

## Knowledge Exchange Project Exercise Answers

**List all employees who will be included in the budget:**

<u>Name</u>	<u>Title</u>
Sally Smith	Executive Director
Ben Jones	Project Director/Teacher
Ruth Givens	Teacher
	Teaching Assistant 1
	Teaching Assistant 2

**What else do you need to know about them to complete the budget?**

We need to know salaries or hourly rates for each employee. We also need to know the amount of time or percentage of effort that they will spend on the project.

**How many children will be served in this program?**

4 groups x 2 locations x 20 students = 160 children served

**List other direct costs that might be included in your budget:**

Consultant Fees	Rent for Both Locations
Books and Supplies	Transportation Costs
Food Costs	Employee Benefits

**What in-kind gift should be included in your budget? What is one way you would use to arrive at a value for this?**

The donated space is an in-kind gift. It should be valued at the fair market value of the space. This could be estimated by asking the church what they charge others who rent the space, or by finding out what comparable space elsewhere in town would cost.

**Can you think of costs at this organization not directly attributable to the project that would be included in indirect or overhead costs for this project?**

Board Meeting Costs	Insurance
Organizational Rent	Utilities
Bookkeeper	Audit Fees

**If the program director says he expects to spend \$.50 per day per student on fruit and juice, calculate how much these nutritious snacks will cost:**

160 students x 10 weeks x 5 days x .50 = \$4000

Appendix

# Pleasant Valley Community Center

## Knowledge Exchange Project Budget Fiscal 2017

### Support:

In-kind donation	\$5,200.00 (1)
Pledge or received to date	\$5,000.00 (2)
Amount remaining to be raised	\$101,730.00

---

<b>Total Support</b>	<b>\$111,930.00</b>
----------------------	---------------------

### Costs:

Personnel Costs (3)	Annual Salary	Project %	
Salaries:			
Sally Smith, ED	\$75,000.00	10	\$7,500.00
Ben Jones, PD/Instructor	\$40,000.00	50	\$20,000.00
Ruth Givens, Instructor	\$40,000.00	25	\$10,000.00
Two teaching assistants			\$18,000.00 (4)

---

<b>Sub-Total</b>			<b>\$55,500.00</b>
------------------	--	--	--------------------

Payroll taxes and fringe benefits		25	13,875.00
-----------------------------------	--	----	-----------

---

<b>Total Personnel Costs</b>			<b>69,375.00</b>
------------------------------	--	--	------------------

### Other Than Personnel Costs:

Consultants—Evaluation	\$5,000.00 (5)
Books and Other Reading Materials	\$2,400.00 (6)
Rent	\$5,200.00 (7)
In-Kind Rent	\$5,200.00 (1)
Van	\$1,800.00 (8)
Nutritious Snacks	\$4,000.00 (9)
Supplies	\$300.00

<b>Total Direct Costs</b>	<b>\$93,275.00</b>
---------------------------	--------------------

<b>Administrative Costs</b>	<b>\$18,555.00 (10)</b>
-----------------------------	-------------------------

<b>TOTAL COSTS</b>	<b>\$111,930.00</b>
--------------------	---------------------

## Appendix

### Footnotes:

- (1) This represents the value of space donated by a local church on the north side of town.
- (2) This grant was received from the ABC Foundation.
- (3) Personnel costs include a portion of the salaries plus fringe benefits of an additional 25% of salaries for the 5 employees directly involved in the project as itemized above.
- (4) Two teaching assistants at \$15/hour for 3 hours per day.
- (5) A consultant will be hired to conduct pre-program and post-program testing of each participating student and an overall evaluation of the entire program at the end of the year.
- (6) This represents the cost of books and other reading materials that will be given to each of the estimated 160 students participating in the program at an estimated cost of \$15 per student.
- (7) This represents the cost of renting space on the south side of town.
- (8) This represents the program's share of a contract with a local transportation service.
- (9) This represents the cost of nutritious snacks at \$.50 per student per day.
- (10) This represents a proportionate share of PVCC's organizational overhead, which is 20% of direct costs.