



FY2021-2022

Budget Proposal Summary

The following represents summary and selected line-item descriptions of the NFI Budget Proposal for the Fiscal Year (FY) 2021-2022, highlighted on the attached budget in green. The actual end of year financial statement for FY2020-2021 is indicated in the first column.

This proposal has been approved by the NFI Board for submission to the Membership at-large for approval during the NFI Membership Meeting. Discussion and questions will be addressed live during the Membership Meeting. Also included is a description of the Budgetary Process with preparation and decision timeline.

Income by Category:

Starting Balance*	75,818.42
Advancement	83,000.00
Program	90,525.00

TOTAL INCOME	249,343.42
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Expenses by Category:

Advancement	17,419.96
Administration	150,902.00
Program	65,864.76

TOTAL EXPENSE	234,186.75
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NET INCOME	15,756.70
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*The Starting Balance (Carry Forward) from FY 2020-2021 is distributed in FY 2021-22 as unrestricted, restricted and encumbered revenue from 32nd NIDCAP Trainers Meeting income as follows:

Unrestricted	36,311.46
Restricted – Advancement	17,419.96
Restricted – Program	5,087.00
32nd NTM Income - Encumbered	7,000.00
Reserve Fund	<u>10,000.00</u>
Net Income FY20-21 Carry Forward	75,818.42

FY2021-2022

Budget Justification

The budget submitted is a proposal to be presented and voted upon at the Annual Membership Meeting.

Income includes known Carry Forward from FY20-21, as detailed under Starting Balance and conservative estimates of anticipated revenue from Advancement – donors/fundraising; Program activities – Education, Membership Dues, and NIDCAP Nursery Program.

Expenses are based on known administrative and operating costs and planned NFI activities in support of the organization's goals and initiatives.

Expenses are categorized by the NFI Committee responsible for the activity: the Advancement Committee whose general mission includes development activities (fund raising) and media development and enhancement and the Program Committee whose charges include NIDCAP training activities, educational programs such as the NIDCAP Trainers Meeting, web/media learning initiatives, the Developmental Observer, certification and NFI membership activities.

All initiatives are dependent on revenue being received as anticipated (the finances are reviewed throughout the year and expenses re-evaluated if there are unforeseen circumstances, e.g. anticipated revenue is not as expected). Included in this proposal is a \$10,000 reserve fund listed under Net Income to address organizational continuity in the case of unforeseen income or expense events.

Income by Category

Starting Balance*	75,818.42
Advancement	83,000.00
Program	90,525.00

The following represents a description of *Income* sources anticipated by category. The Line #'s correspond to the budget line items on the attached FY21-22 Budget Proposal.

Starting Balance (75,818.42) - Budget Proposal Lines #1-6

The FY2021-2022 Starting Balance (Carry Forward) is comprised of *Unrestricted* funds, *Restricted-Advancement* funds, *Restricted-Program* funds and *Encumbered NIDCAP Trainers Meeting (NTM) Revenue* as detailed below.

Unrestricted income (36,311.46) will be disbursed into the proposed general operations budget. The *Restricted – Advancement* monies (17,419.96) are monies received in FY20-21 and earmarked for ongoing Advancement expenses. *Restricted – Program* monies (5,087.00) are earmarked for Program expenses to be invoiced in FY21-22. *Encumbered 32nd NIDCAP Trainers Meeting (NTM) Revenue* (7,000.00) are monies received through meeting registration and reserved to pay known NTM expenses to be billed in FY21-22, and the NFI Reserve Fund (10,000.00). The NFI Reserve fund is the allocation of 10,000 to cover organizational commitments in the case of unexpected income shortfall. This is a Board initiative to assure the continuity of the NFI prompted in part by the uncertain funding associated with the pandemic.

Unrestricted	36,311.46
Restricted – Advancement	17,419.96
Restricted – Program	5,087.00
Encumbered – 32st NTM Revenue	7,000.00
NFI Reserve Fund	<u>10,000.00</u>
Net Income FY20-21 Carry Forward to FY21-22	75,818.42

• Advancement Income (83,000.00) - Budget Proposal Lines #8 - 30

Advancement income includes donations from Corporate Sponsors, Donor Campaigns, Family Foundation support, and Individual Donors. The revenue from these sources is conservatively anticipated to reach 83,000.00, 70,000.00 of which has a secure Family Foundation commitment.

- **Program Income (90,525.00) - Budget Proposal Lines #31-56**

Program income includes revenue from educational activities such the NIDCAP Trainers Meeting, income from the new Learning Center and Webinar series, Member and Center dues, and the NIDCAP Nursery Program. These initiatives fall under the organizational leadership of the Program Committee and its subcommittees. As detailed below, anticipated income from these sources is estimated to be 90,525.00. This is a conservative estimate based on known planned initiatives, current individual and center memberships, as well as known Nursery Certification activity.

Expenses by Category:

Advancement	17,419.96
Administration	150,902.00
Program	65,864.76

The following represents a description of proposed anticipated Expenses by category.

- **Advancement Expenses (17,419.96) - Budget Proposal Lines # 61-68**

Proposed expenses under the purview of the Advancement Committee are primarily in enhancements planned for the NFI Website, updates to the training database,, the NIDCAP Learning Center web platform, social and multi-media projects, as well as donor cultivation and board development. The line items in this category are funded exclusively by a restricted family foundation donation which is earmarked for allocation to the Advancement Committee and sub-committees activities. Expenditures will not exceed funds allocated for these projects.

- **Administration Expenses (150,902.00) - Budget Proposal Lines #70-97**

Administration Line items in this category cover expenditures associated with financial transaction fees (wires and PayPal), federal and state non-profit report tax filings; computer, accounting and legal services fees; Directors and Officers of the Board Insurance coverage; telecommunication (Zoom), and printing, copying, postage, supplies and storage expenses. These expenses are considered basic operational expenses.

Budgeted in this category are the fees associated with the support and services of the NFI Executive Director of Administration and Finance. This allocation covering the equivalent of 100% salary support for the position, based on organizational needs, was increased from approximately 90 hours/week in FY20-21 to the proposed 40 hours/week. Cost associated with participation at the annual NIDCAP Trainers Meeting and travel/lodging if required is also included in this category.

An additional administrative support position is being proposed (#90) for technical/administrative support. The development of the new NFI web and the planned membership and Learning Center initiatives highlighted the need for dedicated compensated staff. The role and duties of this position will evolve during this FY as need for and skill base of the assistant can be better defined. This position was recommended and approved by the Board of Directors.

- **Program Expenses (65,864.76) - Budget Proposal Lines #99-123**

Budgeted Program expenses cover initiatives and activities, on-going and planned, which fall under the direction of the NFI Program Committee and its sub-committees. Line items in this category cover expenses for NIDCAP Training Materials updates.

Also included under Program related expenditures are those associated with the Developmental Observer (DO) newsletter's Senior Editor fee and costs associated with her participation at the annual NIDCAP Trainers Meeting and travel/lodging if required. Three DO issues are planned for publication in FY21-22, and funds associated with DO publication re-design is requested to update the image to be consistent with the new NFI website. Support of the NIDCAP Nursery Program (NNP) with input from the Program Committee has been budgeted for the NNP Director fee at a rate of 10 hours per week or 25% salary equivalent.

Mentoring caregivers. Changing hospitals. Improving the future for newborns and their families.

NFI Annual Budgetary Process

(NFI Fiscal Year 1 October – 30 September)

1. The Finance Committee begins the following year's budgetary process in spring of the current fiscal year by inputting known or estimated revenue and operational costs.
2. The Finance Chair contacts the Chairs of the NFI Committees in March to ask for submissions of funding requests for projects they plan to/wish to undertake in the next fiscal year.
3. The Committee Chairs elicit finance requests from the Chairs of their respective sub-committees.
4. The Chairs of the Sub-Committees complete and submit to the Committee Chair a request form that provides the following:
 - a. Description of the project.
 - b. How the project supports the goals of the strategic plan or advances the organization.
 - c. Estimates of cost and possible vendors if known.
 - d. Timeline of project.
 - e. Possible revenue generating source/idea for project.
5. The Sub-Committee Chairs submit these forms to the Chair of their umbrella Committee no later than June 1 of that year.
6. The Chair of each Committee compiles these requests and submits them to the Finance Committee and they to the NFI Board of Director's (BOD) no later than June 15th of that year.
7. At the June or July Board Meeting, the Board reviews and discusses NFI priorities for spending and anticipated available funds.
8. The Board determines the spending priorities and whether projects are fully funded, partially funded, or not in line for funding that year.
9. The Committee chairs contact those who requested funds with the BOD's decision after the August meeting. Funding is dependent on revenue being received as anticipated, and there may need to be a reversal of the funding decision due to unforeseen circumstances.
10. The Finance Committee completes the proposed budget, incorporates the funded projects.
11. The Finance Chair presents the proposed budget as a draft to the Board, for input and approval.
12. With BOD input, the budget proposal is submitted to the Membership at-large for their approval by majority vote at the annual Membership Meeting.

NFI FY2021-2022 Budget Proposal (Including FY2020-2021 End of Year)

	End of Year FY2020-2021	Proposed Budget FY2021-2022	Line #
Starting Balance			
Unrestricted	24,256.74	36,311.46	1
Restricted Advancement	30,931.30	17,419.96	2
Restricted Program	12,300.00	5,087.00	3
Encumbered NTM expenses	7,000.00	7,000.00	4
NFI Reserve Fund		10,000.00	5
	74,488.04	75,818.42	6
INCOME			7
ADVANCEMENT			8
Donors			9
Corporate Donors			10
<i>Restricted Fund</i>	6,000.00	3,000.00	11
<i>Unrestricted Fund</i>	0.00	5,000.00	12
Donor Campaigns	3,730.08	3,000.00	13
Family Foundation			14
<i>Restricted Fund</i>	30,000.00	0.00	15
<i>Unrestricted</i>	70,000.00	70,000.00	16
Friend of NIDCAP	0.00		17
Individual Donors			18
<i>Restricted Fund</i>	2,660.00	0.00	19
<i>Unrestricted Fund</i>	885.00	2,000.00	20
In-Kind Contributions	0.00	0.00	21
Total Donor Income	113,275.08	83,000.00	22
			23
Other Income			24
Bank of America - Cash Rewards	55.36	0.00	25
Miscellaneous Revenue	84.21	0.00	27
Total Other Income	139.57	0.00	28
			29
Total Advancement Income	113,414.65	83,000.00	30

NFI FY2021-2022 Budget Proposal (Including FY2020-2021 End of Year)

PROGRAM			31
Education			32
Regional Conferences	0.00	0.00	33
Trainers Meeting Revenue (31st)	2,295.00		34
Trainers Meeting Revenue (32nd)	11,790.00	4,000.00	36
Learning Center Revenue	0.00	3,000.00	37
Training Binders	0.00	250.00	38
Webinar Series	2,900.00	4,000.00	39
Total Education	16,985.00	11,250.00	40
			41
Membership Income			42
Dues - Family member	350.00	350.00	43
Dues - Professional	24,000.00	22,500.00	44
Dues - Professional-in-Training	1,450.00	1,750.00	45
Dues - Training Center	40,100.00	45,500.00	46
Dues - Allied member	450.00	500.00	47
Membership Discounts	-1,150.00	-1,125.00	48
Total Membership Income	65,200.00	69,475.00	49
			50
NNP Income			51
NNP Application Fees	1,500.00	9,000.00	52
NNP Re-Cert Fees	800.00	800.00	53
Total NNP Income	2,300.00	9,800.00	54
			55
Total Program Income	84,485.00	90,525.00	56
			57
Total Income	272,387.69	249,343.42	58
			59
EXPENSE			60
ADVANCEMENT			61
Board Development	850.00	1,000.00	62
Fundraising - Donor Cultivation	0.00	2,000.00	63
Multi-Media	5,867.00	4,000.00	64
Social Media	559.00	1,000.00	65
Website Design Updates	2,575.00	9,419.96	66

NFI FY2021-2022 Budget Proposal (Including FY2020-2021 End of Year)

Website Redesign	33,660.34		67
Total Fundraising/Advancement	43,511.34	17,419.96	68
			69
ADMINISTRATION			70
Bank charges	572.04	600.00	71
Board Meetings			72
Accommodations	0.00	4,620.00	73
Meals Expense	0.00	0.00	74
Travel	0.00	3,000.00	75
Board Meetings - Other	85.00	10,000.00	76
Business Expenses			77
Massachusetts Annual Reports	125.00	125.00	78
Moving Expenses	0.00	0.00	79
Storage Unit Rental	973.00	984.00	80
Computer Related	27.00	500.00	81
Contract Services			82
Accounting Fees	6,250.00	6,250.00	83
Legal Fees	1,699.75	3,000.00	84
Website/Database/Hosting	799.40	2,910.00	85
Computer Svcs (Apps,Plugins)	0.00	5,300.00	86
Insurance - Director & officer	2,418.00	2,413.00	87
NFI Fin& Admin Director Services	85,199.21	95,000.00	88
NFI Fin&Admin Director Travel	0.00	2,500.00	89
NFI Admin Assist		10,400.00	90
Office Supplies	1,186.82	1,000.00	91
Paypal Fees	1,362.40	1,000.00	92
Postage and Shipping	220.83	350.00	93
Printing and Copying	0.00	200.00	94
Telephone	251.19	250.00	95
Miscellaneous expense	286.65	500.00	96
Total Administration	101,456.29	150,902.00	97
			98

NFI FY2021-2022 Budget Proposal (Including FY2020-2021 End of Year)

PROGRAM			99
Education			100
DO Senior Editor Fee	5,000.00	7,500.00	101
DO Senior Editor Travel Expense	0.00	3,000.00	102
Foundation Training Materials	10,354.24	9,945.76	103
Program Dissemination	0.00	0.00	104
Publications Design - DO	2,640.00	6,960.00	105
Regional Conferences	0.00	0.00	106
Webinar Series	2,751.81	4,300.00	107
Trainers Meeting - 31st Expense	6,817.50	7,000.00	108
Trainers Meeting - Prog support	0.00	0.00	109
Trainers Meeting - Site support	0.00	0.00	110
Training Binder Production	129.09	250.00	111
Total Education	27,692.64	38,955.76	112
			113
Membership			114
Membership Support	500.00	1,000.00	115
Total Membership	500.00	1,000.00	116
			117
Nursery Cert Program			118
NNP Director Fee	23,409.00	23,409.00	119
NNP Director Travel	0.00	2,500.00	120
Total Nursery Cert Program	23,409.00	25,909.00	121
			122
Total Program Expenses	51,601.64	65,864.76	123
			124
Reserve Fund	0.00		125
Total Expense	196,569.27	234,186.72	126
			127
SUMMARY			128
Total Income	272,387.69	249,343.42	129
Total Expense	196,569.27	234,186.72	130
Net Income	75,818.42	5,156.70	131
		10,000.00	132 Reserve