

**Booker T. Washington  
Child Development Center, Inc.**

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**Budget Narrative**  
**Program Year 39 (2004-2005)**

**Salaries**

**Staffing Schedule**

Staffing levels required each school year are based on adult-to-child ratio standard of 1:10, and the number of classrooms being operated during program year. Each classroom is staffed with a Teacher and a Teacher Assistant. Full Year Program classrooms also consist of one Teacher and one Teacher Assistant. Extended day classrooms are staffed with one Extended Day Teacher and one Teacher Aide. Extended Day Teacher salary is equivalent to Teacher Assistant. The staffing schedule reflects the number of staff required to operate a quality program.

**Merit**

Merit increases were calculated at 1.5% of gross salaries. Merit increases are based on employee's performance reviews and granted annually.

**Fringe Benefits**

Employee benefit package enables BTW to be competitive in the job market. Fringe benefit categories include required payroll taxes based on federal and state regulations. Annual cost formulas are (based on 37 employees):

<b>Benefit</b>	<b>Calculation</b>
<b>Federal &amp; State</b>	
• FICA and Medicare	7.65% of wages
• Industrial Insurance, Professional	0.41% of wages
• Industrial Insurance, Other (includes food service staff, bus drivers, custodians)	3.42% of wages
• Unemployment Compensation	5.40% of first \$7,000 in wages
<b>Other Benefits</b>	
• Health Insurance	\$295.43 per employee per month
• Pension	8% of wages
• Short-Term Disability/Life Insurance	\$12.17 per employee per month

**Travel**

Travel budget consists of estimated costs for staff member to attend National Head Start Conference in spring 2005. The location for conference had not been announced at the submission of this budget.

Budgeted amounts for the remaining expense categories were calculated based on one of the below:

- PY 38 Budget Year Funding
- PY 37 actual Revenue and Expenses
- All costs are considered as they relate to performance standards and licensing guidelines

**Supplies****Postage**

Mailings sent to families during recruitment and throughout the year informing parents of program events.

**Staff Recruitment**

Amount based on per child calculation for PY 37.

**Internet Access**

Provide extended resources for teachers, food service staff and other program staff and parents. Grantee, support agencies, and vendor communication. Amount based on per month calculation of PY 37 expenses

**Books, Education, Recreation**

Classroom consumable and non-consumable supplies. Supplies purchased to provide new and updated materials to comply with performance standards and outcome measures. Includes supplies/materials for Literacy Programs (Quarterly Literacy Days and Weekly PACT Parent Focus Group). Also includes materials needed for NRS student testing. Amount based on per child calculation and PY 38 Budget.

**Office Supplies**

Supplies and small equipment needed to maintain Administrative Office (pencils, pens, copier paper, printer paper, paper for flyers, menus, and other communication. Adding machine, staplers, etc.) Amount based on per child calculation and PY 38 Budget

**Computer Supplies**

Supplies needed for computer office and classroom equipment.

**Photocopy and Duplicating**

Printing services for program forms. Amount based on per child calculation.

**Photographic Supplies**

Provide photos for observation documentation, student portfolios, classroom bulletin boards, student individualization. Amount based on per child calculation

**Computer Software**

Upgrade and expand classroom and administration software

**Janitorial & Sanitation**

PY 37 Expenses. Janitorial and Sanitation supplies for classrooms, Administrative offices

**Plumbing Supplies**

\$1,500 to resolve health/safety and licensing concerns and replace old building fixtures. Amount based on monthly estimated calculation.

### **Electrical Supplies**

Installation of kitchen electrical kitchen equipment. Amount based on quotation.

### **Air Conditioning/Heating Equipment**

Servicing and pads for air conditioning and heating units located at 1522, 1525, 1530 and 1519 E. Adams St. Amount based on PY 38 budget.

### **Gasoline**

For 24 passenger bus used student transportation, field trips, transporting meals, Extended Day program student transportation. Amount based on monthly calculation and PY 38 budget.

### **Parent Fund**

To provide consultants and materials for parent workshops, parent field trips, TB skin test. Based on \$200 per classroom. Funds expended only on majority vote of parents.

### **Disposable Meal Supplies**

Disposable meal supplies include cups, plates, utensils, napkins, *etc.* Nutrition component and family-style meal service included in this item. Amount based on monthly calculation.

### **Medical & Dental**

Toothbrushes, first aid kits, fanny pack supplies, EPPE kits and other medical and dental classroom needs. Amount based on per child calculation

### **Small Tools & Equipment**

Includes items such as brooms, oven mitts, hand mixers, mops, cooking pots and pans, serving bowls, *etc.* Nutrition and health components included in this item. Amount based on monthly calculation.

### **Other Operating Supplies**

Includes other non-itemized expenses not covered by above. Amount based on monthly calculation.

### **Other**

#### **Payroll Services**

Payroll service. Process all payroll employee checks, generate and submit required legal documentations to appropriate agency/person for 37 employees.

#### **Audit**

Required annual single audit cost. Amount calculated per PY 37 budget

#### **Consultants**

Based on PY 37 budget. Staff Training/Workshops. Curriculum, professional growth and staff motivation/enhancement.

**Printing Service**

Printing of program forms for classroom, administrative, operations, including parent forms and program educational and curriculum forms. Based on monthly calculation. Based on actual expenditures, PY 37.

**Security**

Security for 1522, 1525, 1519 and 1530 E. Adams St.; includes monitoring of fire alarm system at 1522 E. Adams St. Based on monthly calculation, actual expenditures, PY 37.

**Telephone**

Local phone service for: 1522, 1525, 1519 and 1720½ E. Adams St., cell phone, long distance, phone system.

**Pagers**

One pager; amount based on quarterly expenses.

**Water**

Water service for 1522, 1525, 1530 and 1519 E. Adams.. Based on actual PY 37 expenses.

**Electricity**

Electric service for 1522, 1525, 1530 and 1519 E. Adams St. Based on PY 37 expenses.

**Gas**

Natural gas services for 1522, 1525, 1530 and 1519 E. Adams St. Based on PY 37 expenses.

**Recruitment Cost**

Fingerprint renewal licensing clearance for 30 employees. Fingerprint clearance cards expire September, 2004. Amount calculated at designated rate per person (AZ Dept. Of Public Service).

**Car Allowance**

Employee reimbursement for use of privately-owned vehicles in performance of job duties, home visits, parent contacts, purchasing and other program functions. Amount calculated at \$0.34 per mile.

**Subscriptions**

NHSA \$600; AzHSA \$250; Literacy \$200; Exchange \$198). Amounts calculated at cost.

**Pest Control**

Pest control services for 1522, 1519, 1525. Based on PY 37 actual expenses.

**Carpet Cleaning**

\$50 per classroom X 10 classrooms. Based on PY 38 budget.

**Plumbing Services**

Based on PY 38 budget

### ***Electric Services***

Based on PY 38 budget

### ***Office Equipment Repair***

Based on PY 38 budget

### ***Machinery & Equipment***

Fire extinguisher annual service. Based on actual quotation.

### ***Landscaping***

Lawn service for 1522, 1519, and 1525 E. Adams St.: trim & maintain shrubs, trees, clean granite and haul waste away. Based on PY 38 budget.

### ***Maintenance & Repairs***

Walk-in refrigerator maintenance agreement. Based on actual quotation.

### ***Photocopy Equipment***

Amount based on maintenance agreement quotation.

### ***DA Training***

\$114 per employee to attend professional growth workshop. Amount based on PY 38 budget.

### ***Field Trips***

Student field trips; amount based on quotation.

### ***DA Insurance***

Includes property/liability, Directors' insurance, student accident policy, umbrella commercial insurance. Based on actual expenses, PY 37.

### ***Auto Insurance***

Coverage for 24-passenger van. Based on actual expenses, PY 37.

### ***Day Care Licenses***

Two site renewals.

### ***Ice***

For classroom and program functions, including Literacy Day, parent meetings, program meetings, PACT meetings, staff trainings, etc. Amount calculated per classroom.

### ***Meals***

Program meals, classroom nutrition activities. Based on PY 38 budget.

### ***Transportation***

Vehicle license tags and emission tests, \$93, based actual expenses. Vehicle maintenance, \$920