

# Budget Worksheet Form

Worksheet No - BD-1763

Bender JCC of Greater Washington

Control No. 921

5/2/2021 6:02:50 PM

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

**Document Information**

**Date** 02/12/2021  
**Description** Budget Document for Fundraising  
**Prepared By** Jodi Shulimson  
**Workflow ID** 900  
**Effective Date** 2021 July

**Comments**

Current Year Cut-off-Date: Dec 31 2020 Endowment entered on 4/9/21 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>							
4200 10 900 9999 99999 9999 9999 99999 99999	Jewish Federation of Great	12Mth	0.00	0.00	0.00	0.00	750,000.00
<b>Budget Narratives</b>			<b>Unit/Hour</b>		<b>Rate/Amount</b>		<b>Amount</b>
Estimated Federation Payments based on prior year			1.00		750,000.00		750,000.00
4300 10 900 9999 99999 9999 9999 99999 99999	Contributions, General	12Mth	257,048.95	696,174.76	696,174.76	0.00	560,500.00
<b>Budget Narratives</b>			<b>Unit/Hour</b>		<b>Rate/Amount</b>		<b>Amount</b>
Foundation Misc. (Morningstar, Cohen, Kay, Davis, Epstein)			1.00		142,500.00		142,500.00
General Contribution			1.00		358,000.00		358,000.00
Newhouse Sragow 2nd installment			1.00		60,000.00		60,000.00
4315 10 900 9999 99999 9999 9999 99999 99999	Board of Directors Giving	12Mth	48,100.00	39,192.68	39,192.68	0.00	40,000.00
<b>Budget Narratives</b>			<b>Unit/Hour</b>		<b>Rate/Amount</b>		<b>Amount</b>
20 board members at 2000 (did not include board chair elect)			20.00		2,000.00		40,000.00
4943 10 900 9999 99999 9999 9999 99999 99999	Release-Satisfaction of Te	12Mth	-7,596.62	28,295.00	28,295.00	0.00	0.00
<b>Budget Narratives</b>			<b>Unit/Hour</b>		<b>Rate/Amount</b>		<b>Amount</b>
have not adjusted this number			0.00		0.00		0.00
4948 10 900 9999 99999 9999 9999 99999 99999	Release of Endowment Sp	12Mth	0.00	0.00	0.00	0.00	1,716.69
<b>Budget Narratives</b>			<b>Unit/Hour</b>		<b>Rate/Amount</b>		<b>Amount</b>
ASNERJ			1.00		305.84		305.84
DERKAY			1.00		185.81		185.81
FORMANIA			1.00		52.89		52.89
WEINERJ AHL			1.00		1,172.15		1,172.15
<b>MicWk-Microix Worksheets for use with Microix Reports</b>			297,552.33	763,662.44	763,662.44	0.00	1,352,216.69
<b>Revenue</b>			297,552.33	763,662.44	763,662.44	0.00	1,352,216.69

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>							
6204 10 900 9999 99999 9999 9999 99999 99999	Flexible Spending Account	12Mth	251.48	65.00	65.00	0.00	77.40
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	monthly FSA management fee for one employee			12.00	6.45	77.40	
6280 10 900 9999 99999 9999 9999 99999 99999	Staff Discounts	12Mth	880.00	0.00	0.00	0.00	0.00
6300 10 900 9999 99999 9999 9999 99999 99999	Professional Fees	12Mth	180.00	0.00	0.00	0.00	1,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Miscellaneous professional services			1.00	1,000.00	1,000.00	
6402 10 900 9999 99999 9999 9999 99999 99999	Food, Beverages and relat	12Mth	4,402.15	0.00	0.00	0.00	3,300.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	small receptions and recognition opportunities			1.00	500.00	500.00	
	She Says--not budgeting for She Says for FY22			4.00	0.00	0.00	
	Bagels & Business			4.00	700.00	2,800.00	
6410 10 900 9999 99999 9999 9999 99999 99999	Office Supplies - Direct	12Mth	893.53	0.00	0.00	0.00	1,250.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	standard office supply needs			1.00	1,000.00	1,000.00	
	bagels supplies (cutting in half from prev. year)			1.00	250.00	250.00	
6490 10 900 9999 99999 9999 9999 99999 99999	Small Equipment	12Mth	2,016.68	0.00	0.00	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	capex solutions (copier)			12.00	0.00	0.00	
6600 10 900 9999 99999 9999 9999 99999 99999	Postage	12Mth	451.68	39.20	39.20	0.00	3,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Acknowledgement letters, holiday cards and in-house appeals			1.00	3,000.00	3,000.00	
				1.00	0.00	0.00	
6601 10 900 9999 99999 9999 9999 99999 99999	Marketing Postage	12Mth	678.40	0.00	0.00	0.00	1,750.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	3 postcards \$150 x 3			3.00	150.00	450.00	
	1 donor newsletter \$200			1.00	200.00	200.00	
	Direct mail (December)			1.00	1,100.00	1,100.00	
	She Says (not budgeting for FY22)			1.00	0.00	0.00	
7000 10 900 9999 99999 9999 9999 99999 99999	Printing & Duplication Out	12Mth	5,777.08	304.32	304.32	0.00	7,100.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	3 thank you postcards \$750 x 3			3.00	750.00	2,250.00	
	1 donor impact report for Nineteen13 \$1000			1.00	1,000.00	1,000.00	
	Direct mail year end			1.00	3,000.00	3,000.00	
	Holiday cards			1.00	550.00	550.00	
	she says postcard (not budgeting for She Says FY22)			1.00	0.00	0.00	
	Posters			3.00	100.00	300.00	
7010 10 900 9999 99999 9999 9999	Advertising	12Mth	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
99999 99999							
7320 10 900 9999 99999 9999 9999 99999 99999	Subscriptions	12Mth	659.00	0.00	0.00	0.00	520.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Foundation Center online \$400 annually			1.00	400.00	400.00	
	Flixpress (video maker)			1.00	120.00	120.00	
7611 10 900 9999 99999 9999 9999 99999 99999	Credit Card Charges	12Mth	25,584.50	5,312.24	5,312.24	0.00	10,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	estimate cc charges including for CentC contributions			1.00	10,000.00	10,000.00	
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		41,774.50	5,720.76	5,720.76	0.00	27,997.40
	<b>Expense</b>		41,774.50	5,720.76	5,720.76	0.00	27,997.40
	<b>Net Amount :</b>		255,777.83	757,941.68	757,941.68	0.00	1,324,219.29

# Budget Worksheet Form

Worksheet No - BD-1808

Bender JCC of Greater Washington

Control No. 924

5/2/2021 6:03:40 PM

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

**Document Information**

**Date** 02/12/2021  
**Description** Budget Document for Dinner of Champions  
**Prepared By** Jodi Shulimson  
**Workflow ID** 900  
**Effective Date** 2021 July

**Comments**

Current Year Cut-off-Date: Dec 31 2020

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>							
4400 10 900 9120 99999 9999 9999 99999 99999	Gross Event Revenue	12Mth	682,536.10	262,861.97	262,861.97	0.00	392,000.00
<b>Budget Narratives</b>				<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
				1.00	392,000.00	392,000.00	
<b>MicWk-Microix Worksheets for use with Microix Reports</b>			682,536.10	262,861.97	262,861.97	0.00	392,000.00
<b>Revenue</b>			682,536.10	262,861.97	262,861.97	0.00	392,000.00

<b>Category : Expense</b>							
<b>Group : MicWk-Microix Worksheets for use with Microix Reports</b>							
4410 10 900 9120 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	61,909.33	0.00	0.00	0.00	16,250.00
<b>Budget Narratives</b>				<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
\$90 for 100 people (thinking we might be able to have some in person component)				100.00	90.00	9,000.00	
Event Boxes				200.00	35.00	7,000.00	
Staff Vendor Meals				10.00	25.00	250.00	
4420 10 900 9120 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	0.00	16,028.75	16,028.75	0.00	0.00
4430 10 900 9120 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	2,267.49	5,400.00	5,400.00	0.00	3,000.00
<b>Budget Narratives</b>				<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
Raffle Grand Prize Package purchased from Winspire				1.00	3,000.00	3,000.00	
Ad Journal - donated service				0.00	0.00	0.00	
4490 10 900 9120 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	67.50	0.00	0.00	0.00	1,000.00
<b>Budget Narratives</b>				<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
Plaque updates (not new ones), adaptors, program supplies etc.				1.00	1,000.00	1,000.00	
6402 10 900 9120 99999 9999 9999 99999 99999	Food, Beverages and relat	12Mth	523.74	167.20	167.20	0.00	800.00
<b>Budget Narratives</b>				<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
Hand towels and other paper goods				1.00	50.00	50.00	
3 camp tours				1.00	400.00	400.00	

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>	
	Hall of Fame Selection Meetings			1.00	0.00	0.00	
	Inductee reception			1.00	350.00	350.00	
6405 10 900 9120 99999 9999 9999 99999 99999	Program Supplies	12Mth	4,978.89	39.98	39.98	0.00	4,298.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	6 Perlo Flame Awards @\$140/award			6.00	160.00	960.00	
	7 SHF Flame Awards @\$204/award			7.00	204.00	1,428.00	
	14 SHF Plaques for award wall (includes 2020)			14.00	30.00	420.00	
	Set up and shipping			1.00	300.00	300.00	
	Pollin Award			1.00	300.00	300.00	
	Badges, Nametags and other supplies			1.00	750.00	750.00	
	Engraving of Perlo Plates			14.00	10.00	140.00	
	increased badges should we need to order magnetic			1.00	0.00	0.00	
6600 10 900 9120 99999 9999 9999 99999 99999	Postage	12Mth	644.09	83.29	83.29	0.00	400.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Other mailing expenses--sponsor letters, thank you etc			1.00	400.00	400.00	
6710 10 900 9120 99999 9999 9999 99999 99999	Security Services - Direct	12Mth	550.00	0.00	0.00	0.00	250.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Additional Guard (two guards)			1.00	250.00	250.00	
6770 10 900 9120 99999 9999 9999 99999 99999	Cleaning & Maintenance S	12Mth	59.01	0.00	0.00	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
				1.00	0.00	0.00	
6900 10 900 9120 99999 9999 9999 99999 99999	Equipment Rental & Opera	12Mth	42,710.25	0.00	0.00	0.00	27,500.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Table,chair, linen and other rentals			1.00	2,500.00	2,500.00	
	Production expenses			1.00	25,000.00	25,000.00	
7000 10 900 9120 99999 9999 9999 99999 99999	Printing & Duplication Out	12Mth	4,787.00	0.00	0.00	0.00	5,000.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	1800 invites @1.6			1,500.00	1.60	2,400.00	
	ad book printing to be donated			0.00	0.00	0.00	
	Free lance graphic designer			1.00	1,200.00	1,200.00	
	Hanging sponsors signs; shared sign with Book Festival			1.00	300.00	300.00	
	Pledge cards			1.00	100.00	100.00	
	NEW--sponosr banners for gym (previously were with Precon proposal)			10.00	100.00	1,000.00	
	Print pledge cards in house			1.00	0.00	0.00	
7010 10 900 9120 99999 9999 9999 99999 99999	Advertising	12Mth	161.00	0.00	0.00	0.00	0.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Banners for health and fitness and lobby			0.00	300.00	0.00	
	not including--didn't print in 2018			1.00	0.00	0.00	
7040 10 900 9120 99999 9999 9999 99999 99999	Photography	12Mth	7,300.00	5,300.00	5,300.00	0.00	8,562.50
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	includes \$10,000 for video + (reduced by \$2K)			1.00	8,000.00	8,000.00	
	Photographer			3.00	125.00	375.00	
	Photo reprints			1.00	0.00	0.00	

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>	
	NEW: additional photographer for cocktail			1.50	125.00	187.50	
7640 10 900 9120 99999 9999 9999 99999 99999	Licenses, Permits & Filing	12Mth	80.00	89.48	89.48	0.00	80.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>	<b>Amount</b>	
	Raffle License			1.00	80.00	80.00	
				1.00	0.00	0.00	
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		126,038.30	27,108.70	27,108.70	0.00	67,140.50
	<b>Expense</b>		126,038.30	27,108.70	27,108.70	0.00	67,140.50
	<b>Net Amount :</b>		556,497.80	235,753.27	235,753.27	0.00	324,859.50

# Budget Worksheet Form

Worksheet No - BD-1858

Bender JCC of Greater Washington

Control No. 923

5/2/2021 6:04:19 PM

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

**Document Information**

**Date** 02/12/2021  
**Description** Budget Document for Spring Event  
**Prepared By** Jodi Shulimson  
**Workflow ID** 900  
**Effective Date** 2021 July

**Comments**

Current Year Cut-off-Date: Dec 31 2020

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>							
4400 10 900 9100 99999 9999 9999 99999 99999	Gross Event Revenue	12Mth	183,299.74	1,900.00	1,900.00	0.00	191,790.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>		<b>Amount</b>
	Projected Gross Revenue			1.00	191,790.00		191,790.00
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		183,299.74	1,900.00	1,900.00	0.00	191,790.00
	<b>Revenue</b>		183,299.74	1,900.00	1,900.00	0.00	191,790.00

<b>Category : Expense</b>							
<b>Group : MicWk-Microix Worksheets for use with Microix Reports</b>							
4410 10 900 9100 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	0.00	0.00	0.00	0.00	21,750.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>		<b>Amount</b>
	250 guests x \$85: \$17,000			250.00	85.00		21,250.00
	Beer and Wine			1.00	500.00		500.00
4430 10 900 9100 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	0.00	0.00	0.00	0.00	720.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>		<b>Amount</b>
	Tribute Books @ 3.60/book			200.00	3.60		720.00
4490 10 900 9100 99999 9999 9999 99999 99999	Fundraising Special Event	12Mth	0.00	0.00	0.00	0.00	0.00
6300 10 900 9100 99999 9999 9999 99999 99999	Professional Fees	12Mth	0.00	0.00	0.00	0.00	1,750.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>		<b>Amount</b>
	Tribute book graphic design			1.00	800.00		800.00
	Valet Parking			1.00	950.00		950.00
6402 10 900 9100 99999 9999 9999 99999 99999	Food, Beverages and relat	12Mth	136.62	0.00	0.00	0.00	50.00
	<b>Budget Narratives</b>			<b>Unit/Hour</b>	<b>Rate/Amount</b>		<b>Amount</b>
	Miscellaneous paper goods			1.00	50.00		50.00
6405 10 900 9100 99999 9999 9999 99999 99999	Program Supplies	12Mth	0.00	293.80	293.80	0.00	300.00

Account Number	Description	Monthly Distribution	2020 Actual	2021 Actual	2021 Estimated Actual	2021 Budget	2022 Budget
	<b>Budget Narratives</b>			<u>Unit/Hour</u>	<u>Rate/Amount</u>	<u>Amount</u>	
	Ourisman Award--will need to reorder and other misc expenses			1.00	300.00	300.00	
6600 10 900 9100 99999 9999 9999 99999 99999	Postage	12Mth	8.25	0.00	0.00	0.00	200.00
	<b>Budget Narratives</b>			<u>Unit/Hour</u>	<u>Rate/Amount</u>	<u>Amount</u>	
	Postage for other mailings (i.e. sponsor letter, save the date)			1.00	200.00	200.00	
6900 10 900 9100 99999 9999 9999 99999 99999	Equipment Rental & Opera	12Mth	0.00	0.00	0.00	0.00	10,000.00
	<b>Budget Narratives</b>			<u>Unit/Hour</u>	<u>Rate/Amount</u>	<u>Amount</u>	
	Decor and Rentals (reducing from \$15K for FY22)			1.00	10,000.00	10,000.00	
				1.00	0.00	0.00	
7000 10 900 9100 99999 9999 9999 99999 99999	Printing & Duplication Out	12Mth	0.00	0.00	0.00	0.00	1,250.00
	<b>Budget Narratives</b>			<u>Unit/Hour</u>	<u>Rate/Amount</u>	<u>Amount</u>	
	500 invitations @ 2.50/INVITATION			500.00	2.50	1,250.00	
7010 10 900 9100 99999 9999 9999 99999 99999	Advertising	12Mth	0.00	0.00	0.00	0.00	270.00
	<b>Budget Narratives</b>			<u>Unit/Hour</u>	<u>Rate/Amount</u>	<u>Amount</u>	
	Banner for lobby and gym			1.00	120.00	120.00	
	Signs			1.00	150.00	150.00	
7040 10 900 9100 99999 9999 9999 99999 99999	Photography	12Mth	0.00	0.00	0.00	0.00	5,500.00
	<b>Budget Narratives</b>			<u>Unit/Hour</u>	<u>Rate/Amount</u>	<u>Amount</u>	
	Scholarship Video			1.00	5,000.00	5,000.00	
	Night of event photographer			4.00	125.00	500.00	
7610 10 900 9100 99999 9999 9999 99999 99999	Bank Charges	12Mth	0.00	0.00	0.00	0.00	0.00
	<b>MicWk-Microix Worksheets for use with Microix Reports</b>		144.87	293.80	293.80	0.00	41,790.00
	<b>Expense</b>		144.87	293.80	293.80	0.00	41,790.00
	<b>Net Amount :</b>		183,154.87	1,606.20	1,606.20	0.00	150,000.00