

CONTRACT BUDGET AND COST BREAKDOWN

SCHEDULE A

Agency: _____

Reporting Period: _____

#	COST CATEGORY	CONTRACT BUDGET	ACTUAL CUMULATIVE COSTS TO END OF PRECEDING PERIOD	TOTAL COSTS FOR REPORTING PERIOD	TOTAL COSTS THROUGH END OF REPORTING PERIOD (B+C)	BUDGET BALANCE (A-D)
		A	B	C	D	E
	Citywide Neighborhood Network Fund					
1	Staff expenses (administrative)	10,000.00	21,926.90		21,926.90	(11,926.90)
2	Professional services	13,285.00	6,822.10		6,822.10	6,462.90
3	Occupancy	3,800.00				3,800.00
4	General liability insurance	1,570.00	517.00		517.00	1,053.00
5	Directors' and Officers' insurance	740.00				740.00
6	Printing Newsletters in Other Languages	485.00	587.67		587.67	(102.67)
7	Supplies and materials	120.00	146.33		146.33	(26.33)
8	Other (describe):					
	Citywide Neighborhood Network Fund TOTAL	30,000.00	30,000.00		30,000.00	0.00
	Equitable Engagement Fund					
9	Staff expenses (non-administrative)	106,559.00	71,989.01	9,774.40	81,763.41	24,795.59
10	Engagement/Outreach Contractors	10,000.00	1,020.00		1,020.00	8,980.00
11	Outreach and communications	2,930.00	2,893.00	531.13	3,424.13	(494.13)
12	Website, Phone, Internet, Utilities	10,445.00	7,512.42	496.86	8,009.28	2,435.72
13	Supplies, Materials and Printing	8,555.00	2,803.64	215.35	3,018.99	5,536.01
14	Translation	1,960.00	549.00		549.00	1,411.00
15	Professional Services	24,000.00	11,597.44	1,240.63	12,838.07	11,161.93
	Equitable Engagement Fund TOTAL	164,449.00	98,364.51	12,258.37	110,622.88	53,826.12
	TOTAL:	\$194,449.00	\$128,364.51	\$12,258.37	\$140,622.88	\$53,826.12

Contract # _____