

FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name: Spady Cultural Heritage Museum, Inc.
Executive Leader: Charlene Farrington
Key Financial Manager: Sharon Blake
Current FY 2020-2021 Total Organization Budget: \$417,419.00

Program/Project A: Exhibits, Education Programs, and Archives
Program/Project B: N/A

INCOME	ORGANIZATION			PROGRAM A	PROGRAM B
	FY 2020-2021 TOTAL ORGANIZATION BUDGET	FY 2020-2021 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2021)	FY 2021-2022 PROJECTED ORGANIZATION BUDGET	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Fees, Tickets, Registration, etc.	\$ 8,000	\$ 846	\$ 5,400		
Corporate Grants/Contributions	\$ 7,000	\$ 45	\$ -		
Individual Donations	\$ 20,000	\$ 17,641	\$ 25,000		
Foundation Grants	\$ 102,500	\$ 48,750	\$ 180,750		
Government - Federal	\$ 60,000	\$ 22,400	\$ 13,800		
Government- Local/County	\$ 23,619	\$ 6,970	\$ 54,443		
Government- State	\$ 10,700	\$ 7,886	\$ 2,500		
In-Kind	\$ -				
Interest Income					
Membership	\$ 8,500	\$ 1,480	\$ 3,000		
CRA Actual or Requested	\$ 106,000	\$ 56,465	\$ 106,000	\$ 106,000	
Other: City of Delray Beach (FY21-22 moved to Local/County w/Cultural Council for PBC)	\$ 31,000	\$ 31,000	\$ -		
Other: Education Programs	\$ 20,000	\$ 5,315	\$ 13,200		
Other: FL African American Heritage	\$ 12,600	\$ 2,844	\$ 8,132		
Other: Unique Events and Fundraisers	\$ 7,500	\$ 510	\$ 5,000		
TOTAL INCOME	\$ 417,419	\$ 202,153	\$ 417,225	\$ 106,000	\$ -
CRA % of Total Income	25%	28%	25%	100%	0%

NOTES:

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

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EXPENSES	FY 2020-2021 TOTAL ORGANIZATION BUDGET	FY 2020-2021 ORGANIZATION BUDGET YEAR-TO-DATE (THRU 3/31/2021)	FY 2021-2022 PROJECTED ORGANIZATION BUDGET	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (A)	FY 2021-2022 PROJECTED TOTAL PROGRAM BUDGET CRA FUNDS ONLY (B)
Salaries & Related Taxes (list each position/title seperately)					
Position: Executive Director	\$ 71,210	\$ 32,964	\$ 65,925	\$ 7,950.00	
Position: Finance and Development	\$ 66,486	\$ 30,912	\$ 61,827	\$ 7,950.00	
Position: TBD	\$ 55,723	\$ -			
Spady Payroll Tax Expense			\$ 9,943		
<i>SUB-TOTAL SALARIES</i>	\$ 193,419	\$ 63,876	\$ 137,695	\$ 15,900.00	\$ -
Fringe Benefits (list each position/title)					
Position: Executive Director	\$ -		\$ -		
Position: Finance and Development	\$ -		\$ -		
Position: TBD	\$ -				
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures (list each N/A)					
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences & Meetings (list each					
American Alliance of Museums	\$ 195	\$ 195			
The Association for the Study of African American Life and History	\$ 500	\$ -			
TBD	\$ 3,705	\$ -	\$ 1,500		
<i>SUB-TOTAL CONFERENCES &</i>	\$ 4,400	\$ 195	\$ 1,500	\$ -	\$ -
Copying & Printing (list each					
	\$ 300	\$ -	\$ -		
<i>SUB-TOTAL COPYING & PRINTING</i>	\$ 300	\$ -	\$ -	\$ -	\$ -
Equipment Rental/Maintenance (list each seperately)					
Alarm Systems	\$ 9,480	\$ 3,720	\$ 6,284	\$ 6,284	
Elevator	\$ 2,010	\$ 683	\$ 2,016	\$ 2,016	
Security Systems	\$ 342	\$ 144	\$ 342	\$ 342	
Cleaning	\$ 1,800	\$ 1,050	\$ 1,000	\$ 1,000	
Other	\$ 868	\$ 1,662	\$ -		
<i>SUB-TOTAL EQUIPMENT</i>	\$ 14,500	\$ 7,259	\$ 9,642	\$ 9,642.00	\$ -

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Insurance (list each seperately)					
Fine Arts Insurance	\$ 2,800	\$ 1,485	\$ 1,350	\$ 1,350.00	
D&O Insurance	\$ 1,100	\$ -	\$ 1,102		
GL Insurance	\$ 1,400	\$ 935	\$ 1,400		
Other	\$ 5,100	\$ -			
SUB-TOTAL INSURANCE	\$ 10,400	\$ 2,420	\$ 3,852	\$ 1,350.00	\$ -
Licenses, Registration, Permits (list each seperately)					
Sunbiz	\$ 61	\$ 61	\$ 61		
Other	\$ 539	\$ -	\$ 439		
SUB-TOTAL LICENSES, REGISTRATION,	\$ 600	\$ 61	\$ 500	\$ -	\$ -
Local Travel (list each seperately)					
N/A					
SUB-TOTAL LOCAL TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -
Office & Program Supplies (list each					
Office & Program Supplies	\$ 4,000	\$ 844	\$ 2,000		
SUB-TOTAL OFFICE & PROGRAM	\$ 4,000	\$ 844	\$ 2,000	\$ -	\$ -
Postage & Delivery (list each					
USPS	\$ 2,500	\$ 974	\$ 2,000		
SUB-TOTAL POSTAGE & DELIVERY	\$ 2,500	\$ 974	\$ 2,000	\$ -	\$ -
Professional Svcs/Consulting (list each					
Auditor	\$ 7,400.00	\$ 7,400	\$ 8,000		
CPA & Bookkeeper	\$ 2,600.00	\$ 1,895	\$ 4,000		
Capacity Building Consultant	\$ 20,000.00	\$ 10,590	\$ 20,000		
Impact 100-Archivist and Intern			\$ 34,000		
SUB-TOTAL PROFESSIONAL	\$ 30,000	\$ 19,885	\$ 66,000	\$ -	\$ -
Rent/Mortgage & Maintenance (list each seperately)					
Storage	\$ 5,000	\$ 1,983	\$ 5,000		
SUB-TOTAL RENT/MORTGAGE &	\$ 5,000	\$ 1,983	\$ 5,000	\$ -	\$ -
Telecommunication (list each					
Phone	\$ 4,760.00	\$ 2,247	\$ 4,500	\$ 4,500.00	
Internet	\$ 3,740.00	\$ 915	\$ 2,000	\$ 2,000.00	
SUB-TOTAL TELECOMMUNICATION	\$ 8,500	\$ 3,162	\$ 6,500	\$ 6,500.00	\$ -

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Utilities (list each seperately)					
Water	\$ 2,000.00	\$ 881	\$ 1,700	\$ 1,700.00	
Electric	\$ 6,130.00	\$ 1,280	\$ 3,900	\$ 3,900.00	
Trash Pick Up	\$ 370.00	\$ 123	\$ 375		
<i>SUB-TOTAL UTILITIES</i>	\$ 8,500	\$ 2,284	\$ 5,975	\$ 5,600.00	\$ -
Other: (list each seperately)					
Advertising/Marketing	\$ 25,369.00	\$ 15,353	\$ 44,700	\$ 14,700.00	
Education Programs	\$ 57,460.00	\$ 39,284	\$ 80,350	\$ 12,000.00	
Exhibit Rental, Fabrications, Installation	\$ 49,921.00	\$ 12,725	\$ 44,961	\$ 40,308.00	
Dues & Subscriptions	\$ 1,500.00	\$ 4,178	\$ 5,000		
Other Expense	\$ 500.00	\$ 1,127	\$ 500		
Credit Card Processing Fees	\$ 500.00	\$ 61	\$ 500		
Bank Fees	\$ 50.00	\$ 70	\$ 50		
Unique Events	\$ -	\$ 453	\$ 500		
<i>SUB-TOTAL OTHER</i>	\$ 135,300	\$ 73,251	\$ 176,561	\$ 67,008.00	\$ -
SUB-TOTAL EXPENSES	\$ 417,419	\$ 176,195	\$ 417,225	\$ 106,000.00	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 417,419	\$ 176,195	\$ 417,225	\$ 106,000.00	\$ -
NET INCOME	\$ -	\$ 25,957	\$ 0	\$ -	\$ -

FY 2021-2022 A-GUIDE COMBINED BUDGET

Organization Name: Spady Cultural Heritage Museum, Inc.

Program/Project A: Exhibits, Education Programs, and Archives

INCOME	AMOUNT	PROGRAM A Justification/Narrative for CRA Funded Program	*C or P	**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	\$ 106,000.00	FY 2021-2022 CRA Funding Request at 25%	P	Sept 2021
TOTAL INCOME	\$ 106,000.00			

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

EXPENSES	AMOUNT	PROGRAM A Justification/Narrative for How CRA Funds Will be Used
Salaries & Related Taxes (list each position/title separately)		
Position: Executive Director	\$ 7,950.00	12% of annual salary
Position: Finance and Development Officer	\$ 7,950.00	12% of annual salary
<i>SUB-TOTAL SALARIES</i>	\$ 15,900.00	<i>Total Salaries & Related Taxes</i>
Fringe Benefits (list each position/title)		
Position:	\$ -	
Position:	\$ -	
<i>SUB-TOTAL FRINGE BENEFITS</i>	\$ -	<i>Total Fringe Benefits</i>
Capital Expenditures (list each separately)		
	\$ -	
<i>SUB-TOTAL CAPITAL EXPENDITURES</i>	\$ -	<i>Total Capital Expenditures</i>
Conferences & Meetings (list each separately)		
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL CONFERENCES & MEETINGS</i>	\$ -	<i>Total Conferences & Meetings</i>
Copying & Printing (list each separately)		
	\$ -	

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<i>SUB-TOTAL COPYING & PRINTING</i>	\$ -	<i>Total Copying & Printing</i>
Equipment Rental/Maintenance (list each		
Alarm Systems	\$ 6,284.00	Fire and burglary monitoring and maintenance
Elevator	\$ 2,016.00	Wheel chair lift maintenance
Security Systems	\$ 342.00	Building security monitoring
Cleaning	\$ 1,000.00	cleaning and general maintenance expense
	\$ -	
<i>SUB-TOTAL EQUIPMENT</i>	\$ 9,642.00	<i>Total Equipment Rental/Maintenance</i>
Insurance (list each seperately)		
Fine Arts Insurance	\$ 1,350.00	Insurance for gallery exhibits and archive collection
	\$ -	
	\$ -	
	\$ -	
	\$ -	
<i>SUB-TOTAL INSURANCE</i>	\$ 1,350.00	<i>Total Insurance</i>
Licenses, Registration, Permits (list each		
	\$ -	
	\$ -	
<i>SUB-TOTAL LICENSES, REGISTRATION, PERMITS</i>	\$ -	<i>Total Licenses, Registration, Permits</i>
Local Travel (list each seperately)		
	\$ -	
<i>SUB-TOTAL LOCAL TRAVEL</i>	\$ -	<i>Total Local Travel</i>
Office & Program Supplies (list each		
	\$ -	
<i>SUB-TOTAL OFFICE & PROGRAM SUPPLIES</i>	\$ -	<i>Total Office & Program Supplies</i>

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Postage & Delivery (list each seperately)		
	\$ -	
<i>SUB-TOTAL POSTAGE & DELIVERY</i>	\$ -	<i>Total Postage & Delivery</i>
Professional Svcs/Consulting (list each		
	\$ -	
<i>SUB-TOTAL PROFESSIONAL SVCS/CONSULTING</i>	\$ -	<i>Total Professional Svcs/Consulting</i>
Rent/Mortgage & Maintenance (list each		
	\$ -	
<i>SUB-TOTAL RENT/MORTGAGE &</i>	\$ -	<i>Total Rent/Mortgage & Maintenance</i>
Telecommunication (list each seperately)		
Phone	\$ 4,500.00	Five phone lines
Internet	\$ 2,000.00	WiFi-Spady Museum and Williams Cottage
<i>SUB-TOTAL TELECOMMUNICATION</i>	\$ 6,500.00	<i>Total Telecommunication</i>
Utilities (list each seperately)		
Water	\$ 1,700.00	Spady Museum and sprinkler systems
Electric	\$ 3,900.00	Spady Museum, Williams Cottage and Lamp post
<i>SUB-TOTAL UTILITIES</i>	\$ 5,600.00	<i>Total Utilities</i>
Other: (list each seperately)		
Advertising/Marketing	\$ 14,700.00	32% of marketing/advertising budget which include Marketing/PR, social media management, graphic design and print/digital advertising
Education Programs	\$ 12,000.00	MLK, Emancipation Celebrations (May 20th and Juneteenth) and Kwanzaa/Kuumba Village
Exhibit Rental, Fabrications, Installation	\$ 40,308.00	All expenses related to exhibition activities
<i>SUB-TOTAL OTHER</i>	\$ 67,008.00	<i>Total Other</i>
SUB-TOTAL EXPENSES	\$ 106,000.00	<i>Sub-Total Expenses</i>
	\$ -	<i>Administrative Expenses</i>
TOTAL EXPENSES	\$ 106,000.00	<i>Total Expenses</i>