



**UFPIA 2018 EXPENSE PLANNING (Approved 4.17.2018)**

<b>Management Total:</b>	<b>1,324</b>
PO box rental	90
New bank checks	134 (already spent, \$250 approved (included new receipts pd last yr)
Directors/Officers Gen. Liability insurance	1,100
<b>General Programs Total:</b>	<b>1,139</b>
PayPal fees for entire Association	50 open amount approved permanently (\$42 last yr)
January meeting food	579 already spent, \$600 approved
Typical spontaneous donations	510 approve when needed (3-yr average)
<b>Beautification Total:</b>	<b>9,000</b>
Billie Holiday project (BHP) maintenance reserve	1,000 agreement with FPMS/PNC (possibly no expense this yr)
Annual budget (free trash cans, Green Team, tree pits, Umuganda, light poles)	1,500 (\$685 3-yr average income)
Regester St. improvements	6,500 (applied for \$5,000 grant)
<b>Community Garden Total:</b>	<b>5,421</b>
Water permit	121 already spent, open amount approved permanently (\$121 basis)
Annual budget (maintenance/repairs, supplies, garden committee meetings, BGS donation, Honey HH, PumpkinFest)	1,200 (\$1,007 expected income from garden dues/donations)
Garden east wall repair and mural	4,100 (applied for \$5,000 and \$1,000 grants)
<b>Education &amp; Youth Total:</b>	<b>2,000</b>
Annual budget (Wolfest, literacy parent/teacher nights, Pratt library/WSA & CJR outreaches, after school programs, Teacher's Wish List, culinary camp)	1,000 (\$158 3-yr average income)
WSA library (through Balt. Curriculum Project)	1,000 (\$750 approved permanently)
<b>Fund-raising &amp; Social Total:</b>	<b>600</b> (3-yr average expenses, \$2,226
Annual budget (free event costs, tickets, flyers)	600 3-yr average income)
<b>Land-Use Total:</b>	<b>900</b> (\$155 already spent; authorized
Annual budget (CLC retainer fees, seminars, notices)	900 by the board due to urgency)
<b>Neighborhood Safety Total:</b>	<b>1,500</b>
Annual budget (National Night Out, sidewalk gatherings, light bulbs/adaptors)	1,500 (\$300 already approved, \$40 3-yr avg inc)

<b>Newsletter Total:</b>	<b>3,450</b>	
Newsletter printing	3,300	open amount approved permanently (\$3,232 projected income)
MS Publisher software	150	
<b>Spanish Language Outreach Total:</b>	<b>300</b>	
Annual budget (Hispanic meetings, notices)	300	
<b>Traffic &amp; Parking Total:</b>	<b>500</b>	
Annual budget (seminar fees, city meeting transportation, inspections)	500	
<b>Total expense limit</b>	<b>26,134</b>	
<b>Likely limit</b>	<b>25,134</b>	If there is no \$1,000 BHP expense
These are spending limits. Actual expenses are typically less.		
All committee annual budget inputs have been rounded up to nearest hundred.		
<b>Bank balance at beginning of 2018</b>	<b>7,602</b>	
Note this is unusually high this year.		
Recommended reserve for 2019 (obligations incl. garden water permit, PO Box rental, BHP reserve only)	-1,420	
Normal income	9,794	(3-yr averages of dues, normal donations, ads, garden dues, current fund-raising and all other things)
<b>Expected available to spend</b>	<b>16,000</b>	
<b>Likely available</b>	<b>25,100</b>	If \$5,000 Register St grant & \$4,100 garden mural grant received. Extraordinary donations or additional fundraisers/grants are not included that would increase this amount.

VOLUNTEERS PLEASE NOTE: Actual expenses are normally reimbursed promptly by the Association rather than paid upfront. If there is doubt, confirm that the Treasurer is able to reimburse you before making any expense. The Association is currently able to reimburse you but, in the future, that may not always be the case at a particular time.