Draft budget WCA

WCA Budget - Draft 01 Work in Progress 1 July 2012 - 30 June 2013

	Unit price	Number	Total	notes
Administration				
Rent	750,00€	8	6 000,00 €	November 2012-June 2013
Utilities	250,00 €	8	2 000,00 €	Electricity etc.
Insurance	50,00€	12	600,00€	Recurring, various civil responsibility insurance (need of a liability insurance for officers?)
Bank fees	150,00 €	12	2 1 800,00 €	Might be quite important, re: exchange rate and dealing with many currencies
Accounting (external)	50,00 €	104	5 200,00 €	Unit price = €/hr 2hrs/week on average - Bookkeeping, first outside the association
Legal fees	60,00 €	15	900,00€	Unit price = €/hr - Includes the occasional lawyer advice
Legal reserve	1 500,00 €	1	1 500,00 €	Reserve - Needed to be ready for anything that might happen
Telephone & Telecommunications	180,00 €	12	2 160,00 €	includes mobile, internet hosting, roaming etc.
Postage	100,00 €	12	2 1 200,00 €	
Office supplies	100,00 €	8	8 800,00€	Day to day office supplies
Computers	1 200,00 €	5	6 000,00 €	Computer desktops & laptops
Maintenance	100,00 €	8	8 800,00€	Reserve: various repairs & Installation
Miscellaneous	1 000,00 €	1	1 000,00 €	Reserve
One time costs start				
Office search (Agency)	2 200,00 €	1	2 200,00 €	1 time thing to find the office
Fixtures and equipement (Office furr	2 000,00 €	1	2 000,00 €	Big lump sum at the beginning, then a small recurring sum
Decoration	500,00€	1	500,00€	At the beginning
Founding fees	1 500,00 €	1	1 500,00 €	TO BE DEFINED with location, fee is placeholder
Supplies	500,00 €	1	500,00€	
Miscellaneous	1 000,00 €	1	1 000,00 €	Reserve
TOTAL ADMINISTRATION			37 660,00 €	

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	Unit price	Number	Total	notes
Personnel				
Salaries				
Secretary General	€ 000,00 €	12	96 000.00 €	Gross salary, this does not include taxes paid by the employee
Taxes on salaries (SG)	7 166,67 €	12	86 000,00 €	looks like Belgium has a rate of x2 between gross salary and what the employer pays.
Deputy SG (or CFO)	4 500,00 €	g	40 500,00 €	hired by SG, so let's say between 3 and 6 months after beginning of operations
Taxes on salaries (DSG)	4 031,25 €	g	36 281,25 €	
Chapter development coordinator	3 500,00 €	6	21 000,00 €	This is a support person (might be persons if we go local & part time for example) to help with chapter developments
Taxes on salaries (CDC)	3 135,42 €	6	18 812,50 €	
Office Manager	2 500,00 €	8	20 000,00 €	Day to day business, office support
Taxes on salaries (office manager)	2 239,58 €	8	17 916,67 €	
PR person	50,00 €	208	10 400,00 €	€/hr - 4hrs/week - might be external and occasional at first (no need for much public facing communication)
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Search Firm	10 000,00 €	1	10 000,00 €	Searching for the SG and subsequent roles
Travel				Scheduled events (Wikimania, Chapters meeting) and visit chapters/regions/groups. In the 1st year, pretty intense, the following can alternate
SFO	2 000,00 €	3	6 000,00 €	Plan at least 2 meeting on site with WMF staff for SG, one for Deputy
Europe	450,00 €	5		Attending some regional/local events - average 450€ per travel
South America	1 500,00 €	2		Iberoconf at least, one/a few other chapter visits would be good
Asia	2 000,00 €	2	4 000,00 €	A regional conference if exists, plus some chapter visits
Wikimania	2 160,00 €	1	2 160,00 €	basis Washington DC
Chapters meeting	400,00 €	3	1 200,00 €	basis Berlin (SG, DSG, CDC)
Accommodation	140,00 €	60	8 400,00 €	140€/day in average (includes hotel-100€/food-3 meals/day for 40€) with an average of 4 days per stay
Entertainement	150,00 €	10	1 500,00 €	Expenses at office (as opposed as while traveling) - receiving chapters, sponsors, Foundation, whoever
Outside consultation	75,00 €	40	3 000,00 €	Various consultation fees (location search, other) Unit price/hr
Miscellaneous	1 000,00 €	1	1 000,00 €	Reserve
TOTAL PERSONNEL			389 420,42 €	
Chapters development and suppor	rt			
Event logistics	1 500,00 €	2	3 000,00 €	Make sure the scheduled events have what the WCA need to meet productively - 2 events
Publications and communication	150,00 €	15		Anything that the WCA needs to do to fulfill its mission (for ex. Chapters Starters Kit)
Design costs	50,00€	40	2 000,00 €	€/hr
Printing costs	1 000,00 €	1	1 000,00 €	
Research	1 200,00 €	1		Various research for chapter support
Delegates travel (WCA Board)	500,00€	10	,	Average price for various travel to office and chapters. 10 destinations (includes WMania & Chapters meeting)
Various supplies	500,00€	1		
Facilitation	600,00€	8	4 800,00 €	Using facilitation for WCA meetings, Wikimania + Chapters Meeting +Unit price/day
TOTAL CHAPTER DEVELOPMENT	& SUPPORT		19 750,00 €	
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TOTAL			446 830,42 €	