

KEJC Proposed Budget Assumptions for 2016

1. Goal is to make budget that can be paid for with known or predictable income, while maintaining unrestricted reserves of about 10 percent of budget.
2. Core staff of Director, Senior Staff Attorney and Maxwell Street attorney may be paid for by grants, unrestricted income, or reserves above target.
3. Employment Law, Immigration Fellowships, Health Fellowship and Health Outreach positions will be considered grant-funded (some with match requirements).
4. Maxwell Street Legal Assistant will be paid primarily from Maxwell Street grants or unrestricted Maxwell Street income.
5. AmeriCorps position will proceed according to site agreement.
6. The proposed budget will include goals for fundraising and reserves, plus an allotment for communications and development.
7. To the extent possible, grant proposals will include funding for communications.
8. The budget may require austerity measures in the operational budget, like:
 - a. Holding off on further equipment purchases unless grant funded
 - b. Limiting conference travel to essentials or subsidized events
9. Salary increments will take into account findings of the board committee on salary comparability as set out in sample salary tables.
10. The budget will maintain employer health premium shares at \$720 for individuals and an amount sufficient to ensure that employee shares for family coverage do not exceed those of state employees.
11. The director may offer alternative budgets for consideration and a budget contingency plan to include potential mid-year adjustments.
12. The Consumer Reports Award will be used sparingly for long term benefit and the Mason Fund will be managed in accordance with instructions of donors.
13. KEJC will generate plans to meet Fellowship match requirements through sponsorships, grants, donations, events, etc.

Question: What is the Board's tolerance for risk in income projections?