



Education and Housing Equity Project Records.

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EHEP 1998 ORGANIZATION BUDGET

Adopted by the Board of Directors 3-27-98

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH) (incl. rent & utilities, phone and fax lines, use of fax/printer/copier, and payroll, financial reporting and other fiscal management services; audit to be included in 1999 budget)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
<u>TOTAL</u>	\$60,590	\$34,010 (\$94,600)

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
Retained earnings (from 1997) (Minneapolis and Saint Paul Foundations)	9,931	
Otto Bremer Foundation	25,000	
Cowles Media Foundation		10,000
National Council for Community and Justice (Formerly Natl. Council of Christian and Jews)	252.50	
Norwest Mortgage-Maple Grove Branch		500
Individual Donations (Thomas Stanley)	500	
<u>TOTAL</u>	35,683.50	10,500 (46,183.50)

TOTAL PROJECTED EXPENDITURES \$60,590 (minimum) to \$94,600

TOTAL CURRENT AND COMMITTED INCOME \$46,183.50

FUND RAISING TARGET (rounded) \$14,500 (minimum) to \$48,500

EHEP 1999 PROJECT & ORGANIZATIONAL BUDGET

January 1, 1999 – December 31, 1999

Adopted by the Board of Directors 6-18-99

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	26,500	
Administrative Assistant (part-time, full year)	11,610	
Program Coordinator (full-time, half year)		15,660
Payroll Taxes/EFICA Expenses	3,049	913
Fringe Benefits	3,100	2,660
State Unemployment Insurance / Workers' Comp	80	50
Fiscal and Accounting Services (\$150/month)	1,750	
Professional/Contract/Third Party Services	14,600 ✓	
Travel	500	
Mileage and Parking	1,500	500
Conferences and Meetings	2,000	
Citizens Summit	8,000	
Program Training Events	3,200	
Staff and Board Development	1,000	500
Educational Resources (Publications, Subscriptions, Memberships)	150 ✓	
Administrative Dues, Fees, Registrations	100	
Office Rental (\$150/month)	1,800 ✓	600
Office Supplies	600 ✓	100
Equipment and Maintenance	1,300	1,500
Phone, Fax and E-mail Service	750 ✓	250
Postage	1,800	
Printing and Copying	4,300 ✓	
Insurance	Covered by MICAH	
Miscellaneous Expenses	250	
Total	87,939	22,733 (\$110,672)

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
Beginning Fund Balance, January 1, 1999	3,296	
The Saint Paul Companies	10,000	
United Way of Saint Paul Community Investment Fund	3,000	2,000
First Universalist Foundation	3,000	
Higher Education Consortium for Urban Affairs	100	
Minnesota League of Human Rights Commissions	43.74	
<u>TOTAL</u>	19,439.74	2,000 (21,439.74)

<u>Additional Support and Revenue</u>	<u>Requested</u>
Otto Bremer Foundation*	50,000 (\$100,000 over two years)
The Saint Paul Companies*	15,000 (\$25,000 over two years)
McKnight Foundation	25,000
Star Tribune Foundation	10,000 (\$20,000 over two years)
The Minneapolis Foundation	15,000+ (Year 2000)
The Saint Paul Foundation	15,000+ (Year 2000)
H.B. Fuller Corporation/Foundation	
General Mills or Honeywell Foundation	
*Applications submitted to date	
<u>TOTAL</u>	\$100,000

Note: The **second year budget** will incorporate an executive director salary of \$35,000 per year, a wage of \$12 per hour for clerical and administrative support (which may become a full-time position), and a program coordinator starting at \$15 per hour. Activities and associated costs will be determined by a strategic planning process that will engage EHEP board members and Community Circle partners. The second year budget will also be defined by the results of the Community Circle dialogues to be completed this year. An audit will be conducted in early 2000, soon after the closeout of the 1999 program year. Based on the recommendation of the Bremer Foundation, we will reorient some of our resources to building an independent financial base (donor/partner/member support in addition to foundation and corporate support).

GENERAL LEDGER

1001 Cash		Check #	Balance
	12/31		
	1/1 /1999 Beginning Balance	-	\$ 850.00
	1/14/2000 Deposit	Deposit	\$ 5,850.00
	1/21/2000 MN Dept of Revenue	5120	\$ 5,741.00
	1/24/1999 MN U.C. Fund	5121	\$ 5,733.30
	1/26/2000 Deposit	Deposit	\$ 6,233.30
	1/31/2000 Deposit	Deposit	\$ 6,733.30
	1/31/2000 Richard Little	5122	\$ 5,204.30
	1/31/2000 United States Treasury	5123	\$ 4,676.30
	2/1/2000 Office Max	5124	\$ 4,624.58
	2/1/2000 Kinko's	5125	\$ 4,386.32
	1/31/2000 Void check 5120	Void	\$ 4,495.32
	1/31/2000 MN Dept of Revenue	5126	\$ 4,384.32
			<u>\$ 4,384.32</u>
1002 Petty Cash			<u>\$ -</u>
1003 Equipment			<u>\$ -</u>
2001 Accounts Payable			<u>\$ -</u>
2201 Federal Income Tax Withheld			<u>\$ -</u>
2202 FICA Withheld			<u>\$ -</u>
2203 EFICA Withheld			<u>\$ -</u>
2204 State Income Tax Withheld			
	1/21/2000 Mn Dept of Revenue	5120	\$ 109.00
			<u>\$ 109.00</u>
4001 Grants			
	1/14/2000 Study Circle		\$ (5,000.00) Deposit
	1/26/2000 MICAH		\$ (500.00) Deposit
	1/28/2000 General Mills		\$ (500.00) Deposit
			<u>\$ (6,000.00)</u>

GENERAL LEDGER

5001 Consulting

4/12/99	Edward Schulte	\$ 138.00	5026 p
11/12/99	Karina Vargas Bushnell	\$ 450.00	5114
11/17/99	American Program Bur	\$ 1,000.00	5116
12/14/99	American Program Bur	\$ 1,000.00	5119
		<hr/>	
		\$ 2,588.00	

5002 Office Supplies

2/1/99	Contact Services	\$ 29.90	5004 a
5/31/99	Richard Little	\$ 116.28	5051 a
2/1/99	Riverside-Checks	\$ 71.75	Bank a
3/1/99	Riverside-Stamps	\$ 16.95	Bank a
4/14/99	Augsburg College	\$ 65.66	5031 a
7/30/99	Augsburg College	\$ 17.92	5076 p
10/15/99	OfficeMax	\$ 79.60	5102
10/31/99	OfficeMax	\$ 94.34	5111
		<hr/>	
		\$ 492.40	

5003 Telephone/Fax

4/22/99	Vector Internet	\$ 50.00	5022 a
4/14/99	Augsburg College	\$ 156.40	5031 a
5/17/99	Vector Internet	\$ 119.70	5046 a
7/20/99	Pam Jewson	\$ 28.87	5066 a
7/30/99	Augsburg College	\$ 96.89	5076 p
10/15/99	Vector Internet	\$ 119.70	5104
		<hr/>	
		\$ 571.56	

5004 Postage

4/14/99	Augsburg College	\$ 695.31	5031 p
5/31/99	Richard Little	\$ 167.86	5051 p
6/15/99	Pam Jewson	\$ 33.00	5054 p
7/30/99	Augsburg College	\$ 156.02	5076 p
10/15/99	Emily Chen	\$ 25.52	5103
		<hr/>	
		\$ 1,077.71	

5005 Copying

4/12/99	MMEP	\$ 555.20	5030 p
5/31/99	Richard Little	\$ 1,156.03	5051 p
4/30/99	Deposit	\$ (70.09)	Refund p
4/30/99	Deposit	\$ (43.74)	Refund p
7/30/99	MMEP	\$ 188.85	5072 p
7/30/99	Kinko's	\$ 191.27	5074 p
7/30/99	Augsburg College	\$ 78.85	5076 p
9/30/99	MMEP	\$ 33.40	5096
10/31/99	MMEP	\$ 126.55	5109
		<hr/>	

\$ 2,216.32

5006 Printing

2/1/99 Pam Jewison	\$ 38.50	5010 p
4/12/99 Min Facil Netwrk	\$ 53.78	5027 p
4/12/99 CMAL	\$ 17.97	5028 p
4/14/99 Augsburg College	\$ 51.13	5031 p
9/3/99 Snap Print	\$ 117.83	5080 p

\$ 279.21

5007 Publications

5/31/99 Richard Little	\$ 25.08	5051 p
7/30/99 Citizen's League	\$ 16.50	5075 p
10/31/99 Star Tribune	\$ 30.00	5110

\$ 71.58

5008 Equipment

5/31/99 Richard Little	\$ 85.54	5051 a
9/3/99 First Tech	\$ 155.00	5081 a

\$ 240.54

5009 Dues, Fees, Registration

4/12/99 MMEP	\$ 25.00	5030 p
7/30/99 State of Minnesota	\$ 25.00	5071 a
9/16/99 Citizen's League	\$ 40.00	5090

\$ 90.00

5010 Conferences and Meetings

4/12/99 St Paul Area Churches	\$ 30.00	5029 a
4/14/99 Augsburg College	\$ 421.00	5031 a
5/31/99 Richard Little	\$ 45.50	5051 p
7/30/99 SPNN	\$ 70.00	5073 p
9/16/99 MMEP	\$ 20.00	5091
11/5/99 Express Interactive Sol.	\$ 5,000.00	5113

\$ 5,586.50

5011 Travel

5/31/99 Richard Little	\$ 43.10	5051 p
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\$ 43.10

5012 Mileage

\$ -

5013 Miscellaneous

7/30/99 Augsburg College Signs	\$ 160.00	5076 p
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\$ 160.00

5014 Office Rental

4/14/99	Augsburg College	\$ 450.00	5031 a
7/30/99	Augsburg College	\$ 750.00	5076 a

\$ 1,200.00

5015 Insurance

\$ -

5016 Staff Development

5/31/99	Richard Little	\$ 360.00	5051 a
9/16/99	Rockhurst College	\$ 69.50	5089

\$ 429.50

5201 Director Salary

2/26/99	Richard Little	\$ 1,000.00	5016
4/1/99	Richard Little	\$ 1,000.00	5019
4/12/99	Richard Little	\$ 1,000.00	5020
4/15/99	Richard Little	\$ 1,000.00	5035
4/30/99	Richard Little	\$ 1,000.00	5038
5/17/99	Richard Little	\$ 1,000.00	5043
5/31/99	Richard Little	\$ 1,000.00	5047
6/15/99	Richard Little	\$ 1,000.00	5052
7/1/99	Richard Little	\$ 1,000.00	5058
7/16/99	Richard Little	\$ 1,000.00	5060
7/30/99	Richard Little	\$ 1,000.00	5068
8/13/99	Richard Little	\$ 1,000.00	5078
9/3/99	Richard Little	\$ 1,000.00	5083
9/16/99	Richard Little	\$ 1,000.00	5086
9/30/99	Richard Little	\$ 1,000.00	5092
10/15/99	Richard Little	\$ 1,000.00	5100
10/31/99	Richard Little	\$ 1,000.00	5105

\$ 17,000.00

5202 Clerical Salary

2/26/99	Pam Jewson	\$ 580.00	5015
3/15/99	Pam Jewson	\$ 347.50	5017
4/1/99	Pam Jewson	\$ 485.00	5018
4/15/99	Pam Jewson	\$ 472.50	5036
4/30/99	Pam Jewson	\$ 480.00	5037
5/17/99	Pam Jewson	\$ 502.50	5044
5/31/99	Pam Jewson	\$ 500.00	5048
6/15/99	Pam Jewson	\$ 542.50	5053
7/1/99	Pam Jewson	\$ 377.50	5057
7/19/99	Pam Jewson	\$ 50.00	5061
7/19/99	Pam Jewson	\$ 310.00	5067

8/13/99 Pam Jewson	\$ 132.50	5079
9/3/99 Pam Jewson	\$ 300.00	5082
9/16/99 Pam Jewson	\$ 50.00	5087
9/16/99 Maire McMahon	\$ 515.00	5088
9/30/99 Maire McMahon	\$ 622.50	5093
10/15/99 Maire McMahon	\$ 585.00	5101
10/31/99 Maire McMahon	\$ 420.00	5106
11/15/99 Maire McMahon	\$ 450.00	5115
11/30/99 Maire McMahon	\$ 240.00	5117
	\$ 7,962.50	

5203 Accounting Services

4/15/99 Jeff Swenson	\$ 300.00	5034 a
4/30/99 Jeff Swenson	\$ 150.00	5039 a
5/31/99 Jeff Swenson	\$ 150.00	5049 a
7/1/99 Jeff Swenson	\$ 150.00	5059 a
7/19/99 Jeff Swenson	\$ 100.00	5062 a
7/30/99 Jeff Swenson	\$ 150.00	5069 a
9/3/99 Jeff Swenson	\$ 150.00	5084 a
9/30/99 Jeff Swenson	\$ 75.00	5094
9/30/99 Paul Pierson	\$ 75.00	5095
10/31/99 Paul Pierson	\$ 150.00	5107
	\$ 1,450.00	

5204 EFICA Expenses

2/26/99 Richard Little	\$ 76.50	5016
2/26/99 Pam Jewison	\$ 44.37	5015
3/15/99 Pam Jewison	\$ 26.59	5017
4/1/99 Richard Little	\$ 76.50	5019
4/1/99 Pam Jewison	\$ 37.10	5018
4/12/99 Richard Little	\$ 76.50	5020
4/15/99 Richard Little	\$ 76.50	5035
4/15/99 Pam Jewison	\$ 36.15	5036
4/15/99 Jeff Swenson	\$ 22.95	5034
4/30/99 Richard Little	\$ 76.50	5038
4/30/99 Pam Jewison	\$ 36.72	5037
4/30/99 Jeff Swenson	\$ 11.48	5039
5/17/99 Richard Little	\$ 76.50	5043
5/17/99 Pam Jewison	\$ 38.45	5044
5/31/99 Richard Little	\$ 76.50	5047
5/31/99 Pam Jewison	\$ 38.25	5048
5/31/99 Jeff Swenson	\$ 11.48	5049
6/15/99 Richard Little	\$ 76.50	5052
6/15/99 Pam Jewison	\$ 41.50	5053
7/1/99 Richard Little	\$ 76.50	5058
7/1/99 Pam Jewison	\$ 28.88	5057
7/1/99 Jeff Swenson	\$ 11.48	5059
7/16/99 Richard Little	\$ 76.50	5060
7/19/99 Pam Jewison	\$ 3.83	5061
7/19/99 Jeff Swenson	\$ 7.65	5062

7/30/99	Richard Little	\$	76.50	5068
7/30/99	Pam Jewison	\$	23.72	5067
7/30/99	Jeff Swenson	\$	11.48	5069
8/13/99	Richard Little	\$	76.50	5078
8/13/99	Pam Jewison	\$	10.14	5079
9/3/99	Pam Jewison	\$	22.95	5082
9/3/99	Richard Little	\$	76.50	5083
9/3/99	Jeff Swenson	\$	11.48	5084
9/16/99	Richard Little	\$	76.50	5086
9/16/99	Pam Jewison	\$	3.82	5087
9/16/99	Maire McMahon	\$	39.40	5088
9/30/99	Richard Little	\$	76.50	5092
9/30/99	Maire McMahon	\$	47.63	5093
9/30/99	Jeff Swenson	\$	5.74	5094
9/30/99	Paul Pierson	\$	5.74	5095
10/15/99	Richard Little	\$	76.50	5100
10/15/99	Maire McMahon	\$	44.75	5101
10/31/99	Richard Little	\$	76.50	5105
10/31/99	Maire McMahon	\$	32.13	5106
9/30/99	Paul Pierson	\$	11.48	5107
11/15/99	Maire McMahon	\$	34.43	5115
11/30/99	Maire McMahon	\$	18.36	5117

\$ 2,020.63

5205 State Unemp Insurance

4/30/99	Minn U.C. Fund	\$	3.86	5042
7/19/99	Minn U.C. Fund	\$	21.16	5065
7/30/99	Minn U.C. Fund	\$	29.54	5070
10/31/99	Minn U.C. Fund	\$	20.12	5112

\$ 74.68

5301 Program Training Events

4/12/99	Metro State	\$	80.00	5024 p
4/12/99	Aramark	\$	112.00	5025 p
5/9/99	SPIDR/Minnesota	\$	20.00	5040 p
5/6/99	Prom Catering	\$	375.00	5041 p
5/17/99	Varbiner International	\$	75.00	5045 p
5/31/99	Richard Little	\$	200.00	5051 p
5/31/99	Rainbow Foods	\$	342.93	5056 p
7/31/99	Wilder Foundation	\$	(72.78)	Deposit

\$ 1,132.15

\$ 44,686.38

February 24, 1999

CONTRACT FOR SERVICES

As a private agent, Jeff Swenson will provide personal accounting services to the Education and Housing Equity Project. The following list details these services:

- Produce all payroll checks on a bi-monthly basis
- Produce all payables checks on a monthly basis
- Reconcile checking account
- Produce general ledger and accounting system
- Responsible for all general ledger accounting
- Produce monthly general ledger analysis
- Produce yearend reports
- File all payroll taxes
- Produce 941
- Produce W-2 and W-3
- Provide information to Minnesota Department of Jobs and Training
- Provide for other external reporting issues concerning payroll
- Consult on budget construction
- Consult on cash flow activity
- Assist with possible yearend audit
- Any other function which is agreed upon by Jeff Swenson and Education and Housing Equity Project
- Other: *

All other job functions not listed above will require separate considerations. Either party may nullify this contract at any time by means of a 30-day notice. This contract is also to be reviewed within one year of its signing.

Compensation will be paid at the end of every month and payment will begin for the month of February 1999. The rate is \$ 150 Per Month + FICA \$11.48

\$100 for 990 + FICA \$7.65



Jeff Swenson
Augsburg College

Richard Little
Education and Housing Equity Project

	FICA	FED	STATE	NET	
FEB	150	11.48	23.00	12.00	103.52
MARCH	150	11.48	23.00	12.00	103.52
					<u>207.04</u>

EHEP

- Payroll Deductions - Send check - to
- Talk to Tim - re when should it be sent / Quarterly Tax Returns for State
- Workers Comp - completed forms - ask Tim - (March or April) (WPHSNU)
- Contact IRS + get forms sent. Recently - last year. Due date - May or June. x x x x
- Attorney General's Certifications x x x x
x x x x
- Expense check - against check request (Expense check stub)
- Renew + Renew EHEP agreement with MICAH (Contract)
- Monthly financial reports -
Through July
 - Assets + Liabilities
 - Income + Expense

Applied to total / % of budget

3/26/98

Tim — your reactions, please

e.g., payroll taxes

fringe benefits

audit (in prof. services @ \$1,000 + audit committee)

(1st priority incl. additl. \$1,000)

Auto mileage + parking

Other?

I would appreciate your comments back today.

DICK

You should do a budget detail that explains how you came up with your numbers.

EHEP 1998 ORGANIZATION BUDGET
(3-35-98 draft)

What are the priorities?

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
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Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources <i>Is this high enough?</i> (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH)	3,960	
Office Supplies	500	
Equipment <i>What does this include</i>	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
<u>TOTAL</u>	\$60,590	\$34,010 (\$94,600)

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EHEP Base #/priorities Date 2/27/98 = 27/98
2 Prior

1. Sal. (80%) 24,000 6,000% Admin
2. Payroll exp. 1800
3. Medical/Ret. option ~~1800~~ 1800 ~~1800~~

4. Prog. Ser.
 - writer x 6,000
 - audit • non certified, plus appointing hd audit committee
 - 1000

graphics 1600 (study guides + machine)
 res. scad } X
 strat plan } X
 surve/cvel } X
 • mod
 • training

5. Transportation 500 graphics for report X +300 800

6. Staff exp. 200

7. Training 250 250 500

8. Pub/subs/Newb* 100 100

9. Fiscal agent fee X

10. Office supplies X

11. Equip X

12. Postage 1500 500

13. Conf/mtg 1000 500
 - Citizens Summit 8,000 (clarify w/details)

14. Printing ^{prog.} 3000 1000
 - nm. prog. 250 250

15. Long Dist. 200

16. E-mail 240 (over)

Obligation
to
Funder
Break
out

17. Ins. Base #1 Date #2
 X

18. Misc.
19.
Base = \$62,350
assume 80% sal taxes
no office assist
no intern

Salary - not hourly, not %

11,200

60,100

(or 64,500)

EHEP BUDGET 1998

\$ 90,800 HIGH
\$ 48,040 LOW

STAFF

Wages & Salaries

HOLIDAYS: 10 hol.
SICK TIME: 12 d/yr. 3,120
VAC. TIME: 4 wks - FT 24000 6000

1 Executive Director

40 hrs/wk. at \$15/hr. x 52 wks
less holidays (aprx. 2 wks.)

at 80% capacity = 24,000
at 60% capacity = \$18,000

\$ 30,000

24000. 6000.

1 Office / Administrative Assistant

40 hrs./week at \$10/hr. x 50 wks
x 3/4 year
at half-time = \$7,500

\$ 15,000^{col}

1 Intern (CURA, HECUA or UST)

NO COST
(OR 20%
OF STIPEND)

Payroll Taxes 9% - 11%

\$ 4,950

FICA, SS, Medicare - 7.2%

Workers Comp, Unemployment Insur - higher
Fed & State Taxes (withholding) - For small
incl. in wages (above) orgs.

Director only at full-time = 3,300
at 80% time = 2,640

*Fringe Benefits (employee benefits) 8% - 17%

\$ 3,600^{col}

**Health/Medical, Dental, Disability Insur - 8%

Retirement (403(b) plan) - 9%

Child care, other - ?

Paid leave - ?

4200 -
1600
1800
1920 → 8% of 24K
2400 → 8% of 30K
1200 → 8% of 15K
3600

**Director waives (earned by spouse)

Retirement only, For Director only

At full-time = \$ 2,700

At 80% time = \$ 2,160

Waived / not incl. in 1997

PROFESSIONAL SERVICES (CONTRACTS, STIPENDS, ETC.)
HIGH FOR "ONE-PERSON SHOPS"

\$8,000 - \$10,000

Audit → \$1,000 - 2,500 (use ^{assets} ~~assets~~ Committee)

1600.

Compilation, Review, Full Audit

6000.

Contract Writer(s) / Editor(s) → 2,000 + 3,000

1600.

Graphic Artist / Designer(s) → 1,500
Research / Abstract Services
Survey / Evaluation
Strategic Planning Consultant

Moderator(s) / Facilitator(s) → \$1,000

Training / Instructors / Presenters → 1,000

Communications Services
Financial (tax return, payroll, etc.)

10600

Products / Services - Strategic Plan
Corporate Logo / Letterhead / Bus. Cd
Discussion / Study Guide
Community Circle / Project Report
Facilitator Training / Facilitators
Community Circle expenses
Participant Scholarships
Newsletter, Brochure, Flyers

TRANSPORTATION

\$1,800

Local Auto - mileage + parking

500

500
Col 1

Director has waived this - 1997

STAFF EXPENSES

\$ 200

~~Meals, books, subscription services~~

Col 1

TRAINING

\$ 500

Staff Development
Board Development

250 250
Col 1

PUBLICATIONS, SUBSCRIPTION SERVICES, MEMBERSHIPS

\$800

Race and Poverty Research

\$100

100

MMEP, AMS

FULL AGENT FEE (MICAH) \$ 3,960

\$ 330 / month x 12 months

Includes : Office Space/Rent
Local Phone Line
Use of Office Equipment
(phone, fax, voice mail)
Staff/administrative support services
(payroll, financial reports, etc.)
E-mail Address/Internet Access

OFFICE SUPPLIES (less than \$ 500/item) \$ 500

(paper, message pads, envelopes, marker + pens/penils, easel pads, paper clips, rubber bands, binders, folders, tape, labels, staples, post-its, office planner, etc.)

Franklin Planner (time-management system)

EQUIPMENT (more than \$ 500/item) \$ 1,800

Computer (hardware + software) - 1997

Furniture (Desks, Chairs, File Drawers, Book Shelves) - 1998

POSTAGE / DELIVERY \$ 1,500

Possible increase in postal rate in 1998

We could pursue non-profit mailing rate

We could use bulk mailing rate if we planned + delivered well in advance.

We have more addresses in the network in 1998

We could depend more on Fax or e-mail

Major Mailings -

Sponsor, Participant Meetings

Facilitator, Moderator Training

Community Forums/Citizen Forum

Project/collaborative Partner Meetings

Board + advisory/working grp/committee mtgs

Special notices/events

Requests for information, products

500.00
~~\$ 2,000~~

CONFERENCES AND MEETINGS

\$ 1,000 - ~~\$ 500~~ ^{col}

Program events / workshops, etc., org + sponsored by EHEP, or co-sponsored with other organizations

Registration fees for EHEP participation in conferences where registration not waived

* CITIZENS SUMMIT

\$ 8,000

Use of electronic key pad technology
(detail)

PRINTING & COPYING -

Program Printing

Major Items - Sponsor Packets, Facilitator Packets, Participant Materials, Study Guide, Survey & Eval. Forms & Report, Resource Bibliography, Project Network Directory, Community Circle Project Report, Grant Proposal & Progress Reports

~~\$ 3,500 - \$ 4,000~~
✓ \$ 3,000 \$ 1,000

Non-Program Printing
EHEP Envelopes, Stationery, Business Cards, Fundraiser Materials, etc.

250
\$ 250 - ~~\$ 500~~

RENT & UTILITIES

INCLUDED IN FISCAL AGENT FEE

LONG DISTANCE PHONE & FAX SERVICES

\$ 200

E-MAIL ACCOUNT

2 options -

Separate = \$ 90/yr. fee + \$ 35 set-up cost
Joint (w/ MICAH) = \$ 20/mo fee

~~\$ 125 - 240~~
240⁰⁰

INSURANCE

General Liability
Director & Officers
Employee Dishonesty / Bonding
Property

^{col 1}
\$ 1,000 - \$ 2,500
← **\$ 2,000**

\$ 50

MISCELLANEOUS

MULTIPLE BUDGET (SORT INTO CATEGORIES)

- | | | | |
|-----|----------|---|--|
| 1st | Priority | Move to 100%
Health + Medical
for choices | As more \$
become
available |
| 2nd | Priority | Retirement | Once 1st
priority item
satisfied |
| 3rd | Priority | | |

Minimum Level / Base

Maintain Executive Director - at 80% level
+ Payroll Tax

2nd or 3rd Category

Administrative Assistant

Separate benefit policies for ~~the~~ employees
vs. directors

Jerry offers his HR office

Mailing 5 -

Get ✓ Excel Training

EHEP 1998 ORGANIZATION BUDGET
(3-35-98 draft)

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
TOTAL	\$60,590	\$34,010 (\$94,600)

Support and Revenue	Current	Committed
Retained earnings (from 1997) (Minneapolis and Saint Paul Foundations)	9,931	
Otto Bremer Foundation	25,000	
Cowles Media Foundation		10,000
National Council for Community and Justice (Formerly Natl. Council of Christian and Jews)	252.50	
Norwest Mortgage-Maple Grove Branch		500
Individual Donations (Thomas Stanley)	500	
TOTAL	35,683.50	10,500 (46,183.50)

TOTAL PROJECTED EXPENSES **\$60,590 (minimum) to \$94,600**

TOTAL CURRENT AND COMMITTED REVENUES **\$46,183.50**

FUND RAISING TARGET (rounded) **\$14,500 (minimum) to \$48,500**

EHEP 1998 ORGANIZATION BUDGET (3-25-98 DRAFT)

Expenses	Base	Priorities
Staff Salary and Wages	24,000	6,000
: ED : Admin. Asst.		
Payroll Taxes	2,640	15,000 660
Fringe Benefits	1,800	1,800
Professional/Contract Services	10,600	3,000 -?
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH)	3,960	
Office Supplies	500	
Equipment	2,000	-? 1800
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Rent + Utilities?		
Printing and Copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	(50?)	
TOTAL	\$62,540	\$15,060 (\$77,600)

FUNDRAISING

EHEP has successfully matched the grant funds for the second year of funding from the Bremer Foundation.

To date we have received the following support in 1997 for 1997-1998:

Otto Bremer Foundation	\$50,000
Cowles Media Foundation	\$20,000
Bush Foundation	\$10,000
Minneapolis Foundation	\$5,000
Saint Paul Foundation	\$5,000
General Mills Foundation	\$500
Norwest Bank - Maple Grove Branch	\$500
Greater Minneapolis Council of Churches	\$350
National Conference of Christians and Jews	\$255
CURA Internship	\$5,000
University of St. Thomas Intern	In process
Documented In-Kind Support from Community Circle Partners	\$16,000
Furniture and Equipment Donations (estimated)	\$1,500
Book Sales/Donor support from Friends and Board Members	In process

MICAH
FAIR HOUSING PLAY
GRANTS SUBMITTED

<u>Funding Source</u>	<u>Amount Requested</u>	<u>Date submitted</u>	<u>Result / Date</u>
			(All grants are currently pending)
American Express	5,000	1/15/98	March 31
Anderson, Hugh J.	3,000	3/15/98	June 1998
Bremer, Otto	20,000	3/17/1998	June 1998
Bigelow, F.R.		LOI 3/17/1998	
Boston Scientific		LOI 3/17/1998	
Cowles Media		LOI 3/17/1998	
Davis, Edwin W. and Catherine M. Foundation		LOI 3/17/1998	
Deluxe Foundation		LOI 3/17/1998	
Driscoll Foundation		LOI 3/17/1998	
Ecolab		LOI 3/17/1998	January 1999
Fannie Mae Foundation	30,000	3/17/1998	July 1998
Fingerhut Foundation	5,000	3/18/1998	June 1998
James Hartzell Family Foundation		LOI 3/18/1998	
Heilicher Family Foundation		LOI 3/18/1998	
Medtronic Foundation	10,000	3/17/1998	July 1998
Onan Family Foundation		LOI 3/16/98	
St. Paul Companies	25,000	March 1, 1998	July 1998
Thorpe, James R. Foundation		LOI 3/16/98	
Walker, Archie D & Bertha H. Foundation	1000	July 1	July 1998

Loi = Letter of Inquiry

MICAH
1998 ORGANIZATIONAL BUDGET (DRAFT)

	<u>Total</u>
<u>Support and Revenue</u>	
Congregations	\$ 30,000
Individuals	\$ 10,000
Foundations/Corp.	\$ 207,250
Denominations	\$ 40,000
Government	\$ 107,000
Interest	\$ 1,500
Publications/Regist.	\$ -
Fiscal Sponsorship	\$ 4,000
Miscellaneous	\$ 500
TOTAL REVENUE	\$ 400,250

<u>Expenses</u>	
Wages	\$ 185,700
Payroll Taxes	\$ 16,713
Fringe Benefits	\$ 31,569
Professional Services	\$ 19,500
Local Auto	\$ 7,000
Staff Expense	\$ 2,000
Staff Development	\$ 6,900
Educational Resources	\$ 4,000
Office Supplies	\$ 2,500
Equipment	\$ 35,000
Printing-Non-program	\$ 2,000
Rent	\$ 14,192
Telephone	\$ 4,000
Postage	\$ 5,500
Conferences/Meetings	\$ 48,500
Program Printing	\$ 5,000
Insurance	\$ 2,700
Miscellaneous	\$ 2,000
TOTAL EXPENSES	\$ 394,774

1998 MICAH BUDGET DETAIL

SUPPORT AND REVENUE

1998 Budget	1997 Projection
Congregations/Organizations: Goal \$30,000 Goal by size of contribution: 10 > \$1,000 (avg. \$1,500); 21 > \$250 (avg. \$300); 70 > 100 (avg. \$125)	\$18,000
Individuals: Goal \$10,000 Will need to do direct mail and phone solicitations to accomplish goal.	\$5,000
Foundations/Corporations: Goal \$207,250 This includes our multi-year grants from McKnight, St. Paul Companies, and Otto Bremmer as well as program grants from Cowles, Minneapolis Foundation, Phillips Foundation, St. Paul Foundation and others.	\$152,000
Denominations: Goal \$40,000 Several denominations will be approached including the Unitarian Universalist program VEATCH and possibly the Sisters of St. Joseph.	\$3,000
Government: Goal \$107,000 This includes secured money from HUD for the Regional Opportunities Counseling Program and our Illusion Theater Production, as well as \$16,000 from MPHA.	\$40,000
Interest: \$1,500 Assumes average of \$40,000 in money market account at 3% interest.	\$1,200
Publications/Registrations: \$0 Not anticipated for 1998	\$0
Fiscal Sponsorship: \$4,000 Fiscal sponsorship fees from the Education & Housing Equity Project	\$3,500
Miscellaneous: \$500 Income that does not fit in other categories.	\$600

EXPENSES

1998 Budget

1997 Projection

Wages: \$185,700

\$119,00

Assumes 5% increase for all permanent staff on January 1st. Also include hiring of additional congregational organizer and half time organizer for the Illusion Theater project.

Payroll taxes: \$16,713

\$11,000

Assumes approximately 9% of wages and includes FICA, Medicare, Workers Compensation, and Unemployment Insurance.

Fringe Benefits: \$31,569

\$18,000

Approximately 17% of salaries for health, dental, disability insurance and pension contributions for eligible employees.

Professional Services: \$19,500

\$ 6,000

\$2,500 for audit; \$2,400 for newsletter; \$600 for payroll service, \$10,000 for consultant on Illusion Theater production, \$1,000 for communications, \$3,000 for strategic planning

Local Auto: \$7,000

\$ 4,500

\$.28 per mile and parking

Staff Expense: \$2,000

\$ 1,500

Miscellaneous expenses incurred by staff while doing MICAHA business such as meals and books.

Staff Development: \$6,900

\$ 3,000

Expenses for MICAHA staff development. This includes amount for training of Executive Director as stipulated in employment agreement. Also includes \$3,000 in required training for HUD grant.

Educational Resources Development: \$4,000

\$ 1,500

Memberships and subscriptions MICAHA maintains in other organizations such as RTHC, MN Coalition for the Homeless, NLIHC, etc. Also includes materials that MICAHA uses with congregations such as books, videos, audio tapes, etc.

Office Supplies: \$2,500

\$ 1,500

Higher than last year because of increase staffing needs.

Equipment: \$35,000

\$ 5,000

Includes purchase of multifunction device (copier, fax, printer) additional computers, and office furniture. Also includes various maintenance agreements.

~~Printing - Non-Program: \$2,000~~ \$ 1,500

Letterhead, envelopes, business cards, fund raising materials. Increased for fund raising materials.

Rent: \$14,192 \$ 6,559

Increased for additional office space.

Telephone: \$4,000 \$ 3,500

Increased for additional phone line

Postage: \$5,500 \$ 4,000

Major expenses include newsletter, action alerts, and individual fundraising letters. Also includes mailing costs for advertising Illusion Theater Production.

Conference/Meetings: \$48,500 \$ 2,500

Includes Illusion Theater script adaptation and performances

Program Printing and Supplies: \$3,000 \$ 3,000

Includes printing of promotional material for Illusion Theater production.

Insurance: \$2,700 \$ 3,500

\$2,700 for general liability, directors and officers, property, , employee dishonesty, non-hired auto. Discontinued various coverages required by Ramsey County for previous contract.

Miscellaneous: \$2,000 \$ 2,000

Same as budgeted last year.

Further Notes:

These budget numbers are based on a cash basis. Our audit is performed on an accrual basis and will change these numbers significantly, particularly in the depreciation of our office equipment and in the receipt of various kinds of equipment.

1998 Projected Income by Source

	Secured	Anticipated
<u>Foundations/Corporations</u>		
McKnight	\$ 55,000	\$ 68,000
Minneapolis	\$ -	\$ 35,000
St. Paul Co.	\$ 15,000	\$ 15,000
Otto Bremmer	\$ 15,000	\$ 15,000
Phillips	\$ 3,750	\$ 15,000
St. Paul Fnd.	\$ 18,750	\$ 25,000
Cowles Media	\$ 1,250	\$ 1,250
First Bank Fnd.	\$ -	\$ -
Performance grants	\$ -	\$ 30,000
Other	\$ -	\$ -
Alliance for Metro Stability	\$ 3,000	\$ 3,000
Total	\$ 111,750	\$ 207,250
 <u>Denominations</u>		
Veatch	\$ -	\$ 25,000
Sisters of St. Joseph	\$ -	\$ 15,000
Total	\$ -	\$ 40,000
 <u>Government</u>		
ROC (HUD)	\$ 24,000	\$ 24,000
HUD	\$ 66,667	\$ 66,667
MPHA	\$ 12,000	\$ 16,000
Total	\$ 102,667	\$ 106,667
 <u>Cong & org</u>	 \$ -	 \$ 30,000
 <u>Individuals</u>	 \$ -	 \$ 10,000
 <u>Fiscal agent</u>	 \$ 5,000 4,000	 \$ 4,000
 <u>Interest</u>	 \$ 1,500	 \$ 1,500
 <u>Misc</u>	 \$ -	 \$ 500
 Total	 \$ 220,917	 \$ 399,917

Anticipated funding includes foundations that we already have a relationship with and funding amounts that we have received in the past. **Secured** are those funds that are currently committed.

MICAH Balance Sheet
November 30, 1997

ASSETS

Current Assets		
Checking Account - Operating	\$	6,492.62
Money Market - Operating		64,130.69
Petty Cash		100.00
Accounts Receivable		4,465.76
Pledges Receivable		60,000.00
		<hr/>
Total Current Assets		135,189.07
Property and Equipment		
Office Equipment		9,887.00
Accumulated Depreciation		<3,200.00>
		<hr/>
Total Property and Equipment		6,687.00
Other Assets		
Prepaid Expenses		1,507.19
		<hr/>
Total Other Assets		1,507.19
Total Assets	\$	<u>143,383.26</u>

LIABILITIES AND CAPITAL

Current Liabilities		
403(b) Deductions	\$	4,908.77
Federal W/H Tax Payable		<2.00>
FICA Employee Tax Payable		<24.18>
Medicare Employee Tax Payable		<5.66>
FICA Employer Tax Payable		<24.18>
Medicare Employer Tax Payable		<5.65>
State W/H Tax Payable		<0.53>
MN Unemployment Tax Payable		23.33
Cafeteria Plan Payable		<67.75>
Child Support W/H Payable		6.60
Accrued Vacation		4,369.98
		<hr/>
Total Current Liabilities		9,178.73
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		<hr/> 9,178.73
Capital		
Net Assets - Unrestricted		77,335.00
Net Assets - Temp restricted		85,999.33
Net Income		<29,129.80> ←
		<hr/>
Total Capital		134,204.53
Total Liabilities & Capital	\$	<u>143,383.26</u>

MICAH
Income Statement
For the Eleven Months Ending November 30, 1997

	Current Month Actual	Year to Date Actual	Year to Date Budget	Yearly Budget	Percent YTD Actual to YTD Budget
Revenues					
Congregations & Organizations	2,700	19,197	27,500	30,000	<69.81>
Individuals	0	1,880	6,875	7,500	<27.35>
Foundations & Corporations	0	100,000	139,333	152,000	<71.77>
Denominations	0	2,750	13,750	15,000	<20.00>
Government Contracts	0	36,966	38,315	38,315	<96.48>
Interest Income	0	1,169	1,100	1,200	<106.27>
Publications & Registrations	0	0	0	0	0.00
Fiscal Agent fees	0	2,250	3,208	3,500	<70.14>
Miscellaneous Income	144	696	458	500	<151.97>
Total Revenues	2,844	164,908	230,539	248,015	<71.53>
Expenses					
Wages	11,167	104,046	106,580	116,269	97.62
Payroll Taxes	880	9,467	9,592	10,464	98.70
Fringe Benefits	1,152	15,041	15,987	17,440	94.08
Professional Services	0	4,645	6,000	6,000	77.42
Local Auto	117	2,762	4,125	4,500	66.96
Staff Expense	48	1,001	1,375	1,500	72.80
Trainings & Conferences	550	2,229	2,750	3,000	81.05
Subscriptions & Memberships	<24>	1,346	1,375	1,500	97.89
Office Supplies	283	1,473	1,375	1,500	107.13
Equipment Purchase & Maint.	9,812	17,214	4,583	5,000	375.61
Printing - Non-Program	0	1,277	1,375	1,500	92.87
Rent	3,653	8,078	5,524	6,557	146.23
Telephone	343	2,951	3,208	3,500	91.99
Postage	32	1,961	3,667	4,000	53.48
Conferences & Meetings	388	2,017	2,292	2,500	88.00
Program Printing & Supplies	399	2,801	5,500	6,000	50.93
Shelter Supplies	0	1,580	1,580	1,580	100.00
Shelter Transportation	<1,751>	2,900	3,605	3,605	80.44
Shelter Laundry	0	0	0	0	0.00
Rent Subsidies	0	6,933	6,933	6,933	100.00
Insurance	<857>	2,709	3,500	3,500	77.40
Miscellaneous	15	1,609	2,000	2,000	80.45
Grants	0	0	0	0	0.00
Depreciation expense	0	0	0	0	0.00
Capital Additions	0	0	0	0	0.00
Total Expenses	26,207	194,040	192,926	208,848	100.58
Net Income	\$ <23,363>	\$ <29,132>	\$ 37,613	\$ 39,167	77.45

CALCULATIONS

Wages + Salary

- 1 Executive Director $\text{\$} 30,000$
 40 hr./week at $\text{\$} 15/\text{hr.} \times 52 \text{ weeks}$
 less holidays (approx 2 weeks) [$60\% - \text{\$} 22,500$]
- 1 Administrative Assistant $\text{\$} 20,000$
 40 hr./week at $\text{\$} 10/\text{hr.} \times 50 \text{ weeks}$
- 1 Urban Intern (St. Thomas University)

Payroll Taxes 9% - (11%) $\text{\$} 5,500$

FICA	} 7.2%	Workers Comp Unemploynt Ins. } HIGHER (FOR EMP)	$(3,300)$
SS			
Medicare			

Fringe Benefits 8% - 17% $\text{\$} 4,000$

Health / Medical	} 8%	Retirement ADDIT (403(b) plan) 9% $(2,460)$
Dental		
Disability		

child care - NA

Fed + State Income Tax with holding } VARIES w/ employee

Professional Services (10%) $\text{\$} 10,000$

Audit 1,000 - 2,500

- Contract Writer/Editor { $\text{\$} 2,000$
 $\text{\$} 3,000 - 4,000$
 - Graphic Artist/Design $\text{\$} 1,500 - 2,000$
 - Consultant / survey + evaluation
 - Moderator/Facilitator
 - Newsletters
 - Printer
 - Trainers
- STRATEGIC PLANNING
 LOGO/ LETTERHEAD
 DISCUSSION GUIDE
 STUDY GUIDE
 COMMUNITY CIRCLE REPORT
 PROJECT REPORT
 NEWSLETTER
 FYLERS/ BROCHURES

Transportation (Local auto - mileage + parking)

\$ 150/month x 12 =

\$ 1,800

Staff Expenses

\$ 200

Training / Staff Development

\$ 500

Fiscal Agent Fee (MICAH)

\$ 330/mo. x 12 mo. =

\$ 3,960

Includes = Rent / office space,
Local phone ~~line~~ ^{personnel service}
Use of office equipment (phone, fax, voice mail)
Staff / Administrative support services

Office Supplies

\$ 500

(paper, phone message pad,
envelopes, marker pen, eraser
pad, paper clips, rubber bands,
tape, labels, stapler, post its, etc)

Equipment & Furniture

\$ 1,800

Major Computer - Major item in 1997

Desk, File Drawers, Book Shelves - Major item in 1998

Postage / Delivery

\$ 1,500 - \$ 2,000

Possible increase in postal rate coming in 1998

We could pursue non-profit mailing rate

We could plan to use bulk mailing rate if
we planned + delivered well in advance.

We have more people in the network / on the
mailing list in 1998.

Major mailings -

Sponsor/Participant Mtgs. (Forum
Facilitator/Moderator Training
Citizen Forum (incl. in contract/pass-thru
to Smart Op.))

Special Events

Board Advisory + Working Group
Meetings / packets
Community Circle Collab. - Partner Meetings
Newsletters
Fund raiser?

Conference and Meetings (see above) 1,000 - 1,500

also, conferences co-sponsored
by/with other org., registration fee

*Citizens Summit \$ 8,000

Printing / Copying \$ 4,000

- Sponsor Packets
- Facilitator Packets
- Participant Materials
- Conversation / Discussion / Issues Guide
- Survey + Evaluation Form + Report
- Resource Bibliography
- ^{Project} Network Directories
- Newsletters, Brochures, Flyers
- Community Circle Report
- Grant applications and Reports

Rent & Utilities (incl. in Fiscal Agent Fee)

Long Distance Phone + Fax Service \$ 200.00

E-mail account \$ 90 + 35 = \$ 125
Fee set-up cost \$ 125 - \$ 240
of three MICAH, w/ no. fee + new system \$ 20/mo

Insurance

- ✓ General Liability
- ✓ Director + Officers
- ✓ Employee Dishonesty/Bonding
- * MICA II - ^{Gandy Morris} Morie Co., Non-Profit Mutual
- * Rich Retention Fund
- ✓ Optin - Property

Miscellaneous

- * Am. Bank/Bremer
- (Get all coverage thru one org.)

\$1,000 - 2,500 (MICA II page)

± 50⁰⁰

audit \$1,000 - 2,500

Full
Review
Compilation

accrual Basis
cash Basis

Memberships (MMEP, AMS, etc.)

\$50 - 100

Subscriptions & Publications
(e.g., Race & Poverty research)

\$200⁰⁰

Non-Program Printing

\$500⁰⁰

(Envelope, Stationery, Business Cards,
Fundraiser Cards, etc.)

Resource Development

BUDGET POLICY QUESTIONS

EXPENSES

Wages

(Salaries + Wages)

Permanent Staff / Full-Time ^{Director/Coord.} | Exec. Dir., \$15/hr
Part-time / Temporary Staff <sup>Admin. Assistant -
offices mgr.
Project Intern</sup> | at 35-40 hr./week
Internships

Questions: Hourly or Salary?

How much staff req.?

What policies for Sick Leave, Vacation,
Holiday, Family/Funeral/Emergency Leave if any?
Policy for Continuing Education?

Payroll Taxes

What percent of above goes to SS, Med, Unempl., Wbr Comp, Fed. +
State Income Taxes?

Fringe Benefits

Bd. policy needed.

Incl. hlth insur., dental insur.,
disability insur., 403b contributions

(Consultants + Prof. Fees)

Professional Services

audit?

Contractor Writers / Editors / Graphics Artists

For Brochure, Logo + Strhd, Flyers, Study Guide, Project
Report, etc.

Travel/Transportation

Local auto (Mileage, Parking, Bus Fare)

Policy for mileage - reimbursement (\$) per mile

Staff Expense

Guideline for dining expense?

What else might be covered here?

Training & Conferences / Staff / Board Development

Staff development - policy?

Board development - policy

Training that staff or board members attend - reg. fees

Subscriptions and Memberships

Publications for EHEP library

Periodicals/journals subscribed to by EHEP (e.g., Race & Poverty)

Membership in organizations (e.g., MMET, AMS)

Office Supplies

Supplies worth less than \$500

Ex, paper for faxes, copying, printing

Office

Equipment (Purchase & Maintenance)

Capital purchases for office; computer, desk, etc.

Maintenance agreements, expenses

Printing & Copying

Non-Program

Printing of letterhead, business card, envelopes, brochures, reports, gen. reports, fundraising materials

Program

Project or activity-specific printing/copying

* Rent + Utilities

*(Office and storage space rent - covered under fiscal services agreement w MICAH.)

* Telephone (LD) + Fax

*(Local phone service / installation charges)

Long distance phone service

Fax expenses

Beeper service ≈ Cordless Phone?

Postage & Delivery

Stamps, meter service, mailing permits, delivery services

Conferences & Meetings

Expenses associated with a conference, meeting or workshop sponsored or co-sponsored by EHEP

Program Printing & Supplies

Supplies (paper, etc) directly associated with EHEP programs

Insurance

Board policy + action re: insurance coverage?

General liability

auto - NA

Professional liability / Board liability

Employee dishonesty

Property

Miscellaneous

any expense that do not fit into one of the other categories - keep to a minimum

Fiscal Agent Fees (MICAH)

~~See fiscal service agreement~~

1. Adm. Support Services;
Bookkeeping, Payroll, Prod. Fin. Statements
2. Office space
3. Local telephone service (one business phone line)
4. Use of office equipment (phone, voice mail, fax, e-mail, etc.)

Copier, LD phone calls, postage charged to MICAH acct.;
office supplies that MICAH pays for at cost

SUPPORT

Foundations & Corporations

Individuals

Earned income

Interest / investment income

Q. Decisions about where to park our funds

Sales of products / services

Q. Policy regarding availability of our publications

Fund raising / events

Partnerships "in kind" support (Organizations)

Tracking system needed for this

expense sharing / reimbursements

Miscellaneous

+ Govt. grants + contracts

+ Membership income

In-kind support

EXPENSES

1998 Budget

1997 Projection

Wages: \$185,700

\$119,00

Assumes 5% increase for all permanent staff on January 1st. Also include hiring of additional congregational organizer and half time organizer for the Illusion Theater project.

Payroll taxes: \$16,443

\$11,000

Assumes approximately 9% of wages and includes FICA, Medicare, Workers Compensation, and Unemployment Insurance.

Fringe Benefits: \$31,059

\$18,000

Approximately 17% of salaries for health, dental, disability insurance and pension contributions for eligible employees.

Professional Services: \$19,500

\$ 6,000

\$2,500 for audit; \$2,400 for newsletter; \$600 for payroll service, \$10,000 for consultant on Illusion Theater production, \$1,000 for communications, \$3,000 for strategic planning

Web pages

Local Auto: \$7,000

\$ 4,500

\$.28 per mile and parking

Staff Expense: \$2,000

\$ 1,500

Miscellaneous expenses incurred by staff while doing MICAH business such as meals and books.

Staff Development: \$6,900

\$ 3,000

Expenses for MICAH staff development. This includes amount for training of Executive Director as stipulated in employment agreement. Also includes \$3,000 in required training for HUD grant.

Resources Development: \$4,000

\$ 1,500

Memberships and subscriptions MICAH maintains in other organizations such as RTHC, MN Coalition for the Homeless, NLIHC, etc. Also includes materials that MICAH uses with congregations such as books, videos, audio tapes, etc.

Office Supplies: \$2,500

\$ 1,500

Higher than last year because of increase staffing needs.

Equipment: \$35,000

\$ 5,000

Includes purchase of multifunction device (copier, fax, printer) additional computers, and office furniture. Also includes various maintenance agreements.

Printing - Non-Program: \$2,000

\$ 1,500

Letterhead, envelopes, business cards, fund raising materials. Increased for fund raising materials.

1998 Budget**1997 Projection****Rent: \$12,230****\$ 6,559**

Increased for additional office space.

Telephone: \$4,000**\$ 3,500**

Increased for additional phone line

Postage: \$5,500**\$ 4,000**

Major expenses include newsletter, action alerts, and individual fundraising letters. Also includes mailing costs for advertising Illusion Theater Production.

Conference/Meetings: \$48,500**\$ 2,500**

Includes Illusion Theater script adaptation and performances

Program Printing and Supplies: \$3,000**\$ 3,000**

Includes printing of promotional material for Illusion Theater production.

Insurance: \$2,700**\$ 3,500**

\$2,700 for general liability, directors and officers, property, , employee dishonesty, non-hired auto. Discontinued various coverages required by Ramsey County for previous contract.

Miscellaneous: \$2,000**\$ 2,000**

Same as budgeted last year.

Further Notes:

These budget numbers are based on a cash basis. Our audit is performed on an accrual basis and will change these numbers significantly, particularly in the depreciation of our office equipment and in the receipt of various kinds of equipment.

MICAH
Income Statement
For the Twelve Months Ending December 31, 1997

	Current Month Actual	Year to Date Actual	Year to Date Budget	Yearly Budget	Percent YTD Actual to YTD Budget
Revenues					
Congregations & Organizations	2,450	21,647	30,000	30,000	<72.16>
Individuals	200	2,080	7,500	7,500	<27.73>
Foundations & Corporations	20,000	120,000	152,000	152,000	<78.95>
Denominations	0	2,750	15,000	15,000	<18.33>
Government Contracts	0	36,966	50,755	50,755	<72.83>
Interest Income	175	1,535	1,200	1,200	<127.92>
Publications & Registrations	0	0	0	0	0.00
Fiscal Agent fees	0	2,250	3,500	3,500	<64.29>
Miscellaneous Income	372	1,068	500	500	<213.60>
Total Revenues	23,197	188,296	260,455	260,455	<72.30>
Expenses					
Wages	11,567	115,613	116,269	116,269	99.44
Payroll Taxes	911	10,378	10,464	10,464	99.18
Fringe Benefits	1,758	16,799	17,440	17,440	96.32
Professional Services	839	5,533	6,000	6,000	92.22
Local Auto	336	3,098	4,500	4,500	68.84
Staff Expense	118	1,119	1,500	1,500	74.60
Trainings & Conferences	610	2,839	3,000	3,000	94.63
Subscriptions & Memberships	182	1,528	1,500	1,500	101.87
Office Supplies	410	1,883	1,500	1,500	125.53
Equipment Purchase & Maint.	3,059	20,273	5,000	5,000	405.46
Printing - Non-Program	350	1,627	1,500	1,500	108.47
Rent	1,183	9,261	6,557	6,557	141.24
Telephone	358	3,308	3,500	3,500	94.51
Postage	726	2,686	4,000	4,000	67.15
Conferences & Meetings	220	2,237	2,500	2,500	89.48
Program Printing & Supplies	879	3,679	6,000	6,000	61.32
Shelter Supplies	0	1,580	1,580	1,580	100.00
Shelter Transportation	0	2,900	3,605	3,605	80.44
Shelter Laundry	0	0	0	0	0.00
Rent Subsidies	0	6,933	6,933	6,933	100.00
Insurance	0	2,709	3,500	3,500	77.40
Miscellaneous	128	1,737	2,000	2,000	86.85
Grants	0	0	0	0	0.00
Depreciation expense	0	0	0	0	0.00
Capital Additions	0	0	0	0	0.00
Total Expenses	23,634	217,720	208,848	208,848	104.25
Net Income	\$ <437>	\$ <29,424>	\$ 51,607	\$ 51,607	57.02

Expense Account Descriptions

5000 Wages

Payroll expenses including temporary employees, both hourly and salary

5050 Payroll taxes

Social Security, Medicare, Unemployment, Worker's Comp

5070 Fringe Benefits

Health insurance, dental insurance, disability insurance, 403b contributions

5100 Professional Services

Audit and any other consultation services. Anyone who provides services that is not an employee

5220 Local Auto

Mileage (\$.28/mile), parking, bus fare

5240 Staff Expense

Expenses that staff incur in conducting MICAH business such as dining expense

5260 Trainings & Conferences

Trainings and conferences that MICAH staff attend

5280 Subscriptions & Memberships

Memberships in organizations as well as periodicals and books for MICAH library

5320 Office Supplies

Any office supplies with a worth of less than \$500 - over \$500 is considered equipment

5330 Equipment Purchase & Maintenance

Includes any maintenance agreements and capital purchases for office

5340 Printing - Non-program

Printing of letterhead, envelopes, reports, fundraising materials, etc.

5360 Rent

Office and storage space rent; expenses related to changes in the office (electrician, carpenter)

5380 Telephone

Regular and long distance phone service; beeper service; fax expenses; installation charges

5420 Postage

Stamps, mailing permits, delivery services

5440 Conferences & Meetings

Expenses associated with a conference or meeting sponsored by MICAH

5460 Program Printing & Supplies

Supplies and printing directly associated with MICAH programs

5510 Shelter Supplies

Supplies for the shelter including linens, beds, food, other equipment

5520 Shelter Transportation

Expenses related to transporting clients to and from shelter including van maintenance, fuel, contracted services

5530 Shelter Laundry

Laundry services for the shelter

5600 Rent Subsidies

Rent subsidies and emergency grants through the HFSP

5800 Insurance

General liability, auto, professional liability, employee dishonesty, property, etc.

5900 Miscellaneous

Any expenses that do not fit into one of the other categories - keep to a minimum

CURRENT & PROJECTED INCOME BY SOURCE

SECURED FUNDS + ANTICIPATED FUNDS

1997

1998

FOUNDATIONS / CORPORATIONS

OTTO BREMER FOUNDATION

\$ 25,000

\$ 25,000

COWLES MEDIA FOUNDATION

\$ 10,000

\$ 10,000

BUSH FOUNDATION

\$ 10,000

MINNEAPOLIS FOUNDATION

—————→ \$ 5,000

SPRINT PAUL FOUNDATION

—————→ \$ 5,000

GENERAL MILLS FOUNDATION

\$ 500

NORWEST BANK MAPLE GROVE

\$ 500

GREATER MINNEAPOLIS COUNCIL
OF CHURCHES

\$ 300

NATIONAL CONFERENCE OF
CHRISTIANS AND JEWS

\$ 150

CENTER FOR URBAN AND REGIONAL
AFFAIRS

INTERN

PARTNERSHIPS (IN-KIND)

\$ 16,000 ±

MN PUBLIC RADIO CIVIC JOURNALISM
INITIATIVE

MN MINORITY EDUCATION PARTNERSHIP

MPLS. NEIGHBORHOOD REVITALIZATION
PROGRAM

CITIZENS LEAGUE

METROPOLITAN INTERFAITH COUNCIL
ON AFFORDABLE HOUSING

DONATIONS

SUPER VALU

THOMAS STANLEY

OFFICE EQUIPMT.
\$ FOR OFFICE EQUIP.

CURRENT & PROJECTED INCOME BY SOURCE

SECURED FUNDS & ANTICIPATED FUNDS

1997

1998

FOUNDATIONS / CORPORATIONS

OTTO BREMER FOUNDATION	\$ 25,000	\$ 25,000
COWLES MEDIA FOUNDATION	\$ 10,000	\$ 10,000
BUSH FOUNDATION	\$ 10,000	
MINNEAPOLIS FOUNDATION	—————→	\$ 5,000
SAINT PAUL FOUNDATION	—————→	\$ 5,000
GENERAL MILLS FOUNDATION	\$ 500	
NORWEST BANK MAPLE GROVE	\$ 500	
GREATER MINNEAPOLIS COUNCIL OF CHURCHES	\$ 300	
NATIONAL CONFERENCE OF CHRISTIANS AND JEWS	\$ 150	
CENTER FOR URBAN AND REGIONAL AFFAIRS		INTERN
<u>PARTNERSHIPS (IN-KIND)</u>	\$ 16,000 ±	
MN PUBLIC RADIO CIVIC JOURNALISM INITIATIVE		
MN MINORITY EDUCATION PARTNERSHIP		
MPLS. NEIGHBORHOOD REVITALIZATION PROGRAM		
CITIZENS LEAGUE		
METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING		

DONATIONS

SUPER VALU
THOMAS STANLEY

OFFICE EQUIPMT.
\$ FOR OFFICE EQUIP.

MAJOR ACCOMPLISHMENTS

CONTRIBUTING FOUNDATIONS & CORPORATIONS

PARTNERS

MEMBER ORGANIZATIONS

INDIVIDUAL SUPPORTERS / DONORS

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING

STATEMENT OF FINANCIAL POSITION

December 31, 1996

ASSETS

Cash	\$ 58,605
Cash and cash equivalents, restricted	<u>62,457</u>
	121,062
Accounts receivable	12,231
Grants receivable	15,000
Contributions receivable	81,000
Prepaid expenses	1,507
Furniture and equipment less accumulated depreciation of \$3,200	6,687
Note receivable	<u>25,000</u>
Total assets	<u><u>\$ 262,487</u></u>

LIABILITIES AND NET ASSETS.

Accounts payable	\$ 3,863
Grants payable	25,000
Accrued expenses	10,332
Refundable advances	<u>2,500</u>
Total liabilities	<u>41,695</u>
Net assets:	
Unrestricted	77,335
Temporarily restricted	<u>143,457</u>
Total net assets	<u>220,792</u>
Total liabilities and net assets	<u><u>\$ 262,487</u></u>

See Accompanying Notes to Financial Statements.

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING

STATEMENT OF ACTIVITIES
AND CHANGES IN NET ASSETS

For the Year Ended December 31, 1996

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support:			
Congregations & organizations	\$ 27,660	\$ -	\$ 27,660
Individuals	6,354	-	6,354
Foundations & corporations	86,550	83,500	170,050
Denominations	3,400	-	3,400
	<u>123,964</u>	<u>83,500</u>	<u>207,464</u>
Net assets released from restrictions	<u>120,992</u>	<u>(120,992)</u>	<u>-</u>
Revenue:			
Government contracts	70,867	-	70,867
Interest income	438	2,167	2,605
Publications & registrations	1,065	-	1,065
Miscellaneous income	1,998	-	1,998
Total earned revenue	<u>74,368</u>	<u>2,167</u>	<u>76,535</u>
Total support and revenue	<u>319,324</u>	<u>(35,325)</u>	<u>283,999</u>
Expenses:			
Program services	255,975	-	255,975
Management and general	15,619	-	15,619
Fundraising	6,592	-	6,592
Total expenses	<u>278,186</u>	<u>-</u>	<u>278,186</u>
Change in net assets	41,138	(35,325)	5,813
Net assets:			
Beginning of year, as restated	<u>36,197</u>	<u>178,782</u>	<u>214,979</u>
End of year	<u>\$ 77,335</u>	<u>\$ 143,457</u>	<u>\$ 220,792</u>

See Accompanying Notes to Financial Statements.

Education & Housing Equity Project

BUDGET

Check which budget(s) are included: Organization Budget Project Budget

Budget for the period: October 1, 1996 to December 31, 1997

INCOME		
Source	10/1/96-	1997
Support	12/1/96	
Government grants & contracts	\$0	\$0
Foundations	\$5,000	\$108,000
Otto Bremer Foundation	\$0	\$25,000
Bush Foundation	\$3,000	\$10,000
Grotto Foundation	\$2,000	\$5,000
Headwaters Fund	\$0	\$3,000
Joyce Foundation	\$0	\$10,000
McKnight Foundation	\$0	\$25,000
Minneapolis Foundation	\$0	\$10,000
Charles Mott Foundation	\$0	\$10,000
Phillips Foundation	\$0	\$5,000
St. Paul Companies Foundation		\$10,000
James R. Thorpe Foundation		\$5,000
Corporations	\$0	\$0
United Way or other federated campaigns	\$0	\$0
Individual contributions	\$0	\$1,275
Fundraising events & products	\$0	\$1,000
Membership income	\$0	\$0
In-kind support		\$1,000
Rent	\$500	
Revenue		
Earned Income	\$0	\$0
Total Income	\$5,500	\$111,275

EXPENSE		
Item	10/1/96-	1997
	12/1/96	
Salaries & wages		
Coordinator	\$4,500 (.625 FTE)	\$35,000
Office Manager	\$0	\$12,500 (.50 FTE)
Subtotal	\$4,500	\$47,500
Insurance benefits & other related taxes	\$0	\$11,875
Consultants & professional fees	\$0	\$30,000
Travel	\$0	\$800
Office Equipment	\$0	\$10,000
Supplies	\$200	\$1,500
Printing & copying	\$500	\$2,000
Telephone & fax	\$0	\$600
Postage & delivery	\$200	\$1,500
Rent & utilities	\$0	\$2,500
Other (specify)		
Conferences/ Meetings	\$100	\$3,000
Total Expense	\$5,500	\$111,275
Difference (Income less expense)	\$0	\$0

Minnesota Common Grant Application Form

BUDGET

Check which budget(s) are included: x Organization Budget Project Budget

Budget for the period: October 1, 1996 to December 31, 1998

INCOME			
Source Support	10/1/96-12/1/96	1997	1998
Government grants & contracts	\$0	\$0	\$0
Foundations	\$5,000	\$108,000	\$96,000
Otto Bremer Foundation	\$0	\$25,000	\$25,000
Bush Foundation	\$3,000	\$10,000	\$10,000
Grotto Foundation	\$2,000	\$5,000	\$5,000
Headwaters Fund	\$0	\$3,000	\$1,000
Joyce Foundation	\$0	\$10,000	\$10,000
McKnight Foundation	\$0	\$25,000	\$25,000
Charles Mott Foundation	\$0	\$10,000	\$10,000
Phillips Foundation	\$0	\$5,000	\$5,000
St. Paul Companies Foundation		\$10,000	\$0
James R. Thorpe Foundation		\$5,000	\$5,000
Corporations	\$0	\$0	\$0
United Way or other federated campaigns	\$0	\$0	\$0
Individual contributions	\$0	\$1,275	\$2,775
Fundraising events & products	\$0	\$1,000	\$2,000
Membership income	\$0	\$0	\$0
In-kind support		\$1,000	\$1,000
Rent	\$500		
Revenue			
Earned Income	\$0	\$0	\$0
Total Income	\$5,500	\$111,275	\$101,775

EXPENSE			
Item	10/1/96-12/1/96	1997	1998
Salaries & wages			
Coordinator	\$4,500 (.625 FTE)	\$35,000	\$35,000
Office Manager	\$0	\$12,500 (.50 FTE)	\$12,500 (.50 FTE)
Subtotal	\$4,500	\$47,500	\$47,500
Insurance benefits & other related taxes	\$0	\$11,875	\$11,875
Consultants & professional fees	\$0	\$30,000	\$30,000
Travel	\$0	\$800	\$800
Office Equipment	\$0	\$10,000	\$500
Supplies	\$200	\$1,500	\$1,500
Printing & copying	\$500	\$2,000	\$2,000
Telephone & fax	\$0	\$600	\$600
Postage & delivery	\$200	\$1,500	\$1,500
Rent & utilities	\$0	\$2,500	\$2,500
Other (specify)			
Conferences/ Meetings	\$100	\$3,000	\$3,000
Total Expense	\$5,500	\$111,275	\$101,775
Difference (Income less expense)	\$0	\$0	\$0

Community Circles	10/97 – 11/97	
Conduct Round II Community Circles	11/97 – 2/98	Evaluation Survey
Compile Reports & Formulate Questions for Citizens Summit	2/98 – 3/98	Data Analysis
Conduct Citizens Summit	3/98	Evaluation Survey

FINANCIAL RESOURCES

Funding Sources (operating funds)

	1997	998
Otto Bremer Foundation	\$25,000	\$25,000
Cowles Media Foundation	\$10,000	\$10,000
Bush Foundation (Community Circle Collaborative Project)	\$10,000	
Minneapolis Foundation (Citizens Summit)	\$ 5,000	
St. Paul Foundation (Citizens Summit)	\$ 5,000	
Center for Urban and Regional Affairs (in-kind contributions, internships)	\$ 5,000	
Greater Minneapolis Council of Churches (Discussion Guide)	\$ 300	
General Mills Foundation (Discussion Guide)	\$ 500	
Norwest Bank-Maple Grove	\$ 500	
Collaborative Partners (in-kind support)	\$13,500	

ORGANIZATIONAL BUDGET and PROJECT BUDGET

	ORG. BUDGET	PROJ. BUDGET
INCOME	Current Fiscal Year (ending 12/97)	
Corporations / Foundations	56,300	2,500
In-Kind / Community Circle Partners	14,600	1,000
Total Income:	72,900	3,500
EXPENSES		
Salaries	25,000	
Payroll Taxes & Benefits	3,900	
Professional Services	9,700	
Fiscal Agent Fee & Rent	2,600	
Utilities (LD Phone/Fax)	300	
Printing & Copying	4,500	
Supplies	800	
Postage	1,600	
Equipment	2,000	

Insurance	1,000	
Conferences/Meetings/Training	3,600	
Staff Develop./Expenses	600	
Transportation	600	
----- TOTAL EXPENSES	56,300	3,500 for use by community circles
		Grant will be used to leverage additl. \$

EVALUATION CRITERIA AND PROCESS

The Community Circle Collaborative project has and will continue to measure its success in tangible ways. These measures include:

- the breadth and depth of participation in the study circles by local and regional citizens.
- Breadth and depth means diversity of participants in terms of ideas, race, place of residence, age, and economic status.
- It also includes number of participants and conversations.
- The project's impact will also be measured by having its findings and recommendations publicly addressed by the State Legislature, and included in the agendas of state and local public, private and civic non-profit / community-based organizations (the NAACP mediation process, the Holman Settlement, Minnesota Milestones, the Metropolitan Blueprint, the Urban Coalition's 50-30 initiative, MICAH's Suburban Housing Initiative, etc).

ATTACHMENTS

IRS Tax Status Identification Letter

PROPOSAL SUMMARY

The Education & Housing Equity Project (EHEP) was created in early 1995 by a group of education and housing advocates who shared a belief in the pressing need to link the issue of school desegregation / integration with the broader issue of segregated housing and neighborhoods. The organization's mission is to act as a catalyst to build broad-based coalitions and engage the community in public conversations and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races, and ethnicities access to schools and housing throughout the metropolitan area. EHEP pursues its mission through a three-part strategy: (1) Coalition building and advocacy; (2) Community education and public conversation; and (3) Assisting communities in becoming more inclusive and integrated.

EHEP worked to develop itself as an organization which has included beginning a process of strategic planning, and collaborating with other organizations and individuals to determine the best strategies for making progress on issues of school desegregation / integration and housing / neighborhood segregation. EHEP collaboratively brought together over 30 organizations to begin the process of building a broad-based coalition that addresses and works on these inter-related issues. EHEP has also helped expand the base and scope of existing coalitions by connecting them with related organizations and encouraging the linkage of housing and school issues in their work.

In February 1996, EHEP partnered with the Minneapolis Initiative Against Racism, the Metropolitan Interfaith Council on Affordable Housing, the Minnesota Minority Education Partnership, and the Minnesota Fair Housing Center to create the Community Circle Collaborative (CCC). This is a metro-wide dialogue project in which at least 500 citizens from all walks of life have joined together – 5-15 at a time – in 35 study circles held throughout the metro area to discuss two central questions:

- “What are the impacts of existing patterns of residential, economic and racial segregation on the educational achievement and life opportunities of Twin Cities area children and families?” and

Education & Housing Equity Project

Board of Directors

Matthew Little, President

Mr. Little is the former president of the Minneapolis chapter of the NAACP, current chair of the NAACP's Education Committee, and a longtime activist for racial and social justice.

Barbara Bearman, Secretary

Ms. Bearman is another longtime activist who participated in the original Minneapolis school desegregation lawsuit nearly a quarter of a century ago, a member of the NAACP's Education Committee, and currently a freelance designer.

Michael Anderson

Mr. Anderson is the Executive Director of the Metropolitan Interfaith Council on Affordable Housing (MICAH).

Georgina Y. Stevens (*as of September 1996*)

Ms. Stevens is Treasurer of the Cowles Media Company and former Chair of the State Board of Education.

Institute on Race & Poverty (*as of September 1996*)

The Institute is a strategic research center based at the University of Minnesota Law School. It was established in 1993 by John A. Powell, former national legal director for the American Civil Liberties Union and a professor of law at the University of Minnesota.

Jerry Timian

Van Mueller

Ed McDonald?

The Board is currently in the process of adding 1-2 new Directors. The Board expansion will be complete by November 1, 1996.

Major "In-Kind" Partners (1997) *mn MNW*

- 5 MN Minority Education Partnership
- 4 Mpls. Neighborhood Revitalization Program
- 6 MN Public Radio Civic Journalism Project
- 1 Citizen League
- 3 Metropolitan Interfaith Council on Affordable Housing
- 2 Institute on Race and Poverty
- 1 Study Circles Resource Center

TO DO

call Joyce → get summary list of findings/problem, conclusions + recommendations/action.

see Tim → see sep. list of items

o/y also, typical annual mil. + phy/employee exp.

++

o/y Foundation contact list / fund dev. strategy

What IRS - mileage rate?

Expense Account Descriptions

5000 Wages

Payroll expenses including temporary employees, both hourly and salary

5050 Payroll taxes

Social Security, Medicare, Unemployment, Worker's Comp

5070 Fringe Benefits

Health insurance, dental insurance, disability insurance, 403b contributions

5100 Professional Services

Audit and any other consultation services. Anyone who provides services that is not an employee

5220 Local Auto

Mileage (\$.28/mile), parking, bus fare

5240 Staff Expense

Expenses that staff incur in conducting MICAH business such as dining expense

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Trainings and conferences that MICAH staff attend

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Memberships in organizations as well as periodicals and books for MICAH library

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Any office supplies with a worth of less than \$500 - over \$500 is considered equipment

5330 Equipment Purchase & Maintenance

Includes any maintenance agreements and capital purchases for office

5340 Printing - Non-program

Printing of letterhead, envelopes, reports, fundraising materials, etc.

5360 Rent

Office and storage space rent; expenses related to changes in the office (electrician, carpenter)

5380 Telephone

Regular and long distance phone service; beeper service; fax expenses; installation charges

5420 Postage

Stamps, mailing permits, delivery services

5440 Conferences & Meetings

Expenses associated with a conference or meeting sponsored by MICAH

5460 Program Printing & Supplies

Supplies and printing directly associated with MICAH programs

5510 Shelter Supplies

Supplies for the shelter including linens, beds, food, other equipment

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Expenses related to transporting clients to and from shelter including van maintenance, fuel, contracted services

5530 Shelter Laundry

Laundry services for the shelter

5600 Rent Subsidies

Rent subsidies and emergency grants through the HFSP

5800 Insurance

General liability, auto, professional liability, employee dishonesty, property, etc.

5900 Miscellaneous

Any expenses that do not fit into one of the other categories - keep to a minimum



Memo

To: Education & Housing Equity Board of Directors
From: Tim Sullivan
Date: November 12, 1997
Re: Fiscal relationship between MICAHA and EHEP

Some significant changes have occurred in the past few months within MICAHA that warrant a change to our fiscal agent agreement. MICAHA has secured a larger office space with a separate office for EHEP. EHEP now has its own dedicated phone line through MICAHA. Lastly, the rate at which MICAHA pays me has changed significantly. The following is a breakdown of the costs that MICAHA is proposing starting November 1, 1997.

- 1) Administrative support services: Bookkeeping, payroll, producing financial statements, etc.
Cost: Time of administrative director at \$21.20/hour for approximately 7 hours per month
- 2) Office space
Cost: 128 square feet at 1.03 /square foot per month
- 3) Local telephone service
Cost: One business phone line including taxes at \$50.00/month
- 4) Use of office equipment such as phones, voice mail & fax
Cost: 20% of equipment depreciation. There will be no charge to EHEP for this.

Taken together, these costs amount to about \$330 per month. That is what I am proposing as MICAHA's fee for the above services.

In addition, MICAHA will bill EHEP for the following on a monthly basis:

- 1) Copies at \$.05/copy
- 2) Long distance phone calls at cost
- 3) Postage charged to MICAHA's account at cost
- 4) Any office supplies that MICAHA pays for at cost

I have included a new Fund Certification Agreement for your approval. If you have any questions about the agreement, please contact me.

Fund Certification Agreement

Effective Date of Agreement: November 1, 1997

Recitals:

- A. Metropolitan Interfaith Council on Affordable Housing (MICAHA) is a Minnesota nonprofit corporation recognized by the IRS as being organized and operated exclusively for charitable purposes within the meaning of Internal Revenue Code §501(c)(3).
- B. Education and Housing Equity Project (EHEP), with a principal office at 122 W. Franklin Ave., Suite 310, Minneapolis, Minnesota is a Minnesota nonprofit corporation recognized by the IRS as being organized and operated exclusively for charitable purposes within the meaning of Internal Revenue Code §501(c)(3).
- C. EHEP desires to enter into an Agreement to retain MICAHA as EHEP's "fiscal agent" in order for EHEP to carry out one or more of its specific projects, in furtherance of charitable purposes within the meaning of §501(c)(3) of the Internal Revenue code as follows:
Promoting integration of the housing and educational systems in the Twin Cities through education and advocacy.
- D. MICAHA has agreed to act as EHEP's "fiscal agent" in order to support the charitable purposes enumerated in the preceding recital within the terms and conditions outlined herein.

Agreement:

1. Fiscal Agent Services

- 1.1 **Authority.** EHEP hereby appoints MICAHA to act as its fiscal agent and MICAHA hereby accepts such appointment. MICAHA shall have full power and authority to receive, accept, deposit and disburse monies on behalf of EHEP and to otherwise act as EHEP's agent, solely in accordance with this Agreement.
- 1.2 **Responsibilities of MICAHA.** As the fiscal agent of EHEP, MICAHA shall perform the following duties:
 - 1.2.1 MICAHA shall establish and maintain an account for the deposit of monies of EHEP;
 - 1.2.2 MICAHA shall disburse monies of EHEP in accordance with this agreement;
 - 1.2.3 MICAHA shall provide all accounting and payroll services for EHEP, provided, however, that EHEP is the "employer" for all purposes of any persons performing services for EHEP; and
 - 1.2.4 MICAHA shall invest monies of EHEP upon the direction and approval of EHEP, provided, however, that any income or losses from such investments are income or losses of EHEP, and MICAHA shall have no liability therefor.
- 1.3 **Reporting Responsibilities.** MICAHA will prepare reports concerning funds held on behalf of EHEP as reasonably required by donors to EHEP. MICAHA shall not be responsible for performing any auditing functions nor for preparing and submitting tax or other reports which are required to be filed with federal, state or local governments or agencies.
- 1.4 **Distribution of Funds/Documentation.** MICAHA shall disburse funds according to the written request of EHEP, as soon as administratively feasible. Each such request for funds by EHEP shall contain a written description of the purpose of the disbursement as well as documentation as to the purpose of each payment made by MICAHA on EHEP's behalf.

- 1.5 Fiscal Agent Discretion. In its role as fiscal agent, MICAH shall receive and disburse monies of EHEP solely for the purposes described above for which EHEP was organized. If, in the discretion of MICAH, any disbursement is not consistent with the charitable purposes enumerated in Recital C of this Agreement, MICAH may refuse to authorize any such disbursement on behalf of EHEP.
- 1.6 Responsibilities of EHEP.
- 1.6.1 EHEP shall designate an individual to be the sole authorized contact for MICAH in MICAH's performance of services under this Agreement.
- 1.6.2 EHEP shall notify MICAH immediately of (a) any changes in EHEP's legal or tax status, or (b) any action by any federal, state or local administrative agency (including, but not limited to, investigations, audits, or examinations) or (c) any changes in EHEP's executive staff or key staff responsible for achieving EHEP's charitable purposes.
- 1.6.3 EHEP shall pay to MICAH \$330 per month to cover administration, office space use, local telephone service, and use of MICAH's office equipment. Individual items including, but not limited to copies, faxes, long distance phone calls, postage, and office supplies will be billed to EHEP at an agreed upon rate.
- 1.7 Limitation of Liability and Indemnification. In receiving, accepting, depositing, investing and disbursing monies on behalf of EHEP, MICAH assumes no responsibility beyond the exercise of duties set forth in this Agreement. EHEP hereby agrees to defend, indemnify and hold harmless MICAH, and its officers, directors, and employees, from any liability, claims and/or causes of action arising out of or related to the performance of MICAH's duties under this Agreement or arising out of or related to the activities of EHEP.

2. MISCELLANEOUS

- 2.1 Relationship of Parties. In making and performing this Agreement, the parties hereto act and shall act at all times as independent contractors. Nothing in this Agreement shall be construed or implied to create an employment relationship, partnership or joint venture among the parties. Nothing contained in this Agreement shall constitute the naming of MICAH as an agent or legal representative of EHEP for any purpose whatsoever except as specifically and to the extent set forth herein.
- 2.2 Termination of Agreement. This Agreement may be terminated at any time by either party upon 30 days written notice.

MICAH

By: _____

Its: _____

EHEP

By: _____

Its: _____