

# 2019 FY PHILANTHROPY WEST VIRGINIA BUDGET PROPOSAL

*11/27/18 – updated version*

*(These are the core budget income and expenses.)*

<u>INCOME LINE ITEM:</u>	<u>2019 PROPOSED</u>	<u>% OF CHANGE</u>	<u>2018 BUDGET</u>	<u>10-31-18 ACTUAL</u>	<u>2017 ACTUAL</u>	<u>NOTES</u>
<b><u>Income:</u></b>						
<b>#150 – Interest Earnings</b>	\$1,200	-0-	\$1,200	\$1,174	\$1,072	Focus on current interest levels
<b>#4000 – Annual Member Dues</b>	\$60,000	+9%	\$55,000	\$57,900	\$37,113	A 90-95% renewal rate and 10-15% growth
<b>#4030 – Philanthropic Partners</b>	\$45,000	-10%	\$50,000	\$18,504	\$40,950	\$45K is a closer goal
<b>#4045 – Consulting</b>	\$10,000	-33%	\$15,000	-0-	\$4,750	Expand services and outreach: 2 prospects in motion
<b>#4010 Corporate Support</b>						
a) General Support	\$3,000	+20%	\$2,500	500	-0-	Web and general cause marketing
b) Program Sponsors	\$5,500	+10%	\$5,000	-0-	-0-	Seminars, Institutes, Workshops, and Regional Mtgs
c) Annual Conference	\$25,000	-0-	\$25,000	\$21,500	\$22,000	Maintain sponsorships
d) Miscellaneous	\$500	500%				Marketing
<b>#4015 State/Federal Grants</b>						
a) ARC Flex-E-Grant	\$7,000	-12.5%	\$8,000	<i>pending</i>	-0-	2018 Actual is approved not received.
b) USDA Grant	\$5,000	+5000%	-0-	-0-	-0-	Reimbursement for USDA RCDI services
<b>#4020 – Registration Fees</b>						
a) Annual Conference	\$25,000	+19%	\$21,000	\$2,615	\$18,339	Estimate 100 attendees at \$250/person
b) Workshop Fees	\$10,000	-0-	\$10,000	\$2,290	\$470	Three expanded programs ( <i>CEO Retreat, 21<sup>st</sup> Century Grantmaking/Essentials Seminar, etc</i> )
c) General Registration Fees	\$7,500	-0-	\$7,500	\$6,885	\$7,310	Community Foundations Institute & EAG
d) Miscellaneous	\$500	-33.3%	\$750	\$401	\$764	Special convenings
<b>#4005 – Foundation Grants</b>						
a) Conference Support	\$7,500	-0-	\$7,500	\$6,500	\$6,000	Secure 4 to 5 foundations
b) Keep5Local/Benedum	\$75,000	-0-	\$75,000	\$112,500	\$95,000	Focusing on a leverage of other funding
c) Maier Fdtn Ethics Series	\$10,000	-0-	\$10,000	\$10,000	\$5,000	Expanded Ethic Sessions

<u>INCOME LINE ITEM (continued):</u>	<u>2019 PROPOSED</u>	<u>% OF CHANGE</u>	<u>2018 BUDGET</u>	<u>10-31-18 ACTUAL</u>	<u>2017 ACTUAL</u>	<u>NOTES</u>
<b>#4005 - continued</b> d) Program Support	\$135,000	+145%	\$55,000	\$51,100	\$43,500	EAG, Special Delivery, etc. (Prospects: Steeley, McDonough, Community Foundations, etc.
<b>#4041 – WVNPA Admin Support Income</b>	-0-	-3000%	\$3,000	\$3,750	\$15,000	Discontinued as of 04/01/2018
<b>#4050 – Partnerships/Shared Services</b>	-0-	-0-	-0-		-0-	Need to investigate opportunities.
<b>INCOME TOTAL:</b>	<b>\$432,700</b>	<b>+ 23.1%</b>	<b>\$351,450</b>	<b>\$295,619</b>	<b>\$297,267</b>	<i>Included ARC funds approved, but not received.</i>
<u>Expense Line Item:</u>	<u>2019 PROPOSED</u>	<u>% OF CHANGE</u>	<u>2018 BUDGET</u>	<u>10-31-18 ACTUAL</u>	<u>2017 ACTUAL</u>	<u>NOTES</u>
<b>Communications</b>						
<b>#5045 – Online Platform &amp; Development</b>	<b>\$3,500</b>	-30%	\$5,000	\$2,164	\$1,703	<b>Upgrade to webinar/video conferencing system.</b>
<b>#5055 – Printing</b>	<b>\$750</b>	+50%	\$500	\$509	\$84	<b>Printing of new materials</b>
<b>#5060 – Telephone &amp; Internet</b>	<b>\$2,350</b>	+11.9%	\$2,100	\$1,990	\$2,490	
<b>#5065 – Postage</b>	<b>\$1,000</b>	-0-	\$1,000	\$561	\$644	<b>At least 4 direct mail batches</b>
<b>Constituent Services</b>						
<b>#5080 – Annual Conference</b>	<b>\$20,000</b>	-20%	\$25,000	\$6,419	\$24,678	<b>Focusing on a 1.5 day format in 2019</b>
<b>#5110 – Leadership Development Programs</b>						
a) Corporate Responsibility Council	<b>\$3,500</b>	+16.7%	\$3,000	\$166	\$1,434	<b>Hosting two Institutes &amp; Roundtables</b>
b) Community Foundations	<b>\$7,500</b>	-16.7%	\$9,000	\$10,983	\$1,979	<b>CFI to be hosted in June</b>
c) Private & Family Foundations	<b>\$2,500</b>	-83.3%	\$15,000	\$1,700		<b>Webinars &amp; Seminars</b>
d) Regional Meetings & Leadership Retreats	<b>\$6,500</b>	+30%	\$5,000	\$3,805	\$11,360	<b>Winter &amp; Spring Programs</b>
e) Education Funders Affinity Group (EAG)	<b>\$30,000</b>	+30,000%		\$1,604	-0-	<b>Education Funders Summit and Consulting work.</b>
<b>#5115 – Miscellaneous</b>	<b>\$1,500</b>	-0-	\$1,500	\$683	\$1,609	<b>Covers miscellaneous expenses</b>
<b>#5120 – Marketing</b>	<b>\$5,000</b>	-0-	\$5,000	\$1,852	\$343	<b>Increased marketing in 2019</b>
<b>Management</b>						
<b>#5011 – Bank Fees</b>	<b>\$100</b>	-60%	\$250	\$44	\$77	

<b>Expense Line Item (continued):</b>	<b>2019 PROPOSED</b>	<b>% OF CHANGE</b>	<b>2018 BUDGET</b>	<b>10-31-18 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>NOTES</b>
#5012 – Planning & Development	\$2,000	+33.3%	\$1,500	\$1,630	\$1,799	
#5020 – Office Supplies	\$1,750	+16.7%	\$1,500	\$1,588	\$497	
#5025 – Copying	\$350	+16.7%	\$300	\$164	\$81	
#5031 – Information Technology	\$2,000	+33.3%	\$1,500	\$491	\$110	Upgrade some systems & LCD projector
#5040 – Professional Services						
a) Financial Services	\$14,000 (??)	+33.3%	\$10,500	\$8,221	\$9,917	Pending estimate review underway as of 11/26/2018 with eCratchit for 2019
b) Annual Audit	\$6,500	-0-	\$6,500	\$6,500	\$5,608	Forecasted \$6,500 audit
c) Insurance	\$4,000	-0-	\$4,000	\$1,691	\$3,139	Includes: D&O, General Liability, Employee Theft, Employee Travel, and Professional Liability. Considering cyber insurance for online transactions.
d) Employee Leasing	\$3,500	+16.7%	\$3,000	\$2,074	\$2,255	Monthly fees paid per employee to JustWorks.
#5050 – Rent	\$7,300	+8.15%	\$6,750	\$5,443	\$5,960	Estimated increase in 2019.
#5051 – Utilities	-0-		-0-	-0-	-0-	Utilities included in rent.
<b>Programs</b>						
#5002 – Contract Staffing						
a) Wages	\$170,000	+3.03%	\$165,000	\$103,732	\$136,157	3 FTEs & up to 3 PTE
b) Benefits/Taxes/FICA	\$32,000		Included above	\$20,724	<i>see above</i>	Updated with JustWorks input calculating the SSI increase for 2019
d) Contract Staffing/Other	\$20,000	-0-	\$20,000	\$1,068	\$6,790	Project consultants: EAG, Keep5Local, etc.
e) Retirement Plan	\$6,500	-0-	\$6,500		-0-	
#5005 – Professional Dev. & Conferences	\$8,500	+13.3%	\$7,500	\$6,513	\$6,890	All FTE attending the Forum Conference in Cleveland, specialized training, and national conferences.
#5006 – Memberships & Govt. Registrations	\$4,000	+11.1%	\$3,600	\$3,765	\$3,660	WV SOS, Subscriptions, GEO, WVNPA, IS, etc.

<u>EXPENSE LINE ITEM (continued):</u>	<u>2019 PROPOSED</u>	<u>% OF CHANGE</u>	<u>2018 BUDGET</u>	<u>10-31-18 ACTUAL</u>	<u>2017 ACTUAL</u>	<u>NOTES</u>
#5010 – In-State/Work Travel	\$8,000	+6.67%	\$7,500	\$5,487	\$8,251	For all in-state staff travel for programs, meetings, and member visits.
<b>TOTAL EXPENSES:</b>	<b>\$374,600</b>	<b>+17.8%</b>	<b>\$318,000</b>	<b>\$202,094</b>	<b>\$237,515</b>	
<b>Net (Loss) Income vs. Expense</b>	<b>\$58,100</b>		<b>\$33,450</b>	<b>TBD</b>	<b>\$59,752</b>	

## **SPECIAL INITIATIVES & PROJECTS BUDGET:**

*(These are Special Initiative directed budgets that require specific funds Separate from General Operating.)*

<u>LINE ITEM</u>	<u>2019 PROPOSED</u>	<u>% OF CHANGE</u>	<u>YTD ACTUAL</u>	<u>2018 BUDGET</u>	<u>NOTES</u>
<b><u>Income:</u></b>					
#4035 – Pass thru Grant Revenue					
a) Give2WV Day Pass Thru Proceeds			\$3,555	\$5,833	When Philanthropy WV serves as the facilitator, we receive funds to disperse back out to the participating community foundations.
b) Transfer of Wealth Assessments	\$20,000	-0-	-0-	\$20,000	Based upon completing assessments for the final 17 counties with LOCUS Impact Investing.
c) Keep5Local Program Grant	\$42,500	+28.8%	-0-	\$33,000	Income from Benedum to support program implementation
e) Miscellaneous			\$1,000		
<b>Total Initiatives &amp; Projects Budget:</b>	<b>\$62,500</b>	<b>+17.9%</b>	<b>\$4,555</b>	<b>\$53,000</b>	
#4015 - USDA RCDI Program Income	\$150,000	-10%		\$166,667	RCDI program related income estimated based upon all funds through 09/14/2019
<b><i>TOTAL RCDI &amp; Special Initiatives Inc:</i></b>	<b><i>\$212,500</i></b>	<b><i>-5.76%</i></b>		<b><i>\$225,500</i></b>	
<b><u>Expense:</u></b>					
#5105 – Special Initiatives & Projects					
a) Marketing	\$10,000	-0-	\$3,122	\$10,000	Keep5Local marketing

<b>SPECIAL INITIATIVES &amp; PROJECTS</b>	<b>2019</b>		<b>YTD</b>	<b>2018</b>	<b>NOTES</b>
<b>LINE ITEM (continued)</b>	<b>PROPOSED</b>		<b>ACTUAL</b>	<b>BUDGET</b>	
<b>#5105 Continued</b>					
<b>b) Consultants</b>	\$5,000	-0-	-0-	\$5,000	Keep5Local consultants
<b>c) Project Development</b>	\$15,000	-25%	\$258	\$20,000	Keep5Local program development
<b>d) Give2WV Day</b>	\$7,500	+50%	\$237	\$5,000	Give2WV Day promotion and systems
<b>e) Supplies</b>	\$1,500	-40%	-0-	\$2,500	Specific supply purchases
<b>f) Travel</b>	\$3,500	-12.5%		\$4,000	Keep5Local related Travel
<b>#5140 – USDA RCDI Program Expenses</b>	\$150,000	-10.2%		\$167,000	All RCDI related expenses based upon all funds being used by September 14, 2019 (grant concludes)
<b>#5135 – Research Projects</b>	\$20,000	+66.7%	\$3,530	\$12,000	Estimate of completing final 17 county assessments.
<b>TOTAL RCDI &amp; Special Initiatives Exp:</b>	<b>\$212,500</b>	<b>-5.76%</b>		<b>\$225,500</b>	

This includes the best estimates and forecasting available to Philanthropy WV staff for 2018. It is separated into two budgets. The first is the Core Operating Budget and the second is Special Initiatives & Programs such as Keep5Local and the USDA RCDI program. As we move into 2019, the budget format will be updated and improved.

Please contact Paul with any questions at 304.517.1450 or email: [paul@philanthropywv.org](mailto:paul@philanthropywv.org)