

Matthew Sadowski
Principle Planner - Department of City Development
City of Racine, WI
730 Washington Avenue
Racine, WI 53403

RE: 2005-06 CDBG Budget Revision

Dear Matt:

I am writing you, on the recommendation of Terry Maier, to request a budget revision for the last draw for our first CDBG funding for April of 2005-March of 2006.

It was our very first budget for a new program and we were "firing in the dark" a bit to try to anticipate our budget without any track record of previous expenses. I think we did a good job but there were a few anomalies that we could not have anticipated with absolute accuracy.

The largest overestimation came in the form of Employee Health Insurance. We originally budgeted it based on what normal costs were at the City of Racine. With Dwayne's age and his exceptional health we were able to get insurance at a substantial savings. Therefore we had over \$1,000 left in the budget at year's end. Other smaller anomalies are Telephone, Office Supplies, Equipment Purchase, Printing and Publications, and Mileage.

We are requesting that all of these items be allowed to be moved into Payroll and Payroll Taxes. This will allow us to finish the draw in a timely manner with a minimum of variances.

I am attaching a copy of the revised budget for your approval. If it is acceptable to you we will submit this for our April draw completing our obligation to this first CDBG.

Respectfully,

James A. Schatzman, Executive Director
Racine Vocational Ministry, Inc.

**Community Re-Entry Program
CDBG FINANCIAL REPORT
BUDGET REPORT FOR MONTH OF APRIL**

REVENUES:

CDBG GRANT	\$20,175.00
YTD cdbg Funds	\$ <u>16535.22</u>
This Month's cdbg Receipts	\$ <u>3,639.78</u>
Remaining Unrequested cdbg Funds	\$ <u>0.00</u>

CASH:

Cash balance at months start	\$ <u>3,639.78</u>
This months expenditures (Total)	\$ <u>(3,639.78)</u>
This months request (Total)	\$ _____
Projected Cash Balance	\$ <u>0.00</u>

EXPENSES:

	a Total Grant Budget	b This Months Actual Expenses	c Last Months Actual Y.T.D.	d Current Actual Y.T.D. (b+c)	e Remaining Grant Balance (a-d)
Salaries: Position					
CRP Program Director (Rate/Hr =) (Hours =)	12,658.34	<u>3,208.34</u>	<u>9,450.00</u>	0.00	<u>0.00</u>
RVM Executive Director	1,980.00	<u>_____</u>	<u>1,980.00</u>	1,980.00	<u>0.00</u>
Employee Benefits (list)					
Health Insurance	1,458.00	<u>_____</u>	<u>1,458.00</u>	1,458.00	<u>0.00</u>
	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Payroll Taxes	967.44	<u>245.44</u>	<u>722.00</u>	967.44	<u>0.00</u>
Professional Fees (acctng, atty).	72.00	<u>_____</u>	<u>72.00</u>	72.00	<u>0.00</u>
Audit Fees	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Insurance	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Employee Training	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Contracted Services	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Telephone	431.56	<u>_____</u>	<u>431.56</u>	431.56	<u>0.00</u>
Office supplies	263.61	<u>_____</u>	<u>263.61</u>	263.61	<u>0.00</u>
Postage	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Equipment Purchase (lis Microphone, Amplifier, st	274.77	<u>_____</u>	<u>274.77</u>	274.77	<u>0.00</u>
Equipment Rental (list)					
Equipment Maintenance	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Work or Program Supplies	0.00	<u>_____</u>	<u>_____</u>	0.00	<u>0.00</u>
Printing & Publications	102.70	<u>_____</u>	<u>102.70</u>	102.70	<u>0.00</u>
Travel/Mileage	135.58	<u>_____</u>	<u>135.58</u>	135.58	<u>0.00</u>
Other Itemized Expenses					
Loan Interest	105.00	<u>_____</u>	<u>105.00</u>	105.00	<u>0.00</u>
Web Site / internet fees	150.00	<u>10.00</u>	<u>140.00</u>	150.00	<u>0.00</u>
Office Rent	1,576.00	<u>176.00</u>	<u>1,400.00</u>	1,576.00	<u>0.00</u>
TOTAL	20,175.00	* <u>3,639.78</u>	<u>16,535.22</u>	20,175.00	<u>0.00</u>

REQUEST AMOUNT \$ 3,639.78

Signature

Date

Accountant
Title