DEC ELS BUDGET SUMMARY BY YEAR

Name

Wu Yee Children's Services

Term
July 1, 2022 - June 30, 2025

(Check One) New x Modification

If modification, Effective Date of Mod.

No. of Mod.

Program: ECE Integrated Services - ELS 22-25 + Tuition Credit Program

	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
Budget Reference Page No.(s)		Y1			Y2			Y3		Y1-Y3
Program Term	0	7/2022 - 06/2023			07/2023 - 06/2024			07/2024 - 06/2025		Total
Expenditures										
Salaries & Benefits	\$1,942,193	\$107,584	\$2,049,777	\$2,008,550	\$14,098	\$2,022,648	\$2,558,931	\$0	\$2,558,931	\$6,631,357
Operating Expense	\$354,063	(\$107,584)	\$246,479	\$287,706	(\$14,098)	\$273,608	\$395,912	\$0	\$395,912	\$915,999
Subtotal	\$2,296,257	\$0	\$2,296,257	\$2,296,256	\$0	\$2,296,256	\$2,954,843	\$0	\$2,954,843	\$7,547,356
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$344,438	\$0	\$344,438	\$344,438	\$0	\$344,438	\$443,226	0	\$443,226	\$1,132,103
Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0		\$0
Subtotal w/o Pass-Through	2,640,695	0	2,640,695	2,640,695	0	2,640,695	3,398,070	0	3,398,070	8,679,460
Direct Client Pass-Through	\$63,000,000	\$0	\$63,000,000	\$63,000,000	\$0	\$63,000,000	\$68,573,208	\$0	\$68,573,208	\$194,573,208
Total Expenditures	\$65,640,695	\$0	\$65,640,695	\$65,640,695	\$0	\$65,640,695	\$71,971,278	\$0	\$71,971,278	\$203,252,668
DEC Revenues										1
Mixed funding (local, state, etc.)	\$65,640,695	\$0	\$65,640,695	\$65,640,695	\$0	\$65,640,695	\$71,971,278	\$0	\$71,971,278	\$203,252,668
TOTAL DEC REVENUES	\$65,640,695	\$0	\$65,640,695	\$65,640,695	\$0	\$65,640,695	\$71,971,278	\$0	\$71,971,278	\$203,252,668
Other Revenues										
		-							<u> </u>	
Prepared by: Mark Tao	·	·			•	·		·		Date: 6/25/24

DEC-CO Review Signature:

DEC ELS BUDGET SUMMARY

BY PROGRAM

Wu Yee Children's Services
(Check One) New x Modification
If modification, Effective Date of Mod.

No. of Mod.

Term July 1, 2022 -June 30, 2025

ir modification, Effective Date of Mod.	NO. OF MIOD.																								
				Y1							Y2				Y3									Y1-Y3	
Budget Reference	Original	Modification	Revised	Original	Modification	Revised									Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised		
Program: ECE Integrated Services 22-25 + Tuition Credit Program		ELS Subsidy	,		R&R				ELS Subsidy			R&R				ELS Subsidy			R&R		ELS.	Fuition Credit Pro	ogram		CONTRACT TOTAL
Program Term			07/2022	- 06/2023			Y1 Total			07/2023	06/2024			Y2 Total				(7/2024 - 06/2025	5				Y3 Total	07/2022-06/2025
Expenditures																									
Salaries & Benefits	\$1,309,867	\$93,399	\$1,403,266	\$632,327	\$14,185	\$646,512	\$2,049,777	\$1,369,323	\$18,298	\$1,387,621	\$639,227	(\$4,200)	\$635,027	\$2,022,648	\$1,468,608	\$0	\$1,468,608	\$801,393	\$0	\$801,393	\$288,930	\$0	\$288,930	\$2,558,931	\$6,631,357
Operating Expense	\$244,494	(\$93,399	\$151,095	\$109,570	(\$14,185)	\$95,385	\$246,479	\$185,037	(\$18,298)	\$166,739	\$102,669	\$4,200	\$106,869	\$273,608	\$200,343	\$0	\$200,343	\$130,352	\$0	\$130,352	\$65,217	\$0	\$65,217	\$395,912	\$915,999
Subtotal	\$1,554,360	\$0	\$1,554,360	\$741,896	\$0	\$741,896	\$2,296,257	\$1,554,360	\$0	\$1,554,360	\$741,897	\$0	\$741,897	\$2,296,256	\$1,668,951	\$0	\$1,668,951	\$931,744	\$0	\$931,744	\$354,148	\$0	\$354,148	\$2,954,843	\$7,547,356
Indirect Percentage (%)	15°	6 159	6 15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	159
Indirect Cost (Line 16 X Line 15)	\$233,154	\$0	\$233,154	\$111,284	\$0	\$111,284	\$344,438	\$233,154	\$0	\$233,154	\$111,285	\$0	\$111,285	\$344,438	\$250,343	\$0	\$250,343	\$139,762	\$0	\$139,762	\$53,122	\$0	\$53,122	\$443,226	\$1,132,103
Capital Expenditure		0 (0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
Subtotal w/o Pass-Through	\$1,787,514	\$0	\$1,787,514	\$853,181	\$0	\$853,181	\$2,640,695	\$1,787,514	\$0	\$1,787,514	\$853,181	\$0	\$853,181	\$2,640,695	\$1,919,294	\$0	\$1,919,294	\$1,071,506	\$0	\$1,071,506	\$407,270	\$0	\$407,270	\$3,398,070	\$8,679,460
Direct Client Pass-Through	\$63,000,000	\$0	\$63,000,000	\$0	\$0	\$0	\$63,000,000	\$63,000,000	\$0	\$63,000,000	\$0	\$0	\$0	\$63,000,000	\$45,000,000	\$0	\$45,000,000	\$0	\$0	\$0	\$23,573,208	\$0	\$23,573,208	\$68,573,208	\$194,573,208
Total Expenditures	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$46,919,294	\$0	\$46,919,294	\$1,071,506	\$0	\$1,071,506	\$23,980,478	\$0	\$23,980,478	\$71,971,278	\$203,252,668
DEC Revenues																									
Mixed funding (local, state, etc.)	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853,181	\$65,640,695	\$46,919,294	\$0	\$46,919,294	\$1,071,506	\$0	\$1,071,506	\$23,980,478	\$0	\$23,980,478	\$71,971,278	\$203,252,668
TOTAL DEC REVENUES	\$64,787,514	\$0	\$64,787,514	\$853,181	\$0	\$853.181	\$65,640,695	\$64 787 514	\$0	\$64,787,514	\$853,181	\$0	\$853 181	\$65,640,695	\$46.919.294	\$0	\$46,919,294	\$1.071.506	\$0	\$1.071.506	\$23.980.478	\$0	\$23.980.478	\$71,971,278	\$203,252,668
Other Revenues	\$0-1,1-01,01	***	40-1,1-0-1,0-1-1	4000,101		\$000 ,101	400,010,000	\$64,767,614	ų.	40-1,10-1,0-1-1	\$ 000,101	ŢŪ	\$000,101	400,010,000	\$10,010,201	40	\$10,010,201	\$1,071,000	40	\$1,011,000	\$20,000, 110	40	\$20,000,170	V. 1,0. 1,2.0	\$200,202,000
Prepared by: Mark Tao																									Date: 6/25/24
DEC-CO Review Signature:	1	1									-		-												1

BUDGET SUMMARY

Name

Wu Yee Children's Services

DEC-CO Review Signature:

(Check One) New x Modification

If modification, Effective Date of Mod. No. of Mod.

Program: ECE Integrated Services FY22-25													
		Y1			Y2				Y3				Y1 - Y3
Program Term		FY22/23			FY23/24				FY24/	25			FY22/25
		ELS Subsity			ELS Subsity			ELS Subsity			ELS Tuition Credit		
Expenditures	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Total
Salaries & Benefits	\$1,309,867	\$93,399	\$1,403,266	\$1,369,323	\$18,298	\$1,387,621	\$1,468,608	\$0	\$1,468,608	\$288,930	\$0	\$288,930	\$4,548,425
Operating Expense	\$244,494	(\$93,399)	\$151,095	\$185,037	(\$18,298)	\$166,739	\$200,343	\$0	\$200,343	\$65,217	\$0	\$65,217	\$583,394
Subtotal	\$1,554,360	\$0	\$1,554,360	\$1,554,360	\$0	\$1,554,360	\$1,668,951	\$0	\$1,668,951	\$354,148	\$0	\$354,148	\$5,131,819
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$233,154	\$0	\$233,154	\$233,154	\$0	\$233,154	\$250,343	\$0	\$250,343	\$53,122	\$0	\$53,122	\$769,773
Capital Expenditure	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal w/o Pass-Through	\$1,787,514	\$0	\$1,787,514	\$1,787,514	\$0	\$1,787,514	\$1,919,294	\$0	\$1,919,294	\$407,270	\$0	\$407,270	\$5,901,592
Direct Client Pass-Through	\$63,000,000		\$63,000,000	\$63,000,000	\$0	\$63,000,000	\$45,000,000	\$0	\$45,000,000	\$23,573,208	\$0	\$23,573,208	\$194,573,208
Total Expenditures	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800
DEC Revenues													
Local Funding	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800
TOTAL DEC REVENUES	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800
Other Revenues													
Total Revenues	\$64,787,514	\$0	\$64,787,514	\$64,787,514	\$0	\$64,787,514	\$46,919,294	\$0	\$46,919,294	\$23,980,478	\$0	\$23,980,478	\$200,474,800
Full Time Equivalent (FTE)	ψ0+,101,314	φυ	ψ0+,101,514	ψ04,707,314	φυ	ΨΟΨ, ΓΟΓ, ΟΙ4	ψ+0,313,234	φ0	Ψ+0,010,294	Ψ20,300,470	φυ	Ψ20,300,470	Ψ200, τι τ, 000
Prepared by: Mark Tao													

Salaries & Benefits Detail														
						Y1			Y2			Y3		
						FY22/23			FY23/24			FY24/25		
	Agency Totals		For DEC Progr	ram										For DHS Program
	Annual Full		% FTE funded											
	Time Salary		by DEC											
POSITION TITLE	for FTE	Total FTE	(Max 100%)	Adjusted FTE	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	TOTAL
Program Director	\$173,250	1.00	14%	0.14	\$83,994	(67,822)	\$16,172	\$53,288	(53,288)	\$0	\$24,488		\$24,488	40,660
ELS Manager:	\$122,556	1.00	100%	1.00	\$105,604	29,535	\$135,139	\$116,720	6,532	\$123,252	\$122,556		\$122,556	380,947
Family Services Supervisor (2):	\$86,732	2.00	200%	2.00	\$149,470	23,013	\$172,483	\$165,204	(3,822)	\$161,383	\$173,464		\$173,464	507,329
Family Services Specialist: (6)	\$70,565	6.00	600%	6.00	\$366,509	39,473	\$405,982	\$403,188	42,300	\$445,488	\$423,390		\$423,390	1,274,860
Scholarship Specialist: (2)	\$75,446	2.00	200%	2.00	\$130,034	20,600	\$150,634	\$143,707	14,671	\$158,378	\$150,892		\$150,892	459,904
ELS Data Administrator	\$80,237	1.00	100%	1.00	\$77,913		\$77,913	\$76,416		\$76,416	\$80,237		\$80,237	234,566
Office Manager	\$64,777	1.00	24%	0.24	\$12,067		\$12,067	\$4,936		\$4,936	\$15,712		\$15,712	32,715
Resource Specialist	\$94,498		8%	0.08	\$6,711		\$6,711	\$7,200		\$7,200	\$7,599		\$7,599	21,509
Lead Family Services Specialist	\$76,680	1.00	100%	1.00	\$66,073	10,600	\$76,673	\$73,033	7,553	\$80,586	\$76,680		\$76,680	233,939
TOTALS	\$844,742	16.00		13.46	\$998,374	55,399	\$1,053,773	\$1,043,691	13,947	\$1,057,638	\$1,075,018	\$0	\$1,075,018	\$3,186,429
FRINGE BENEFIT RATE	36.6%													
EMPLOYEE FRINGE BENEFITS	30.070				\$ 311,493	\$ 38,000	\$349,493	\$ 325,632	\$ 4,351	\$329,983	\$393,591		\$393,591	1,073,066
TOTAL SALARIES & BENEFITS					\$1,309,867	\$93,399	\$1,403,266	\$1,369,323	\$18,298	\$1,387,621	\$1,468,608	\$0	\$1,468,608	\$4,259,495

	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
		Y1			Y2			Y3		Y1-Y3
		FY22-23			FY23-24			FY24-25		FY2225
Expenditure Category										TOTAL
Other Program Supplies	\$2,380	(\$2,180)	\$200	\$951	(\$216)	\$735	\$2,624		\$2,624	\$3,559
Office Supplies	\$8,120	(\$6,000)	\$2,120	\$2,364	\$2,999	\$5,363	\$9,800		\$9,800	\$17,283
Translations	\$2,255	(\$2,255)	\$0	\$2,323	(\$1,743)	\$580	\$2,487		\$2,487	\$3,066
Outreach Materials/ Engagement	\$1,000	(\$200)	\$800	\$1,030	(\$1,030)	\$0	\$1,103		\$1,103	\$1,903
Consultants	\$14,585	(\$11,910)	\$2,675	\$5,731	(\$1,313)	\$4,418	\$16,210		\$16,210	\$23,303
Technology Support	\$35,000	(\$31,000)	\$4,000	\$21,050	\$4,165	\$25,215	\$23,000		\$23,000	\$52,215
Subscription & Membership Fees	\$38,000	\$14,777	\$52,777	\$39,140	(\$1,736)	\$37,404	\$12,789		\$12,789	\$102,970
Staff Training	\$16,000	(\$15,840)	\$160	\$4,480	(\$2,671)	\$1,809	\$10,640		\$10,640	\$12,609
Forums/ Workshops/ Conferences	\$3,000	(\$1,760)	\$1,240	\$3,090	\$351	\$3,441	\$5,308		\$5,308	\$9,989
Meeting Expenses	\$1,000	(\$1,000)	\$0	\$1,030	(\$340)	\$690	\$1,103		\$1,103	\$1,793
Provider Services Related Expenses	\$5,000	(\$1,000)	\$4,000	\$5,150	(\$3,600)	\$1,550	\$5,513		\$5,513	\$11,063
Parent Activities	\$3,500	(\$2,000)	\$1,500	\$3,605	(\$3,555)	\$50	\$3,859		\$3,859	\$5,409
Travel	\$2,000	(\$1,862)	\$138	\$2,060	(\$1,629)	\$431	\$3,087		\$3,087	\$3,656
Computer Expenses	\$20,000	(\$18,874)	\$1,126	\$5,600	(\$5,481)	\$119	\$7,050		\$7,050	\$8,295
Finger Printing/ Transcript / Immunizations	\$0		\$0	\$0		\$0	\$812		\$812	\$812
Postage & Delivery	\$8,000	(\$5,000)	\$3,000	\$3,240	(\$2,999)	\$241	\$1,787		\$1,787	\$5,028
Office Copier	\$1,634	(\$1,230)	\$404	\$1,683	(\$1,683)	\$0			\$0	\$404
Rent	\$47,748		\$47,748	\$49,180	\$3,593	\$52,773	\$50,247		\$50,247	\$150,768
Utilities	\$8,002	(\$1,500)	\$6,502	\$8,242		\$8,242	\$9,443		\$9,443	\$24,187
Janitorial Services & Supplies	\$10,767	(\$2,600)	\$8,167	\$8,090	\$2,038	\$10,128	\$12,930		\$12,930	\$31,225
Building Repair & Maintenance	\$4,510	(\$1,600)	\$2,910	\$4,645	(\$3,000)	\$1,645	\$5,080		\$5,080	\$9,635
Telephone/ Fax/ Internet/ Email	\$9,074	\$635	\$9,709	\$9,346	(\$972)	\$8,374	\$10,221		\$10,221	\$28,304
Equipment Leases	\$1,000	(\$500)	\$500	\$1,030	\$663	\$1,693	\$952		\$952	\$3,145
Equipment Repairs/Maintenance	\$1,919	(\$500)	\$1,419	\$1,977	(\$139)	\$1,838	\$4,300		\$4,300	\$7,557
TOTAL OPERATING EXPENSE	\$244,494	(\$93,399)	\$151,095	\$185,037	(\$18,298)	\$166,739	\$200,343	\$0	\$200,343	\$518,176

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DEC BUDGET SUMMARY													
Name													
Wu Yee Children's Services													
(Check One) New X Modification													
If modification, Effective Date of Mod. No. of Mod.	L												
Program: ECE Integrated Services FY22-25 - Resource & Referral + Tuiti	on Credit Prog	<u>jram</u>											
		Y1			Y2			Y1-Y3					
Budget Reference Page No.(s)		FY22-23 FY23-24 FY24-25								FY22-25			
	Re	source & Refe	rral	Res	source & Refe	rral	Re	source & Refer	rral	Tuit	ion Credit Prog	ram	
	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
Expenditures													TOTAL
Salaries & Benefits	\$632,327	\$14,185	\$646,512	\$639,227	(\$4,200)	\$635,027	\$657,952	\$0	\$657,952	\$143,441	\$0	\$143,441	\$2,082,932
Operating Expense	\$109,570	(\$14,185)	\$95,385	\$102,669	\$4,200	\$106,869	106,201	-	106,201	\$24,151	\$0	\$24,151	\$332,606
Subtotal	\$741,896	\$0	\$741,896	\$741,897	\$0	\$741,897	\$764,153	\$0	\$764,153	\$167,592	\$0	\$167,592	\$2,415,538
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$111,284	\$0	\$111,284	\$111,285	\$0	\$111,285	\$114,623	\$0	\$114,623	\$25,139	\$0	\$25,139	\$362,331
Capital Expenditure													
Subtotal w/o Pass-Through	\$853,181	\$0	\$853,181	\$853,181	\$0	\$853,181	\$878,776	\$0	\$878,776	\$192,730	\$0	\$192,730	\$2,777,868
Direct Client Pass-Through	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$853,181	\$0	\$853,181	\$853,181	\$0	\$853,181	\$878,776	\$0	\$878,776	\$192,730	\$0	\$192,730	\$2,777,868
DEC Revenues													
Local Funding	\$853,181		\$853,181	\$853,181		\$853,181	\$878,776		\$878,776	\$192,730		\$192,730	\$2,777,868
TOTAL DEC REVENUES	\$853,181		\$853,181	\$853,181		\$853,181	\$878,776		\$878,776	\$192,730		\$192,730	\$2,777,868
Other Revenues													
State Funding	262,000		262,000	268,550	\$0	268,550	\$ 394,427	\$0	394,427				924,977
Total Revenues	\$1,115,181	\$0	\$1,115,181	\$1,121,731	\$0	\$1,121,731	\$1,273,203	\$0	\$1,273,203	\$192,730		\$192,730	\$3,702,845
Full Time Equivalent (FTE)													
Mark Tao													

Program Name: Early Care and Education (ECE) Integration Services - Resource and Referral Original Modification Revised Original Original Modification Original Modification Revised

					•	Y1		•	Y2			Y3		Y1-Y3
	Annual Full		% FTE funded by											
	Time Salary for	Total	DEC	Adjusted										
POSITION TITLE	FTE	FTE	(Max 100%)	FTE		FY22-23			FY23-24			FY24-25		TOTAL
Program Director	173,250	1	7%	0.07	\$29,072	2,500	\$31,572	45,675	(14,000)	31,675	\$12,331		\$12,331	\$75,578
R&R Manager	98,700	1	32%	0.32	\$51,283	8,358	\$59,641	72,450	8,800	81,250	\$31,258		\$31,258	\$172,149
R&R Specialist (6)	69,339	6	81%	4.57	\$284,491	31,320	\$315,811	259,772	6,000	265,772	\$316,721		\$316,721	\$898,304
R&R Coordinator (2)	79,730	2	79%	1.52	\$39,198	15,280	\$54,478	57,650	13,000	70,650	\$121,318		\$121,318	\$246,446
R&R Specialist/data analyst	86,114	0	0%	-	\$77,913	(47,490)	\$30,423	51,668	(17,000)	34,668	\$0		\$0	\$65,092
Community Hub Coordinator	82,577	1	0%	-	0		\$0	0		0	\$0		\$0	\$0
TOTALS		11		6.48	\$481,956	\$9,968	\$491,924	\$487,216	(\$3,200)	\$484,016	\$481,628	0	\$481,628	\$1,457,569
FRINGE BENEFIT RATE	36.6%													
EMPLOYEE FRINGE BENEFITS					150,370	4,217	154,587	152,011	(1,000)	151,011	176,324		176,324	\$481,923
													-	
TOTAL SALARIES & BENEFITS					\$632,327	14,185	\$646,512	639,227	(4,200)	635,027	\$657,952	0	\$657,952	\$1,939,491

Program Name: Early Care and Education (ECE) Integration Services - Resource and Referral

Operating Expense Detail

		Y1			Y2			Y3		
	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Revised
Expenditure Category		FY22-23			FY23-24			FY24-25		Total
Outreach Materials/ Engagement	2,000	(1,000)	1,000	2,060	(1,200)	860	2,318		2,318	4,177
Subscription & Membership Fees	5,077	2,800	7,877	5,229	4,200	9,429	4,988		4,988	22,294
Staff Training	3,177	(2,800)	377	1,272	2,200	3,472	2,977		2,977	6,826
Forums/ Workshops/ Conferences	1,029	(500)	529	1,060	900	1,960	1,134		1,134	3,623
Translations	2,211	(2,211)	0	1,277	(600)	677	1,387		1,387	2,065
Meeting Expenses	1,000	(1,000)	0	1,030	(400)	630	800		800	1,430
Provider Support Expenses	3,235	(3,235)	(0)	1,144	(800)	344	500		500	844
Travel	1,500	(1,350)	150	1,545		1,545	1,600		1,600	3,295
Computer Expenses	6,579	(6,100)	479	2,776		2,776	2,681		2,681	5,936
Licenses/ Permits/ Taxes	(0)		(0)	(0)		(0)				(0)
Finger Printing/ Transcript / Immunizations	241	24	265	248	400	648	265		265	1,179
Office Supplies	2,401	(1,000)	1,401	2,473	500	2,973	3,029		3,029	7,402
Postage & Delivery	231	0	231	238		238	255		255	724
Rent	53,369	4,027	57,396	54,970		54,970	57,802		57,802	170,168
Utilities	8,418	(1,400)	7,018	8,671		8,671	7,567		7,567	23,256
Janitorial Services & Supplies	10,000	(500)	9,500	9,300		9,300	9,996		9,996	28,797
Building Repair & Maintenance	3,000	(600)	2,400	3,090	(1,000)	2,090	3,902		3,902	8,392
Telephone/ Fax/ Internet/ Email	4,503	1,000	5,503	4,638		4,638	4,500		4,500	14,641
Equipment Repairs/Maintenance	200	260	460	206		206	500		500	1,165
Office Copier	1,400	(600)	800	1,442		1,442				2,242
TOTAL OPERATING EXPENSE	109,570	(14,185)	95,385	102,669	4,200	106,869	106,201	0	106,201	308,455