

Midcoast Community Council

Post Office Box 64

Moss Beach, CA 94038

To: San Mateo County Board of Supervisors
From: Ms. Suzanne Hayes-Kane
Date: June 22, 1994
Re: Midcoast Community Council Budget

Attached is the budget for the next fiscal year of operations of the Midcoast Community Council. It was approved by the Midcoast Community Council and is submitted for your approval and for funding by the county. There are several "Notes" on the budget, coded with letters "a" through "f." These represent footnotes about budget categories. Specifically:

- "a" consists of credits and services provided by San Mateo County, such as postage;
- "b" consists of the "In-kind Contributions that we anticipate receiving from residents as gifts to the Council;
- "c" consists of cash donations from residents and anticipated revenues from a fund raising event that we are now planning. These funds will be used to offset the cost of a telephone and other communications equipment that would facilitate outreach into the community;
- "d" consists of the mail box and keys, needed so that the community can contact us in writing;
- "e" consists of the special meetings and workshops that we should have, to enroll the community in issues of local importance, such as the "retreat" that was held a while back; and
- "f" consists of the items needed to run an office - basic supplies and part-time support. Former Council member Susan Ayers once proposed that we might consider getting a summer intern from the political science department of one of the local universities as unpaid "help" in return for their using us as the topic of their degree thesis. It wasn't done but it should be done. The Council will start the process of recruitment around February next year.

Respectfully submitted,

MidCoast Community Council
 Post Office Box 64
 Moss Beach, CA 94038

BUDGET FY 1994 - 1995

REVENUES	Non-cash (In-Kind, etc.)	TIER	Notes
Postage (supplied by San Mateo County)	\$315.00	1	a
In-Kind Contributions			b
Office Space Rental	\$900.00	1	
Meeting Room	\$1,800.00	1	
Copying	\$310.00	1	
Faxing	\$300.00	1	
SUBTOTAL (TIER 1) NON-CASH ITEMS	\$3,625.00		
SUBTOTAL (INCLUDING 10% CONTINGENCY)	\$3,987.50		
Resident's Contributions	\$500.00	2	c
Fund Raising Event (Future Planned)	\$1,000.00	2	c
SUBTOTAL (TIER 2)	\$1,500.00		
SUBTOTAL (INCLUDING 10% CONTINGENCY)	\$1,650.00		
TOTAL REVENUES TIERS 1 and 2)	\$5,275.00		
TOTAL REVENUES (INCLUDING 10% CONTINGENCY)	\$5,802.50		
EXPENSES			
Postage (supplied by San Mateo County)	\$315.00	1	a
In-Kind Contributions			b
Office Space Rental	\$900.00	1	
Meeting Room Rental	\$1,800.00	1	
Copies	\$310.00	1	
Faxing	\$300.00	1	
SUBTOTAL (TIER 1) NON-CASH ITEMS	\$3,625.00		
Post Office Box with Keys	\$18.50	1	d
Special Meetings, Workshops			e
Meeting Room	\$60.00	1	
Notices	\$100.00	1	
Copies	\$12.00	1	
Public Meeting Notices	\$20.00	1	
HMB Review Notice Advertisement	\$600.00	1	
Telephone Service			
Installation	\$300.00	1	c
Answering Machine Purchase	\$100.00	1	c
Fax Machine Purchase	\$500.00	1	c
Monthly Service (at \$30 per month)	\$360.00	1	
SUBTOTAL EXPENSES (TIER 1)	\$5,695.50		
SUBTOTAL (INCLUDING 10% CONTINGENCY)	\$6,265.05		
Office Supplies	\$250.00	2	f
Name Plaques	\$100.00	2	f
Business Cards	\$85.00	2	f
Secretarial Service	\$500.00	2	f
SUBTOTAL EXPENSES (TIER 2)	\$935.00		
SUBTOTAL (INCLUDING 10% CONTINGENCY)	\$1,028.50		
TOTAL EXPENSES (TIERS 1 and 2)	\$6,630.50		
TOTAL EXPENSES (INCLUDING 10% CONTINGENCY)	\$7,293.55		
TOTAL DEFICIT (TIER 1)	(\$2,070.50)		
TOTAL DEFICIT (TIERS 1 and 2)	(\$1,355.50)		
TOTAL DEFICIT (TIER 1 INCLUDING 10% CONTINGENCY)	(\$2,277.55)		
TOTAL DEFICIT (TIERS 1 and 2 INCLUDING 10% CONTINGENCY)	(\$1,491.05)		