

<b>Central Office of Santa Fe, Inc.</b>						
2018	Thru	12/31/18				
			<b>2018</b>	<b>Actual Amount</b>	<b>Over (under) Budget</b>	<b>% of Budget</b>
<b>Revenue</b>						
	Donations from Groups/District		\$ 16,500.00	\$ 21,202.28	\$ 4,702.28	128%
	Donations from Individuals		250.00	3,322.90	3,072.90	1329%
	Interest		-	-	-	NM
	Literature & Chips					
	Revenues		8,000.00	7,565.54	(434.46)	95%
	Cost of Chips		(1,500.00)	(1,298.43)	201.57	87%
	Cost of Literature		<u>(5,000.00)</u>	<u>(7,103.79)</u>	<u>(2,103.79)</u>	<u>142%</u>
	Net		1,500.00	(836.68)	(2,336.68)	-56%
	Gratitude Gala - Repayment (- \$366.75)		<u>2,680.03</u>	<u>0.00</u>	<u>0.00</u>	NM
	<b>Total Revenue</b>		\$ 20,930.03	\$ 23,688.50	\$ 5,438.50	113%
<b>Expenses</b>						
	Insurance		\$ 600.00	\$ 550.00	\$ (50.00)	92%
	Labor:					
	Coordinator		6,550.00	6,550.00	-	100%
	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	21.50	1.50	108%
	Office Supplies & Postage		600.00	287.78	(312.22)	48%
	PO Box Rental		150.00	134.00	(16.00)	89%
	Printing (Schedule and Newsletter)		<u>1,500.00</u>	<u>1,954.29</u>	<u>454.29</u>	<u>130%</u>
	Total Office		2,385.00	2,397.57	12.57	101%
	Rent					
	Office Space		6,275.00	6,275.00	-	100%
	Intergroup Meeting Space [4]		<u>90.00</u>	<u>135.00</u>	<u>45.00</u>	<u>150%</u>
	Total Rent		6,365.00	6,410.00	45.00	101%
	Support					
	State Convention		-	2,000.00	2,000.00	NM
	NMCYPAA		-	-	-	NM
	GSO		500.00	-	(500.00)	0%
	Gratitude Gala		-	366.75	366.75	NM
	Area Activities		<u>-</u>	<u>-</u>	<u>-</u>	<u>NM</u>
	Total Support		500.00	2,366.75	1,866.75	473%
	Utilities					
	Answering Service		1,800.00	1,329.40	(470.60)	74%
	Phone		1,200.00	1,510.64	310.64	126%
	Tool Box Web Design [5]		1,400.00	1,850.41	450.41	132%
	District 2 Support of Website [6]		<u>(700.00)</u>	<u>(925.00)</u>	<u>(225.00)</u>	<u>132%</u>
	Total Utilities		3,700.00	3,765.45	65.45	102%
	<b>Total Expenses</b>		\$ 20,300.00	\$ 22,039.77	\$ 1,739.77	109%
	<b>Net</b>		\$ 630.03	\$ 1,648.73	\$ 3,698.73	262%
	Bank Account Balance					
	Checking		\$ 2,321.22			

Savings		548.07					
Petty Cash		-					
Money Market		<u>5,000.16</u>					
Total		\$ 7,869.45					
Prudent Reserve Amount		<u>5,000.00</u>					
Excess over Prudent Reserve		\$ 2,869.45					
Assets:							
Checking Account Balance		2,321.22					
Savings		548.07					
Petty Cash Balance		-					
Money Market Account Balance		5,000.16					
Chip Inventory		1,666.50					
Literature Inventory		<u>4,453.10</u>					
<b>Total Assets</b>		\$ 13,989.05					

[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.