

**San Antonio Public Library Foundation  
2018 Operating Budget**

**APPROVED 10.18.17**

	2018 Operating Budget	Current Month Actuals	Current YTD Actuals
<b>Revenue</b>			
Board Dues <b>(January)</b>	\$65,000.00		
Big Give <b>(March)</b>	\$15,000.00		
Annual Fund Campaign <b>(Sept)</b>	\$125,000.00		
Program and Grant Administration	\$50,000.00		
Special Events			
-Notte Nera <b>(Feb)</b>	\$38,500.00		
-Literary Luncheon <b>(Fall)</b>	\$130,000.00		
-Catrina Ball <b>(Oct)</b>	\$175,000.00		
Other <b>(year-round)</b>	\$25,000.00		
<b>Total Revenue</b>	<b>\$623,500.00</b>		
<b>Expenses</b>			
Advertising/Marketing	1,500.00		
Bank and Merchant Fees	4,500.00		
Books, Subscriptions, Training	4,222.59		
Cell Phone	1,166.37		
Contract Services	29,205.17		
Contract Services (events)	151,315.46		
Hospitality	6,000.00		
Insurance	10,870.00		
IT	8,757.89		
Occupancy	7,893.09		
Payroll and Expenses	326,443.19		
Postage, Mailing	10,128.88		
Printing and Copying	33,932.00		
Supplies	13,554.10		
Travel	1,881.00		
Utilities	10,506.99		
<b>Total Expenses</b>	<b>\$621,876.73</b>		
<b>Revenue over Expenses</b>	<b>\$1,623.27</b>		

*Revenue Definitions:*

Program/Grant Administration: Fees to manage Caravan and SABF; % from allowable grants for SAPL

Other: Shook Rentals, Bookplates, Literary Excursions, unsolicited/unrestricted gifts, wills, etc.

*Expense Definitions:*

Payroll and expenses: salaries, employee expenses, taxes, health, retirement - includes 3% cost of living increase (4)

Contract Services: accounting fees, audit fees, legal

Contract Services (events): entertainment, consultant fees, rentals, A/V, catering, speaker fees, security, etc.

Occupancy: Alarm, Yard, Cleaning, Pest Control, etc.