## 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

## **APPLICATION**

			OF	RGANIZATION			PROGRAM A			
INCOME	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	\$ 1	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	\$ 9	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.

BUDGET 1 of 8

**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

## APPLICATION

		APPLICATION				
		ORGANIZATION	PROGRAM A			
EXPENSES	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				4		
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	\$ -	\$ -	\$ -	\$ -	\$ -	

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

### APPLICATION

								APPLIC	CATIC	N		
	ORGANIZATION							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		

BUDGET 3 of 8

**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

								APPLICATION				
Γ	ORGANIZATION						PROGRAM A					
Rent/Mortgage & Maintenance (list each												
seperately)												
InKind	\$	24,000.00	\$	12,000.00	\$	36,000.00	\$	36,000.00				
CUR TOTAL RENT/MORTCAGE & MANNETSMANGE	_	24 000 00		12 000 00		26 000 00		26,000,00	<u> </u>			
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	\$ 9	956,830.00	\$1	61,000.00		
NET INCOME	\$	-	\$	66,865.15	\$	-	\$	-	\$	-		

Program/Project A: **Affordable Housing** 

APPLICATION

INCOME	AMOUNT	PROGRAM A	*C (confirmed)	**Date of Funding
		Justification/Narrative for CRA Funded Program	or P (pending)	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	\$ <u>-</u>			
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	\$ <u>-</u>			
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.

**Affordable Housing** Program/Project A:

APPLICATION

	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)	7	
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		Total Conferences & Meetings
Copying & Printing (list each seperately)		
Printing/Copying	\$ 3,500.00	Cost associated with day-to-day operations
0	ć	
0	, -	
0	\$ -	
SUB-TOTAL COPYING & PRINTING	\$ 3,500.00	Total Copying & Printing
Equipment Rental/Maintenance (list each seperately)		
0	\$ -	
SUB-TOTAL EQUIPMENT RENTAL/MAINTENANCE	\$ -	Total Equipment Pental/Maintenance
300 TOTAL EQUITIVIENT RENTALINATIVIENANCE		Total Equipment Rental/Maintenance

## Program/Project A: Affordable Housing

APPLICATION

	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	\$ -	
SUB-TOTAL INSURANCE	\$ 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	\$ -	
SUB-TOTAL LICENSES, REGISTRATION, PERMITS	\$ 675.00	Total Licenses, Registration, Permits
Local Travel (list each seperately)		
0	\$ -	
0	\$ -	
SUB-TOTAL LOCAL TRAVEL		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	\$ -	
SUB-TOTAL OFFICE & PROGRAM SUPPLIES	\$ 30,500.00	Total Office & Program Supplies
Postage & Delivery (list each seperately)		
Postage & Delivery	\$ 3,500.00	US postage and meter lease
0	) \$ -	
SUB-TOTAL POSTAGE & DELIVERY		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
SUB-TOTAL PROFESSIONAL SVCS/CONSULTING	\$ 42,500.00	Total Professional Svcs/Consulting

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#### **Affordable Housing** Program/Project A:

APPLICATION

	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)		Total Telecommunication
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		Total Other
SUB-TOTAL EXPENSES	\$ 161,000.00	Sub-Total Expenses
	\$ -	Administrative Expenses
TOTAL EXPENSES	\$ 161,000.00	Total Expenses