

Cover Page for CARIE's FY 2018 Projected Budget

On page 1, you will find a Summary that includes:

- Our proposed budget for the year by category in the first Column (E)
- In the next Column (F) – currently blank – you will see reports at future board meetings about how we are doing against our budget
- In Column G, you will see what remains in the budget for the year after accounting for actual income/expenses in Column F
- In Column H, you will see any changes (forecasting) to current projections for FY 18 based on actual income/expenses
- Column I shows actuals for FY 17 – these figures were calculated on June 28, 2017 including estimates through June 30, 2017
- In Column J, you will see the difference between FY 18 projections and FY 17 actuals
- Column K will show the change in budget after the forecast
- At the September meeting, we'll present the report to you with the blank columns filled in

On pages 2 and 3:

- This is the projection for income by program for FY 18 and compared with the with the actual expense (estimated for June 30) for FY 17
- Columns O and P will provide variance in dollars and percent between FY 18 and FY 19 for each line item
- In Column Q, you can see notes included for any items with significant variance

On pages 4 and 5:

- You will see expenses allocated by program for FY 18 and compared with the with the actual expense (estimated for June 30) for FY 17
- Columns O, P, and Q are same as above

Programs (Classes):

- Administration – minimal expense; discretionary income is credited to this class; administrative expenses are also charged to programs for direct cost to program
- Fundraising – costs for development including grants, events, etc.; some expenses are also charged to programs for direct cost incurred for the program
- Policy – covers costs associated with our legislative committee and work in Harrisburg, DC, funded by United Way and Independence Foundation
- Ombudsman – Older American's Act funding through Philadelphia Corporation for Aging (PCA)
- CARIE LINE – CARIE's core program funded primarily through foundations and other private sources; also includes funding for the University of Pennsylvania PCORI (Patient Centered Outcomes Research Initiative) funding and the new pass through contract with PCA for training
- Apprise – Health Insurance Counseling and Assistance program funded through PCA
- PAVE I – Victim's Assistance program funded by the Pennsylvania Commission on Crime and Delinquency (PCCD) using VOCA (Victims of Crime Act) funds
- PAVE II – Program to help victims of crime in long-term care funded by PCCD-VOCA
- Transportation – Advocacy for those using shared ride funded by PCA
- SMP – Senior Medicare Patrol funded by the Administration for Community Living (ACL)

	A	E	F	G	H	I	J	K
1	40 YEARS Advocating for Older Adults CARIE Celebrates 40 Years of Elder Advocacy! #40YearsofElderAdvocacy #AgingIsAllOfUs							
2								
3								
4								
5	CARIE FY18 Operating Budget DRAFT							
6	AS OF JUN-29-17							
7		Board Approved	Current (YTD)	Additionally	Total	Total Year End	FY18 Forecast	FY18 Forecast
8		FY18 Budget	FY18	Projected FY18	FY18 Forecast	FY17	vs FY17	vs FY18 Board
9		as of JUN-17	Actuals		as of JUN-17	Actuals	Actuals	Approved Budget
10	Development	\$ 292,225	\$ -	\$ 292,225	\$ 292,225	\$ 241,396	\$ 50,829	\$ -
11	Contributions	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	\$ 30,687	\$ 4,313	\$ -
12	Fundraising	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ 97,752	\$ 52,248	\$ -
13	UW Donor Choice	\$ 8,100	\$ -	\$ 8,100	\$ 8,100	\$ 7,582	\$ 518	\$ -
14	Donated Goods	\$ 98,000	\$ -	\$ 98,000	\$ 98,000	\$ 105,115	\$ (7,115)	\$ -
15	Miscellaneous Income	\$ 1,125	\$ -	\$ 1,125	\$ 1,125	\$ 260	\$ 865	\$ -
16	Special Projects	\$ 134,769	\$ -	\$ 134,769	\$ 134,769	\$ 8,700	\$ 126,069	\$ -
17	Honoraria	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 500	\$ 2,000	\$ -
18	PCA Training	\$ 119,769	\$ -	\$ 119,769	\$ 119,769	\$ -	\$ 119,769	\$ -
19	Golden Games	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	\$ 8,200	\$ 4,300	\$ -
20	Contracts	\$ 1,088,569	\$ -	\$ 1,088,569	\$ 1,088,569	\$ 1,012,720	\$ 75,849	\$ -
21	AoA	\$ 400,780	\$ -	\$ 400,780	\$ 400,780	\$ 364,874	\$ 35,906	\$ -
22	PCA	\$ 267,966	\$ -	\$ 267,966	\$ 267,966	\$ 295,541	\$ (27,575)	\$ -
23	DOJ-SLC	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,417	\$ (417)	\$ -
24	PCCD-VOCA	\$ 338,828	\$ -	\$ 338,828	\$ 338,828	\$ 270,893	\$ 67,935	\$ -
25	PCORI	\$ 65,995	\$ -	\$ 65,995	\$ 65,995	\$ 65,995	\$ 0	\$ -
26	Grants	\$ 243,500	\$ -	\$ 243,500	\$ 243,500	\$ 184,000	\$ 59,500	\$ -
27	Brown Charitable Fnd	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 2,500	\$ 2,500	\$ -
28	Connelly Foundation	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ -
30	Fels Fund	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -
31	First Hospital	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -
32	Independence Foundation	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ -
33	Pew Charitable Trusts	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -
34	The Philadelphia Fnd	\$ 12,500	\$ -	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	\$ -
35	Skilling Foundation	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -

	A	E	F	G	H	I	J	K
36	<i>Union Benevolent</i>	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 1,500	\$ 1,000	\$ -
37	<i>United Way SEPA</i>	\$ 17,000	\$ -	\$ 17,000	\$ 17,000	\$ 20,000	\$ (3,000)	\$ -
38	<i>Vanguard Charitable</i>	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -
39	<i>Western Assoc. of Ladies</i>	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ -
40	<i>Wurts</i>	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
41	<i>W. W. Smith Trust</i>	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ -
42	TOTAL REVENUE	\$ 1,759,063	\$ -	\$ 1,759,063	\$ 1,759,063	\$ 1,446,816	\$ 312,247	\$ -
43	Compensation	\$ 1,129,777	\$ -	\$ 1,129,777	\$ 1,129,777	\$ 916,613	\$ 213,164	\$ -
44	<i>Salaries</i>	\$ 914,831	\$ -	\$ 914,831	\$ 914,831	\$ 749,996	\$ 164,835	\$ -
45	<i>Benefits</i>	\$ 214,946	\$ -	\$ 214,946	\$ 214,946	\$ 166,617	\$ 48,329	\$ -
46	Occupancy	\$ 115,959	\$ -	\$ 115,959	\$ 115,959	\$ 112,395	\$ 3,563	\$ -
47	<i>Rent</i>	\$ 104,126	\$ -	\$ 104,126	\$ 104,126	\$ 101,957	\$ 2,169	\$ -
48	<i>Maint & Electric</i>	\$ 11,833	\$ -	\$ 11,833	\$ 11,833	\$ 10,439	\$ 1,394	\$ -
49	<i>Moving Exp (FY'17)</i>	\$ -	\$ -	\$ -	\$ -	\$ 1,180	\$ (1,180)	\$ -
50	Communications	\$ 46,940	\$ -	\$ 46,940	\$ 46,940	\$ 46,623	\$ 317	\$ -
51	<i>Telephone</i>	\$ 10,751	\$ -	\$ 10,751	\$ 10,751	\$ 9,774	\$ 977	\$ -
52	<i>Postage</i>	\$ 5,058	\$ -	\$ 5,058	\$ 5,058	\$ 4,841	\$ 217	\$ -
53	<i>Duplicating</i>	\$ 14,827	\$ -	\$ 14,827	\$ 14,827	\$ 14,121	\$ 706	\$ -
54	<i>Subscriptions</i>	\$ 1,119	\$ -	\$ 1,119	\$ 1,119	\$ 1,119	\$ 0	\$ -
55	<i>Outreach/Advertising</i>	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 3,831	\$ 1,169	\$ -
56	<i>Promotional Materials</i>	\$ 6,500	\$ -	\$ 6,500	\$ 6,500	\$ 4,888	\$ 1,613	\$ -
57	<i>Volunteer Expense</i>	\$ 3,685	\$ -	\$ 3,685	\$ 3,685	\$ 8,051	\$ (4,366)	\$ -
58	Operational	\$ 84,845	\$ -	\$ 84,845	\$ 84,845	\$ 78,536	\$ 6,309	\$ -
59	Professional	\$ 272,661	\$ -	\$ 272,661	\$ 272,661	\$ 169,929	\$ 102,732	\$ -
60	Special Projects	\$ 100,500	\$ -	\$ 100,500	\$ 100,500	\$ 95,338	\$ 5,162	\$ -
61	Other	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 2,932	\$ 68	\$ -
62	Contingency	\$ 5,381	\$ -	\$ 5,381	\$ 5,381			\$ -
63	TOTAL EXPENSES	\$ 1,759,063	\$ -	\$ 1,759,062	\$ 1,759,062	\$ 1,422,367	\$ 331,314	\$ -
64	Subtotal: Surplus/(Deficit)	\$ (0)	\$ -	\$ 1	\$ 1	\$ 24,449		\$ -

INCOME		FUND			CARIE						FY'18	FY 2017	FY'18/FY'17	\$ Variance	
REVENUE	ADMIN	RAISING	POLICY	OMB	LINE	Apprise	PAVE I	PAVE II	Trans.	SMP	Projected	(Estimated)	Variance		Notes
GRANTS															
Brown Charitable Fnd	5,000										5,000	2,500	100%	\$2,500	
Connelly Foundation					7,500						7,500	7,500	0%	\$0	
Fels Fund					20,000						20,000	0		\$20,000	new grant
First Hospital					25,000						25,000	25,000	0%	\$0	
Green Tree					0						0	0		\$0	rejected
Independence Foundation			20,000		30,000						50,000	25,000	100%	\$25,000	new grant 1/17
Pew Charitable Trusts					75,000						75,000	75,000	0%	\$0	
The Philadelphia Fnd	12,500										12,500	12,500	0%	\$0	
Skilling Foundation					5,000						5,000	5,000	0%	\$0	
Union Benevolent					2,500						2,500	1,500	67%	\$1,000	
United Way SEPA			17,000								17,000	20,000	-15%	(\$3,000)	they are decreasing across the board
Vanguard Charitable	2,500										2,500	2,500	0%	\$0	
Western Assoc. of Ladies							7,500				7,500	7,500	0%	\$0	
Wurts					5,000						5,000	0		\$5,000	
W. W. Smith Trust							9,000				9,000	0		\$9,000	took 1 year off
TOTAL GRANTS:	20,000	0	37,000	0	170,000	0	16,500	0	0	0	243,500	184,000	32%	\$59,500	
TOTAL REVENUE:	\$252,225	\$0	\$37,000	\$210,543	\$373,264	\$22,829	\$249,328	\$106,000	\$47,094	\$460,780	\$1,759,063	\$1,446,816	22%	\$312,247	
EXPENSES:	\$89,612	\$59,389	\$51,153	\$245,382	\$395,130	\$27,494	\$254,261	\$119,298	\$49,956	\$467,388	\$1,759,063	\$1,422,367	24%	\$336,696	
INCOME/EXPENSES:	\$162,613	(\$59,389)	(\$14,153)	(\$34,839)	(\$21,866)	(\$4,665)	(\$4,933)	(\$13,298)	(\$2,862)	(\$6,608)	(\$0)	\$24,449			

FY 2018 BUDGET - JULY 1, 2017 - JUNE 30, 2018																
EXPENSES																
			FUND			CARIE						FY'18	FY 2017	FY'18/FY'17	\$ Variance	
		ADMIN	RAISING	POLICY	OMB	LINE	Apprise	PAVE I	PAVE II	Trans.	SMP	Projected	(Estimated)	Variance		Notes
PERSONNEL																
	Salaries	28,972	22,353	30,194	150,285	186,889	17,155	146,960	63,878	32,082	236,063	914,831	749,996	22%	\$164,835	includes 3% COLA plus new staff effec. 7/1/17
	Social Security	1,796	1,386	1,872	9,442	11,587	1,064	9,174	3,960	1,989	14,509	56,779	43,926	29%	\$12,853	No allowance for pre-tax deductions, budgeted at 7.65%
	Medicare	420	324	438	2,208	2,710	249	2,145	926	465	3,393	13,279	10,273	29%	\$3,006	
	SUI	327	238	268	2,649	2,858	238	2,590	1,012	447	3,304	13,932	11,952	17%	\$1,980	New staff - pay twice
	Worker's Comp	150	137	112	921	1,137	110	886	389	206	1,344	5,391	5,450	-1%	(\$59)	
	Medical Benefits	2,659	1,453	5,349	12,906	17,236	2,838	13,597	6,808	5,364	24,871	93,079	74,786	24%	\$18,293	Cost Increase/New staff
	401 (k) match	869	671	906	4,569	5,607	515	4,439	1,916	962	7,021	27,474	15,994	72%	\$11,479	Budget - full participation
	Life/LT Disability	149	118	177	807	1,019	101	826	381	190	1,242	5,012	4,235	18%	\$776	New staff
TOTAL PERSONNEL:		35,343	26,680	39,316	183,787	229,042	22,269	180,617	79,271	41,705	291,747	1,129,777	916,613	23%	\$213,164	
OCCUPANCY																
	Rent	3,492	2,822	3,976	17,668	24,868	1,268	17,469	7,087	2,372	23,103	104,126	101,957	2%	\$2,169	annual increase
	Maint & Electric	397	321	452	2,008	2,611	124	2,257	805	233	2,625	11,833	10,439	13%	\$1,394	annual increase
	Moving Exp (FY'17)											0	1,180			not budgeted FY 18
TOTAL OCCUPANCY		3,889	3,143	4,428	19,676	27,479	1,393	19,726	7,892	2,605	25,729	115,959	112,395	3%	\$3,563	
COMMUNICATIONS																
	Telephone	340	263	355	1,766	2,196	202	1,727	751	377	2,774	10,751	9,774	10%	\$977	
	Postage	36	656	23	320	348	7	1,268	250	26	2,124	5,058	4,841	4%	\$218	
	Duplicating	470	362	489	2,436	3,029	278	2,382	1,035	520	3,826	14,827	14,121	5%	\$706	
	Subscriptions/Books	35	27	37	184	229	21	180	78	39	289	1,119	1,119	0%	\$0	
	Outreach/Advertising										5,000	5,000	3,831	31%	\$1,169	Additional cost covered in SMP allocation
	Promotional Materials										6,500	6,500	4,888	33%	\$1,613	
	Volunteer Expense				1,000	100		100	100		2,385	3,685	8,051	-54%	(\$4,366)	receive additional OMB allocation in the Spring
TOTAL COMMUNICATIONS:		881	1,308	904	5,706	5,902	508	5,657	2,214	962	22,898	46,940	46,623	1%	\$317	
OPERATIONAL																
	Office/Program Supplies	443	323	436	1,988	2,623	248	2,138	923	464	5,356	14,942	11,477	30%	\$3,465	new program expense - need for additoinal equipment in SMP
	Meeting Expenses										38,625	38,625	38,625	0%	\$0	in-kind
	MIS/Includes web	991	764	1,032	5,138	6,390	587	5,025	2,184	1,097	8,071	31,278	28,435	10%	\$2,843	

		ADMIN	FUND RAISING	POLICY	OMB	CARIE LINE	Apprise	PAVE I	PAVE II	Trans.	SMP	FY'18 Projected	FY 2017 (Estimated)	FY'18/FY'17 Variance	\$ Variance	Notes
TOTAL OPERATIONAL:		1,434	1,087	1,468	7,126	9,013	835	7,163	3,107	1,561	52,052	84,845	78,536	8%	\$6,309	
PROFESSIONAL																
	Travel	100	0	2,189	4,335	1,750	150	150	150	150	8,987	17,961	14,610	23%	\$3,351	increase for SMP
	Volunteer Travel				1,200							1,200	3,210			receive additional OMB allocation in the Spring
	Staff Development	1,500	0	0	3,725	1,275	750	1,890	640	0	600	10,380	9,250	12%	\$1,130	need for additional training in all federal programs
	Memberships	300	100	50	800	500	0	240	105	0	800	2,895	2,704	7%	\$192	
	Insurance	424	327	442	2,202	2,738	251	2,153	936	470	3,458	13,401	12,183	10%	\$1,218	FY 18 premium increase
	Recruiting	100			100	200		200			200	800	1,460	-45%	(\$660)	
	Audit	823	635	858	4,271	5,311	488	4,177	1,815	912	6,709	26,000	19,000	37%	\$7,000	single audit?
	Payroll	244	188	254	1,264	1,572	144	1,236	537	270	1,985	7,693	6,994	10%	\$699	
	Consulting								20,000		10,000	30,000	21,208	41%	\$8,792	for CLS subcontract/SMP marketing
	Consulting - PCA Training					102,651						102,651	0		\$102,651	new contract - passthrough + 14.25%
	Accounting	1,098	847	1,145	5,697	7,085	650	5,571	2,421	1,216	8,949	34,679	57,799	-40%	(\$23,120)	decrease accountant due to new hire
	Volunteer Hours										25,000	25,000	21,512	16%	\$3,488	in-kind
TOTAL PROFESSIONAL:		4,590	2,098	4,938	23,594	123,081	2,433	15,616	26,605	3,018	66,688	272,661	169,929	60%	\$102,732	
SPECIAL PROJECTS																
	Golden Games				5,000							5,000	4,666	7%	\$334	
	Volunteer Stipends										7,500	7,500	5,225	44%	\$2,275	Some volunteers do not accept stipend but maintain budget
	Special Events	38,000	25,000									63,000	65,013	-3%	(\$2,013)	in-kind/\$25k cash
	EVESEF							25,000				25,000	20,435	22%	\$4,565	requests have increased in last 1/2 of the year
TOTAL SPECIAL PROJECTS:		38,000	25,000	0	5,000	0	0	25,000	0	0	7,500	100,500	95,338	5%	\$5,162	
OTHER																
	Bank Fees	95	73	99	493	613	56	482	209	105	774	3,000	2,932	2%	\$68	
	Contingency	5,381										5,381	0	n/a	\$5,381	
TOTAL OTHER:		5,476	73	99	493	613	56	482	209	105	774	8,381	2,932	186%	\$5,449	
TOTAL EXPENSES:		\$89,612	\$59,389	\$51,153	\$245,382	\$395,130	\$27,494	\$254,261	\$119,298	\$49,956	\$467,388	\$1,759,063	\$1,422,367	24%	\$336,696	