Emergency Shelter Budget - American Legion Post #26 (Operator: Bayside Housing & Services)

Budget Categories	Annual Budget	Justification	Priority
Employee Salaries	$ 192,280.00	Paid staff to support shelter program and operations (to be supplemented with additional volunteer support as available.)	1
Employee Benefits	$ 57,684.00	Employee benefits @ 30% of annual salary	1
Rent	$ 21,000.00	Rent per Lease @ $1,750/mo	1
Utilities	$ 10,000.00	Estimated amount for propane, water and electricity based on previous tenancy.	1
Insurance	$ 4,500.00	Extension of Bayside insurance to include additional operations. County Risk Pool will also cover property and liability. Additional insured certificate required.	1
Meals	$ 7,500.00	Daily breakfasts and additional meal support when volunteers are unable to provide. Contingent on donor/volunteer organizations providing evening meals and sack lunches.	1
Furnishings/Equipment	$ 7,500.00	Beds, linens, kitchen equipment, basic office equipment, as needed. Donations will also be sought in this category.	2
Repairs/Maintenance	$ 15,000.00	Ongoing maintenance and repairs, particularly regarding toilets and showers. (To be advanced to operator only as needed, per contract.)	1
Supplies	$ 3,000.00	Cleaning supplies, paper products for bathrooms and kitchen, basic office supplies for guest front desk @ $250/mo. Also could be used for volunteer appreciation.	2
Subtotal	**$ 318,464.00**	**Subtotal without operator overhead**	
Overhead	$ 31,527.94	Overhead: Administration expenses for operations including telephone, computer, internet, accounting, payroll, insurance, maintenance staff time as needed to supplement Landlord maintenance staff, development staff time for donor and funder outreach. All are essential for shelter operations.	1
Subtotal	**$ 349,991.94**	**Total Projected Annual Budget: July 1, 2024 to June 30, 2025**	

$ 26,538.67	Total Cost Per Month
$ 1,326.93	Cost Per Person/Per Month (20 guest average over a 12-month period)
$ 872.50	Cost Per Day
$ 43.63	Cost Per Person/Per Day (20 guest average over a 12-month period)

Position	Annual Salary	Benefits	FTE	Rate	Rate Per
Shelter Manager	$ 55,000.00	$ 16,500.00	1.0	$ 55,000.00	Year
Hosts	$ 137,280.00	$ 41,184.00	3.0	$ 22.00	Hour
Totals:	**$ 192,280.00**	**$ 57,684.00**	**4.0**		

HOST STAFFING COVERAGE CALCULATIONS: For analysis only

16.00	**Total hours of operation per day:** 4:00 p.m. - 8:00 a.m., 365 days/year
32.00	**Total staffed hours per day**: 2 hosts on per 8-hour shift
11,680.00	**Total staffed hours per year**: 2 hosts on per 8-hour shift
8.00	**Total Hosts (paid and unpaid) required to cover total staffed hours per year:** 365 days/year, 4 shifts per day.

Note: the formulas in blue cells are protected to assist with calculations. Changes can be made by selecting the "Review" tab and clicking on "Protect Sheet". To unprotect, enter password "ok" (lowercase).