00		
Total 72 Site Visit Costs	0.00	Zeroed for budgeting (pass through)	
Total Expenses	\$ 82,597.00		
Net Operating Income	\$ 118.00		