

# Community Foundation of the Dan River Region

## Estimated Administrative Budget

<b>REVENUES</b>	<b>2024-2025 Budget</b>	<b>Projected thru 6/30/25</b>	<b>Budget v. Actual</b>	<b>2025-2026 Budget</b>	
Gifts & Bequest (Available)	7,250	8,950	1,700	7,500	\$1000 P. Howard, \$6500 donor appreciation luncheon
Inter-fund Gifts (Available)	1,000	609	(391)	600	gifts from various funds- Betzy Robertson fund \$600
Distribution from Board Endowment F	22,361	22,361	-	24,100	amount from spending policy
Interest/Dividend Income	34,000	49,273	15,273	42,000	interest earned on Admin Fund balance
Realized Gain/Loss	-	4	4		
Unrealized Gain/Loss	-	2,044	2,044		
Administrative Fees Received	493,116	636,277	143,161	626,000	includes Daly Trust fee of aprox. \$8000; 4x\$150,000; DRF \$18000
<b>Total Revenues</b>	<b>557,727</b>	<b>719,518</b>	<b>161,791</b>	<b>700,200</b>	

### EXPENSES

Salaries	306,171	275,458	30,713	310,000	Approved by the Executive Committee
Employee Benefits	57,176	51,848	5,328	80,000	includes life ins., retirement, FICA, dental/health; unemployment ins.
Insurance	8,875	8,927	(52)	9,200	life \$750, D&O \$1120, Crime \$625, Bldg. Business owners \$3250, workmans comp \$450, cyber \$3000
Utilities and Fuel	4,000	3,949	51	4,500	\$350/mo average
Telecommunications	4,110	3,799	311	4,175	Net2phone 2650, Kinex 1200
Legal and Consulting Services	1,000	-	1,000	1,000	
Accounting and Contract Services	21,000	21,089	(89)	24,000	\$15000 audit/Form 990, \$6000 for Payroll Services, \$3000 Contract Services
Office Supplies	2,500	2,448	52	4,000	office supplies; paper products; letterhead/envelopes
Mailing Expense	4,500	4,560	(60)	6,000	postage \$4000, includes postage for Annual Report 1500 and Annual Appeal postage 520; Donor Luncheon 250, donor stmt 250, Pitney Bowes equipment rental
Building Maintenance	12,000	5,157	6,843	12,000	Squeaky Klean \$1,560, Fire Safe \$50, Four Seasons \$370, Raywood (snow removal) \$300, general repairs & maint.\$8,400, security monitoring \$220; HVAC maint. \$1100
Project Grant Expense	-	-	-	-	Expenses reimbursed by DRF; VFN conference; ED job ads

Promotion/Marketing/Advertising	5,325	4,877	448	6,400	Dan. Concert Assoc. \$500; Soc. Media \$200; Constant Contact \$700; Promotional swag \$1500; rack cards; banners \$500; print ads \$1500; project literacy(Jeopardy) \$500; instruction video \$1000
Donor Services & Receptions	18,850	19,185	(335)	24,500	Halifax Grant \$800; Past Presidents \$300; Legacy Society \$2000; Grant Reception \$600; Scholarship Reception \$1200; Donor Appreciation \$9000; Christmas Cards \$600; Annual Report \$10,000
Development/Strategic Initiatives	13,100	7,159	5,941	13,300	Professional advisor baskets \$300; Donor Drive Campaign/Hospitality/learning Events \$5000; Estate Planning Conferences \$1500; Annual Appeal \$1000; Literacy Career Choice Expo. \$5000; VFN \$500
Printing & Reproduction	2,500	2,132	368	3,000	DocuSystems copies \$1200 (approx \$100/mo); remittance envelopes \$400
Dues & Subscriptions	8,600	6,802	1,798	7,100	DP/Caswell/Halifax Chambers \$900; River District Assn. - \$100; VA Funders Network \$1000; newspapers/journals \$800; National Standards \$1000, Council on Foundations \$2500; Rotary for Dan \$600; Dan River NPN \$200
Software	56,150	87,528	(31,378)	56,000	FIMS Archive \$6000, Blackbaud 1 month \$1420, Akoyago \$46800, LastPass \$250, Adobe \$1300
IT/Server Expense	14,470	14,568	(98)	20,000	Tekabyte \$14,000, Server \$6000
Website Design/Maintenance	1,900	1,896	4	18,000	hosting/maintenance \$2000; redesign \$15000; \$100 Tekabyte
CFDRR Meeting Expenses	2,000	1,427	573	2,500	misc. meetings; lunches; snacks; distribution committee reading snacks
Board Development	1,500	1,401	99	3,000	board retreat; gift to past president; videos \$1000
Staff Development	3,600	2,256	1,344	3,750	software training/classes \$3000, staff well-being expenses \$350; Duke certification- \$400 for 2
Travel/Conference Expenses	2,000	1,162	838	12,500	estimate \$2500/person (examples of this type of expense with estimated costs-monthly mileage; VFN; Akoyago; LEAD VA)
Furniture and Equipment	5,000	5,087	(87)	5,000	includes new computer purchases, monitors, office furniture
Investment/Bank Fees	1,325	6,627	(5,302)	7,000	bank fees, broker fees
Licenses & Permits	75	75	-	75	State Corporation Commission
Grants Voted- CFDRR Special Initiatives Fund	-	50,000	(50,000)	50,000	allocated contribution to CFDRR Special Initiatives fund
Operational Surplus Retained	-	-	-	13,200	a calculation: will add to Admin Fund balance
Other Expenses	-	-	-	-	misc. exp.
<b>Total Expenses</b>	<b>557,727</b>	<b>589,417</b>	<b>(31,690)</b>	<b>700,200</b>	

<b>Total</b>	<b>-</b>	<b>130,101</b>	<b>130,101</b>	<b>-</b>	
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Administrative Fund Balance as of June 30, 2025 - \$1,474,325.40