

2018 GENERAL OPERATING BUDGET

		2018 BUDGET
*****INCOME*****		
BEGINNING YEAR BALANCE		
ADMIN/APPLICATION FEE		\$2,000.00
ESSEX CO ALLOCATION		
IDA OPERATING		\$190,962.00
EZ ADMINISTRATION		\$19,096.00
BANK INTEREST		\$0.00
REAL ESTATE (MORIAH LEASE 15% ADMIN)		\$1,600.00
OCR PROGRAM ADMIN/DELIVERY		\$0.00
UNKNOWN INCOME		\$49,012.00
TOTAL		\$262,670.00

*****EXPENSES*****		
ACCOUNTING		
FINANCIAL AUDIT		\$6,000.00
ACCOUNTING SOFTWARE		\$300.00
CHECKS & FORMS		\$200.00
	TOTAL	\$6,500.00
BANK SERVICE CHARGES		\$150.00
BOARD MEETINGS - MONTHLY		\$125.00
BUILDING EXPENSES (OFFICE)		
ELECTRIC		\$1,800.00
MAINTENANCE		\$1,000.00
LANDSCAPING & PLOWING		\$750.00
PROPANE		\$1,750.00
WATER		\$200.00
	TOTAL	\$5,500.00
CONF/WORK SHOPS/EDU		\$2,000.00
DUES & SUBSCRIPTIONS		\$2,000.00
EQUIPMENT		\$3,500.00
EQUIPMENT MAINTENANCE		\$0.00
INSURANCE-LIABILITY		
LIABILITY & WORKERS COMP.		\$3,000.00
DISABILITY		\$150.00
PAID FAMILY LEAVE		\$50.00
	TOTAL	\$3,200.00
INSURANCE-MEDICAL		
MEDICAL INSURANCE		\$6,982.00
H.S.A. ACCOUNT		\$1,800.00
BUY-OUT		\$6,000.00
	TOTAL	\$14,782.00
LEGAL FEES - CONTRACT		\$8,000.00
LEGAL NOTICES		\$100.00
MARKETING/ADVERTISING		\$5,000.00
MEETING/CLIENTS (MEALS)		\$250.00
OFFICE SUPPLIES		\$1,750.00
OFFICE EXPENSE (CHARTER COMM.)		\$3,838.00
PAYROLL		
PAYROLL LIABILITIES (EMPLOYEE)		
EMPLOYEE (RETIREMENT)		
EMPLOYEE TAXES (SS, MED, STATE & FED)		
	TOTAL	\$158,275.00
PAYROLL LIABILITIES (EMPLOYER)		
EMPLOYER (UNEMPLOYMENT)		\$750.00
EMPLOYER TAXES (SS & MEDICARE)		\$14,250.00
	TOTAL	\$15,000.00
PENSION		\$26,500.00
POSTAGE		\$1,200.00
PRINTING		\$100.00
TELEPHONE		\$2,400.00
TRAVEL		\$2,500.00
MISC. EXPENSE		\$0.00
TOTAL		\$262,670.00
GENERAL ACCOUNT BALANCE		