



## ***Keeping the Lights On***

*Based on operating cash data for FY2017*

	<b>Monthly</b>	<b>Annually</b>
<b>Office occupancy</b>	\$1,885	\$22,620
Rent and electricity		
<b>National staff payroll and taxes</b>	\$18,735	\$224,820
Two full-time employees and one part-time employee, two part-time subcontractors, and four consultants plus taxes, insurance, and other required payments		
<b>Telecommunications</b>	\$403	\$4,836
Enables Internet and telephone service		
<b>Tech support</b>	\$2,236	\$26,832
IT support and maintenance, data backups, database software and maintenance, web donor processing, and email services		
<b>Communications/projects infrastructure</b>	\$330	\$3,960
Web server and communications software, project resources, social media		
<b>Office supplies/equipment</b>	\$163	\$1,956
Computers, printers, paper, pens, labels, markers, paper clips, drinking water, staples, envelopes, folders, and more		
<b>Postage &amp; delivery charges</b>	\$1,275	\$15,300
Postage, meter rental, stamps, bulk mail charges, reply envelope fees and handling		
<b>Bank fees</b>	\$510	\$6,120
Fees on deposits, transfers, online processing (each check or online donation counts as one transaction)		
<b>Insurance</b>	\$391	\$4,692
Liability and property insurance		
<b>Audit &amp; legal fees (accrued monthly; paid quarterly)</b>	\$646	\$7,752
Includes cost of annual audit and Form 990 preparation; trademark protection		
<b>Member acquisition &amp; development</b>	\$2,225	\$26,700
Member and donor campaigns		
<b>Meetings, travel, &amp; association memberships</b>	\$706	\$8,472
Membership fees, conference hosting and attendance, travel		
<b><i>TOTALS</i></b>	<b><u>\$29,505</u></b>	<b><u>\$354,060</u></b>