



Keeping the Lights On

Based on operating cash data for FY2014

	Monthly	Annually
Office occupancy	\$1,778	\$21,330
Rent and electricity		
National staff payroll and taxes	\$20,313	\$243,752
Two full-time employees and one part-time employee, two part-time subcontractors, and four consultants plus taxes and other required payments		
Telecommunications	\$382	\$4,586
Enables Internet and telephone service		
Tech support	\$2,749	\$32,983
IT support and maintenance, data backups, database software and maintenance, web donor processing, and email services		
Communications/projects infrastructure	\$492	\$5,909
Web server and communications software, project resources, social media		
Office supplies/equipment	\$297	\$3,559
Computers, printers, paper, pens, labels, markers, paper products, drinking water, paper, envelopes, and even more paper		
Postage & delivery charges	\$1,646	\$19,755
Postage, meter rental, stamps, bulk mail charges, reply envelope fees and handling		
Bank fees	\$546	\$6,556
Fees on deposits, transfers, online processing (each check or online donation counts as one transaction)		
Insurance	\$422	\$5,060
Liability and property insurance		
Audit & legal fees (accrued monthly; paid quarterly)	\$733	\$8,797
Includes cost of annual audit and Form 990 preparation; trademark protection		
Member acquisition & development	\$3,094	\$37,126
Member and donor campaigns		
Association memberships, meetings & travel	\$1,475	\$17,701
Membership fees, conference hosting and attendance, travel		
<i>TOTALS</i>	<u>\$33,926</u>	<u>\$407,113</u>