

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

<u>Category</u>	<u>2022 Budget</u>
Office and Equipment Expenses	
Rent	\$18,000
Office Supplies and Software	\$6,000
Postage and Shipping	\$250
Food Bags	\$500
Computers/Printers	\$250
Furniture and Shelving	\$500
Utilities:	
Electric	\$1,350
Phone and Internet	\$0
Insurance:	
Property and Liability	\$850
Non Owned Auto Insurance	\$600
Building Maintenance	
Repairs/Maintenance	<u>\$1,200</u>
	\$29,500
Employee Expenses	
Salaries	\$33,500
Payroll Taxes/Processing Fees/Ect.	\$5,700
Workers Compensation	<u>\$800</u>
	\$40,000
Food	
Second Harvest	\$750
Distribution Food Expenses	\$7,250
Snack Pack Expense	<u>\$12,000</u>
	\$20,000
Marketing and Advertising	
Website, Social Media, Advertising	\$6,000
Volunteer Appreciation	<u>\$3,000</u>
	\$9,000
Professional Expenses	
Accounting Fees	\$3,000
Checking Account Fees	\$180
Legal Fees	<u>\$500</u>
	\$3,680
Total Expenses	\$102,180

<u>Category</u>	<u>Annual Budget</u>	<u>%</u>
Office and Equipment Expense	\$29,500	29%
Employee and Volunteer Expenses	\$40,000	39%
Food Expense	\$20,000	20%
Marketing Expense	\$9,000	9%
Professional Services	\$3,680	4%
Total	\$102,180	100%

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