

FY 2022-2023 A-GUIDE COMBINED BUDGET

Organization Name:	Delray Beach Community Land Trust Inc
Executive Leader:	Evelyn S Dobson
Key Financial Manager:	Evelyn S Dobson
Current FY 2022-2023 Total Organization Budget:	\$956,830.00
Program/Project A:	Affordable Housing
Program/Project B:	N/A

INCOME	ORGANIZATION			APPLICATION PROGRAM A	
	FY 2021-2022 TOTAL ORGANIZATION BUDGET	FY 2021-2022 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2022)	FY 2022-2023 PROJECTED ORGANIZATION BUDGET	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)
Fees, Tickets, Registration, etc.					
Corporate Grants/Contributions					
Individual Donations					
Foundation Grants					
Government - Federal					
Government- Local/County					
Government- State					
In-Kind	\$ 24,000.00	\$ 12,000.00	\$ 36,000.00	\$ 36,000.00	
Interest Income	\$ 2,400.00	\$ 878.03	\$ 1,500.00	\$ 1,500.00	
Membership				\$ -	
CRA Actual or Requested	\$ 192,815.00	\$ 96,407.50	\$ 161,000.00	\$ 161,000.00	\$ 161,000.00
Other Grant Funds	\$ 15,000.00	\$ 8,500.00	\$ 15,000.00	\$ 15,000.00	
Member/Donations	\$ 300.00	\$ 60.00	\$ 300.00	\$ 300.00	
Application Fees	\$ 4,000.00	\$ 1,785.00	\$ 4,500.00	\$ 4,500.00	
Ground Lease Fees	\$ 43,680.00	\$ 21,825.81	\$ 46,080.00	\$ 46,080.00	
Legal Fees	\$ 300.00	\$ 375.00	\$ 300.00	\$ 300.00	
Developer Fees	\$ 135,000.00	\$ 29,580.00	\$ 145,000.00	\$ 145,000.00	
Proceeds From Sales	\$ 24,000.00	\$ 3,527.22	\$ 25,000.00	\$ 25,000.00	
Forgiveness of Debt-PPP Loan	\$ -	\$ 33,170.00	\$ -	\$ -	
DBCLT Rentals-Owned	\$ 69,400.00	\$ 42,048.00	\$ 76,600.00	\$ 76,600.00	
Palm Manor Apt Rentals Rentals-CRA Owned	\$ 251,360.00	\$ 135,796.75	\$ 275,000.00	\$ 275,000.00	
SW 12th Ave Duplexes Rentals -CRA Owned	\$ 131,500.00	\$ 67,465.00	\$ 133,500.00	\$ 133,500.00	
121 SW 10thAve Rentals-CRA Owned	\$ 18,800.00	\$ -	\$ 24,400.00	\$ 24,400.00	
47 SW 8th Ave Rental-CRA Owned	\$ 10,850.00	\$ -	\$ 12,150.00	\$ 12,150.00	
Miscellaneous	\$ 500.00	\$ 234.00	\$ 500.00	\$ 500.00	
TOTAL INCOME	\$ 923,905.00	\$ 453,652.31	\$ 956,830.00	\$ 956,830.00	\$ 161,000.00
CRA % of Total Income	21%	21%	17%	17%	

NOTES:

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

For quarterly reporting, additional supporting documentation is required to justify the expense of CRA funds for each expense over \$1,000 such as bank statements, receipts, cancelled checks, paid invoices, etc.

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Program/Project A:	Affordable Housing
Program/Project B:	N/A

EXPENSES	ORGANIZATION			APPLICATION PROGRAM A	
	FY 2021-2022 TOTAL ORGANIZATION BUDGET	FY 2021-2022 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2022)	FY 2022-2023 PROJECTED ORGANIZATION BUDGET	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET (A)	FY 2022-2023 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)
Salaries & Related Taxes (list each position/title seperately)					
CEO					
Housing Manager					
Housing Coordinator					
Admistrative Assistant					
Salaries/Wages	\$ 297,150.00	\$ 137,902	\$ 293,000.00	\$ 293,000.00	
Payroll Taxes	\$ 25,980.00	\$ 11,674	\$ 24,000.00	\$ 24,000.00	
Insurance-Workers Comp	\$ 8,000.00	\$ (3,642)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
SUB-TOTAL SALARIES	\$ 331,130.00	\$ 145,933.84	\$ 323,000.00	\$ 323,000.00	\$ 6,000.00
Fringe Benefits (list each position/title)					
Employee Benefits	\$ 49,000.00	\$ 36,942	\$ 52,000.00	\$ 52,000.00	
Employee Benefits/Retirement	\$ 36,000.00	\$ 28,601	\$ 41,000.00	\$ 41,000.00	
SUB-TOTAL FRINGE BENEFITS	\$ 85,000.00	\$ 65,543.11	\$ 93,000.00	\$ 93,000.00	\$ -
Capital Expenditures (list each seperately)					
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each seperately)					
NeighborWorks					
Florida Housing Coalition					
Florida Community Development					
Florida Redevelopment Association					
Grounded Solutions Network (NCLT)					
Training/Conference/Workshops	\$ 5,000.00	\$ 1,154.41	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
SUB-TOTAL CONFERENCES & MEETINGS	\$ 5,000.00	\$ 1,154.41	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Copying & Printing (list each seperately)					
Printing/Copying	\$ 5,000.00	\$ 978.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
SUB-TOTAL COPYING & PRINTING	\$ 5,000.00	\$ 978.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Equipment Rental/Maintenance (list each seperately)					
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2022-2023 A-GUIDE COMBINED BUDGET

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Program/Project A: Affordable Housing
 Program/Project B: N/A

	ORGANIZATION			APPLICATION	
				PROGRAM A	
Insurance (list each seperately)					
Liability	\$ 4,000.00	\$ 2,331	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Errors & Omissions	\$ 6,500.00	\$ 1,977	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00
Directors & Officers	\$ 3,500.00	\$ 1,613	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
Surety Bond	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00
Homes-DBCLT	\$ 10,000.00	\$ 4,298	\$ 12,000.00	\$ 12,000.00	
SUB-TOTAL INSURANCE	\$ 24,400.00	\$ 10,218.22	\$ 27,300.00	\$ 27,300.00	\$ 15,300.00
Licenses, Registration, Permits (list each seperately)					
Licenses/Permits/Fees-DBCLT	\$ 750.00	\$ 250.00	\$ 825.00	\$ 825.00	\$ 675.00
*State of Florida Corporation					
*FL Solicitation					
*Landlord-DBCLT					
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ 750.00	\$ 250.00	\$ 825.00	\$ 825.00	\$ 675.00
Local Travel (list each seperately)					
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each seperately)					
Office Supplies & Operations	\$ 7,500.00	\$ 3,777.92	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Bank Charges	\$ 3,000.00	\$ 406.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Dues/Subscriptions	\$ 4,500.00	\$ 1,795.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Office Equipment/Furniture	\$ 9,000.00	\$ 5,602.80	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Telephone	\$ 4,500.00	\$ 2,189.03	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Miscellaneous	\$ 500.00	\$ 75.01	\$ 500.00	\$ 500.00	
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ 29,000.00	\$ 13,845.76	\$ 31,000.00	\$ 31,000.00	\$ 30,500.00
Postage & Delivery (list each seperately)					
Postage & Delivery	\$ 3,500.00	\$ 1,536.57	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
SUB-TOTAL POSTAGE & DELIVERY	\$ 3,500.00	\$ 1,536.57	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Professional Svcs/Consulting (list each seperately)					
Website Services	\$ 5,000.00	\$ 1,291.94	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Appraisals	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Marketing/Advertising	\$ 5,000.00	\$ 2,105.85	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Legal	\$ 6,000.00	\$ 2,292.73	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Professional/Consulting	\$ 12,000.00	\$ 5,757.76	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
Accounting/Audit	\$ 15,000.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 44,500.00	\$ 18,948.28	\$ 42,500.00	\$ 42,500.00	\$ 42,500.00

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Program/Project A:	Affordable Housing
Program/Project B:	N/A

	ORGANIZATION			APPLICATION PROGRAM A	
Rent/Mortgage & Maintenance (list each seperately)					
InKind	\$ 24,000.00	\$ 12,000.00	\$ 36,000.00	\$ 36,000.00	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ 24,000.00	\$ 12,000.00	\$ 36,000.00	\$ 36,000.00	\$ -
Telecommunication (list each seperately)					
SUB-TOTAL TELECOMMUNICATION	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities (list each seperately)					
FPL Electric	\$ 1,200.00	\$ (45.74)	\$ 800.00	\$ 800.00	
Water & Sewer	\$ 2,500.00	\$ (25.28)	\$ 1,250.00	\$ 1,250.00	
SUB-TOTAL UTILITIES	\$ 3,700.00	\$ (71.02)	\$ 2,050.00	\$ 2,050.00	\$ -
Other: (list each seperately)					
Travel/Mileage	\$ 3,000.00	\$ 1,082.24	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Meals	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Loan Interest	\$ 9,000.00	\$ 2,763.75	\$ 5,000.00	\$ 5,000.00	
Property Taxes	\$ 4,000.00	\$ 2,276.04	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Closing Cost	\$ 24,000.00	\$ 7,858.60	\$ 20,000.00	\$ 20,000.00	
Landscape Maintenance	\$ 19,000.00	\$ 8,450.00	\$ 21,000.00	\$ 21,000.00	
Pest Control	\$ 1,500.00	\$ 420.00	\$ 3,000.00	\$ 3,000.00	
Repairs/Maintenance	\$ 8,000.00	\$ 2,851.01	\$ 11,000.00	\$ 11,000.00	
Storage Fees	\$ 3,000.00	\$ 1,687.49	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
Development Cost	\$ 30,000.00	\$ 1,128.47	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Improvements	\$ 10,000.00	\$ -	\$ 7,000.00	\$ 7,000.00	
Contingency	\$ 6,000.00	\$ 4,380.19	\$ 6,000.00	\$ 6,000.00	\$ 1,275.00
Program Services-Palm Manor	\$ 136,750.00	\$ 50,123.62	\$ 137,550.00	\$ 137,550.00	
Program Services-SW 12th Ave Duplexes	\$ 78,800.00	\$ 29,568.04	\$ 84,800.00	\$ 84,800.00	
Program Services-808 SW 3rd Ct	\$ 10,000.00	\$ 3,860.54	\$ 14,500.00	\$ 14,500.00	
Program Services-121 SW 10th Ave	\$ 14,650.00		\$ 16,600.00	\$ 16,600.00	
Program Services-47 SW 8th Ave	\$ 8,975.00		\$ 9,955.00	\$ 9,955.00	
SUB-TOTAL OTHER	\$ 367,925.00	\$ 116,449.99	\$ 387,155.00	\$ 387,155.00	\$ 52,025.00
SUB-TOTAL EXPENSES	\$ 923,905.00	\$ 386,787.16	\$ 956,830.00	\$ 956,830.00	\$ 161,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 923,905.00	\$ 386,787.16	\$ 956,830.00	\$ 956,830.00	\$ 161,000.00
NET INCOME	\$ -	\$ 66,865.15	\$ -	\$ -	\$ -

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

APPLICATION

INCOME	AMOUNT	PROGRAM A Justification/Narrative for CRA Funded Program	*C (confirmed) or P (pending)	**Date of Funding Decision (for P) or Start Date (for C)
Fees, Tickets, Registration, etc.	\$ -			
Corporate Grants/Contributions	\$ -			
Individual Donations	\$ -			
Foundation Grants	\$ -			
Government - Federal	\$ -			
Government- Local/County	\$ -			
Government- State	\$ -			
In-Kind	\$ -			
Interest Income	\$ -			
Membership	\$ -			
CRA Actual or Requested	\$ 161,000.00	Affordable Housing Program Funding		
Other Grant Funds	\$ -			
Member/Donations	\$ -			
Application Fees	\$ -			
Ground Lease Fees	\$ -			
Legal Fees	\$ -			
Developer Fees	\$ -			
Proceeds From Sales	\$ -			
Forgiveness of Debt-PPP Loan	\$ -			
DBCLT Rentals-Owned	\$ -			
Palm Manor Apt Rentals Rentals-CRA Owned	\$ -			
SW 12th Ave Duplexes Rentals -CRA Owned	\$ -			
121 SW 10thAve Rentals-CRA Owned	\$ -			
47 SW 8th Ave Rental-CRA Owned	\$ -			
Miscellaneous	\$ -			
TOTAL INCOME	\$ 161,000.00			

NOTES:

CRA % of projected Total Organization Income may not exceed 25% unless approved by CRA

For quarterly reporting, additional supporting documentation required to justify expense of CRA funds, for \$1,000 or more, for the quarter such as receipts, cancelled checks, paid invoices, etc.

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

APPLICATION		
EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title seperately)		
CEO	\$ -	
Housing Manager	\$ -	
Housing Coordinator	\$ -	
Admistrative Assistant	\$ -	
Salaries/Wages	\$ -	
Payroll Taxes	\$ -	
Insurance-Workers Comp	\$ 6,000.00	Employer cost associated with coverage for employees/independent labor
SUB-TOTAL SALARIES	\$ 6,000.00	Total Salaries & Related Taxes
Fringe Benefits (list each position/title)		
Employee Benefits	\$ -	
Employee Benefits/Retirement	\$ -	
SUB-TOTAL FRINGE BENEFITS	\$ -	Total Fringe Benefits
Capital Expenditures (list each seperately)		
0	\$ -	
0	\$ -	
SUB-TOTAL CAPITAL EXPENDITURES	\$ -	Total Capital Expenditures
Conferences & Meetings (list each seperately)		
NeighborWorks	\$ -	
Florida Housing Coalition	\$ -	
Florida Community Development	\$ -	
Florida Redevelopment Association	\$ -	
Grounded Solutions Network (NCLT)	\$ -	
Training/Conference/Workshops	\$ 7,000.00	Capacity building, organizational enhancement cost (staff and board members)
SUB-TOTAL CONFERENCES & MEETINGS	\$ 7,000.00	Total Conferences & Meetings
Copying & Printing (list each seperately)		
Printing/Copying	\$ 3,500.00	Cost associated with day-to-day operations
0	\$ -	
0	\$ -	
SUB-TOTAL COPYING & PRINTING	\$ 3,500.00	Total Copying & Printing
Equipment Rental/Maintenance (list each seperately)		
0	\$ -	
0	\$ -	
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	Total Equipment Rental/Maintenance

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

APPLICATION

Insurance (list each seperately)		
Liability	\$ 4,500.00	Commercial Liability Coverage
Errors & Omissions	\$ 6,700.00	Insurance coverage that provides protection for our business services
Directors & Officers	\$ 3,700.00	Directors & Officers protection coverage
Surety Bond	\$ 400.00	Dishonesty coverage protection
Homes-DBCLT	\$ -	
<i>SUB-TOTAL INSURANCE</i>	\$ 15,300.00	Total Insurance
Licenses, Registration, Permits (list each seperately)		
Licenses/Permits/Fees-DBCLT	\$ 675.00	Annual required fees to remain compliant
*State of Florida Corporation	\$ -	
*FL Solicitation	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ 675.00	Total Licenses, Registration, Permits
Local Travel (list each seperately)		
0	\$ -	
0	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	Total Local Travel
Office & Program Supplies (list each seperately)		
Office Supplies & Operations	\$ 7,500.00	Cost for day-to-day operating supplies
Bank Charges	\$ 2,000.00	Monthly bank service fees incurred
Dues/Subscriptions	\$ 4,000.00	Cost incurred for connections with housing affiliates and other entities
Office Equipment/Furniture	\$ 12,000.00	Software upgrades, leased equipment, replacement cost office furniture
Telephone	\$ 5,000.00	Devices utilized for operations
Miscellaneous	\$ -	
<i>SUB-TOTAL OFFICE & PROGRAM SUPPLIES</i>	\$ 30,500.00	Total Office & Program Supplies
Postage & Delivery (list each seperately)		
Postage & Delivery	\$ 3,500.00	US postage and meter lease
0	\$ -	
<i>SUB-TOTAL POSTAGE & DELIVERY</i>	\$ 3,500.00	Total Postage & Delivery
Professional Svcs/Consulting (list each seperately)		
Website Services	\$ 5,000.00	Cost incurred for website maintenance
Appraisals	\$ 1,500.00	Cost associated with services for appraisals of vacant land and acquisitions
Marketing/Advertising	\$ 5,000.00	Cost incurred for all marketing materials, ads, quarterly newsletters, etc.
Legal	\$ 5,000.00	Cost associated with protecting and defending practices and procedures, compliance
Professional/Consulting	\$ 11,000.00	Cost associated with program refinement, organizational efficiency and growth
Accounting/Audit	\$ 15,000.00	Cost associated with the draft/final preparation of financial audit and 990 Return
<i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>	\$ 42,500.00	Total Professional Svcs/Consulting

Organization Name:

Delray Beach Community Land Trust Inc

Program/Project A:

Affordable Housing

APPLICATION		
Rent/Mortgage & Maintenance (list each seperately)		
InKind	\$ -	
0	\$ -	
SUB-TOTAL RENT/MORTGAGE & MAINTENANCE	\$ -	Total Rent/Mortgage & Maintenance
Telecommunication (list each seperately)		
0	\$ -	
SUB-TOTAL TELECOMMUNICATION	\$ -	Total Telecommunication
Utilities (list each seperately)		
FPL Electric	\$ -	
Water & Sewer	\$ -	
SUB-TOTAL UTILITIES	\$ -	Total Utilities
Other: (list each seperately)		
Travel/Mileage	\$ 4,000.00	Cost associated with training/workshops/conferences outside of local area
Meals	\$ 1,250.00	Cost associated with training/workshops/conferences outside of local area
Loan Interest	\$ -	
Property Taxes	\$ 5,000.00	Taxes incurred on properties owned and other
Closing Cost	\$ -	
Landscape Maintenance	\$ -	
Pest Control	\$ -	
Repairs/Maintenance	\$ -	
Storage Fees	\$ 5,500.00	Cost incurred for files stored, etc.
Development Cost	\$ 35,000.00	Cost associated with new construction, impact fees, water line connections,
Improvements	\$ -	
Contingency	\$ 1,275.00	Set aside to cover the cost of acquisitions, rehab and new construction
Program Services-Palm Manor	\$ -	
Program Services-SW 12th Ave Duplexes	\$ -	
Program Services-808 SW 3rd Ct	\$ -	
Program Services-121 SW 10th Ave	\$ -	
Program Services-47 SW 8th Ave	\$ -	
SUB-TOTAL OTHER	\$ 52,025.00	Total Other
SUB-TOTAL EXPENSES	\$ 161,000.00	Sub-Total Expenses
	\$ -	Administrative Expenses
TOTAL EXPENSES	\$ 161,000.00	Total Expenses