

# Budget Worksheet Form

Worksheet No - BD-1757

Bender JCC of Greater Washington

Control No. 905

5/2/2021 1:10:55 PM

\*\*\* Accounting Documents \*\*\*

**Document Information**

**Date** 02/12/2021  
**Description** Budget Document for ECC Admin  
**Prepared By** Sarah Meytin  
**Workflow ID** 600  
**Effective Date** 2021 July

**Comments**

Current Year Cut-off-Date: Dec 31 2020 4/15 - moved Development Support Specialist from Salaries line to Independent Contract lineBILL - please update ContributionsBILL - please update Credit Card Charges - or is this \$0? BILL - please update ScholarshipsEndowment entered on 4/5/21 AG

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
<b>Category : Revenue</b>							
<b>Group : MicWk-Microix Worksheets for use with Microix Reports</b>							
4000 10 600 9999 99999 9999 9999 99999 99999	Program Fees	12Mth	12,354.44	81,949.99	81,949.99	0.00	2,720.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Holiday Care 2 4-day sessions (winter/spring breaks)			8.00	340.00	2,720.00	
4099 10 600 9999 99999 9999 9999 99999 99999	Program Fees-Discounts	12Mth	0.00	-17.78	-17.78	0.00	0.00
4300 10 600 9999 99999 9999 9999 99999 99999	Contributions, General	12Mth	137,423.89	9,820.60	9,820.60	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Misc			0.00	1,500.00	0.00	
4948 10 600 9999 99999 9999 9999 99999 99999	Release of Endowment Sp	12Mth	0.00	0.00	0.00	0.00	17,075.59
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	ALTSHULER			1.00	179.60	179.60	
	ASHER			1.00	3,265.74	3,265.74	
	BRETTO			1.00	1,335.21	1,335.21	
	CAPLAND			1.00	418.17	418.17	
	FORMANL			1.00	854.53	854.53	
	GOLDBERG			1.00	593.70	593.70	
	GOULDW			1.00	230.53	230.53	
	HURWITZI			1.00	180.52	180.52	
	KORNHAUSERE			1.00	905.58	905.58	
	LEHRMAN			1.00	233.47	233.47	
	NAHUM			1.00	458.57	458.57	
	OSTERMANL			1.00	975.47	975.47	
	REINER			1.00	644.60	644.60	
	REISER			1.00	1,882.62	1,882.62	
	RESNEKEVA			1.00	1,157.09	1,157.09	
	SCHLESINGER			1.00	357.11	357.11	
	SHULMANA			1.00	3,255.54	3,255.54	
	TAISHOFF			1.00	147.54	147.54	
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		149,778.33	91,752.81	91,752.81	0.00	19,795.59
	<b>Revenue</b>		149,778.33	91,752.81	91,752.81	0.00	19,795.59

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
<b>Category : Expense</b>							
<b>Group : MicWk-Microix Worksheets for use with Microix Reports</b>							
6020 10 600 9999 99999 9999 9999 99999 99999	Program Salaries	12Mth	349,169.35	109,297.97	109,297.97	0.00	22,710.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Special: Hebrew/shlichah \$40 an hour for 1.5 hours per week for 38 weeks			0.00	40.00	0.00	
	Special: Summer Swim 4 hours per wks x 7 wks (\$30 is the total cost per hour for instructors)			35.00	30.00	1,050.00	
	Special: Music Teacher/Shabbat Sing (Debi 76hr@\$95,Anne-Laurie 152hr@\$80, 38 weeks)			1.00	19,380.00	19,380.00	
	Special: Rec Director Allocation (1 hour, 38 weeks, \$25)			0.00	25.00	0.00	
	Staff: Bonus Pool for Teachers (pulled out of this worksheet, 3% increase over FY21 instead)			0.00	50,000.00	0.00	
	Staff: ECC Director (pulled out of this budget, includes 3% increase over FY21)			0.00	103,000.00	0.00	
	Staff: Pedagogista Salary (ipulled out of this worksheet)			0.00	41,330.00	0.00	
	Staff: Assistant Director (pulled out of this worksheet, includes 3% increase over FY21)			0.00	61,800.00	0.00	
	Special: Swim for 4s (2 hours/38 weeks/\$30)			76.00	30.00	2,280.00	
	Staff: Dev Support Coordinator (30 hours/41 weeks/\$50) - moved to Ind. Contractor line			0.00	50.00	0.00	
	Staff: Office Administrator (30hrs/week @\$15, pulled out of this budget)			0.00	23,400.00	0.00	
6100 10 600 9999 99999 9999 9999 99999 99999	FICA and Medicare Taxes	12Mth	26,152.40	8,365.65	8,365.65	0.00	6,442.07
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	FICA			0.08	84,210.00	6,442.07	
6204 10 600 9999 99999 9999 9999 99999 99999	Flexible Spending Account	12Mth	143.59	15.00	15.00	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	The 125 Company monthly fee for 3 employees based upon 2016 enrollment			0.00	0.00	0.00	
6280 10 600 9999 99999 9999 9999 99999 99999	Staff Discounts	12Mth	5,228.95	0.00	0.00	0.00	2,970.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	2s discount - Alex Band/Pedogista			1.00	2,970.00	2,970.00	
6301 10 600 9999 99999 9999 9999 99999 99999	Instructors - Independent	12Mth	0.00	0.00	0.00	0.00	61,500.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Staff: Dev Support Coordinator (30 hours/41 weeks/\$50)			1,230.00	50.00	61,500.00	
6380 10 600 9999 99999 9999 9999 99999 99999	Pool Management Contrac	12Mth	0.00	0.00	0.00	0.00	2,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	summer swim			1.00	2,000.00	2,000.00	
6402 10 600 9999 99999 9999 9999 99999 99999	Food, Beverages and relat	12Mth	1,475.66	1,322.99	1,322.99	0.00	2,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Orientation and Staff Meeting			1.00	2,000.00	2,000.00	
6405 10 600 9999 99999 9999 9999 99999 99999	Program Supplies	12Mth	1,966.59	407.17	407.17	0.00	4,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Holiday supplies used in all grades			1.00	750.00	750.00	
	Garden used in all gradens			1.00	2,500.00	2,500.00	

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Supplies and decor for common ares (fish tank, etc)			1.00	750.00	750.00	
6410 10 600 9999 99999 9999 9999 99999 99999	Office Supplies - Direct	12Mth	1,877.93	566.97	566.97	0.00	1,500.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Office supplies - \$225 month			1.00	1,500.00	1,500.00	
6490 10 600 9999 99999 9999 9999 99999 99999	Small Equipment	12Mth	8,973.45	410.22	410.22	0.00	4,200.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	small equipment			1.00	4,200.00	4,200.00	
6500 10 600 9999 99999 9999 9999 99999 99999	Telephone and Fax	12Mth	0.00	0.00	0.00	0.00	0.00
6530 10 600 9999 99999 9999 9999 99999 99999	Website	12Mth	0.00	0.00	0.00	0.00	0.00
6600 10 600 9999 99999 9999 9999 99999 99999	Postage	12Mth	7.85	15.53	15.53	0.00	150.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Postage			1.00	150.00	150.00	
6710 10 600 9999 99999 9999 9999 99999 99999	Security Services - Direct	12Mth	0.00	0.00	0.00	0.00	9,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Security for carpool			1.00	9,000.00	9,000.00	
6731 10 600 9999 99999 9999 9999 99999 99999	Painting Supplies	12Mth	1,590.18	37.98	37.98	0.00	1,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Annual Painting for hallways and classrooms			1.00	1,000.00	1,000.00	
6732 10 600 9999 99999 9999 9999 99999 99999	Repairs	12Mth	270.84	0.00	0.00	0.00	1,200.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Repairs			1.00	1,200.00	1,200.00	
6740 10 600 9999 99999 9999 9999 99999 99999	Building and Grounds Rep	12Mth	8,779.92	111.29	111.29	0.00	11,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Door and other repairs			0.00	3,000.00	0.00	
	Mulch and Sand			1.00	8,000.00	8,000.00	
	Misc			1.00	3,000.00	3,000.00	
6770 10 600 9999 99999 9999 9999 99999 99999	Cleaning & Maintenance S	12Mth	0.00	0.00	0.00	0.00	2,000.00
6900 10 600 9999 99999 9999 9999 99999 99999	Equipment Rental & Opera	12Mth	3,753.92	2,742.00	2,742.00	0.00	6,500.00
6910 10 600 9999 99999 9999 9999 99999 99999	Equipment Maintenance &	12Mth	1,806.79	2,864.02	2,864.02	0.00	1,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Misc			1.00	1,000.00	1,000.00	
7000 10 600 9999 99999 9999 9999 99999 99999	Printing & Duplication Out	12Mth	2,071.51	0.00	0.00	0.00	1,600.00

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Misc			1.00	1,600.00	1,600.00	
7010 10 600 9999 99999 9999 9999 99999 99999	Advertising	12Mth	3,528.82	971.60	971.60	0.00	6,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Advertising - ads, and give awaysand new preschool pre-school			1.00	6,000.00	6,000.00	
7210 10 600 9999 99999 9999 9999 99999 99999	Staff Training	12Mth	6,452.19	2,189.75	2,189.75	0.00	15,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Staff Training for licensing and required CEU (based on actual)			1.00	15,000.00	15,000.00	
	Trip to Reggio (curriculum director, director and 2 staff)			0.00	8,000.00	0.00	
7221 10 600 9999 99999 9999 9999 99999 99999	Registration Fee	12Mth	200.00	0.00	0.00	0.00	500.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	NREA, DCREA, MSDE, NAEYC			1.00	500.00	500.00	
7400 10 600 9999 99999 9999 9999 99999 99999	Scholarships	12Mth	0.00	0.00	0.00	0.00	14,600.00
7611 10 600 9999 99999 9999 9999 99999 99999	Credit Card Charges	12Mth	6,217.33	115.65	115.65	0.00	0.00
7620 10 600 9999 99999 9999 9999 99999 99999	Recruitment	12Mth	4,045.50	62.50	62.50	0.00	6,310.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Ads on Jewish Jobs, Indeed, etc			50.00	100.00	5,000.00	
	Fingerprints			40.00	32.75	1,310.00	
7640 10 600 9999 99999 9999 9999 99999 99999	Licenses, Permits & Filing	12Mth	95.00	0.00	0.00	0.00	200.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	MSDE Preschool			1.00	200.00	200.00	
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		433,807.77	129,496.29	129,496.29	0.00	183,382.07
	<b>Expense</b>		433,807.77	129,496.29	129,496.29	0.00	183,382.07
	<b>Net Amount :</b>		-284,029.44	-37,743.48	-37,743.48	0.00	-163,586.48

# Budget Worksheet Form

Bender JCC of Greater Washington

Control No. 906

5/2/2021 1:11:43 PM

\*\*\* Accounting Documents \*\*\*

**Document Information**

**Date** 02/12/2021  
**Description** Budget Document for ECC Programs  
**Prepared By** Sarah Meytin  
**Workflow ID** 600  
**Effective Date** 2021 July

**Comments**

Current Year Cut-off-Date: Dec 31 2020 4/21 - updated enrollment with actuals: 93 students, 7 projected 10mo 3/4sFY22 - Per BG, pulled all FT/PT salaries out of this worksheet

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
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**Category :** Revenue

**Group :** MicWk-Microix Worksheets for use with Microix Reports

4000 10 600 6002	Program Fees	12Mth	886,397.91	211,525.07	211,525.07	0.00	2,009,750.00
99999 9999 9999							
99999 99999							

**Budget Narratives**

	Unit/Hour	Rate/Amount	Amount
Registration Fee: actual as of 4/21/21	93.00	250.00	23,250.00
Summer Registration Fee: July & August 2021	75.00	25.00	1,875.00
Summer: 2s August 2021 (\$1182+150 COVID fee)	19.00	1,332.00	25,308.00
Summer: 2s July 2021 (\$1575+200 COVID fee)	19.00	1,775.00	33,725.00
Extended Care: Additional AM/PM Hours projected 12 MO	28.00	2,800.00	78,400.00
Less: Transfer to Membership 12 MO Registrations	65.00	-750.00	-48,750.00
Tuition: Toddler 12 MO Full Day 8-4	9.00	20,400.00	183,600.00
Tuition: 2s 10 MO Full Day 8-4	4.00	16,250.00	65,000.00
Extended Care: Additional AM/PM Hours projected 10 MO	6.00	2,400.00	14,400.00
Projected Tuition: Transition 2s late starts (19,500-1 mo)	0.00	17,875.00	0.00
Projected Tuition: 2s -12 MO Full Day 8-4	0.00	19,500.00	0.00
Projected: Transfer to Membership	0.00	-750.00	0.00
Projected: Registration fee	7.00	250.00	1,750.00
Less: 2s July & August 2022 from 12 MO Full Day 8-4 (\$1625+\$200 COVID fee) 17 students	34.00	-1,825.00	-62,050.00
COVID fee - 12 month	65.00	2,400.00	156,000.00
COVID fee - 10 month	28.00	2,000.00	56,000.00
Summer: 3s/4s August 2021 (\$1050+150 COVID fee)	38.00	1,200.00	45,600.00
Summer: 3s/4s July 2021 (\$1400+200 COVID fee)	38.00	1,600.00	60,800.00
Summer: Toddler July 2021 (\$1650+200 COVID fee)	9.00	1,850.00	16,650.00
Summer: Toddler August 2021 (\$1238 +\$150 COVID fee)	9.00	1,388.00	12,492.00
Tuition: 2s 12 MO Full Day 8-4	17.00	19,500.00	331,500.00
Tuition: 3s/4s 12 MO Full Day 8-4	39.00	18,000.00	702,000.00
Tuition: 3s/4s 10 MO Full Day 8-4	24.00	15,000.00	360,000.00
Less: Toddlers July & August 2022 from 12 MO Full Day 8-4 (\$1700+\$200 COVID fee) 9 students	18.00	-1,900.00	-34,200.00
Less: 3s/4s July & August 2022 from 12 MO Full Day 8-4 (\$1500+\$200 COVID fee) 39 students	78.00	-1,700.00	-132,600.00
Projected Tuition: Toddlers -12 MO Full Day 8-4	0.00	20,400.00	0.00
Projected Tuition: 3s/4s -12 MO Full Day 8-4	0.00	18,000.00	0.00
Projected Tuition: 2s -10 MO Full Day 8-4	0.00	16,250.00	0.00
Projected Tuition: 3s/4s -10 MO Full Day 8-4	7.00	15,000.00	105,000.00
Projected: COVID fee - 10 month	7.00	2,000.00	14,000.00
Projected: COVID fee - 12 month	0.00	2,400.00	0.00

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
4099 10 600 6002 99999 9999 9999 99999 99999	Program Fees-Discounts	12Mth	-9,606.21	-250.00	-250.00	0.00	-20,100.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Sibling discounts, based on estimate for FY21 (Tod 500, 2s 9200, 3s 3000, 4s 7400)			1.00	-20,100.00	-20,100.00	
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		876,791.70	211,275.07	211,275.07	0.00	1,989,650.00
	<b>Revenue</b>		876,791.70	211,275.07	211,275.07	0.00	1,989,650.00
<b>Category :</b>	<b>Expense</b>						
<b>Group :</b>	<b>MicWk-Microix Worksheets for use with Microix Reports</b>						
6020 10 600 6002 99999 9999 9999 99999 99999	Program Salaries	12Mth	553,735.37	78,635.89	78,635.89	0.00	4,320.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	2s Lead Teacher - Julie Rausch			0.00	47,700.00	0.00	
	2s Associate - Ozden Pordogan			0.00	32,000.00	0.00	
	subs 12 hrs pp*24 teachers*\$15- updated 4/15 SM			288.00	15.00	4,320.00	
	2s Lead Teacher - Merrill Lasko			0.00	47,700.00	0.00	
	2s Associate - Doron Tamir			0.00	32,000.00	0.00	
	Toddler Associate - Tori Ramberg			0.00	32,000.00	0.00	
	3s Associate - Pilar Bueno de Lavadenz			0.00	32,000.00	0.00	
	3s Lead Teacher - Max Nozick			0.00	44,000.00	0.00	
	3s Associate - Alisha Pelaez			0.00	32,000.00	0.00	
	3s Lead Teacher - Ana Levcovitz			0.00	44,000.00	0.00	
	3s Associate - TBD			0.00	32,000.00	0.00	
	4s Lead Teacher - Tonya Lee			0.00	44,000.00	0.00	
	4s Associate - Jasmine McClain			0.00	32,000.00	0.00	
	4s Lead Teacher - Andrea Bohr			0.00	44,000.00	0.00	
	4s Associate - Oona Stieglitz			0.00	32,000.00	0.00	
	Floater 1 - Oya Umitli			0.00	35,200.00	0.00	
	Floater 2 - Debbie TA			0.00	32,000.00	0.00	
	Floater 3 - Paty Garcia			0.00	32,000.00	0.00	
	Floater 4 - TBD			0.00	32,000.00	0.00	
	Floater 5 - TBD			0.00	32,000.00	0.00	
	Toddler Lead Teacher - Jessica Zuniga			0.00	44,000.00	0.00	
	2s Associate - Brooke Thron			0.00	32,000.00	0.00	
	Toddler Associate - Su Watson			0.00	32,000.00	0.00	
	2s Lead Teacher - Julie Goldberg			0.00	44,000.00	0.00	
	3s Lead Teacher - TBD			0.00	44,000.00	0.00	
	Floater 6 - TBD			0.00	32,000.00	0.00	
	Floater 7 - TBD			0.00	32,000.00	0.00	
	4s Lead Teacher - TBD			0.00	44,000.00	0.00	
	4s Associate - TBD			0.00	32,000.00	0.00	
6100 10 600 6002 99999 9999 9999 99999 99999	FICA and Medicare Taxes	12Mth	40,874.83	5,877.09	5,877.09	0.00	330.48
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	FICA			0.08	4,320.00	330.48	
6204 10 600 6002 99999 9999 9999 99999 99999	Flexible Spending Account	12Mth	326.48	160.00	160.00	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	monthly FSA management fee based upon current enrollment - 3			0.00	6.45	0.00	
6280 10 600 6002 99999 9999 9999 99999 99999	Staff Discounts	12Mth	22,823.20	2,335.25	0.00	0.00	0.00
6402 10 600 6002 99999 9999 9999	Food, Beverages and relat	12Mth	9,604.18	251.29	251.29	0.00	25,500.00

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
99999 99999							
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Food etc.			100.00	255.00	25,500.00	
6405 10 600 6002 99999 9999 9999 99999 99999	Program Supplies	12Mth	3,567.79	848.89	848.89	0.00	19,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Program Supplies			100.00	190.00	19,000.00	
7620 10 600 6002 99999 9999 9999 99999 99999	Recruitment	12Mth	62.50	0.00	0.00	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	In ECE Admin budget			0.00	0.00	0.00	
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		630,994.35	88,108.41	85,773.16	0.00	49,150.48
	<b>Expense</b>		630,994.35	88,108.41	85,773.16	0.00	49,150.48
	<b>Net Amount :</b>		245,797.35	123,166.66	125,501.91	0.00	1,940,499.52