



MEND 2016-2017 EXTERNAL EXPENSE BUDGET

Program General Expense	Emergency Food Program	Clothing Program	Medical Program	Dental Program					
Salaries	293,528	Salaries	81,805	Salaries	120,619	Salaries	141,434		
Senior Staff Support		Senior Staff Support		Senior Staff Support		Senior Staff Support			
Director		Director		Medical Clinic Manager		Dental Clinic Manager			
Associate Program Director		Assistant Director		Medical Assistant		Dentist			
Information & Referral Specialist		Packing Manager		Optometrist		Dental Clinic Assistant			
Volunteer Services Director		Client Services Coordinator	20,047	Employer Taxes and Benefits	23,680	Employer Taxes and Benefits	21,754		
Temporary Receptionist		Driver		Contingency	300	Dental Supplies	48,000		
Parking Attendant		Home Garden Program Coord.	2,500	Postage	50	Dental Instruments	5,000		
Employer Taxes and Benefits	49,408	Employer Taxes and Benefits	52,440	Professional Liability Insurance	3,427	Dental Labs	5,000		
Christmas Program	12,750	Contingency	500	Pharmaceuticals	31,000	Professional Liability Insurance	3,424		
Community Promotional	1,200	Food Dept. Equipment Repair	2,500	Laboratories	30,000	Dental Contingency	700		
Contingency/Program	1,000	Equipment and wiring	2,500	Medical Office Equipment	500	Dental Equipment Repair	3,000		
Conferences	1,000	Kitchen Supplies	2,000	Medical Supplies	3,300	Dental Maintenance	1,000		
Staff Training	1,500	Kitchen Inspections	1,400	Office Supplies	2,000	Bio Waste Trash	1,200		
Mileage	1,000			BioWaste/Trash	1,000	Professional Development	-		
Volunteer Appreciation	6,000	Food Purchases	250	Professional Dues/Licenses	5,500	VOIP, T1 Internet and Phone	1,845		
Volunteer Development/Recongnition	1,000	Warehouse Supplies	2,500	E-Consult	4,200	Computer expense	306		
Constant Contact	2,500	Vehicle Insurance	7,515	VOIP, T1 Internet and Phone	1,845	Equipment rental	2,295		
Board Meeting Meals	3,500	Vehicle Registration	3,300	Interest	1,238	Insurance	6,348		
Home Visiting Supplies & Equipment	100	Volunteer Driver Reports	100	Janitorial	4,428	Worker's Comp lins.	1,701		
VOIP, T1 Internet and Phone	1,845	Vehicle Maintenance	10,000	License and permits	55	Diabetic Test Strips	10,000		
Printing-Volunteer Recruitment Brochures	1,000	Vehicle Gas	13,000	Miscellaneous	186	Janitorial	1,000		
Shower Program	500	VOIP, T1 Internet and Phone	1,845	Office expenses	1,968	Computer expense	306		
Security Guard Homeless Prog. 1 day/wk	21,000	Home Gardening Expenses	5,000	Postage	309	Equipment rental	2,295		
Website Development	5,000	Computer Expense	619	Printing	1,238	Insurance	6,348		
Client Database Software Renewal	19,809	Equipment rental	4,641	Professional fees	2,460	Worker's Comp lins.	1,701		
Computer Expense	191	Insurance	12,836	Property taxes	743	Interest	1,530		
Equipment rental	1,434	Worker's Comp lins.	13,344	Repairs and maintenance	10,140	Janitorial	5,474		
Insurance	3,968	Interest	3,094	On-Call Security	513	License and permits	68		
Worker's Comp lins.	1,657	Janitorial	11,069	Supplies	2,063	Miscellaneous	230		
Interest	956	License and permits	138	Telephone	303	Office expenses	2,433		
Janitorial	3,421	Miscellaneous	464	Utilities	12,815	Postage	383		
License and permits	43	Office expenses	4,919			Printing	1,530		
Miscellaneous	143	Postage	773			Professional fees	3,041		
Office expenses	1,520	Printing	3,094			Property taxes	918		
Postage	239	Professional fees	6,149			Repairs and maintenance	12,536		
Printing	956	Property taxes	1,856			On-Call Security	634		
Professional fees	1,901	Repairs and maintenance	25,349			Supplies	2,550		
Property taxes	574	On-Call Security	1,282			Telephone	375		
Repairs and maintenance	7,835	Supplies	5,156			Utilities	15,844		
On-Call Security	396	Telephone	759						
Supplies	1,594	Utilities	32,038						
Telephone	234								
Utilities	9,903								
<b>Total operating expense</b>	<b>460,605</b>	<b>Total operating expense</b>	<b>469,994</b>	<b>Total operating expense</b>	<b>161,209</b>	<b>Total operating expense</b>	<b>370,615</b>	<b>Total operating expense</b>	<b>290,551</b>
		<b>In-Kind expense</b>	<b>7,750,000</b>	<b>In-Kind expense</b>	<b>2,100,000</b>	<b>In-Kind expense</b>	<b>515,000</b>	<b>In-Kind expense</b>	<b>1,120,000</b>
		<b>Total expense</b>	<b>8,219,994</b>	<b>Total expense</b>	<b>2,261,209</b>	<b>Total expense</b>	<b>885,615</b>	<b>Total expense</b>	<b>1,410,551</b>
<b>% of total budget</b>	<b>4%</b>	<b>% of total budget</b>	<b>56%</b>	<b>% of total budget</b>	<b>15%</b>	<b>% of total budget</b>	<b>6%</b>	<b>% of total budget</b>	<b>10%</b>

MEND 2016-2017 EXTERNAL EXPENSE BUDGET

Education and Training/Job Training	Computer Lab	Youth Services	Fundraising	Administration
Salaries 143,247	Salaries 29,033	Salaries 44,174	Salaries 253,275	Salaries 237,203
Senior Staff Support	Senior Staff Support	Senior Staff Support	Senior Staff Support	President/CEO
Education and Training Center Co-Director	Instructional Coordinator	Tutoring Coordinator	Development Manager	COO
Education and Training Center Co-Director	Employer Taxes and Benefits 8,555	Employer Taxes and Benefits 9,842	Development Associate	PR Specialist
Job Training Coordinator	Computer Lab Contingency 350	Recreational Activities 750	Development Assistant	Exec Admin/Development Asst.
Employer Taxes and Benefits 30,193	Software 150	Technology -	Employer Taxes and Benefits 30,650	CFO
Books, (new text books) 6,000	Computer Supplies/Equipment 600	After school supplies 350	Donor Acknowledgements 3,000	Bookkeeper
Contingency 400	T1 Internet Access 1,500	Background checks 800	Direct Mail Campaign 52,000	Employer Taxes and Benefits 36,049
Postage 50	Phone 1,600	Internet 1,500	Credit Card Fees 13,500	Bank charges 2,500
Professional Development 1,000	Computer Expense Other 50	Phone 2,000	Multi License Donor Software 9,000	Computer expense 63
Supplies 500	Equipment rental 375	Professional Development 250	FR Printing 4,000	Equipment rental 473
Teacher Training 250	Insurance 1,037	Podcast Equipment 100	Donor Appreciation 6,000	Insurance 1,307
Student Activities 100	Worker's Comp lins. 663	Dues & Subscriptions 250	Expenses/Fundraising 6,500	Worker's Comp lins. 2,623
Sewing Program 150	Interest 250	Youth Services Contingency 400	Program Update 5,000	Interest 315
T1 Internet Access 1,050	Janitorial 6,325	Computer expense 50	Returned Mail 750	Janitorial 1,127
Phone 1,845	License and permits 125	Equipment rental 375		License and permits 14
Nutrition -	Miscellaneous 38	Insurance 1,037	Advertising and Marketing 17,000	Miscellaneous 47
Job Training Supplies 500	Office expenses 398	Worker's Comp lins. 663	Public Relations 300	Office expenses 501
Anti-Harassment Training 250	Postage 63	Interest 250	PR Newsletter/Annual Rpt Postage & Printing 23,000	Postage 79
Computer expense 100	Printing 250	Janitorial 6,325	March Raffle 7,000	Printing 315
Equipment rental 750	Professional fees 497	License and permits 125	Gala/Oscar Night 90,000	Professional fees 626
Insurance 2,075	Property taxes 150	Miscellaneous 38	Poverty Conference 18,000	Property taxes 189
Worker's Comp lins. 1,325	Repairs and maintenance 4,473	Office expenses 398	Spring Appeal 12,000	Repairs and maintenance 2,581
Interest 500	On-Call Security 802	Postage 63	VOIP, T1 Internet and Phone 1,845	On-Call Security 130
Janitorial 12,650	Supplies 875	Printing 250	Computer expense 67	Supplies 525
License and permits 250	Utilities 9,330	Professional fees 497	Equipment rental 506	Telephone 77
Miscellaneous 75		Property taxes 150	Insurance 1,400	Utilities 3,262
Office expenses 795		Repairs and maintenance 4,473	Worker's Comp lins. 459	Consulting 99,031
Postage 125		On-Call Security 802	Interest 337	Executive Search Firm 50,000
Printing 500		Supplies 875	Janitorial 1,209	
Professional fees 994		Utilities 9,330	License and permits 14	<b>Total operating expense 439,036</b>
Property taxes 300			Miscellaneous 50	<b>% of total budget 3%</b>
Repairs and maintenance 8,945			Office expenses 537	
On-Call Security 1,603			Postage 84	
Supplies 1,750			Printing 337	<b>Operating Expense Total 3,148,279</b>
Utilities 18,660			Professional fees 672	<b>Facilities and Reserve 24,000</b>
			Property taxes 203	<b>Total Expenses 3,172,279</b>
			Repairs and maintenance 2,765	<b>In-Kind Expense Total 11,485,000</b>
			On-Call Security 140	
			Supplies 562	
			Telephone 82	
			Utilities 3,495	
<b>Total operating expense 236,932</b>	<b>Total operating expense 67,486</b>	<b>Total operating expense 86,114</b>	<b>Total operating expense 565,738</b>	<b>TOTAL EXPENSES 14,657,279</b>
<b>% of total budget 2%</b>	<b>% of total budget 0%</b>	<b>% of total budget 1%</b>	<b>% of total budget 4%</b>	