California Council of the Blind Operations Budget Calendar Year 2017

Expenses Revenue

Facilities

 Rent $32,348.00 0

 Moving Expenses 8,000.00 0

 Utilities 300.00 0

 Phone and Internet 6,570.00 0

 Consultants

-Website development 17,250.00 0

-Accessibility 500.00 0

-Computer System Maintenance 1,000.00 0

 Licenses/Fees/Taxes 900.00 0

 Office Supplies & Equipment 9,500.00 4,554.00

 Office Printing 1,500.00 0

Insurance

 General Liability 500.00 0

 Workers Comp 650.00 0

 Bond 170.00 0

 D & O 3,500.00 0

Finances

 Audit & Filing Fees 10,000.00 0

 Bank Fees 1,000.00 0

 Consultant Bookkeeper 7,200.00 0

Travel

 ACB Convention & Seminar 2,825.00 0

 Mileage & Parking 3,600.00 0

Miscellaneous

 Training 250.00 0

Staffing

 Chief Executive Officer 63,000.00 0

 Tax, Burden, and Benefits at 30% 18,900.00 0

 Administrative Services Officer 31,199.40 0

 Tax, Burden & Benefits at 30% 12,167.76 0

 Overtime at 10% 4,417.83 0

Volunteer Reimbursement Expense 2,000.00 0

Divisions

 Membership Services 45,000.00 35,800.00

 Children & Youth Services To Be Determined

 College & Career 25,800.00 25,688.00

 Consumer & Legal Advocacy 750.00 12,000.00

 Publications 9,000.00 1,500.00

 Governmental Affairs 1,100.000 0

 Governance 400.00 0

 Resource Development 34,400.00 172,700.00

Total Expenses VS Revenue 355,697.99 252,242.00

Anticipate Short Fall 103,455.99 0

Contingency Fund

 Newell Perry Trust 70,000.00

 Bank Reserve 33,455.99

Anticipated Fund Balance 0 0

California Council of the Blind Membership Services Division 2017

Expenses Revenue

Membership

 ACB Annual Dues from CCB 3,125.00 0

 Affiliates and Chapter Dues 3,500.00

 At Large Member Dues 200.00

 Lifetime Member Dues 600.00

Direct Services

 Ellen Murphy Crisis Intervention Program 5,000.00 5,000.00

 A Better Tomorrow Program 1,500.00 200.00

 Angels Among Us Program 200.00 1,500.00

CCB Conference & Convention 36,475.00 20,000.00

California Council of the Blind College and Career Division 2017

Expenses Revenue

Scholarships

 Active Blind 10,000.00 10,000.00

 CCB Scholarships 5,000.00 0

Saenz Creative & Performing Arts Academy 3,000.00 9,000.00

Employment Assistance Microloan Program 1,500.00 2,688.00

Food For Thought Program 300.00 2,000.00

California Council of the Blind Consumer and Legal Advocacy Division 2017

Expenses Revenue

Consumer Advocacy 250.00

Legal Advocacy 500.00 12,000.00

California Council of the Blind Publications Division 2017

Expenses Revenue

The Blind Californian 9,000.00 0

E-Book Project 0 1, 500.00

California Council of the Blind Governmental Affairs Division 2017

Expenses Revenue

Coalition on Long-Term Care Services $1,000.00 0

Expense reimbursement $ 100.00 0

California Council of the Blind Governance Division 2017

Expenses Revenue

Board of Directors

 Mini-Strategic Planning 400.00 0

California Council of the Blind Resource Development Division 2017

Expenses Revenue

Proposal Writing by CEO 50,000.00

Special Events

 Mutt Strutt 0 0

 Dining In The Dark 2018 250.00 0

 Canes Across California 2018 250.00

CCB Cottage Industries

 ETSY For Independence 1,000.00 2,500.00

 Team Spirit Merchandizing Program 1,000.00 1,000.00

Annual Giving

 ACB MMS Drive 0 3,500.00

Miscellaneous Community Fundraisers 8,000.00 40,000.00

 Tommy T’s Comedy Benefit 0 1,500.00

 Variety Show 0 2,000.00

Vehicle Donation Program 350.00 3,000.00

Planned Giving 250.00 1,000.00

Major Gifts Solicitation 0 5,000.00

Misc. Donations and contributions 0 3,200.00

Marketing Materials 4,000.00 0

Postage 1,000.00 0

Memberships and subscriptions 800.00 0

Training 500.00 0

Consultants 10,700.00 60,000.00

Salesforce CRM Database 3,000.00 0

Survey Monkey Membership 300.00 0

Operations Budget Narrative:

Rent: Includes our current lease plus one month of a new lease for December of 2017.

Moving Expenses: This includes hiring a moving company, transfer of technology, etc.

Utilities: Estimated one month utilities for December 2017 in the event utilities are not included in the new rent.

Phone & Internet: Taken from last year’s figures to include agency cell phone

Consultants: Website Development 150 hours at $75 per hour

Consultants: Website Administrator 120 hours at $50 per hour

Consultants: Office Computer system: Maintenance, licenses, etc.

Consultants: Accessibility: based on Board estimate to train office staff on the creation of accessible documents.

License/fees/taxes: Taken from last year’s figures

Office Supplies and equipment: Taken from last year’s figures. Also refers to purchasing a braille printer for the office. Judy will be approaching the Board to modify the intent of the donor regarding the Fogarty account.

Office printing: Based on the RICO contract. $2 more per month for all of the upgrades plus access to color copies.

Insurance: Based on last year’s figures

Audit and filing fees: An estimate based on last year’s figures

Bank fees: Estimate based on last year’s figures

Consultant: Bookkeeper: Estimated from last year’s figures taking into account a possible contractor change.

Travel:

ACB Convention & Seminar:

* Estimated costs for the CEO, President and 2nd Delegate to attend the ACB national conference in Reno. Average cost per person figured at $800.00
* Estimated costs for the Board President to represent CCB at the ACB Legislative Seminar is $600 in reimbursable expenses.

Mileage and Parking: This is figure at $100 per employee per month plus $100 per month to provide the CEO with reasonable accommodations regarding the parking situation.

Training: A small amount of money set aside in case Jenn needs to attend a small training or seminar locally.

Staffing

Chief Executive Officer: This includes the CEO’s base salary and Tax, Burden & Benefits costs at 30% of the salary.

Administrative Services Officer: The ASO will still be in the subsidized portion of her program from January-March of 2017. During this period, the wage will be $18 per hour and benefits will be figured at 30%. During this time, we are only responsible for the benefits portion of the cost of the ASO. From April-December of 2017, we are responsible for the full costs of the ASO at $20 per hour plus Tax, Burden & Benefits cost figured at 30%. In addition, as an hourly employee an overtime encumbrance has been added based on 10% of her overall wages.

Volunteer Reimbursement Expenses: This refers to costs related to Board members and volunteers acting on official CCB business. Numbers are based on last year’s figures.

Divisions:

Membership Services Division: See breakdown by division below

Children and Youth Services Division: See breakdown by division below

College and Career Division: See breakdown by division below

Consumer and Legal Advocacy Division: See breakdown by division below

Publications Division: See breakdown by division below

Governmental Affairs Division: See breakdown by division below

Governance Division: See breakdown by division below

Resource Development Division: See breakdown by division below

Total Anticipated Expenses Versus Revenue: No explanation needed

Anticipate Shortfall: This is the deficit after income has been offset by expenses

Contingency Fund: This is the fund (reserve) used to offset the anticipated shortfall

Anticipated Fund Balance: This is the amount left over after all expenses have been paid. The 2017 budget projection shows a balanced budget.

Membership Services Division Budget Narrative:

The Membership Services Division represents all of the programs and services that we offer to our members and to the community at large.

Membership: This includes everything related to membership dues that we pay or receive. Figures are estimated based on last year’s numbers.

Direct Services: These include crisis intervention and resource and referrals. Numbers are estimated based on last year’s figures and the estimated costs to implement a new program.

 Ellen Murphy Crisis Intervention Program: Estimated based on last year’s numbers

 A Better Tomorrow: This program represents a consolidation of the crisis fund and the resource and referral function. As this program grows it will serve as the state repository for blind resources; the intake center for the newly blind (through crisis intervention and resource and referral), and the crisis response center for members who are experiencing challenges. Numbers are estimated based on last year’s figures and input from the Board President.

 The Angels Among Us Program: This program will act as a restricted funding source with absolute flexibility to meet the needs of our members who cannot afford to address the final arrangement of a loved one or a service animal. The nominal fee is for the creation and printing of simple, straight forward marketing materials to support the program.

Convention & Conference: Refers to all things related to the convention and conference.

Children and Youth Services Division: This division is “under development” but will most probably focus on early identification and intervention for children; youth engagement and mentoring and many other exciting topics..stay tuned! An income line item may be added throughout the course of the year based on available funding opportunities.

College and Career Division Budget Narrative:

Premise: We know from countless research studies that the two factors that greatly improve people’s lives and standard of living are education and employment. As such, the college and career division was formed to address these needs. It represents the consolidation of our current scholarship and micro-loan program into one division but also includes new programs and a plan for expansion as well.

Scholarships: Taken from 2016 numbers.

Saenz Creative & Performance Arts Academy: This program represents the evolution of the Saenz Scholarship for Blind Music Majors. The Board President will be conferring with the donor and the Board of Directors regarding the expansion of the donor intent for official consent. Provided this measure passes all of the hurdles, the plan looks like this: We currently have a little over $28,000 in this fund but it is restrictive and we literally have not been able to give the money away. As a result, we hope to expand the donor intent to include all things creative & performing arts such as scholarships for colleges or vocational classes which lead to a paid vocational activity; vocational training, and miscellaneous support for blind musicians, Creative and performing artists which lead to paid vocational activities. Approximately one third of the funds has been allocated to 2017.

Employment Assistance Micro-loan Program (AKA CEA Committee): These numbers are based on last year’s figures with the assumption that we will loan one candidate money in 2017.

Food For Thought Program: This is a simple and creative fundraising strategy which utilizes a win win scenario with the food service industry to create a state wide replicatable funding mechanism to raise money for scholarships and vocational training opportunities. The nominal expense fee is for collateral marketing materials.

Consumer & Legal Advocacy Division Budget Narrative:

This division focuses on advocating for the rights of the people experiencing blindness and low vision in all of its forms across the state of California. It may take the form of the CCB merely speaking to a business owner from an educational perspective to help them to become more accessible or we may be a physical advocate during an IEP or SSI hearing or, even taking legal action to correction a problem or to force compliance with existing laws and statutes.

Consumer Advocacy: The line item here is to reimburse volunteers for reasonable costs or to provide advocate training for volunteers, etc.

Legal Advocacy: These numbers are estimated based on last year’s figures and refer to cost reimbursements. The revenue line item is estimated based on the legal proceeds received in 2016.

Publications Division Budget Narrative: The numbers for this division are estimated based on last year’s figures. It currently includes the Blind Californian and the E-Book Project but will take on an added importance when the CCB becomes the state wide repository and clearing house for all things blind in CA. The revenue portion refers to the anticipated revenue we hope to receive after selling the e-book through Amazon.com.

Governmental Affairs Division Narrative:

California Coalition on Long-Term Care Services and Supports - $1,000

Expenses related to this division have been around reimbursements of cost incurred in doing public policy work, such as transportation. - $100

Governance Division Budget Narrative: This division includes all things Governance related. The only expense allocated to this category in 2017 is $400 for a mini-strategic Planning Session.

Resource Development Division Budget Narrative:

Proposal writing by the CEO: This figure is estimated based on the previous success of the CEO with grant writing. However, it is contingent upon the organizational readiness of the CCB and its existing relationships.

Special Events

Mutt Strutt: Undetermined at this time if the event will proceed.

Dining in the Dark: These numbers are for planning costs for the 2018 event.

Canes Across California: This figure represents some general costs related to planning a statewide fundraising effort.

CCB Cottage Industries

 ETSY For Independence: These costs represent the start-up costs related to purchasing equipment and shipping materials.

 Team Spirit Merchandizing Program: These costs represent the purchase price related to CCB Branded item that we would sell through a third party on-line.

ACB MMS Drive: Based on last year’s figures

 Miscellaneous Community Fundraisers: Various undetermined events to take shape in 2017.

Tommy T’s: Anticipated profits based on selling at least 100 tickets with auction

Variety Show: Based on last year’s figures

Planned Giving: Best estimate for a first year program.

Major Gifts Solicitation: Best estimate for a first year program.

Misc. Donations and contributions: Based on last year’s figures.

Marketing Materials: To purchase quality custom designed marketing materials for the Major Gifts and Planned Giving Campaigns.

Postage: For all things resource development related.

Membership and subscriptions. For networking training and resource development. Based on past experience of the CEO.

Training: Resource Development training for staff or Board.

Consultants: Grant Writing Consultant with a proven record of success dependent upon organization’s readiness. Broken down as follows: Two government grants capped at 40 hours each at $60.00 per hour equivalent to $4,800.00. Six other grants capped at 15 hours each at $60 per hour equivalent to $5,400.00. One comprehensive grant research spreadsheet equivalent to $500.00.

Salesforce CRM yearly subscription for two users.

Surveymonkey yearly subscription for one user.