

BUDGET

MARY HOLMES JUNIOR COLLEGE

CHILD DEVELOPMENT GROUP OF MISSISSIPPI

HEAD START PROPOSAL

September 26, 1966 to September 29, 1967

The following budget represents the estimated costs of funding the programs outlined in the foregoing sections of this proposal. It is based on the following summary data:

1. 13,500 Children registered in Child Development Centers.
2. 900 Units of 15 children per Unit.
3. 170 Centers in 37 counties.
4. 20 Administrative Areas with staff.
5. 1 Central Office in Jackson, Mississippi.
6. Grantee: Mary Holmes Junior College, West Point, Mississippi.
7. Period of Grant: 1 year.
8. Child Development Centers in operation: 50 weeks.

SUMMARY: OEO COST CATEGORIES

	<u>Federal Share</u>	<u>Non-Federal Share</u>	
I. <u>Personnel</u>			\$15,187,642
Mary Holmes Junior College	\$ 23,341	\$ -----	
Board and Office of Evaluation	53,664	-----	
Central Office	694,027	69,403	
Area Office	1,223,092	110,794	
Area Demonstration Center	192,300	-----	
Centers	<u>10,750,408</u>	<u>2,070,613</u>	
	12,936,832	\$2,250,810	
II. <u>Consultants and Contract Services</u>			969,250
Mary Holmes Junior College	\$ 98,000	-----	
Board and Office of Evaluation	20,000	-----	
Central Office	368,250	-----	
Area Office	-----	-----	
Area Demonstration Center	10,500	-----	
Centers	472,500	-----	
III. <u>Travel</u>			2,089,670
Mary Holmes Junior College	\$ 26,340	-----	
Board and Office of Evaluation	43,380	-----	
Central Office	168,650	-----	
Area Office	345,600	-----	
Area Demonstration Center	44,000	-----	
Centers	1,461,700	-----	
IV. <u>Space Costs and Rental</u>			505,852
Mary Holmes Junior College	\$ -----	-----	
Board and Office of Evaluation	400	-----	
Central Office	47,252	-----	
Area Office	24,000	-----	
Area Demonstration Center	13,000	-----	
Centers	421,200	-----	

Summary: OEO Categories (cont'd)

	<u>Federal Share</u>	<u>Non-Federal Share</u>	
V. <u>Consumable Supplies</u>			1,102,153
Mary Holmes Junior College	\$ 3,600	\$ -----	
Board and Office of Evaluation	1,300	-----	
Central Office	93,956	-----	
Area Office	12,425	-----	
Area Demonstration Center	52,240	-----	
Centers	938,632	-----	
VI. <u>Rental, Leases, and Purchase of Equipment</u>			142,934
Mary Holmes Junior College	\$ 1,980	-----	
Board and Office of Evaluation	-----	-----	
Central Office	63,172	-----	
Area Office	40,300	-----	
Area Demonstration Center	10,000	-----	
Centers	27,482	-----	
VII. <u>Other Costs</u>			2,625,754
Mary Holmes Junior College	\$ 3,000	-----	
Board and Office of Evaluation	-----	-----	
Central Office	160,254	-----	
Area Office	24,000	-----	
Area Demonstration Center	53,500	-----	
Centers	2,385,000	-----	
GRAND TOTAL	20,372,445	2,250,810	22,623,255

BUDGET SUMMARY -- MARY HOLMES JUNIOR COLLEGE

* I.	Personnel	\$ 23,341
II.	Consultants and Contract Services	98,000
III.	Travel	26,340
IV.	Space Costs	-----
V.	Consumable Supplies	3,600
VI.	Rental, Lease, or Purchase of Equipment	1,980
VII.	Other	<u>3,000</u>
	TOTAL	\$ 156,261

* OEO Cost Categories

Budget Detail: Mary Holmes Junior College

I.	<u>Personnel</u>	<u>Per Annum</u>	\$ 23,341
1.		\$ 12,000	
	Explanation: The Project Coordinator will have over- all responsibility for administrative coordination of all project programs for the Grantee, for resource planning, for evaluation and reporting, and for the Office of Economic Opportunity.		
2.	Executive Secretary	5,200	
	Explanation: Salary @ \$100 per week Secretary to Project Coordinator		
3.	Receptionist-Typist @ \$75 per week	3,900	
4.	Janitor.....	1,300	
	Explanation: Salary @ \$25 per week		
5.	FICA @ 4.2%	941	
II.	<u>Consultants and Contract Services</u>		\$ 98,000
	Program Consultants and Analysts	\$ 50,000	
	Explanation: 500 Days @ \$100 per day. Consultants and analysts will be employed to provide evalua- tion of all aspects of program and adminis- tration, and recommendations for remedial measures. Through the nationwide contacts of the Grantee, special efforts will be made to obtain consultants in the areas of program which require the greatest support: Public health, mental health, psychological services, and nutrition.		

2. Program Auditors \$ 23,000

Explanation: As the grantee with full responsibility to the Office of Economic Opportunity for the efficient expenditure of federal funds, the Mary Holmes Junior College requires internal program and management auditors to insure the most effective implementation of the project. It is anticipated that the Mary Holmes Junior College will employ at least two individuals on a full-time contract basis for this purpose.

3. Systems Analysis and Final Audit 25,000

Explanation:

Cost may vary considerably depending on the number of Areas which actually begin semi-autonomous operation by the end of the project.

III. Travel\$ 26,340

1. Consultant per diem \$ 6,000

Explanation: 500 Days @ \$12 per day

2. Staff per diem 1,200

Explanation: 100 Days @ \$12 per day

3. 2 Rental automobiles 6,480

Explanation: Rate of \$270 per month based on best quote in Jackson, Mississippi

4. Gasoline for 2 rental automobiles 2,160

Explanation: Calculated @ \$90 per month for 12 months

5. Consultant travel 8,700

Explanation: 50 Round trips at \$150 per trip \$7,500
12,000 Miles in-state @ 10 cents per
mile..... 1,200

Budget Detail: Mary Holmes Junior College - Page 3

6. Other staff travel \$ 1,800

Explanation: 12 Round trips @ \$150 per trip

IV. Space Costs and Rentals \$ -----

V. Consumable Supplies 3,600

1. Office supplies \$ 2,400

Explanation: Estimated @ \$200 per month

2. Postage 1,200

Explanation: Estimated at \$100 per month

VI. Rental, Lease, or Purchase of Equipment 1,980

Explanation: 2 Electric typewriter @ \$20 per month each
1 Calculator @ \$35 per month
Duplicating equipment @ \$75 per month
Air conditioning @ \$30 per month for 6 months

VII. Other 3,000

1. Utilities \$ 600

Explanation: Estimated @ \$50 per month

2. Telephone 2,400

Explanation: Estimated @ \$200 per month

BUDGET SUMMARY: BOARD AND OFFICE OF EVALUATION

* I.	Personnel	\$ 53,664
II.	Consultant and Contract Services	20,000
III.	Travel	43,380
IV.	Space Costs and Rentals	400
V.	Consumable Supplies	1,300
VI.	Equipment	-----
VII.	Other	-----
	TOTAL	<u>\$118,744</u>

* OEO Cost categories

Budget Detail: Board and Office of Evaluation

I. Personnel Per Annum \$ 53,664

1. Chairman of the Board\$ 9,100

Explanation: Salary @ \$175 per week. Current experience has made it evident that there is need for a full-time Chairman whose responsibility is to facilitate the work of the Board and its five permanent committees; coordinate the activities of the Board of Evaluation; and participate fully in all major operating policy decisions. With its expanded size and more complex responsibilities under this proposal, the necessity for such a position is even greater.

2. Director of Educational Evaluation 10,400

Explanation: Salary @ \$200 per week.
The Director is responsible for evaluation of the program for children in each Center and reporting directly through the Chairman to the Board whether minimum standards are being maintained. Where appropriate, recommendations for ameliorative measures, or for sanctions, will be made. If an Area desires to become semi-autonomous, the Director will assess the Area's preparedness and be responsible for providing program certification and recommendation to the Board. The Director will, in addition, evaluate the effectiveness of Central staff in achieving and supporting the program and goals. This position will demand someone with superior knowledge and judgment concerning community pre-schools for the poor. (See Narrative, Section III, A-2)

3. Assistants to the Director (2)..... 15,600

Explanation: Salary of each @ \$150 per week.
With a project including 900 units in 20 Areas throughout the State, the task of maintaining accurate and adequate data will require two assistants to the Director.

4. Secretary \$ 4,420

Explanation: Salary @ \$85 per week
Secretary to Chairman of Board, and Director
of Evaluation

5. Director of Community Program Evaluation 10,400

Explanation: Salary @ \$200 per week
Function and responsibilities similar to
the Director of Educational Evaluation
but in the sphere of community programs.

6. FICA and fringe benefits @ 7.5% 3,744

II. Consultants and Contract Services \$ 20,000

1. Certification Audits (Financial and Area Management) \$10,000

Explanation: \$1,000 per Area, 10 Areas
It is projected that half of the 20 Areas
will become semi-autonomous

2. Random, periodic, and year-end audits \$ 10,000

Explanation: For semi-autonomous Areas

III. Travel 43,380

1. Board out-of-state \$ 4,500

Explanation: 1 Trip @ \$150 per Board member per year

2. Mileage reimbursement for Board members 5,760

Explanation: Estimate one Board meeting per month,
one committee meeting per month, with
reimbursement at 8 cents per mile for
average of 100 miles per meeting

3. Board per diem 2,880

Explanation: 1 Day @ \$8 per day per month for each of 30
members

Budget Detail: Board and Office of Evaluation - Page 3

- | | | |
|----|---|----------|
| 4. | Chairman of the Board cost allowance | \$ 1,200 |
| | Explanation: The Chairman of the Board has extreme demands placed on him to fulfill his obligations to the communities. This cost allowance is estimated at \$100 per month. | |
| 5. | Annual Convention - Mileage | 2,720 |
| | Explanation: The Constitution calls for two representatives from each Center to meet annually in convention. Cost is estimated at 8 cents per mile for average of 100 miles for 340 people. | |
| 6. | Annual Convention per diem | 5,440 |
| | Explanation: 340 Delegates for 2 days @ \$8 per day | |
| 7. | Rental Cars: Office of Evaluation | 12,960 |
| | Explanation: Each of the 4 permanent professional staff will require a car for travel to Areas and Centers. Cost estimated at current rate of \$270 per month. | |
| 8. | Gasoline - Office of Evaluation | 4,320 |
| | Explanation: Estimated at \$90 per month for 4 cars above. | |
| 9. | Office of Evaluation - Per diem | 3,600 |
| | Explanation: Most of the work of the professional in the Office of Evaluation will be in the field. This budgetary allotment provides 100 days for 4 staff at \$8 per day, and 50 days for Chairman of Board. | |

IV.	<u>Space Costs and Rentals</u>		\$	400
1.	Board Meetings		\$	300
	Explanation: 12 Monthly meetings @ \$25 per meeting			
	Annual Convention			100
	Explanation: Meeting Hall for 510 people			
V.	<u>Consumable Supplies</u>			1,300
1.	Board and Committee Meetings		\$	1,200
	Explanation: Includes miscellaneous supplies, coffee, food, etc., at estimated \$12.50 per meeting			
2.	Annual Convention			100
	Explanation: Miscellaneous supplies, coffee, as above			
VI.	<u>Rental, Lease, or Purchase of Equipment</u>			-----
VII.	<u>Other Costs</u>			-----

BUDGET SUMMARY - CENTRAL OFFICE

I.	Personnel	\$ 694,027
II.	Consultants and Contract Services	368,250
III.	Travel	168,650
IV.	Space Costs and Rentals	47,252
V.	Consumable Supplies	93,956
VI.	Rental, Lease, and Purchase of Equipment	63,172
VII.	Other Costs	<u>160,254</u>
	TOTAL	\$ 1,595,561
	NON-FEDERAL SHARE	<u>69,403</u>
	GRAND TOTAL	\$ 1,664,964

BUDGET DETAIL: CENTRAL OFFICE

I. PERSONNEL

Explanation: listed below are the central office personnel required for efficient operation of the proposed program. There is a necessary increase in the size of the central administrative staff to handle the expanded program. This occurs particularly with the addition of clerks to process the enlarged volume of material and "field advisors or consultants" who will be able to work with areas having particular problems, solve difficulties anticipated through the more effective management reporting system, and perform on the job training in the field. The greatest restructuring occurs in the Division of Teacher Development and Program for Children. One professional Field Advisor per area is considered essential to continue and accelerate the qualitative improvement in the pre-school program.

Salaries are estimated within a grade range and some discretionary flexibility within the 20% limitations prescribed by CAP Memo 23 is to be expected. A full description of job classifications, grade levels, and salary ranges are included in the Personnel Plan submitted to OEO.

Due to the anticipated development of semi-autonomous areas, there is a projected decrease in central staff personnel costs of 5% per month, beginning in month 7 for the duration of the project. If staff becomes redundant more rapidly, the rate of attrition will be increased accordingly.

Specific positions follow:

A. Office of Director	Salary	Annual
	<u>Per Week</u>	<u>Rate</u>
1. Director	301	15,652
2. Deputy Director for Adminestration	261	13,572
3. Deputy Director for Program	261	13,572
4. Reports and Records Officer	210	10,920

	<u>Salary Per Week</u>	<u>Annual Rate</u>
5. Administrative Assistant of Program	125	6,500
6. Administrative Assistant of Operation and Administration	125	6,500
7. Secretary (1)	90	4,680
8. Secretary (2)	90	4,680
9. Secretary (3)	90	4,680
10. Secretary (4)	85	4,420
11. Secretary (5)	80	4,160

B. Administration

1. Associate Director	250	13,000
2. Assistant Associate Director	176	9,125
3. Disbursements Officer	125	6,500
4. Financial Assistant - preparation of contract payments	100	5,200
5. Coding Officer	103	5,356
6. Comptroller	Contract	
7. Assistant Comptroller	Contract	
8. Tab Supervisor	150	7,800
9. Key Punch Verifier	90	4,680
10. Purchasing Manager	175	9,100
11. Inventory Officer	103	5,356
12. Office Manager	125	6,500
13. Duplicating Officer	85	4,420
14. Clerk: Duplicating	75	3,900
15. Clerk: Duplicating (Xerox)	75	3,900
16. Clerk: Receptionist	75	3,900
17. Clerk: Mail	75	3,900
18. Clerk: General Office	65	3,380
19. Secretary (1)	90	4,680
20. Secretary (10)	90	4,680
21. Secretary (12)	80	4,160
22. Temporary help (Extra duplicating, reception, moving, etc.)		5,500

	<u>Salary Per Week</u>	<u>Annual Rate</u>
C. Personnel		
1. Associate Director	250	13,000
2. Assistant Associate Director	176	9,152
3. Payroll Officer	125	6,500
4. Payroll Clerk	75	3,900
5. Payroll Clerk	75	3,900
6. Clerk-Typist	80	4,160
7. Secretary (1 & 2)	90	4,680
D. Field Operations		
1. Associate Director	250	13,000
2. Assistant Associate Director	176	9,152
3. Administrative Assistant	125	6,500
4. Administrative Assistant	125	6,500
5. Field Advisor - specific problems	150	7,800
6. Field Advisor - specific problems	150	7,800
7. Secretary (1)	90	4,680
8. Secretary (3 & 4)	85	4,420
9. Clerk Typist	75	3,900
E. Program for Children		
1. Associate Director	250	13,000
2. Deputy Associate Director	200	10,400
3. Field Consultant (Program for Children)	150	7,800
4. Field Consultant (Program for Children)	150	7,800
5. Field Consultant (Program for Children)	150	7,800
6. Field Consultant (Program for Children)	150	7,800
7. Field Consultant (Program for Children)	150	7,800
8. Field Consultant (Program for Children)	150	7,800
9. Field Consultant (Program for Children)	150	7,800
10. Field Consultant (Program for Children)	150	7,800
11. Field Consultant (Program for Children)	150	7,800
12. Field Consultant (Program for Children)	150	7,800
13. Field Consultant (Program for Children)	150	7,800
14. Field Consultant (Program for Children)	150	7,800
15. Field Consultant (Program for Children)	150	7,800
16. Field Consultant (Program for Children)	150	7,800
17. Field Consultant (Program for Children)	150	7,800

	<u>Salary Per Week</u>	<u>Annual Rate</u>
18. Administrative Assistant for Associate Director	125	6,500
19. Administrative Assistant for Deputy Associate Director	125	6,500
20. Coordinating Officer (Field Consultant)	103	5,356
21. Secretary (1)	90	4,680
22. Secretary (2)	85	4,420
23. Secretarial Pool (3)	75	3,900
24. Secretarial Pool (3)	75	3,900
25. Secretarial Pool (3)	75	3,900
26. Clerk (Carrier)	75	3,900

F. Community Program

1. Associate Director	250	13,000
2. Secretary (1)	90	4,680
3. Medical Director (M.D.)	Contract	
4. Assistant Medical Coordinators (2)	125	13,000
5. Public Health Coordinator	150	7,800
6. Nutrition Coordinator	150	7,800
7. Secretary (3)	85	4,420
8. Clerk Typists	65	3,380
9. Clerk-Typists	65	3,380
10. Clerk-Typists	65	3,380
11. Social Services Coordinator	150	7,800
12. Assistant Coordinator Social Service	125	6,500
13. Field Advisor (Community Program)	100	5,200
14. Field Advisor (Community Program)	100	5,200
15. Secretary (12)	80	4,160
16. Clerk-Typists	65	3,380
17. Clerk-Typists	65	3,380
18. Director of Leadership Training	150	7,800
19. Assistant Director of Leadership Training	125	6,500
20. Secretary for Leadership Training	85	4,420
21. Clerk-Typists	65	3,380

INSTRUCTIONAL MATERIALS

	<u>Salary Per Week</u>	<u>Annual Rate</u>
22. Coordinator	150	7,800
23. Curriculum Development Specialist	150	7,800
24. Editorial Writer	150	7,800
25. Field Evaluator	100	5,200
26. Field Evaluator	100	5,200
27. Secretary	80	4,160
28. Clerk-Typists	65	3,380
29. Clerk-Typists	65	3,380
Totals	\$12,590+\$5,500	\$660,180
FICA @ 7.5%		49,514
Total		\$709,694
Less projected 5% decrease		15,667
TOTAL		<u>\$694,027</u>

Budget Detail: Central Office (Cont.)

II. Consultant and Contract Services

368,250

1. Program and Management Consultants.....153,200

Explanation: Although CDGM is becoming more self-sufficient in providing the necessary professional support to the areas and centers, it will still be necessary to obtain highly specialized resources in such fields as psychology, speech therapy, community development and administration through consultant services. In those areas which "spin-off", the Area will receive a pro-rated share of the consultant funds remaining to the project.

Teacher Development - Area Demonstration.....
Program Coordinator - Area Demonstration.....} 30,000

Explanation: 1 week every 3 weeks
5 days @ 75 per day x 16 weeks x 5 areas

Teacher Development and Program for Children..... 10,000

Explanation: Educational Program Specialists
100 days @ 100 per day

Medical Director..... 10,400

Explanation: 2 days per week @ 100 per day for 52 weeks

Dental Director..... 7,800

Explanation: 2 days per week @ 75 per day for 52 weeks

Area Medical Consultants..... 20,000

Explanation: In order to provide the most effective physical examination and medical follow-up program, a provision of 1,000 per Area for consultation has been made.

Budget Detail: Central Office (Cont.)

Community Program Development.....15,000

Explanation: The development of effective public health, nutrition, psychology, group work, social work, and other community improvement programs will demand specialists in a variety of fields. This provides 150 days @ 100 per day.

Professional - Other.....60,000

Explanation: In this complex and massive program, we must anticipate certain management problems which will require the ability to call on intensive, specialized management assistance for short periods in order to insure the effective implementation and administration of the proposed program. Such needs may include Personnel administration, management reporting and control, data processing, and transportation.

2. Legal.....2,400

Explanation: Estimate at 24 days, \$100 per day. The need for legal services will be expected to increase during the period when areas begin semi-autonomous operation and enter into contractual relationships with independent support services. The legal relationship between the area itself and the Board of CDGM will also require review in each case.

3. Facilities Evaluation.....4,000

Explanation: With the great difficulty in obtaining adequate facilities for the child development centers, there is need for professional advice on designing contracts, reviewing negotiations and agreements, and developing new methods of self-help improvements. Expenditure is estimated to be 20 days @ 100 and 40 days @ 50.

4. Comptroller 42,800

Explanation: Estimated cost for one full-time comptroller with periodic assistance to handle increased volume and internal auditing requirements.

6. Area Program Staff Training 86,400

Explanation: Community Program and Educational program personnel in each of the 20 Area offices will need to have the opportunity for intensive training throughout the year. Weekly one-day workshops have not provided sufficient time to cover and absorb the relevant material. The budgeted figure provides funds to allow one of the appropriate persons (ATG, Senior ATG, CPW, AHC) per Area to be away in training at all times. This provides 20 people @ 90 per week for 48 weeks.

7. Area Business Management Program 79,450

Explanation: There is a detailed discussion of decentralization of administrative responsibilities to the area level in the narrative proposal. In order to prepare area staff adequately, the rigorous training program proposed here will be necessary. It is planned that the operation of an autonomous area business office handling all expenditures with a monthly release of funds would require 3 additional personnel who, with the current Area Administrator would handle the functioning of Finance, Logistics Personnel, Leadership, plus Clerical. The training program will combine organized classes in four fields specified above with on-the-job training program which would be organized on the following schedule: (See diagram)

Organized Classes (Jackson)-5	3 weeks
Field - 4	2 weeks
Classes (Jackson) - 5	4 weeks
On-the-job - 4	4 weeks

A second training cycle would be presented for those whose entry level made it difficult for them to complete this intensive schedule successfully, and for areas which were new to the project.

The breakdown of costs of the Business Management Program is developed below:

Subject Matter Consultants	
2 @ \$75 per day for 90 days	13,500
Classwork Consultants	
3 @ \$75 per day for 90 days	20,250
In-Service Training Consultants	
4 @ \$75 per day for 120 days	36,000
Training material	5,000
Classrooms	500
Secretarial	4,200

Budget Detail: Central Office (cont.)

III. Travel

\$168,650

1. Rental.....32,400

Explanation: 10 cars @ \$270 per month for
12 months.

a. Based on present experience with the equivalent of 9 cars for less staff. Transportation is critical to the effectiveness of central staff personnel, particularly in the divisions of Programs for Children and Community Programs where specialists attached to Central Staff need to spend a great deal of their time in the centers or communities.

b. Cost per car @ \$270 per month. This represents the best bid by a Jackson car rental agency. At the present time, no company in Jackson has been willing to commit itself to a 12 month lease. However, it might well be possible to obtain a leasing arrangement from a Mississippi firm for \$100 per month plus \$200 a year for insurance. OEO will be notified of any new information on this potential saving.

2. Gasoline.....10,800

Explanation: Estimated @ \$90 per month per car for
12 months.

Budget Detail: Central Office - (cont.)

3. Staff per diem \$ 51,140
- a) Program Staff Training - Living 20 people for 48 weeks
@ \$25 per week \$ 24,000
- b) 15 Field Advisors (Program) - 1 Day
per week for 52 weeks 6,240
- c) 5 Central staff (Admn, Field Operations,
Community Prog., Teach.Dev., Director) 10,400
5 people, 5 days per week for 52 weeks @ \$8 per day
- d) Administrative staff training
60 People @ \$25 per week for 7 weeks 10,500
4. Other Travel 5,000
- Explanation: Out-of-state - \$3,000;
personal mileage reimbursement @ 8 cents
per mile 2,000
5. Community Program Worker 4,800
- Explanation: \$20 per month training travel allowance -
20 Workers
6. Consultant Travel 35,350
- Explanation: a) Area M.D. at 10 cents per mile -
10,000 Miles \$ 1,000
- b) 65 Round trips @ \$150 per trip
(Admn, TD-PC, CP) 9,750
- c) In-state travel 3,000
- d) Education Consultant - Car
rental -
5 Consultants - \$270 per car
per month for 12 months, and
gas @ \$90 per month 21,600

Budget Detail: Central Office - (cont)

7. Consultant per diem \$ 29,160

Explanation:	600 Days @ \$12 per day - Admn.	\$ 7,200
	930 Days @ \$12 per day - Admn.	
	Training	11,160
	150 Days @ \$12 per day - CP	3,000
	100 Days @ \$12 per day - TD	3,000
	400 Days @ \$12 per day - TD-Area	
	Demonstration	4,800

Budget Detail: Central Office (cont.)

IV. Space Costs and Rental..... \$ 47,252

1. Office Space..... \$42,252

Explanation: Existing space at 290 Milner Building
Jackson - 6,300 Sq. Ft. @ \$1,860 per month.
Program requires additional 4,153 sq. ft. @
\$1,661.20 per month.

2. Training Space..... 5,000
Explanation: Rental @ \$417 per month.

The CDGM program offers extensive training for
all staff. If we bring in 1 staff member from
each area office once a week for a two day
training session, the cost of the hotel bill
(YM & YWCA's with sleeping facilities and like
establishments are not available to Negroes in
Mississippi) alone for one year @ \$12 per room
(sleeping two) will be \$6,240.00.

The facility we are proposing for our training
workshops has room to sleep 20 people. It has
kitchen facilities, cutting down the cost of
meal preparation. It has several acres surrounding
the building, which makes it ideal for large,
(500 to 700 people) community training sessions,
for which we now have to rent hall space.

V. Consumable Supplies

Budget Detail: -Consumable Supplies..... \$ 93,956

1. General Office.....\$ 26,400

Explanation: See attachment for detail

Consumable Supplies - \$1,667 per month

Equip under \$50.00 - 2,000 total

2. Reproduction Room..... 22,199

Explanation: Paper - Newsletter (4,000 copies per
month, 20 pages each - 205 cases)
Other runs (12 cases per week)

Xerox (4 cases per week)

Total - 1037 cases @ \$14 per case

Supplies - Mimec Styli - 31 Boxes @ \$14.97 ea

Mimec Ink - 1,037 tubes @ \$2.80 ea

Stenciles - 150 packs @ \$11.50 ea

Xerox Toner for 2400 - 33 cartons

@ \$52.50 ea

Xerox Developer - 7 packs @ \$100 ea

3. Postage..... 34,800

Explanation: Based on present usage of \$1,200 per month,
plus 4,000 newsletter mailing each month, plus weekly
mailings to 255 centers and 20 areas.

4. Printed Forms..... 7,557.

Explanation: Based on 13,500 children, 900 units in centers,
170 centers, at average price of \$35 per thousand 4-part forms.

Child Attendance - 20 children per sheet per week
(104,000 forms = \$3,640)

Budget Detail: -Consumable Supplies Cont'd.

Paid Time and Attendance - 2 sheets per
center every two weeks (7,000 forms = \$245)

Volunteer Time and Attendance - 1 sheet
per center every two weeks (3,250 forms = \$122.50)

Request for Payment - 3 sheets per center
per week plus Area and Central offices
(22,000 forms = \$770)

Non-payroll checks -@ \$85 per 1,000
(5,000 = \$425)

Payroll Checks - 86,000 checks @ \$25.05 per thousand =
\$2,174 (Employees paid every 2 weeks)

Memo Forms - 75,000 4-part, pull-out carbon, lined
@ \$25 per 1,000 = \$2,174

In order to have better information coming from the
OEO to the Communities through the Area Office,
and from the Communities through the Area Office
to Central Office and to OEO, Central staff is recommend-
ing that a weekly reporting system be set up for each Area
staff member. Estimating 3 reports per week per member
on various facets of the program
(5000 Forms = \$125)
For Central Office inter-office written communications.

5. Miscellaneous Supplies.....\$ 3,000

VI. Rental, Lease and Purchase of Equipment..... \$63,172

Budget Detail: - Equipment Rental..... \$47,144

Based on present usage plus recommended additional equipment

1. Gestetner Mimeograph Machines (2) @ \$60 per month each.....\$ 1,440
2. Gestetner Gestofax Senior Stencil Cutter @ \$100 per month.. 1,200
3. Cabinet for Gestofax Senior @ \$7.50 per month..... 90
4. Collator - 6 shelf capacity @ \$10.00 per month..... 120
5. Xerox 2400 copy machine @ \$350 per month minimum..... 12,000
 Explanation: Cost above minimum depends on copy
 usage at 1.5¢ per copy.
 Estimate 65,000 copies per month,
 based on present usage plus program
 expansion
6. Typewriters..... 12,060
 Explanation: 46 Adler Electrics @ \$20 per month
 3 Adler Manuals @ 15 per month
 2 IBM Electrics @ 20 per month
7. Typing Stands @ \$3.00 a month (20)..... 720
8. Adding Machines (5) @ \$10 per month 600
9. Calculators (12) @ \$35.00 per month each 5,040
10. Calculator (SCM) \$50 per month..... 600
11. Folding Machine - Heyer - @ \$20 per month..... 240
12. Postage Meter @ \$13 per month..... 156
13. F&E Check Protector @ \$34.50 per month..... 414
14. Dictating Equipment..... 1,704
 Explanation: 5 Stenorette Dictator-Transcribers @ \$20.00
 per month each
 7 Stenorette EN 3 Portable Dictators @

Calculators - 12 @\$35 per month each

Explanation: Area Administration - 2
Medical - 1
Purchasing - 1
Business - 2
Controller - 2
Payroll - 1
Office Manager - 1
Director - 1
Inventory - 1

Calculator (SCM) @ \$50.00 per month

Explanation: Controller

Typewriters - 36 @ \$20 per month

3 @ 15 per month

2 @ 20 per month

Explanation: 30 Secretaries and Clerk-typists
1 Financial Assistant
10 Administrative staff members who
prefer to do much of their own
composing on the typewriter rather
than dictate it.

VI Cont'd.

Budget Detail: - Equipment Rental Cont'd.

15. IBM Equipment.....\$ 5,760

Explanation:	Reproduction puncher	@ \$ 70	per month
	Sorter	@ 55	per month
	Card Punch	@ 40	per month
	Accounting Machine	@ 265	per month
	Verifier	@ 50	per month

16.	Contingency.....	5,000
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VI. Cont'd.

Budget Detail: -Equipment Purchase.....\$ 8,970

1. Pitney-Bowes Addressing Machine with necessary equipment and..\$6,087
 supplies (See attachment, next page, for detail)
 Explanation: 7,000 month mailing list.

2. Pitney-Bowes Model 5463 Mailing Machine..... 1,683
 Explanation: We now possess a small mailing machine which
 cannot carry the heavy use it will receive in our expanded
 program. We purchased the machine for \$641.00, and will
 receive a rebate of \$600.00.

3. Paging System..... 500
 Explanation: The CDGM Central Office is located on two
 floors in the Milner Building and we need a simpler
 system of paging staff members rather than calling each
 office on the local phone line.

 8 speakers @ \$21.00 each
 1 10 watt amplifier @ \$93.75
 1 microphone @ \$35.00
 Wiring @ \$100.00
 Labor @ \$100.00

4. Two Time Clocks..... 700
 2 time clocks and accessories @ 350.00

1. Addressing Equipment.....\$6,086.47

Based on bids from the only firms, Pitney-Bowes and Addressograph, that maintain offices with a sales and service staff in Jackson, Miss.

A. Addressing Machine - Pitney-Bowes Model 736	\$2,147.13
Document Feeder	1,494.00
Lister	264.00
-Total Cost-	<u>\$3,905.13</u>

B. Embossed 5 line plates-per hundred \$18.00	
7,000 plates	1,260.00

Replacement plates (address change, etc. cost .05 a line, and .02 for each additional line. Estimating 5 changes a week for a 5 line plate (13 a plate) for a 52 week grant, cost would be approximately	32.76
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C. Twelve Tray Cabinets (4) at \$80.50 each	322.00
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D. Part I (1), Section F of the CAP Guide #2 states "...If the costs of leasing a piece of equipment over a 3 year period exceeds the purchase price, the equipment should normally be purchased."

E. The rental price of this equipment is 5% of the total purchase price, or \$3,651.84 per year (\$304.32 per month), for a total of \$10,955.52.

Purchasing the machine will result in a savings of \$7,050.39 over the next three years.

Cont'd.

Explanation: Program Department intends to have a newsletter mailing list of 4,000 names per month. Other departments put out 3,000 envelopes a month. An average typist can type 100 envelopes an hour, or 7,000 envelopes in 70 hours. This machine is designed to put out 5,000 plates an hour. Naturally this is in continuous running, but the figures on the envelopes were based on continuous running also.

2. This machine is designed so that non-payroll checks, which are now hand typed, can be done on the machine at the same speed at which the envelopes can be run.
3. The machine is designed so that it can make lists (up to three columns). It takes two to three days to complete a Community Chairmen list. It can be done in less than an hour, on the machine.
4. On the large manila envelopes we use so frequently, we now have to hand stamp the return address. With the machine we could run the 4,000 we will run each month in an hour.
5. Selective listing. The machine is designed to print all of a plate, or any portion of the plate desired just changing the platen.
6. Pitney-Bowes will provide a complete training program for the person who will operate the machine, the machine will not be installed until that person is thoroughly trained.

VI. Contd.

Budget Detail: Furniture Purchase 7,058

Based on Government guide line of 3 year rental price vs. purchase price.

We now have 34 desks, executive and secretarial, 41 secretarial chairs, 21 executive chairs. The balance of the staff site at tables with no drawers and at typing stands. For 75 people we need additional:

1. 22 exec desks @ \$86.10 each \$ 1,893
2. 12 Secretary desks @ \$126.44 each , 1,517
3. 14 exec chairs \$ \$38.76 each 629
4. 9 sec. chairs @ 29.99 each 269
5. 34 Conference Chair @ \$25.00 each 850
Explanation: 1 each for Director and Deputy Director
and 6 for reception room.
6. 2 Exec desks @ \$500.00 each 1,000
Explanation: 1 each for Director and Deputy Director
7. 8 bookcases - 6' x 36" @ \$25.00 each 200
8. 20 Folding Tables @ 35.00 each..... .. 700

Explanation: Until Furniture is delivered (about 3 to 6 weeks from order date) staff will still have to use tables. Also, while we still have 75 people on Central Staff, those extra 15 people will need working space.

VII. OTHER COSTS.....\$ 160,254

BUDGET DETAIL:

1. Telephone.....\$ 84,200

Explanation: Based on actual usage costs per month:

Central office's administrative contact with Area and Center Staff in the CDGM communities is by phone and mail. The business that we conduct over the phone would cost hundreds of thousands of dollars in travel expense; time lost in travel; and additional staff needed to cover that time lost, as well as additional cars to travel the distance.

The phone system for our 75 employees (35 Call Director instruments and 11 intercom instruments, with 8 outgoing straight lines, 3 Mississippi Wats lines, 2 intercom lines with 6 trunks) is the least expensive system the phone company has available to meet the needs of the CDGM program. Any kind of switchboard costs more per month plus requiring a deposit of \$3,000 and a 5 year guarantee.

The 35 Administrative and Secretarial Staff members who have call director instruments use them extensively. In normal usage all 8 outgoing lines plus the Wats lines are busy most of the day, and part of the night. In the present grant period we decided against having additional instruments for the remaining staff members though, they, too, have more limited need of phone usage and versatility that our phone system gives us for that very necessary administrative contact with our state-wide staff.

Basic charge @ \$2.455/month each plus	\$29,960
\$500 installation	
Five Wats lines @ \$581/month each	34,860
Average toll costs per month of \$1,615	19,381
Based on high month of \$3,230 and	
low month of \$1,101	

2. Miscellaneous other costs..... \$8,573

Explanation: Estimated @ \$830 per month for first
6 months, thereafter decreasing to \$764 in August

3. Data Processing..... 9,226

4. Insurance..... 56,625

Explanation: Automobile non-ownership liability: 225 drivers
@ \$25 per driver 5,625

Fidelity Bond Policy: Approximately 300 bonds,
including 5 top executives being bonded for
\$100,000 @ \$250 per bond, and approximately 295
bonds ranging from \$5,000 coverage to \$1,000
coverage. 3,000

\$1 million Umbrella Liability Policy and General
Liability - Estimated total 40,000

Workmen's Compensation for 3500 employees
estimated at (based on \$5652 for 1966) 8,000
Brewer Mutual estimate.

5. Deposits..... 1,630

BUDGET SUMMARY: AREA OFFICES

I.	PERSONNEL	1,223,092
II.	CONSULTANT, CONTRACT SERVICES	
III.	TRAVEL	345,600
IV.	SPACE COSTS AND RENTALS	24,000
V.	CONSUMABLE SUPPLIES	12,425
VI.	RENTAL, LEASE OR PURCHASE OF EQUIPMENT	40,300
VII.	OTHER COSTS	<u>24,000</u>
	TOTAL	1,669,417
	Non-Federal Share	<u>110,794</u>
	GRAND TOTAL	1,780,211

Budget Detail: Area Office

I. PERSONNEL

1,223,092

	<u>Salary/week</u>	<u>Per annum</u>	<u>20 offices</u>
<u>Area Administrator</u>	150	7,800	156,000
Explanation: The Area Administrator is the coordinator of activities in the Area, and the responsible agent for the implementation of the existing fiscal procedures in the area. Under the present proposal, the position of Area Administrator, after sufficient training and certification, could become the equivalent of an Area Director for a complete Head Start Project, therefore, salary would increase \$25/mo.			
<u>Community Program Worker</u>	125	6,500	130,000
Explanation: The Community Program Worker has responsibility for involving parents in the center and making information about social services available to the parents and the community (current position).			
<u>Assistant Community Program Worker</u>	103	5,356	107,120
Explanation: The Assistant CPW supports the work of the CPW and will be able to spend more time with individual parents, and investigate special programs.			
<u>Senior Area Teacher Guide</u>	125	6,500	130,000
Explanation: The work of the ATG is impossibly demanding due to the large number of centers, long distances, numerous workshops and training programs which remove the ATG from the area. Additional ATGs are imperative for the continued strengthening of the program			

for children in the centers. The number of ATGs has therefore been increased from one per 8 centers to one per four centers to allow the ATG time to work in greater depth with each of her centers. The ATG will be responsible for coordinating all program and teaching activities in the centers. Both ATGs in the Area will direct the operation of classes in the demonstration centers on a rotating basis and be responsible for coordinating the visits of area Resource Teachers and Trainees to the center for training workshops. The Personnel Plan provides for 2 grades of ATG. For budgetary purposes it is estimated at one ATG and one Senior ATG per Area.

<u>Area Teacher Guide</u>	103	5,356	107,120
Explanation: see above			
<u>Area Health Coordinator</u>	125	6,500	130,000
Explanation: (new position) The health and dietetic services in the areas need greater emphasis and increased support. It is impossible to do more than coordinate examinations and treatment from a central office. The addition of an area health coordinator would not only increase the efficiency and coverage of health care, but would enable the project to confront the more deep-seated causes of public health problems. The AHC would also provide nutrition information. (This position replaces the Assistant to the Community Program Worker).			
<u>Area Secretary</u>	75	3,900	78,000
Secretary, typists to the area office; maintains records (current position).			
<u>Disbursements Controller</u>	125	6,500	130,000
Explanation: in charge of non-payroll expenditures, maintaining records, preparing reports.			

Budget Detail: Area Office

I. PERSONNEL (continued)

<u>Financial and Payroll Officer</u>	103	5,356	107,120
Explanation: responsible for finances, control and preparation of payroll, maintenance of records, preparation of reports.			
<u>Clerk</u>	60	3,120	62,400
FICA and fringe benefits @ 7.5%			85,332

II. CONSULTANT AND CONTRACT SERVICES

Not Applicable

Budget Detail: Area Office

III. TRAVEL

\$345,600

Cars

259,200

Explanation: 80 cars rented @ 270 per month. Each of the 20 area offices is allocated 4 cars: one to administration (AA), one to Community Programs (CPW), one to Programs for Children (ATG), one to the medical program (Area Health Coordinator).

\$270 represents a budgetary average. There will be one station wagon, two compacts, one standard car in each area.

It was pointed out in the explanation of car rental under Central Office, that the cost estimate reflects the best bid in Jackson at present, but that the possibility of leasing cars for 12 months at \$100 per month plus \$200 insurance was being investigated.

Gasoline

86,400

Explanation: Based on present operations. Estimated at \$90 per month per car for gasoline and oil.

IV. SPACE AND RENTALS

24,000

Explanation: \$100 per month per office.

V. CONSUMABLE SUPPLIES

\$12,425

Office Supplies

7,025

Explanation: Beginning in September, \$16,25 is allocated per area office for office supplies. This amount is increased to \$20 in October, \$40 in November, and \$75 in December. Thereafter, the amount is \$25 per month per area office.

The increased amounts correspond to growth of the area staff to its full complement of 6 members, plus the phasing in of accounting and business personnel as the areas begin semi independent operations.

Utilities

5,400

Explanation: Estimated at \$22.50 per month per area office.

VI. RENTAL, LEASE OR PURCHASE OF EQUIPMENT

40,300

Office Equipment

21,000

Explanation: \$50 per month per area office for the first four months. Thereafter \$100 per month per area. The increase in the fourth month reflects the attainment of the full area staff, including business management.

Audio Visual Aides

19,300

Explanation:	20 movie projectors @755 ea.	15,100
	5 tape recorders @ \$100 ea.	500
	500 tapes at \$4.25 ea.	2,125
	5 cameras @ \$15 ea.	75
	1,000 roles of film @ \$1.25 ea.	1,250
	200 boxes flash bulbs @\$1.25 ea.	250

The movie projectors are used as a training device by ATG's to show films of various pre-schools (including CDGM) to the teaching staff of the area. Without the availability of these projectors, the correct use of the CDGM film is far below what is desired and needed. The projectors would also be available for the CPW to use in programs for parents in the community.

The tape recorders are used primarily as a training aid for teachers and trainees (taped stories, suggestions, etc.) and with the children (taped songs, etc.) The amount of tapes includes supplies for tape recorders already on hand.

Cameras are used as teaching aides for center staff and communities to demonstrate what others have accomplished in different parts of the state maintain a record of the progress of each center.

VII. OTHER COSTS

Telephone

24,000

Estimated @ \$100 per month per office.

BUDGET SUMMARY: AREA DEMONSTRATION CENTER

I.	PERSONNEL	\$192,300
II.	CONSULTANT, CONTRACT SERVICES	10,500
III.	TRAVEL	44,000
IV.	SPACE COSTS AND RENTALS	13,000
V.	CONSUMABLE SUPPLIES	52,240
VI.	RENTAL, LEASE OR PURCHASE OF EQUIPMENT	10,000
VII.	OTHER COSTS	53,500
	TOTAL	\$375,540

BUDGET DETAIL: AREA DEMONSTRATION CENTERS

In each of the twenty administrative areas there will be a Demonstration Center with one unit of children and a special educational materials lab. For a discussion of how these centers will become a core of the future training for teachers, see the narrative proposal.

Budget Detail: Demonstration Center Costs

1. Personnel\$ 192,300

1. Resource Teacher\$3,744

Explanation: Salary @\$72 per week.
Each demonstration center will have a resource teacher to work under the Area Teacher Guide and the Assistant ATG is supervising the classroom activities.

2. Part-time Cook 1,300

Explanation: \$25 per week.

3. Part-time Operations and Maintenance 1,300

Explanation: \$25 per week.

4. Secretary/Clerk @ \$50 per week..... 2,600

5. F.I.C.A. (Includes fringe benefits) 7.5% 671

2. Consultants and Contract..... 10,500

1. Medical 495

Explanation: \$33 per child.

2. Student Accident Insurance 30

Explanation: \$2 per child.

3. Travel 44,000

1. Transportation for children to school 1,500

Explanation: \$2 per child per week.

2. Student Field Trips 75

Explanation: \$1 per child per trip

3. Reimbursement for Visiting Teachers 625

Explanation: Estimated at \$2.50 per day per center. It is planned that every day of operation of the demonstration center, the teachers from one of the normal CDGM centers in the area will visit and take part in the training programs. This budgeted figure represents an estimate of cost for reimbursing gas expenses to the teachers.

4. Space Costs and Rentals 13,000

1. Rental for facility 650

Explanation: Estimated at \$12.50 per week.
The rental for the demonstration center is increased over the normal due to the fact that it is
a) operating with fewer units
b) will require extra space in order to set up the educational materials lab.

5. Consumable Supplies 52,240

1. Educational Supplies 2,612

Explanation: This estimate is double the normal standard for a new unit because extra material will be necessary to use in the lab.

6. Rental, Lease or Purchase of Equipment 10,000

1. Non-consumable educational equipment 500

Explanation: Various items of equipment will be used for demonstration purposes in the educational materials lab.

7. Other 53,500

1. Food for Children 2,625

Explanation: Estimated at standard rate of \$52.50 per week.

2. Miscellaneous\$25

Explanation: Estimated at standard rate of
 \$25 per center per year.

TOTAL COST 20 demonstration Centers\$375,540

BUDGET SUMMARY : CENTERS

I.	PERSONNEL	10,750,408
II.	CONSULTANTS AND CONTRACT SERVICES	472,500
III.	TRAVEL	1,461,700
IV.	SPACE COSTS AND RENTALS.....	, 421,200
V.	CONSUMABLE SUPPLIES	938.632
VI.	RENTAL, LEASE OR PURCHASE OR EQUIPMENT ...	27,482
VII.	OTHER COSTS.....	<u>2,385,000</u>
	TOTAL	16,456,922
	Non-Federal Share	<u>2,067,406</u>
	GRAND TOTAL	18,524,328

Budget Detail: Center Program Costs

1.	Personnel	10,750,408
1.	Resource Teacher	2,134,860
	Explanation: Salary of each @ \$85 per week average. There is one Resource Teacher for every two (2) Unit of children, for a total of 483 teachers teachers for this project. This person supervises the teacher trainees and is responsible for planning and executing the daily program for children. The Resource Teacher position will be evaluated on three levels or grades. Grades will be determined on the basis of education, experience and demonstrated previous ability. Detailed evaluative criteria for grade levels and commensurate salary ranges have been developed. Resource Teachers are hired by local Center Committees. \$85. per week represents a budgetary average based on current operations.	
2.	Trainees	5,616,000
	Explanation: Salary of each \$60 per week average Two (2) trainees allocated for every unit of fifteen (15) children, for a total of 1800 trainees. The trainee works directly under the supervision of the Resource Teacher, She is immediately responsible for a class of 15 children; supervising and assisting all their activities. Training courses will be provided for all Teacher Trainees.	
3.	Head Cook	530,400
	Explanation: Salary of each @\$60 per week (new position) Current experience indicates the necessity for one full time head cook in each Center who is responsible for preparing weekly menus, supervising the kitchen and assisting with the purchasing of food.	
4.	Part-time	949,000
	Explanation: Salary of each @ \$25 per twenty (20) hour week. Maintenance services and cooks. One Part-time per unit, with Head-Cooks counted as one of the part- time positions. 255 Head-cooks, 1745 part-time total allocated as part-time positions.	

5. Center Administrator\$770,120
 Explanation: The job of keeping Center records, purchasing food implementing the medical program, and coordinating Center activities requires a full time person with adequate training and in larger Centers, assistants. The salary range has been determined according to the size of the Center
 1 - 3 Units(70 Centers) \$72 per week\$ 224,640
 4 - 6 Units(40 Centers) \$86 per week 313,040
 7 plus Units (40 Centers) \$103 per week 214,240
 10 plus Units 0 one part-time assistant
 @ 25 per week for each five (5) Units above 10.
 Fourteen (14) part-time assistants 18,200
6. F.I.C.A. 7.5% (includes fringe benefits) 750,028
 Personnel plan to be submitted with supplement

II. Consultants and Contract\$472,500

1. Medical445,500
 Explanation: Thirty-three dollars (\$33) per child.
 Includes medical and dental evaluation, lab tests, eye and hearing screening, follow-up remedial treatment, health education and psychological services.
2. Student Accident Insurance 27,000
 Explanation: Two dollars (\$2) per child
 Covers accidents and bodily injury from one hour before the Center opens to one hour after closing.

III. Travel1,461,700

1. Students1,350,000
 Explanation: Estimated at \$2 per child per week. (50 weeks)
 Based on current experience.

2. Student Field Trips\$ 67,500
Explanation: Estimated at \$5 per child

3. Center Administrator\$ 44,200
Explanation: Estimated at \$5 per Center per week. (52)
Travel expenses incurred by the Center Administrator
in performance of duties -- purchasing food and
supplies, arranging medical examinations, coordinating
field trips.

IV. Space Costs and Rentals\$ 421,200
Explanation: Estimated at \$9.00 per unit per week based on
current experience and recommendation of facilities
consultant.

V. Consumable Supplies\$ 938.632
Explanation: 291 new units @ \$1,306.02/unit = 380,052
609 Old units @ \$ 917.21/unit = 558,580
See attachment for detailed explanation.

VI. Rental, Lease, or Purchase of Equipment 27,482
Explanation: 291 new units @ \$35.95/ unit = 10,461
609 old units @ \$27.95/ unit= 17,021
See attachment for detailed explanation.

VII. Other Costs..... 2,385,000

1. Food 2,362,500
Explanation: \$52.50 per unit per week. Provides one hot meal
and two snacks every day. (50 weeks)

2. Miscellaneous Supplies 22,500
Explanation: \$25. per unit.

V. Budget Detail: Estimate for Consumable Educational Supplies

A. New Units

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost/Class</u>
<u>ART</u>				
Finger Paint Paper	2 carton/mo.	24 carton	\$2.25	\$60.00
Brown Wrapping Paper	Lg. roll/3 mos.	4 rolls	6.25	25.00
Tagboard	1 rm/yr	1 rm	20.00	20.00
Colored Chalk	1 box/3 mos.	4 boxes	1.92	7.68
Markers	24/3 mos.	96	.21	20.16
Paint Brushes				
#183-1	24/6 mos	48	.50	24.00
#312-6	24/6 mos	48	.30	14.40
Stapler	1/yr	1	3.56	3.56
Staples	2 box/3 mos	4	.72	2.88
Scissors				
Right	24/12 mos	24	1.41 doz.	2.82
Left	6/12 mos	6	2.50 doz.	1.50
Tempera Paint	10 qts/mo	120 qts/yr	1.00	120.00
Newsprint	2 rm/mo	24 rms	1.73	41.52
Manila	2 rm/mo	24 rms	1.68	40.32
Construction Paper	1 rm/mo	12 rms	4.12	49.44
Paste	3 qts/mo	36 qts	.40	14.40
Crayons #8	10 box lg/1/2 yr.	20 boxes	.21	4.20
Clay	10 lbs/yr	10 lbs/yr	.21	2.10
Masking Tape	3 rolls	36 rolls	.36	12.96
Felt for Reading Readiness				12.50
Supply Money for Teachers				90.00

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost/Class</u>
<u>MUSIC</u>				
Records	20/phonograph(5 units)	20/phonograph (5 units)	\$ 2.50	\$12.50
<u>SCIENCE & WATER</u>				
1 Set Magnets	1/unit	1		1.65
1 Lg. Plastic Pool	1/2 units	1		1.98
1 Prism		1		1.75
<u>BOOKS</u>	30/ units	30	3.00	90.00
There are very few public libraries in Mississippi and existing ones have a very meager supply of pre-school type books.				
Printing Cost for Books	14 titles/yr.	200	.28	56.00
<u>AUDIO-VISUAL</u>				
Filmstrip Projector	1/4 units	1/4		8.00
Set of Picture Book Parade	1/4 units	1/4		6.00
Other Filmstrip		1		6.00
<u>FURNITURE</u>				
15 Chairs (8" - 12")			4.67	70.00
2 Tables (Seat 8)			15.00	30.00
20 Mats			3.00	60.00
Shelves (Lumber)				20.00

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost</u>
<u>FLOOR PLAY & DRAMATIC PLAY</u>				
Cars, Airplanes, Trucks & Tractors (Various styles & sizes)			\$	\$ 25.00
Unit Blocks (400)				100.00
Wooden Figures	2 Sets/Unit	2 Sets	4.00	8.00
Puzzles	5/Unit	5/Unit	1.50	7.50
Parquetry Book Set	1/unit		2.00	2.00
Peg Boards & Pegs	2/unit		1.70	3.80
Giant Dominoes	1/unit		4.00	4.00
Tinkertoys Set	1/unit		5.00	5.00
Skanteantelas Train Set	1/unit		5.00	5.00
Ride-em Tractor & Train	1/unit		19.95	19.95
Vinyl Drink-and-wet Dolls	2/unit		2.00	4.00
Tarpaulins		1 lg./4 units		15.00
<u>OUTDOOR</u>				
Lg. Hollow Blocks (40 piece set)	1/unit			98.00
Child-Sized Wood Doll Carriage	1/unit			20.00
Wagon	1/unit			9.95
Rocking Boat	1/unit			22.50
10" Utility Ball	1/unit			4.00
<u>WOODWORKING TOOLS</u>				
4-7oz Claw Hammers	1/2 units		3.00	1.50
2-12" Saws	1/2 units		3.00	1.50
1 Drill	1/2 units		2.00	1.00
2 Screw Drivers	1/2 units		2.00	1.00
2 Lg. Clamps	1/2 units		6.00	<u>3.00</u>
			TOTAL	1,306.02

B. Previously Operating Units

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost</u>
<u>ART</u>				
Finger Paint Paper	2 carton/mo	24 cartons	\$ 2.25	\$ 60.00
Brown Wrapping Paper	Lg. roll/3 mos.	4 rolls	6.25	25.00
Tagboard	1 rm/yr	1 rm	20.00	20.00
Colored Chalk	1 box/3 mos.	4 boxes	1.92	7.68
Markers	24/3mos.	96	.21	20.16
Paint Brushes				
#183-1	24/6 mos.	48	.50	24.00
#312-6	24/6 mos.	48	.30	14.40
Staples	2 boxes/3mos.	4	.72	2.88
Scissors				
Right	24/12 mos.	24	1.41 doz.	2.82
Left	6/12 mos.	6	2.50 doz.	1.50
Tempera Paint	10 qts/mo	120 qts/yr	1.00	120.00
Newsprint	2 rms/mo	24 rms	1.73	41.52
Manila	2 rms/mo	24 rms	1.68	40.32
Construction Paper	1 rm/mo	12 rms	4.12	49.44
Paste	3 qts/mo	36 qts	.40	14.40
Crayons #8	10 boxes lg./ $\frac{1}{2}$ yr	20 boxes	.21	4.20
Clay	10 lbs/yr	10 lbs/yr	.21	2.10
Masking Tape	3 rolls	36 rolls	.36	12.96
Felt for Reading Readiness				12.50
Supply Money for Teachers				90.00

Previously Operating Units Cont. Page 2

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost</u>
<u>SCIENCE & WATER</u>				
1 Set Magnets	1/unit	1	\$	\$ 1.65
1 Lg. Plastic Pool	1/2 units	1		1.98
1 Prism		1		1.75
 <u>OUTDOOR</u>				
Lg. Hollow Blocks (40 Piece Set)	1/unit			98.00
Child-Sized Wood Doll Carriage	1/unit			20.00
Wagon	1/unit			9.95
Rocking Boat	1/unit			22.50
10" Utility Ball	1/unit			4.00
 <u>WOODWORKING TOOLS</u>				
4-7 oz Claw Hammers	1/2 units		3.00	1.50
2-12" Saws	1/2 units		3.00	1.50
1 Drill	1/2 units		2.00	1.00
2 Screw Drivers	1/2 units		2.00	1.00
2 Lg. Clamps	1/2 units		6.00	3.00

Previously Operating Units Cont. Page 3

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost</u>
<u>FURNITURE</u>				
Additional Money for Chairs, tables & shelves to paint, repair or add to.			\$	\$ 30.00
<u>BOOKS</u>				
Additional Books	10/unit	10	3.00	30.00
Printing Cost for Books	14 titles/yr	200	.28	56.00
<u>MUSIC</u>				
Additional Records	5/unit		2.50	12.50
<u>TABLES GAMES</u>				
Puzzles, Parquetry Book set	5/unit			15.00
Peg Bd. & Pegs				
<u>FLOOR PLAY</u>				
Cars, Truck, Tractors Airplanes (various styles & sizes)				25.00
Tarpaulins (15' x 15')		1 lg.		<u>15.00</u>
			TOTAL	\$917.21

VI. Budget Detail: Estimate for Non-consumable Educational Supplies

A. New Units

<u>Item</u>		<u>Amount/Year</u>	<u>Unit Cost</u>	<u>Year Cost/Class</u>
<u>MUSIC</u>				
Phonograph	1/4 units	1/4 units	\$ 30.00	\$ 8.00
<u>SCIENCE & WATER</u>				
1 lg. Magnifying Glass	1/unit	1		10.00
<u>OUTDOOR</u>				
Tricycle - 16"	1/unit			<u>17.95</u>
			TOTAL	\$ 35.95

B. Operating Units

<u>SCIENCE & WATER</u>				
1 lg. Magnifying Glass	1/unit	1		10.00
<u>OUTDOOR</u>				
Tricycle - 16"	1/unit			<u>17.95</u>
				\$ 27.95