

Parkland C.A.R.E.S. Annual Operating Budget

<u>Category</u>	<u>2021 Budget</u>
Office and Equipment Expenses	
Rent	\$16,200
Office Supplies and Software	\$2,000
Postage and Shipping	\$250
Food Bags	\$500
Computers/Printers	\$250
Furniture and Shelving	\$500
Utilities:	
Electric	\$1,800
Phone and Internet	\$0
Insurance:	
Property and Liability	\$800
Vehicle	\$0
Building Maintenance	
Repairs/Maintenance	<u>\$500</u>
	\$22,800
Employee Expenses	
Salaries	\$30,000
Payroll Taxes/Processing Fees/Ect.	\$2,400
Workers Compensation	<u>\$800</u>
	\$33,200
Food	
Second Harvest	\$750
Produce	\$2,400
Snack Pack Expense	<u>\$5,000</u>
	\$8,150
Marketing and Advertising	
Website, Social Media, Advertising	\$3,500
Volunteer Appreciation	<u>\$1,000</u>
	\$4,500
Professional Expenses	
Accounting Fees	\$1,000
Checking Account Fees	\$180
Legal Fees	<u>\$500</u>
	\$1,680
Total Expenses	\$70,330

<u>Category</u>	<u>Annual Budget</u>	<u>%</u>
Office and Equipment Expense	\$22,800	32%
Employee and Volunteer Expenses	\$33,200	47%
Food Expense	\$8,150	12%
Marketing Expense	\$4,500	6%
Professional Services	\$1,680	2%
Total	\$70,330	100%

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