

**AGM COMMON PROPOSAL FORM
PROJECT & ORGANIZATION BUDGET SUMMARY**

Organization Name
Federal ID #
Fiscal Year End

| | |
|---|--|
| Big Brothers Big Sisters of CM/Metrowest | |
| 04-2317926 | |
| 6/30/2016 | |

Community and Site-Based Mentoring Programs

| | This Request | Total Project Budget | % to Total Income | Total Organization Budget | % to Total Income |
|--|---------------------|-----------------------------|--------------------------|----------------------------------|--------------------------|
| Income Sources | | | | | |
| Government Grants | - | 11,250 | 2.1% | 17,250 | 2.3% |
| Foundation and Corporate Grants | | 187,500 | 34.4% | 228,750 | 30.5% |
| United Way | - | 56,250 | 10.3% | 69,375.00 | 9.3% |
| Individual Contributions | - | 165,000 | 30.3% | 243,750.00 | 32.5% |
| Earned Income | - | | 0.0% | - | 0.0% |
| Interest Income | - | 2,813 | 0.5% | 7,125.00 | 1.0% |
| In-Kind Support | - | | 0.0% | 15,000.00 | 2.0% |
| Other Income | - | 121,687 | 22.3% | 168,750.00 | 22.5% |
| Total Income | - | 544,500 | 100.0% | 750,000 | 100.0% |
| Expenses | | | | | |
| Salaries and Wages | | 393,750 | 72.3% | 494,250 | 65.9% |
| Employee Benefits and Taxes | | 50,438 | 9.3% | 67,875 | 9.1% |
| Total Personnel Costs | - | 444,188 | 81.6% | 562,125 | 75.0% |
| Bank/Investment Fees | - | | 0.0% | - | 0.0% |
| Depreciation Expense | - | | 0.0% | - | 0.0% |
| Equipment Rental & Maintenance | - | 2,250 | 0.4% | 4,500 | 0.6% |
| Food Costs | - | 3,750 | 0.7% | 3,750 | 0.5% |
| Fundraising/Development Expenses | - | 11,250 | 2.1% | 18,750 | 2.5% |
| Insurance Expense | - | 11,530 | 2.1% | 18,075 | 2.4% |
| Marketing/Advertising | - | 5,625 | 1.0% | 10,500 | 1.4% |
| Postage and Delivery | - | 1,875 | 0.3% | 1,950 | 0.3% |
| Professional Development | - | 5,250 | 1.0% | 7,500 | 1.0% |
| Professional Fees | - | 20,250 | 3.7% | 33,750 | 4.5% |
| Rent and Occupancy | - | 18,938 | 3.5% | 41,250 | 5.5% |
| Supplies and Materials | | 10,500 | 1.9% | 15,525 | 2.1% |
| Telephone Expense | | 750 | 0.1% | 5,250 | 0.7% |
| Travel Expense | | 5,625 | 1.0% | 9,000 | 1.2% |
| In-Kind Expenses | - | | 0.0% | 15,000 | 2.0% |
| Miscellaneous Expenses | - | 2,719 | 0.5% | 3,075 | 0.4% |
| Total Non Personnel Costs | - | 100,312 | 18.4% | 187,875 | 25.1% |
| Total Expenses | - | 544,500 | 100.0% | 750,000 | 100.0% |
| Excess of Revenue Over Expenses | - | - | 0.0% | - | 0.0% |

Enter Footnotes Here

Professional Fees - includes Dues paid to Big Brothers Big Sisters of America and the cost of our Automated Information Database system from our National office. Miscellaneous - include payroll service expenses, risk management and miscellaneous taxes.
This budget is a 9 month budget due to a change in fiscal year. Previously, the fiscal year ended 9/30.