

CONTRACT BUDGET AND COST BREAKDOWN

Agency: Lind-Bohanon Neighborhood Association

SCHEDULE A

Reporting Period: 05/01/19 - 10/20/21

				ACTUAL CUMULATIVE COSTS TO END OF PRECEDING PERIOD	TOTAL COSTS FOR REPORTING PERIOD	TOTAL COSTS THROUGH END OF REPORTING PERIOD (D+E)	BUDGET BALANCE (A-H)
		N2020	TOTAL BUDGET				
#	COST CATEGORY	B	C	D	E	F	G
1	Staff Expenses	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
2	Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Professional Services	\$2,000.00	\$2,000.00	\$0.00	\$540.75	\$540.75	\$1,459.25
4	Occupancy	\$4,055.00	\$4,055.00	\$0.00	\$996.00	\$996.00	\$3,059.00
5	General Liability Insurance	\$3,000.00	\$3,000.00	\$0.00	\$992.07	\$992.07	\$2,007.93
6	Directors and Officers Insurance	\$3,000.00	\$3,000.00	\$0.00	\$791.56	\$791.56	\$2,208.44
7	Communications/Outreach/Direct Engagement	\$10,000.00	\$10,000.00	\$0.00	\$1,080.00	\$1,080.00	\$8,920.00
8	Translation, interpretation and ADA Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Supplies & Materials	\$27,613.00	\$27,613.00	\$0.00	\$6,818.52	\$6,818.52	\$20,794.48
10	Meetings/Community Building events	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
11	Development	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
12	Fundraising	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
13	Other Services: (please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$63,168.00	\$63,168.00	\$0.00	\$11,218.90	\$11,218.90	\$51,949.10

Contract # _Com000_____

COM0004833 Reporting Period: 10/14/22 - 1/31/23

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Each neighborhood organization is required to acquire General Liability and Directors and Officers Liability Insurance and provide a certificate of insurance to the City of Mpls. Contact your Neighborhood Support Specialist for details on required coverage & limits.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Translation, interpretation and ADA support should be included as part of the neighborhood organization's budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Meetings and community building events can include those costs related to community meetings and events (excluding food and entertainment).
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc).