

**Community Foundation of the Dan River Region
2024-2025 Administrative Budget**

REVENUES	2023-2024 Budget	Projected thru June 2024	Budget v. Actual	2024-2025 Budget	
Gifts & Bequest (Available)	5,000	7,100	2,100	7,250	\$1000 P. Howard, \$6250 donor appreciation luncheon
Inter-fund Gifts (Available)	5,000	21,528	16,528	1,000	gifts from various funds- Betzy Robertson fund \$602
Distribution from Board Endowment Fund	20,926	-	(20,926)	22,361	amount from spending policy
Grant Income		-	-		
Interest/Dividend Income	15,000	34,140	19,140	34,000	interest earned on Admin Fund balance
Realized Gain/Loss		(65)	(65)		
Unrealized Gain/Loss		(13,768)	(13,768)		
Miscellaneous Revenue		0	0		
Administrative Fees	396,305	552,453	156,148	493,116	includes Daly Trust fee of aprox. \$7000
Total Revenues	442,231	601,388	159,157	557,727	

EXPENSES					
Salaries	204,557	196,601	7,956	306,171	Approved by the Executive Committee
Employee Benefits	45,214	38,752	6,462	57,176	includes life ins., retirement, FICA, dental/health; unemployment ins. \$800
Insurance	5,500	8,978	(3,478)	8,875	life \$750, D&O \$1050, Crime \$625, Bldg, Business owners \$3000, workmans comp \$450, cyber \$3000 (added in FY24)
Utilities and Fuel	5,000	3,735	1,265	4,000	\$315/mo average
Telecommunications	3,460	3,597	(137)	4,110	Net2phone 2750, Kinex 1200, Zoom fee \$158
Legal and Consulting Services	5,000	25	4,975	1,000	state corp. comm.\$25, Marshall estate
Accounting Services	49,050	36,565	12,485	21,000	\$15000 audit/Form 990, \$6000 for Payroll Services, N/A bookkeeping
Office Supplies	2,200	2,200	(0)	2,500	office supplies; paper products
Mailing Expense	3,500	3,826	(326)	4,500	postage \$4000, includes postage for Annual Report 1500 and Annual Appeal postage 520; Donor Luncheon 250, donor stmt 250
Building Maintenance	8,000	6,689	1,311	12,000	Squeaky Klean \$1,200, Fire Safe \$50, Four Seasons \$330, Raywood (snow removal) \$200, general repairs & maint.\$8900, security monitoring \$220; HVAC maint. \$1100
Project Grant Expense	-	-	-	-	Expenses reimbursed by DRF; VFN conference; ED job ads
Promotion & Marketing	30,100	26,093	4,007	37,275	see attached spreadsheet
Printing & Reproduction	2,350	1,475	875	2,500	DocuSystems copies \$1200 (approx \$100/mo); letterhead/envelopes \$750; remittance envelopes \$400
Dues & Subscriptions	3,600	3,842	(242)	8,600	DP/Caswell/Halifax Chambers \$700; River District Assn. - \$100; VA Funders Network \$1000; newspapers/journals \$800; National Standards \$1000, Council on Foundations \$3250
Software/Computer/Web Maintenance	61,300	63,282	(1,982)	72,520	see attached spreadsheet
CFDRR Meeting Expenses	1,500	1,102	398	2,000	misc. meetings
Board Development	1,500	1,061	439	1,500	board retreat
Staff Development	2,000	1,027	973	3,600	software training/classes, staff well-being exp.
Travel/Conference Expenses	2,000	288	1,712	2,000	monthly mileage; conferences
Furniture and Equipment	5,000	4,959	41	5,000	includes new computer purchases
Other Expenses	1,400	2,472	(1,072)	1,400	bank fees, misc. exp., equipment rental & maint.,lic. & permits
Total Expenses	442,231	406,568	35,663	557,727	

Total	-	194,820	194,820	-	
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Administrative Fund Balance as of April 30, 2024 - \$1,423,799.38

PROMOTION & MARKETING BUDGET	2023-2024 Budget	Projected thru June 2024	Budget v. Actual	2024-2025 Budget	Notes
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Receptions

Halifax Grant Reception and Learning Event	500	308	192	500	
Past Presidents Council	-	120	(120)	200	
Legacy Society Reception	-	-	-	-	
Grant Reception	600	367	233	600	
Scholarship Reception	1,200	1,200	-	1,200	
Funders' Forum	-	-	-	-	
Virginia Funders Network	500	-	500	500	
Donor Appreciation Luncheon	6,000	6,692	(692)	7,000	

Advertising

Danville Concert Association-Advertising	500	500	-	500	
Social Media Promotions	200	-	200	200	
Constant Contact Email Newsletters	550	696	(146)	625	
Foundation Promotional Swag	500	769	(269)	800	mints, pens, marketing items
Staff photos	200	300	(100)	300	
Christmas cards	350	343	7	350	
Scholarship and grant instruction video	-	-	-	-	
Danville Interchange Garden site	3,000	3,000	-	-	delete for FY25
Doodle Polls Subscription	100	100	-	-	delete for FY25

Development

Professional Advisors (baskets)	200	187	13	200	
Business Expo registration	-	-	-	-	
Estate Planning Teleconferences	1,500	985	515	1,500	Decision to be made by Board
Development videos	1,000	-	1,000	1,000	

Annual Report	8,500	8,740	(240)	9,000	postage classified as mailing expense
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Annual Appeal	900	786	114	900	postage classified as mailing expense
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Marketing Campaign for Strategic Plan

Donor Hospitality/Learning Events	2,000	-	2,000	4,000	
Rack cards	-	-	-	400	
Signage/Banners	300	800	(500)	500	
Print Ads	1,500	-	1,500	1,500	
Literacy- Career Choice Expo	-	-	-	5,000	\$5000 Sponsorship Level
Project Literacy	-	200	(200)	500	

Total Promotion & Marketing Expenses	30,100	26,093	4,007	37,275	
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SOFTWARE/COMPUTER/WEB MAINTENANCE	2023-2024 Budget	Projected thru June 2024	Budget v. Actual	2024-2025 Budget	Notes
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Software

FIMS software (paid to Fusion Labs)	30,100	31,296	(1,196)	35,800	old contract \$16,250; new contract \$19,500; total=\$35,750
Grant/scholarship application software (Blackbaud)	14,200	14,202	(2)	17,100	1 year contract-\$17,042; 3 year contract-\$15,338
Network for Good online gifts	950	948	2	950	
Guidestar	750	849	(99)	850	
Last Pass	200	248	(48)	250	renewed in May; aprox. \$50 per person
Adobe	-	990	(990)	1,200	\$239.88 per person per year

Computer

Tekabyte:					
<i>Server Management</i>	3,000	3,113	(113)	3,300	
<i>Desktop essentials / Tekare</i>	4,840	5,588	(748)	5,600	
<i>Sabre backup license/server</i>	1,200	1,320	(120)	1,320	
<i>Sabre backup remote storage</i>	450	450	-	450	
<i>Microsoft Azur/ Cloud Services</i>	-	43	(43)	50	
<i>Cloud signatures for Office 365</i>	60	88	(28)	100	
<i>Sonic Wall</i>	1,200	1,176	24	1,200	
<i>Sonicwall VPN</i>	50	48	2	50	
<i>New Equipment Service and Installation</i>	2,500	1,262	1,238	2,400	Assuming new equipment purchase in FY25
	13,300	13,088	212	14,470	

Website maintenance

Website hosting and maintenance	1,800	1,896	(96)	1,900	Justin Paul Drake \$150/mo., Tekabyte \$95.88
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TOTAL SOFTWARE/COMPUTER/WEB MAINT.	61,300	63,516	(2,216)	72,520	
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