

Projected Operating Expense Budget for Calendar Year End 12/31/2018

We have estimated the annual run total for operating costs for the year of 2018 to be \$255,075. However, at a bare minimum and operating with a staff of just CEO, CFO, Community Engagement Specialist, Part-time Behavioral Health Professional, and an intern, OSM aspires to raise \$172,000 in seed money to get through to year-end 2018. It is possible that we may be able to develop a revenue stream from community partners for training, although there are no formal agreements in place. In addition, we will have donations to supplement income, but as we are an evolving organization, these can be difficult to estimate. As OSM continues to grow in the coming years, the costs of running the organization will increase in proportion to its growth. Details for upcoming years' budget projections can be provided upon request.

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CATEGORY	COST (\$)	ADDITIONAL INFO
<i>COMPENSTATION¹ AND RELATED FRINGE BENEFITS:</i>	<i>SUBTOTAL: 191,250</i>	<i>EFFORT AS % OF FULL-TIME</i>
CEO and Social Worker, Thomas Stokes	30,000	85
CFO, Naomi North	40,000	100
Community Engagement Specialist, Jaime Dean	20,000	50
Full-time Behavioral Health Professional, preferably an MSW (name tbd)	40,000	100
Part-time Behavioral Health Professional, preferably an MSW (name tbd)	15,000	35-40
Administrative Operations/Technology Assistant (name tbd)	20,000	50
Clinical Intern in Social Work, Shannon Hagy	5,000	25-40
Related Fringe Benefits and excess travel reimbursement	22,750	
<i>OCCUPANCY:</i>	<i>SUBTOTAL: 7,440</i>	
Office Rent (including utilities)	6,000	
Office Telephone and Internet Service	1,440	
<i>OPERATIONAL:</i>	<i>SUBTOTAL: 19,650</i>	
Community Partner Training Manual	1,000	
Counseling Forms	500	
PTSD Workbooks	1,000	
Catering Costs for Initiatives	5,000	

¹ All compensation amounts, except for the Administrative Operations/Technology Assistant and Full-time Behavioral Health Professional, have been approved by the board. The two compensation amounts that have not yet been approved were determined by what would be reasonable in the projected budget and comparable to the median and average compensations of other similar positions in the Pittsburgh area. The board will vote on the compensation for these positions at the earliest opportunity.

Venue Rentals	500	
Educational Pamphlets	1,000	
Fliers	1,000	
Posters	300	
Promotional Materials and Work Attire	2,500	
Employee Business Cards	600	
Letterhead	1,000	
Office Supplies	750	
Postage	1,000	
Payroll Provider (likely ADP)	3,500	
<i>EQUIPMENT, SECURITY, AND SOFTWARE:</i>	<i>SUBTOTAL: 1,715</i>	
Credit Card Reader	100	
External Hard Drive	85	
Presentation Sound System	200	
Anti-virus/anti-malware subscription	200	Estimate based on 10 devices
Behavioral Healthcare EHR	1,080	Estimate 3 users at \$30/month/user
QuickBooks Online Pro subscription through Tech Soup	50	Bookkeeping and donor CRM
<i>WEBSITE OPERATION:</i>	<i>SUBTOTAL: 1,020</i>	
OSM Email (User fees and related security) through Google	600	
Website domain	20	
Website hosting	400	
<i>PROFESSIONAL EDUCATION AND TRAINING</i>	<i>SUBTOTAL: 7,000</i>	
<i>PROFESSIONAL SERVICES AND GOVERNANCE:</i>	<i>SUBTOTAL: 14,000</i>	
Accountant (Tax Accounting and External Audit)	2,000	
Insurance (General Liability, Board Liability, Property, Auto, and Malpractice)	6,000	
Legal Consultation as Necessary	1,000	
Other	5,000	
<i>CAPITAL</i>	<i>SUBTOTAL: 11,500</i>	
5 Mac Book Pro Laptop Computers with Related Warranty	10,000	
1 iMac Desktop Computer with Related Warranty	1,500	
TOTAL	255,075	