



Budget Narrative 2018

EXPENSES

A. Salaries-

Executive Director currently manages the organization .5 FTE (20 hours per week). Duties and responsibilities of the Executive Director include fiscal management, strategic planning and policy, board development and governance, fundraising, and community outreach. ED's current salary is \$35,000 annually.

B. Payroll Taxes-

FICA is paid at a rate of $.0765 \times \$35,000 = \$2,677.50$ (rounded to \$2680.00). ---There will be another fee for unemployment compensation which we do not know at this time. It typically is a small percentage of the payroll on any employee. UC also has a threshold (like \$10,000) which means you stop paying once each employee hits that threshold.

C. Payroll Expense-

The payroll company charges \$31.65 per pay period to process payroll, complete necessary tax forms, including yearly required forms. The year total is \$822.90 and rounded to \$825 for budgetary purposes.

D. Insurance-

This amount includes E & O (errors and omissions) insurance for all board members as well as worker's compensation insurance for paid ED position (required by law). Total annual cost is \$800 +/- which breaks down as \$212 for Worker's Comp and \$555 for the E & O policies.

E. Mileage-

Mileage is paid to the Executive for travel related to NHFAPA. This amount includes reimbursement for travel associated with attending regional support group meetings, meetings with collaborating agencies and other BOD approved activities. Rate is calculated at 53.5 cents per mile and a starting point of ED's home in Concord.

F. Website-

This amount is based on the cost to the organization historically. Mainstay Technologies is the current vendor and services are paid for quarterly at \$297.00 with a yearly total of \$1,188.00. The allocated amount is rounded to \$1,200.

G. Memberships and Subscriptions-

NHFAPA has paid for a membership to NH Nonprofits for two years. NH Nonprofits has multiple resources, many available on their website, which can be beneficial as the organization improves

its governance. The cost per year for NH Nonprofits is \$125 and is based on the annual budget-990 filing. A topic worth discussing is the benefits of rejoining the national FAPA association, for which there would be a cost.

H. EVENTS-

Targeting specific funds for special events around the state will allow the BOD to make informed decisions on how much and what to spend for foster parent/family events. This could include food/child care for meetings, renting space, etc.

I. Telephone-

The monthly charge to Verizon for the FIRST response phone had been \$51.75 and recently dropped to \$47.22 per month. The annual cost for the phone based on the \$47.22 is \$567.00. It would be appropriate to project a higher amount given the possibility of an increase, explaining the \$625.00 allocated in the budget.

J. Postage-

Using the current postage rate for typical letter mailings, the \$800 allocated for the year would provide funding to send welcome letters to newly licensed foster families and will provide enough funds to do at least one additional mailing annually to all foster parents. This amount includes the cost of the PO Box, billed at \$49.00 per month.

K. Office Supplies-

Factored at \$400 for the year, office supplies include any envelopes, paper, printer ink, etc. that may be needed by the Executive Director and the BOD.

L. Marketing Materials-

The proposed amount to set aside funds for marketing is \$1,000. This amount includes printing of brochures or other marketing material. In recent years, approximately \$270 was spent yearly on printing.

M. Pass Through Grant Awards-

Mattress Firm continues to collect donations from their customer base and forwards them to NHFAPA. Funds are targeted to promote normalcy activities for children and youth in care. The budget projects \$1,400 in donations that would be disbursed by the NHFAPA Grant Award Committee.

N. Grants to Foster Families-

NHFAPA BOD has identified a need to set aside funds to support foster families through grants and awards not typically given by other state or local agencies. The proposed amount of \$5,000 would be disbursed following an established policy and protocol subsequently created by the BOD and/or an appointed committee. These funds would come from funds received through other foundations and fundraising activities.

INCOME

A. Wendy's Fundraiser-

Wendy's is currently the biggest funder for NHFAPA, with the funds primarily targeted to pay for an Executive Director. Current budget projections include \$35,000, which is a conservative estimate given that previous year's award was over \$37,000.

B. Fundraising-

The budget includes \$5,000 income from fundraising efforts, which would include any amounts realized through the golf tournament and other fundraising events not previously identified in this budget.

C. Annual Appeal-

Nonprofit organizations frequently engage in a yearly "ask," which is an activity that should be considered again given the hiring of the new ED. The budget projection on \$1,500 is modest and can be a manageable amount to set as a goal. Historical financial records indicate the organization conducted annual appeals in the past.

D. Grants-

An identified goal for the new Executive Director is to identify new funding streams, collaborate with community partners, and to seek out appropriate grant opportunities. The annual goal for \$12,000 is a stretch goal and is obtainable with concentrated efforts. The BOD will need to identify objectives as it works through strategic planning, which can then be used to find grant funding.

E. GSC Conference-

The Education and Training Partnership through Granite State College is contracted by the State of New Hampshire/DCYF to organize an annual foster and adoptive parent conference. The fees charged from registration are used to cover any unfunded costs associated with the conference and NHFAPA receives the balance. The projected balance included in this budget is \$2,500.00- a conservative projection given last year's amount was over \$2,700.00.

F. Mattress Firm-

Historically, Mattress Firm has donated funds to NH FAPA throughout the year, with an annual amount pushing close to \$1,400. This year's budget inclusion of \$1,400 is conservative based on Mattress Firm's history of giving.

Of note: This proposed budget does not include funds for board development, a board retreat, or the cost of hiring a consultant to assist with the strategic planning process. This is a discussion the BOD should include in an upcoming meeting agenda. Costs could run from \$1,000 to \$4,000.