

## **GRI 2005 Budget Narrative**

This budget narrative is an explanation of the year one (2005) budget that has been approved by members of the Gert Town Revival Initiative. The total operating budget for year one is set at \$163,700. The executive director will be responsible for achieving an annual fundraising goal that is equal to the organization's operating budget.

### **Executive Director Salary**

The executive director salary is budgeted at \$40,000 a year beginning in January through December.

### **Administrative Assistant**

The administrative Assistant will be hired within a 60-90 day period after the Executive director has been hired. The administrative assistant is intended to work on a part-time basis, not to exceed a 35 hour work week. Beginning in March \$2,000 a month is budgeted for this position.

### **Employee Taxes**

Employee taxes are budgeted at \$5,800 and will be deducted from the executive director salary and the administrative assistant's wages. This fee is slightly over approximated at 10% of the combined salaries and wages of the executive director and the administrative assistant.

### **Travel (Staff)**

\$5,500 is allocated for staff travel and will be used sparingly to compensate for interstate and intrastate travel, related to professional development of staff and or related to fundraising endeavors (e.g. federal grant information meetings) as approved by the board of directors.

### **Office Space/Utilities**

Rent and utilities are budgeted for an administrative center that will house the executive director and the administrative assistant. The overhead expense of the office rent is budgeted not to exceed \$1,000 per month X 12 mos.

### **Phone Lines/Cell Phones**

An office phone line and fax will be installed at the office and the executive director will be provided with a cell phone. This expense is approximated at \$2,000.

### **Office Equipment**

This line item is budgeted at \$1,500 and will allow for the purchasing of necessary operational equipment (e.g. fax machine, desktop copier)

### **Laptop/Office PC**

One laptop computer will be purchased along with one desktop unit for the administrative office. A line item of \$2,500 is allocated to purchase this equipment along with minor accessories.

---

**Marketing Materials**

\$4,000 is budgeted to produce informational flyers for dissemination to the community as needed to announce available resources and for the convening of community meetings.

**Legal Fees**

A reserve of \$2,000 is allocated on an as needed basis to retain legal opinions and review of vital organization documents.

**GRI Signature community Event**

\$12,500 is budgeted for a community organizing event that will be held annually to bring members of the community together and to galvanize support of the organization's priorities.

**Consultants (Accountant)**

\$5,000 is budgeted to afford the retainer cost of an accountant/bookkeeper to maintain sound financial records of accounts.

**Consultants (Other)**

\$5,000 is allocated as a cash reserve that will be used on an as needed basis to secure contracted labor to with specialized expertise related to specific projects undertaken by the organization.

**Board Professional Development**

\$5,500 will be allocated as a reserve for board development that will further enhance the board members understanding of their roles and responsibilities relative to the organization. These funds will be made available subject to approval of the board.

**Website**

A website will be developed for the organization as an in-kind. \$1,000 is budgeted as a hosting fee.

**Board Insurance**

Board insurance is approximated at \$3,600 for the year. This measure will be taken to secure board members involvement with the organization and reduce individual liabilities.

**Miscellaneous (Community Response)**

\$37,800 is allocated as a discretionary cash reserve so that the organization may be responsive to community needs as they may relate to programming and or physical development plans.

**GRI OPERATING BUDGET  
NOVEMBER 2007 - DECEMBER 2009**

<b>CATEGORY</b>	<b>2007 Remainder</b>	<b>2008</b>	<b>2009</b>	<b>EXPLANATION (where needed)</b>
<b>PERSONNEL</b>				
Executive Director	7,500.00	45,000.00	45,000.00	Runs/supervises all aspects of the operation
Admin Asst (part time)		15,000.00	15,000.00	Provides clerical and other support to Ex. Director
Consultants	4,000.00	20,000.00	20,000.00	Fundraising, facilitation and expert assistance with various projects and objectives. Temporary workers that help with the implementation of activities and projects
Temporary Help	2,000.00	6,000.00	6,000.00	
<b>Subtotal</b>	<b>13,500.00</b>	<b>86,000.00</b>	<b>86,000.00</b>	
<b>OFFICE COSTS</b>				
Office Space	2,400.00	15,000.00	15,000.00	Rent and utilities
Communications/ Office Equipment	3,000.00	7,000.00	6,000.00	Phone, internet, webpage, postage, printing and other basic needs
Taxes (estimate)	1,600.00	9,600.00	9,600.00	
<b>Subtotal</b>	<b>7,000.00</b>	<b>31,600.00</b>	<b>30,600.00</b>	
<b>OPERATIONAL COSTS</b>				
Project Support	2,000.00	3,000.00	3,000.00	Direct costs (surveys, tests, apparatus, etc.) needed to validate or initiating projects prior to leveraging or development of funds from other sources
Marketing	1,500.00	4,000.00	4,000.00	Paraphernalia, media costs and other considerations for presenting the work of the area
Quarterly Community Gatherings	4,000.00	2,900.00	2,900.00	Site, materials and refreshment costs for meetings and conferences set up by GRI or its member groups
Leadership /Board Development	1,500.00	5,000.00	5,000.00	Fees, materials and other cost associated with exposing members to seminars, trainings and other experiences that will enhance their capacity to lead
Travel	1,500.00	5,000.00	5,000.00	Staff, board and members will go to meetings, conferences and trainings as needed to accomplish stated objectives
Miscellaneous	2,952.00	3,100.00	3,100.00	Emergency assistance funds, operational contingencies and assistance to local groups with special projects
<b>Subtotal</b>	<b>13,452.00</b>	<b>23,000.00</b>	<b>23,000.00</b>	
<b>TOTAL</b>	<b>33,952.00</b>	<b>140,600.00</b>	<b>139,600.00</b>	<b>TOTAL - 314,152.00</b>