

 FAMILY SUPPORT SERVICES KEEPING FAMILIES HEALTHY AND CONTACT FY 20 - 21 BUDGET	201 Oakland Respite	202 SF RESPITE	302 FP SF	301 FP Oakland	401 Kinship Oakland	TOTAL PROGRAMS	1500 FUND RAISE	1300 G&A	FSS Operating Budget
<b>REVENUE</b>									
Contract Revenue	879,073	1,163,693	753,588	251,313	866,400	3,914,067			3,914,067
Program Service Fees	1,150,886	-	-	327,845	-	1,478,731			1,478,731
Interest/Dividend Income	-	-	-	-	-	-		23,000	23,000
Contributions/Grant/Events	-	-	-	15,858	-	15,858	205,340		221,198
Contributions-Foundations	-	-	-	-	-	-			-
Donated Serv/Mats	-	-	-	-	30,000	30,000			30,000
Event Revenue - Sponsorships	-	-	-	-	-	-			-
Event Revenue - ticket sales	-	-	-	-	-	-			-
Event Revenue - Auction Sales	-	-	-	-	-	-			-
Event Revenue - Contributions	-	-	-	-	-	-			-
Contrib Released fr Restrictio	-	-	-	-	-	-			-
Foundations-NA released	-	-	-	-	-	-			-
<b>Total Revenue</b>	<b>2,029,959</b>	<b>1,163,693</b>	<b>753,588</b>	<b>595,016</b>	<b>896,400</b>	<b>5,438,656</b>	<b>205,340</b>	<b>23,000</b>	<b>5,666,996</b>
<b>OPERATING EXPENSES</b>									
Salaries - General	539,367	516,691	382,906	374,865	467,094	2,280,923	57,850	531,405	2,870,178
Salaries - Full Time Providers	-	-	-	-	-	-			-
Vacation Accrual Expense	-	-	-	-	-	-			-
Salaries - Hourly Providers	705,810	-	-	-	-	705,810			705,810
Payroll taxes - FICA	100,892	39,039	28,931	28,890	35,820	233,572	4,724	40,453	278,748
Payroll taxes - SUI	7,320	1,154	2,720	2,553	3,577	17,323	347	2,455	20,125
Retirement	9,868	10,206	7,564	6,628	8,966	43,231	1,235	10,576	55,042
Life, ADD & LTD Ins.	2,577	-	-	547	1,191	4,314	164	1,405	5,883
Health Insurance	124,650	76,158	55,691	53,692	66,565	376,756	6,479	70,407	453,642
Workers Compensation Insurance	56,749	5,923	3,435	2,143	3,412	71,662	352	2,707	74,721
<b>Total Salaries &amp; Benefits</b>	<b>1,547,232</b>	<b>649,171</b>	<b>481,247</b>	<b>469,316</b>	<b>586,624</b>	<b>3,733,591</b>	<b>71,150</b>	<b>659,408</b>	<b>4,464,149</b>
Out-of-Home Providers	5,760	193,805	-	-	-	199,565			199,565
Program Stipends	-	-	-	-	5,625	5,625			5,625
Consultants	7,163	16,430	9,600	3,540	11,225	47,958	44,000	31,800	123,758
Payroll and Accounting	-	-	-	-	-	-		27,000	27,000
Investment Fees	-	-	-	-	-	-		13,000	13,000
Other Fees/Bank Fees	878	-	-	220	-	1,098	1,250	1,800	4,148
Temporary Help Fees	-	-	-	-	-	-		9,000	9,000
Audit Fees	-	-	-	-	-	-		40,000	40,000
Advertising	-	-	-	-	-	-	10,000		10,000
Recruitment	2,490	4,727	2,650	585	700	11,152	300	900	12,352
Communications	8,680	12,500	15,700	6,820	12,500	56,200	1,500	9,000	66,700
Rent	86,080	61,600	57,970	44,950	130,093	380,693	11,800	70,000	462,493
Building repair & maintenance	1,540	4,788	4,300	320	500	11,448		200	11,648
Utilities	-	6,080	5,300	-	-	11,380			11,380
Office Supplies	2,455	5,405	3,225	1,120	3,098	15,303	1,300	4,500	21,103
Software - Purchase & Subs	27,620	-	2,200	380	1,100	31,300	100	20,000	51,400
Memberships & Subscriptions	990	754	1,100	390	-	3,234	1,500	13,000	17,734
Printing	6,030	3,863	2,800	750	1,375	14,818	400	2,700	17,918
Postage & Delivery	1,785	100	125	150	323	2,483	800	2,700	5,983
Equipment Repair & Maintenance	598	-	-	150	-	748	-	200	948
Equipment Rental	1,920	2,955	2,800	1,210	5,075	13,960	300	1,400	15,660
Equipment & Furnishings	1,750	2,373	2,731	2,000	-	8,854	100	2,500	11,454
Insurance	4,248	6,275	3,355	2,072	555	16,505	500	13,300	30,305
Vehicle Insurance	1,732	1,705	7,145	433	4,045	15,060			15,060
Casualty Gains & Losses	-	-	-	-	-	-			-
Pre Employment Costs	5,855	713	1,050	890	300	8,808	200	300	9,308
Trainings	5,480	5,925	7,000	840	2,616	21,861	200	200	22,261
Travel and Mileage	10,860	2,250	3,100	7,210	10,200	33,620	100	700	34,420
Provider Mileage	77,356	-	-	-	-	77,356			77,356
Meetings & Orientations	1,537	3,163	5,250	480	600	11,030	500	700	12,230
Donor Cultivation/Small Events	-	-	-	-	-	-	-		-
Donor Cultivation/Small Events	-	-	-	-	-	-	2,000		2,000
Board Meetings	-	-	-	-	-	-		3,500	3,500
Board Retreats	-	-	-	-	-	-		5,000	5,000
In-Kind Serv/Mats	-	-	-	-	30,000	30,000			30,000
Auto Repair & Maintenance	1,450	2,722	5,000	-	-	9,172			9,172
Depreciation	3,988	3,343	6,240	2,610	600	16,781	800	6,820	24,401
Depreciation - Unallowed	-	-	-	-	-	-			-
Event Expense	-	-	-	-	-	-	2,000		2,000
Client Pantry	600	-	-	450	-	1,050			1,050
Client Basic Needs	1,736	-	4,809	4,505	1,000	12,050	1,500		13,550
Program Activities/Supplies	5,418	3,769	10,022	450	24,392	44,051	100	100	44,251
<b>Total Other Expenses</b>	<b>275,999</b>	<b>345,245</b>	<b>163,472</b>	<b>82,525</b>	<b>245,921</b>	<b>1,113,163</b>	<b>81,250</b>	<b>280,320</b>	<b>1,474,733</b>
<b>Total Operating Expenses</b>	<b>1,823,231</b>	<b>994,417</b>	<b>644,719</b>	<b>551,841</b>	<b>832,546</b>	<b>4,846,754</b>	<b>152,400</b>	<b>939,728</b>	<b>5,938,881</b>
Allocation G&A	196,093	177,512	114,954	41,500	64,330	594,389	27,432	(621,821)	(0)
<b>GRAND TOTAL EXPENSES</b>	<b>2,019,324</b>	<b>1,171,929</b>	<b>759,673</b>	<b>593,341</b>	<b>896,876</b>	<b>5,441,144</b>	<b>179,832</b>	<b>317,906</b>	<b>5,938,881</b>
Budget Surplus (Deficit)	10,635	(8,236)	(6,085)	1,675	(476)	(2,488)	25,508	(294,906)	(271,885)

Notes

1. This budget maintains all staffing pre-covid 19
2. Staff salaries increase 2.5% starting Jan 2021 \$28k
3. Health benefits increases 5% starting Jan 2021 \$9k
4. No grant money applied (except FPP Oakland - Kaiser Grant)
5. Payroll Protection Program (PPP) fund will be applied to cover deficit
6. Timesheet automation estimated \$45k
7. No agency fundraising event
8. Budget includes 2% vacancy rates across 5 departments (RCEB, GUS, Kinship, FundRaise, G&A)
9. 5% Reduction in RCEB due to notification of rate reduction in Nov 2020

**Family Support Services  
Agency Composite Budget  
FY 2020-2021**

Revenue & Expense Categories	Programs	Fund Development	General & Administrative	FY 2020-21 BUDGET
<b>REVENUES</b>				
Alameda County	1,609,072			1,609,072
San Francisco County	1,917,281			1,917,281
Contra Costa County (Heritage)	350,000			350,000
City of Oakland (OFCY)	116,400			116,400
<b>Total Contract Revenues</b>	<b>3,992,753</b>	-	-	<b>3,992,753</b>
Alameda Mental Health Service (GUS)	260,045			260,045
Regional Center of the East Bay (RCEB)	1,140,000			1,140,000
<b>Total Fee for Service</b>	<b>1,400,045</b>	<b>0</b>	<b>0</b>	<b>1,400,045</b>
<b>TOTAL PROGRAM REVENUES</b>	<b>5,392,798</b>	-	-	<b>5,392,798</b>
Contributions & Grants		221,198		221,198
Donated Services & Materials	30,000			30,000
Investment Dividends & Interest			23,000	23,000
<b>Total Grants, Donations, Dividends</b>	<b>30,000</b>	<b>221,198</b>	<b>23,000</b>	<b>274,198</b>
<b>GRAND TOTAL REVENUES</b>	<b>5,422,798</b>	<b>221,198</b>	<b>23,000</b>	<b>5,666,996</b>
<b>OPERATING EXPENSES</b>				
Salaries	2,280,923	57,850	531,405	2,870,178
Respite Provider Wages	705,810	-	-	705,810
Taxes	233,572	4,724	40,453	278,748
Benefits	513,287	8,576	87,550	609,413
<b>Total Salaries &amp; Benefits</b>	<b>3,733,591</b>	<b>71,150</b>	<b>659,408</b>	<b>4,464,149</b>
Contracts & Consultant	254,246	45,250	122,600	422,096
Occupancy - Rent, Utilities & Maintenance	403,521	11,800	70,200	485,521
Operating Expense - Office, Meetings, Trainings etc	220,285	17,200	70,700	308,185
Travel, Mileage and Vehicle Expense	131,178	2,600	9,900	143,678
In-Kind Donation (KSHP Legal Services)	30,000	-	-	30,000
Depreciation	16,781	800	6,820	24,401
Event Expense	-	2,000	-	2,000
Client Related Expenses	57,152	1,600	100	58,852
<b>Total Other Expenses</b>	<b>1,113,163</b>	<b>81,250</b>	<b>280,320</b>	<b>1,474,733</b>
<b>TOTAL Operating Expenses</b>	<b>4,846,754</b>	<b>152,400</b>	<b>939,728</b>	<b>5,938,881</b>
<b>Allocation G&amp;A</b>	594,389	27,432	(621,821)	0
<b>GRAND TOTAL EXPENSES</b>	<b>5,441,144</b>	<b>179,832</b>	<b>317,907</b>	<b>5,938,881</b>
<i>Budget Surplus/(Deficit)</i>	<i>(18,346)</i>	<i>41,366</i>	<i>(294,907)</i>	<i>(271,885)</i>

**Family Support Services  
Budget Comparison**

	<b>FY20-21 BUDGET</b>	<b>FY19-20 BUDGET</b>	<b>FY18-19 BUDGET</b>
<b>REVENUE</b>			
SSA (CARI/FFH, Family Reclaim, Kinship)	1,450,456	1,450,456	1,510,456
AAA (Area Agency on Aging)	79,930	79,930	75,000
Contra Costa County (Heritage)	350,000	350,000	360,317
City of Oakland (Oakland Fund for Children&Youth)	116,400	129,417	114,330
San Francisco County	1,917,281	1,864,623	1,830,554
<b>Total Contract</b>	<b>3,914,067</b>	<b>3,874,427</b>	<b>3,890,657</b>
RCEB (Regional Center of the East Bay)	1,140,000	1,224,000	1,080,000
DPH (Department Public Health)	10,886	10,668	8,822
GUS (Growing Up Strong)	260,045	260,045	247,662
CAPIT (Child Abuse Prevention, Intervention & Treatment)	67,800	67,800	69,384
<b>Total Fee for Service</b>	<b>1,478,731</b>	<b>1,562,513</b>	<b>1,405,868</b>
<b>Total Contract and Fee for Service</b>	<b>5,392,798</b>	<b>5,436,940</b>	<b>5,296,525</b>
Miscellaneous MOU's			30,200
Transfer from Restricted Surplus (for Move&Relocation)			190,000
Contributions/Grants/Events	221,198	345,000	345,000
Donated Services & Materials	30,000	30,000	30,000
Investment Dividend & Interest	23,000	32,000	28,000
<b>GRAND TOTAL REVENUES</b>	<b>5,666,996</b>	<b>5,843,940</b>	<b>5,919,725</b>
<b>OPERATING EXPENSES</b>			
Salaries - General	2,870,178	2,805,538	2,785,408
Salaries - Hourly Providers	705,810	773,648	678,069
Payroll taxes - FICA	278,748	269,565	264,956
Payroll taxes - SUI	20,125	17,854	38,098
Retirement	55,042	54,086	55,708
Life, ADD & LTD Ins.	5,883	6,939	-
Health Insurance	453,642	395,461	462,538
Workers Compensation Insurance	74,721	91,509	112,033
<b>Total Salaries &amp; Benefits</b>	<b>4,464,149</b>	<b>4,414,601</b>	<b>4,396,811</b>
Out-of-Home Providers	199,565	232,012	235,881
Program Stipends	5,625	22,838	7,000
Consultants	123,758	104,618	82,589
Payroll and Accounting	27,000	9,800	26,732
Investment Fees	13,000	12,000	12,505
Other Fees/Bank Fees	4,148	7,432	8,240
Temporary Help Fees	9,000	77,864	26,690
Audit Fees	40,000	40,000	30,500
Advertising	10,000	3,785	-
Recruitment	12,352	14,346	9,968
Communications	66,700	54,645	58,612
Rent	462,493	394,301	282,384
Building repair & maintenance	11,648	16,364	18,642
Utilities	11,380	6,650	4,200
Office Supplies	21,103	19,843	13,967
Software - Purchase & Subs	51,400	8,565	-
Memberships & Subscriptions	17,734	4,856	15,233
Printing	17,918	20,667	20,581
Postage & Delivery	5,983	5,318	6,033
Equipment Repair & Maintenance	948	1,450	2,961
Equipment Rental	15,660	17,297	14,153
Equipment & Furnishings	11,454	17,901	7,748
Insurance	45,150	31,614	37,502
Vehicle Insurance	215	6,300	9,814
Pre Employment Costs	9,308	6,494	8,901
Trainings	22,261	21,757	24,724
Travel and Mileage	34,420	30,441	24,491
Provider Mileage	77,356	85,498	82,969
Meetings & Orientations	12,230	14,835	4,456
Donor Cultivation/Small Events	2,000		2,500
Board Meetings	3,500	2,000	2,200
Board Retreats	5,000	3,500	5,000
In-Kind Serv/Mats	30,000	30,000	30,000
Auto Repair & Maintenance	9,172	9,955	6,274
Depreciation	24,401	18,635	25,960
Event Expense	2,000	5,000	32,000
Client Pantry	1,050	11,050	8,144
Client Basic Needs	13,550	11,667	3,450
Program Activities/Supplies	44,251	48,041	56,791
Move and relocation			190,000
<b>Total Other Expenses</b>	<b>1,474,733</b>	<b>1,429,339</b>	<b>1,439,796</b>
<b>GRANT TOTAL OPERATING Expenses</b>	<b>5,938,881</b>	<b>5,843,940</b>	<b>5,836,606</b>
<b>Budget Surplus (Deficit)</b>	<b>(271,885)</b>	<b>(0)</b>	<b>83,119</b>