

Central Office of Santa Fe, Inc.						
2018	Thru	3/31/18				
			2018	Actual Amount	Over (under) Budget	% of Budget
Revenue						
	Donations from Groups/District		\$ 16,500.00	\$ 4,665.28	\$ (11,834.72)	28%
	Donations from Individuals		250.00	58.60	(191.40)	23%
	Interest		-	-	-	NM
	Literature & Chips					
	Revenues		8,000.00	2,688.20	(5,311.80)	34%
	Cost of Chips		(1,500.00)	(360.69)	1,139.31	24%
	Cost of Literature		<u>(5,000.00)</u>	<u>(3,078.27)</u>	<u>1,921.73</u>	<u>62%</u>
	Net		1,500.00	(750.76)	(2,250.76)	-50%
	Miscellanaous Income		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	NM
	Total Revenue		\$ 18,250.00	\$ 3,973.12	\$ (14,276.88)	22%
Expenses						
	Insurance		\$ 600.00	\$ -	\$ (600.00)	0%
	Labor:					
	Coordinator		6,550.00	1,600.00	(4,950.00)	24%
	Assistant		200.00	-	(200.00)	0%
	Office Expenses					
	Bank Charges [1]		35.00	-	(35.00)	0%
	Miscellaneous Expense [2]		80.00	-	(80.00)	0%
	Licenses and Fees [3]		20.00	-	(20.00)	0%
	Office Supplies & Postage		600.00	17.88	(582.12)	3%
	PO Box Rental		150.00	-	(150.00)	0%
	Printing (Schedule and Newsletter)		<u>1,500.00</u>	<u>1,000.29</u>	<u>(499.71)</u>	67%
	Total Office		2,385.00	1,018.17	(1,366.83)	43%
	Rent					
	Office Space		6,275.00	2,075.00	(4,200.00)	33%
	Intergroup Meeting Space [4]		<u>90.00</u>	<u>-</u>	<u>(90.00)</u>	0%
	Total Rent		6,365.00	2,075.00	(4,290.00)	33%
	Support					
	State Convention		-	-	-	NM
	NMCYPAA		-	-	-	NM
	GSO		500.00	-	(500.00)	0%
	Gratitude Gala		-	-	-	NM
	Area Activities		<u>-</u>	<u>-</u>	<u>-</u>	<u>NM</u>
	Total Support		500.00	-	(500.00)	0%
	Utilities					
	Answering Service		1,800.00	343.50	(1,456.50)	19%
	Phone		1,200.00	288.08	(911.92)	24%
	Tool Box Web Design [5]		1,400.00	476.58	(923.42)	34%
	District 2 Support of Website [6]		<u>(700.00)</u>	<u>(282.00)</u>	<u>418.00</u>	40%
	Total Utilities		3,700.00	826.16	(2,873.84)	22%
	Total Expenses		\$ 20,300.00	\$ 5,519.33	\$ (14,780.67)	27%
	Net		\$ (2,050.00)	\$ (1,546.21)	\$ 503.79	75%
Bank Account Balance						
	Checking		\$ 589.94			

Savings		5.02					
Petty Cash		-					
Money Market		<u>3,602.15</u>					
Total		\$ 4,197.11					
Prudent Reserve Amount		<u>5,000.00</u>					
Excess over Prudent Reserve		\$ (802.89)					
Assets:							
Checking Account Balance		589.15					
Savings		5.02					
Petty Cash Balance		-					
Money Market Account Balance		3,602.15					
Chip Inventory		1,041.50					
Literature Inventory		<u>3,731.75</u>					
Total Assets		\$ 8,969.57					

[1] These are bank fees and any overdraft fees

[2] we used this as a place to add spending that wasn't typical. In one case, we replaced doorlocks and keys, in another, we replaced the computer and network connections in the office.

[3] Annual filing with the state

[4] See above "steering committee Space"

[5] Costs of the website

[6] I moved this down to the expense category. Since it is a "negative" expense and you are totalling numbers, I added it as a negative number. Its a little counter-intuitive, but you'kk keep it straight.