

GREATER CHATTANOOGA AREA CFC  
 PRINCIPAL COMBINED FUND ORGANIZATION

PROPOSED AND ACTUAL BUDGET FISCAL YEAR - 2008

ITEM	2007 APPROVED	2007 ACTUAL	2008 PROPOSED
Campaign Staff	\$45,000	\$44,450	\$45,000
Finance & Administration	\$26,000	\$27,782	\$26,000
Clerical & Support Staff	\$6,000	\$5,110	\$6,000
Benefits	\$25,410	\$25,520	\$25,410
Telephone	\$1,000	\$1,000	\$1,000
Occupancy	\$5,840	\$5,840	\$5,840
Computer Time/Maintenance	\$12,900	\$12,900	\$12,900
<b>Total Admin. Expenses</b>	<b>\$122,150</b>	<b>\$122,602</b>	<b>\$122,150</b>
Professional Fee	\$7,000	\$6,000	\$6,000
Office Supplies	\$300	\$96	\$300
Postage	\$1,200	\$980	\$1,250
Printing	\$4,550	\$1,931	\$5,550
Program Supplies/Awards	\$12,250	\$11,649	\$12,500
Staff & Volunteer Training	\$3,500	\$3,106	\$3,500
Local Meetings	\$6,500	\$14,136	\$7,800
Videos	\$1,000	\$0	\$1,000
Legal Notices	\$550	\$954	\$300
Auto Allowance	\$500	\$410	\$575
Miscellaneous	\$150	\$150	\$0
<b>Total Operating Expenses</b>	<b>\$37,500</b>	<b>\$39,412</b>	<b>\$38,775</b>
<b>TOTAL EXPENDITURES</b>	<b>\$159,650</b>	<b>\$162,014</b>	<b>\$160,925</b>
Interest Income	\$0	\$0	\$0
<b>CFC TOTALS</b>	<b>\$159,650</b>	<b>\$162,014</b>	<b>\$160,925</b>
<b>Percent Return of Campaign</b>		<b>11%</b>	
<i>\$1,438,806</i>			

## **EXPLANATION OF 2007/2008 CFC EXPENDITURES**

**Campaign Staff:** CFC Director who oversees the CFC Campaign under the supervision of LFCC Committee and OPM. President/CEO of United Way and Vice-President of Organizational Development.

**Finance & Administration:** Vice-President of Finance/MIS, Finance Coordinator Accounts Payable, and Senior Accountant. Duties include monthly deposits, computer preparation of amounts to be dispersed to charities, CFC Bank account reconciliation, input of accounts payable, the entire CFC accounting, designation procedures and maintaining financial reports.

**Clerical & Support Staff:** Includes campaign support staff, Vice President of Marketing, and his Associate who provides special assistance in completing major projects. United Way's Volunteer Center assists with coordinating CFC Day of Caring.

**Benefits:** Proportionate share of benefits for all employees working within the CFC Campaign.

**Telephone:** Estimated CFC phone lines and lease of system with needed features.

**Occupancy:** The use 570.65 square foot usage of United Way's approximately 23,000 square foot building. Also includes proportionate share of electricity, water, janitorial services and use of all maintenance of all equipment with the physical plant.

**Computer Time and Maintenance:** Includes Director of Technology time and related benefits, software maintenance and training, and computer/software depreciation.

**Professional Fee:** Required audit conducted by Johnson, Hickey & Murchison, P.C., CPA

**Office Supplies:** Office equipment and supplies necessary to support the overall CFC operations.

**Postage Fee:** Includes mailings of monthly CFC checks and other mailings related specifically to the CFC Campaign.

**Printing:** All related printed materials: stationary, envelopes, keyworkers' manual, Annual Report, etc. This line item would increase if TVA's commitment of printing the CFC Resource Guides and the pledge cards were unavailable.

**Program Supplies/Awards:** Includes incentives/awards for all federal agencies, keyworkers and volunteers.

**Staff and Volunteer Training:** CFC Director, Vice President Organizational Development and LFCC representative to attend one of the CFC Regional Workshops and the CFC/PCFO Million Dollar Roundtable.

**Local Meetings:** Includes CFC Kickoff Breakfast, Victory Celebration, LFCC meetings and other CFC campaign functions. TVA usually pays ½ the cost for the Kickoff Breakfast held at one of the downtown establishments.

**Videos:** Reproduction of local campaign video made available to federal agencies. The budget reflects an estimated cost of producing a video if TVA or the local media services were not available. In 2007, TVA incurred all expenses relating to the 2007 CFC Campaign Video.

**Legal Notices:** Advertisement of PCFO Application and Local CFC Application.

**Auto Allowance:** Travel expenses incurred at .48.5 cents per mile.

**Miscellaneous:** Expenses not related to any applied line item.