

Budget Narrative

The following is a narrative clarifying line items that are directly relevant to the proposed project, and line items that may require further explanation.

Income

Please note that ALSA-FL's bylaws prevent the organization from charging fees for its services.

Restricted Program Revenue: This income is from restricted donations that donors choose to dedicate to a specific program.

Restricted Research Revenue: ALSA-FL does not conduct ALS research. Rather, all of the funds that donors designate for research goes to the national ALSA organization, which does conduct and contract for ALS research.

Special Events - Non-Chapter: This income is derived from events held by other organizations or businesses for the purpose of contributing funds to ALSA-FL. Golf outings and social club events held by other groups are examples of such events. Non-Chapter Special Events are encouraged in the ALSA-FL newsletter and are suggested when groups ask ALSA-FL what they can do to help.

Special Events – Chapter: This revenue is expected to increase in keeping with the events' growth in size, and because it is anticipated that a Development Director will be hired who will help increase corporate contributions to the event and will help ALSA-FL hold additional events.

Combined Health Charities: These funds are from a federation that originated out of a Federal employee giving program.

Expenses

Personnel

Program Director: This full-time employee (Christine Bright, MSW) receives \$## per hour and will spend 30% of her time on the Respite Care Project.

President / ED: This full-time salaried employee (Dara Alexander) spends 20% of her time on the Respite Care Project.

Service Coordinator, Southeast FL: This full-time employee (Barbara Grasc, LMFT) receives \$## per hour and will spend 15% of her time on the Respite Care Project. This position was contracted until the middle of the '03-'04 fiscal year.

Administrative Assistant: This full-time employee (Linda Butterfield) receives \$## per hour and will spend 20% of her time on the Respite Care Project.

Regional Administrative Assistant: This part-time employee (Dottie Burkett) works 20 hours per week at a rate of \$## per hour and will spend 10% of her time on the Respite Care Project. Ms. Burkett also volunteers additional hours each week.

Case Manager: This new employee will work 20 hours per week at a rate of \$## per hour. The employee will be hired in March and will spend 15% of the weekly hours on the Respite Care Project.

Patient Service Assistant: This part-time employee (Robin See) works 20 hours per week at a rate of \$## per hour and will spend 50% of her time on the Respite Care Project.

Development Director: This new salaried employee will raise funds for all ALSA-FL programs.

Salary FICA/Payroll Taxes: This line item is figured at 7.65% of employees' salaries.

Professional Fees

RN Health Educator: This educator (Andrea Bozeman, RN) spends 10% of her time conducting trainings as part of the Respite Care Project.

Support Group Facilitation Fees: These fees are to compensate professionals who are non-staff members that help facilitate one or more of ALSA-FL's support groups. As part of their roles, the professionals educate support group members about the Respite Care Project. Thus, 5% of their fees are paid by the proposed project. Please see the accompanying table for more detail on the support groups and their associated costs.

Legal: ALSA-FL is not currently budgeting for this item, because fees were not needed last year and there are attorneys on the board who will donate this time as in-kind if necessary.

Other Expenses

Respite Care Fees: These are funds issued to ALS patient caregivers/families to pay for respite care. \$##,### will be issued to an estimated 50 caregivers/families (50 X 6 months @ \$### per month = \$##,###).

Support Group Space and Supplies: As explained above, the Respite Care Project pays for 5% of the ALSA-FL support groups, since respite care is one focus at the sessions. This line item pays for room rental space (usually \$## per month for one meeting per month) and supplies such as snacks or paper.

Training Space and Supplies: These funds pay for training room rental and materials, as well as costs for speaker honorariums and for a "Ask the Experts" symposium attended by 100 patients and families.

Travel / Transportation Expenses: \$#,### of this line item is to cover project mileage, particularly travel to and from home visit assessments.

Insurance - Chapter Liability: Insurance costs for the Respite Care Project are assigned at \$####.

Internet: \$### is allocated to cover costs of e-mail communication between staff, patients and nurses involved in the Respite Care Project.

Patient Social: This is an annual event that is free to patients that enables them to meet other ALS patients. About 150 patients from three regions attend. Caregivers and others pay a small charge to help cover costs. This item is not charged to the Respite Care Project.

Postage and Delivery: Estimates a charge of \$#### to the Respite Care Project (about 10 letters and checks per week for 52 weeks @ \$.##).

Printing and Reproduction: Estimates a charge of \$#### to the Respite Care Project for materials promoting the Respite Care Project.

Revenue Share to National: As a chapter of the national ALSA organization, ALSA-FL shares #% *Restricted Program Revenue* income with the national headquarters. These funds are used to support cutting-edge international ALS research efforts. Similarly, ALSA-FL shares ##% of its Special Events-Chapter income with national headquarters, up to a total of \$####,###. All of the remaining funds raised through these income streams go directly to ALSA-FL programs (none go to operational costs).