

#### A-GUIDE Nonprofit Partner Application FY 2020-2021 Combined Budget Form COMBINED BUDGET

**Organization Name:** 

Delray Beach Public Library Association, Inc.

**Executive Leader & Key Financial Manager Names:** 

Karen Ronald, Executive Director and Mary Kyle, Finance Manager

**Current FY (2020) Total Organization Budget:** 

Program/Project A Name: Equitable Access through CRA Sundays and Mondays

Program/Project B Name: Technology, Training and Innovation Lab at the Library

Application Due Date: 8-Jul-20

INCOME	FY 2019-2020 BUDGET	FY 2019-2020 GANIZATION FISCAL AR-TO-DATE THRU 5/31/2020	FY 2020-2021 PROJECTED ORGANIZATION TOTAL BUDGET	FY 2020-2021 PROJECTED TOTAL PROGRAM/ PROJECT A	FY 2020-2021 PROJECTED TOTAL PROGRAM/ PROJECT B
Fees, Tickets, Registration, etc.	\$ 275,000.00	143,611	210,000		
Corporate Grants/Contributions					
Individual Donations					
Foundation Grants					
Government - Federal					
Government- Local/County	\$ 1,453,500.00	\$ 1,090,125.00	1,453,500		
Government- State	\$ 54,726.00	\$ 54,356.00	54,356		
In-Kind					
Interest Income					
Membership					
CRA Actual or Requested	\$ 418,000.00	\$ 209,000.00	443,000	418,000	
Other: CRA TTIL	\$ 50,000.00	\$ -			\$ 25,000.00
Other: TTIL Grants/Contributions		\$ 25,502.00			
Other: Fines and Fees	\$ 107,000.00	\$ 41,649.00	70,000		
Other: Rental	\$ 45,000.00	\$ 28,350.00	45,000		
Other: Grants		\$ 14,725.00	30,000		
Other:					
TOTAL INCOME	\$ 2,403,226.00	\$ 1,607,318.00	2,305,856	418,000	\$ 25,000.00
CRA % of Total Income	17%	13%	19%	18%	1%

- (1) The CRA Request in INCOME (Column G) should equal the CRA Request at the bottom of the EXPENSES budget
- (2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2020-2021 (Column G)
- (3) CRA % of projected Total Organization Income may not exceed 25% for FY 2020-2021 (Column G) unless approved by CRA
- (4) Figures in Column I and, if applicable, Column K, should match Program/Project Budget Narrative



EXPENSES		FY 2019-2020 BUDGET	_	FY 2019-2020 RGANIZATION FISCAL EAR-TO-DATE THRU 5/31/2020	FY 2020-2021 PROJECTED ORGANIZATION TOTAL BUDGET	FY 2020-2021 PROJECTED TOTAL PROGRAM/ PROJECT A	FY 2020-2021 PROJECTED TOTAL PROGRAM/ PROJECT B
Capital Expenditures							
Conferences & Meetings	\$	14,000	\$	7,488.00	8,000	1,480	
Copying & Printing	\$	7,000	\$	1,975.00	4,000	740	
Equipment Rental/Maintenance	\$	65,000	\$	32,911.00	55,000	10,175	\$ 20,000.00
Fringe Benefits	\$	255,000	\$	149,892.00	255,000	47,175	
Insurance	\$	37,000	\$	26,326.00	37,000	6,845	
Licenses, Registration, Permits						0	
Local Travel	\$	10,000	\$	9,031.00	7,000		
Office & Program Supplies	\$	20,000	\$	5,641.00	20,000	3,700	
Postage & Delivery	\$	3,000	\$	950.00	1,500	278	
Professional Svcs/Consulting	\$	46,000	\$	24,251.00	46,000	0	
Rent/Mortgage & Maintenance	\$	183,000	\$	84,437.00	163,000	30,155	
Salaries & Related Taxes	\$	1,384,555	\$	926,258.00	1,369,442	260,194	
Telecommunication	\$	-		·	, ,	0	
Utilities	\$	100,000	\$	54,078.00	100,000	19,000	
Other:Library Materials	\$	226,071	Ś	108,911.00	170,314	32,338	\$ 5,000.00
Other:Life Long Learning	\$	45,000	\$	23,799.00	32,000	5,920	7 2,000.0
Other: Property tax	\$	7,600	\$	7,811.00	7,600	0	
Other:Grant Disbursement	\$	-	\$	1,696.00	30,000	0	
Other: TTIL	Ė		\$	32,755.00		0	
Other:			Ť	52,755,75		-	
Other:							
Other:							
Other:							
Other:							
Other:							
Other:							
Other:							
Other:							
Other:							
Sub-Total Expenses	Ś	2,403,226.00	\$	1,498,210.00	2,305,856	418,000	\$ 25,000.00
% Admin/Indirect Expense	r	_,,	ľ	_, 3,	_,,	,	
TOTAL EXPENSES	\$	2,403,226.00	\$	1,498,210.00	2,305,856	418,000	\$ 25,000.00
NET INCOME		-	\$	109,108.00	0	0	
				27,23336			
Total Expenses Project A + B					443,000		
CRA Request					443,000	418,000	\$ 25,000.00

- (1) Refer to separate Instructions for definitions of each line item expense
- (2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)
- (3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2020-2021 (Column G)



# A-GUIDE Nonprofit Partner Application FY 2020-2021 Combined Budget Form

#### PROGRAM A BUDGET NARRATIVE

Organization Name: Delray Beach Public Library Association, Inc.

Program/Project A Name: Equitable Access through CRA Sundays and Mondays

PROGRAM/PROJECT A INCOME NARRATIVE	AMOUNT	JUSTIFICATION / BASIS FOR BUDGETED AMOUNT (Insert lines for significant specific funding sources beneath line item categories)	C or P (2)	Date of: - P -Decision or - C - Funding Start (3)
Fees, Tickets, Registration, etc.				
Corporate Grants/Contributions				
Individual Donations				
Foundation Grants				
Government - Federal				
Government- Local/County				
Government- State				
In-Kind				
Interest Income				
Membership				
CRA Request	\$ 418,000.00	CRA Sundays and Mondays		
Other:				
TOTAL INCOME	\$ 418,000.00			

- (1) Insert additional rows for significant specific funding sources beneath each line item category
- (2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending and contract of the cont
- (3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED
- (4) CRA Request, Column C, should match Column I on the Combined Budget
- (5) Total Income should equal Program/Project A, Total Income, Combined Budget (Column I)



## PROGRAM A BUDGET NARRATIVE

PROGRAM/PROJECT A	AMOUNT	ITEM DETAIL/DESCRIPTION
EXPENSE NARRATIVE		
Capital Expenditures		
Conferences & Meetings	1,480	Administrative Supplies
Copying & Printing	740	Copying & Printing Brochures and Materials
		Computer equipment and software
Equipment Rental/Maintenance	10,175	Employee Benefits
Fringe Benefits	47,175	Windstorm, Liability and Umbrella policies
Insurance	6,845	NA
Licenses, Registration, Permits		NA NA
Local Travel		Office supplies and Program supplies
Office & Program Supplies	3,700	
Postage & Delivery	278	postage and delivery charges of materials
Professional Svcs/Consulting	0	Accounting and professional services used
Rent/Mortgage & Maintenance	30,155	Building Maintenance
Salaries & Related Taxes	260,194	Employee Salary
Telecommunication		NA
Utilities	19,000	Electric, Internet
Other: Library Materials	32,338	Library Materials
Other: Life Long Learning	5,920	LLI and various other adult programs held on Sundays and Mondays
Other:		
Sub-Total Expenses	\$ 418,000.00	
% Admin/Indirect Expense		(Equals Sub-Total Expenses + Administrative Expenses Total)
TOTAL EXPENSES	\$ 418,000.00	Equals Total Expense, Program/Project A, Combined Budget (Column I)



## A-GUIDE Nonprofit Partner Application FY 2020-2021 Combined Budget Form

## PROGRAM B BUDGET NARRATIVE

Organization Name Delray Beach Public Library Association, Inc.

Program/Project A Name Technology, Training and Innovation Lab at the Library

	AMOUNT	JUSTIFICATION / BASIS FOR BUDGETED AMOUNT	С	
PROGRAM/PROJECT B INCOME NARRATIVE	AMOUNT	(Insert lines for significant specific funding sources beneath line item categories)	or P (2)	Date of: - P -Decision or - C - Funding Start (3)
Fees, Tickets, Registration, etc.				
Corporate Grants/Contributions				
Individual Donations				
Foundation Grants				
Government - Federal				
Government- Local/County				
Government- State				
In-Kind				
Interest Income				
Membership				
CRA Request	\$ 25,000.	Technology, Training & Innovation Lab		
Other:				
TOTAL INCOM	IE \$ 25,000.	00		

- $(1) \ Insert \ additional \ rows \ for \ significant \ specific \ funding \ sources \ beneath \ each \ line \ item \ category$
- (2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending
- (3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED
- (4) CRA Request, Column C, should match Column I on the Combined Budget
- (5) Total Income should equal Program/Project A, Total Income, Combined Budget (Column I)



## PROGRAM B BUDGET NARRATIVE

PROGRAM/PROJECT B	AMOUNT	ITEM DETAIL/DESCRIPTION
EXPENSE NARRATIVE		
Capital Expenditures		
Conferences & Meetings		
Copying & Printing		
Equipment Rental/Maintenance	\$ 20,000.00	Equipment and computer hardware: camcorder, Gopro Max, microphones, green screen, external hard drive and tripods
Fringe Benefits		
Insurance		
Licenses, Registration, Permits		
Local Travel		
Office & Program Supplies		
Postage & Delivery		
Professional Svcs/Consulting		
Rent/Mortgage & Maintenance		
Salaries & Related Taxes		
Telecommunication		
Utilities		
Other: Library Materials	\$ 5,000.00	Library Materials needed to support TTIL
Other:		
Sub-Total Expenses	\$ 25,000.00	
% Admin/Indirect Expense		(Equals Sub-Total Expenses + Administrative Expenses Total)
TOTAL EXPENSES	\$ 25,000.00	Equals Total Expense, Program/Project A, Combined Budget (Column I)