

# MEMORANDUM

May 30, 2017

TO: David Marwell

FROM: Tracy J. Shycoff

SUBJECT: Budget Estimates for FY1997

I have detailed below my best estimates for spending for the remainder of FY1997 (July-September):

Outstanding obligations as of 6/30/97	10,718
Security Clearances (7)	28,000
Rent	72,000
GSA Support	<u>11,025</u>
	<b>121,743</b>

Costs associated with Tom Samoluk office:

Rent	658
Phones	
Set-up	250
Monthly	100
Long Distance	250
Furniture	<u>500</u>
	<b>1,758</b>

Personnel	
Salaries	310,000
Benefits	<u>74,400</u>
	<b>384,400</b>

Other Recurring Outstanding Costs (detailed on attached sheet)	<b>11,451</b>
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Totals for Anticipated Spending	
Oct.-June Outlays (see spreadsheet)	1,495,282
Totals from above	<u>519,352</u>
	<b>2,014,634</b>

The total of \$2,014,634 leaves us with a remaining balance of \$135,366. These numbers do not

include any travel, couriers, fedex, supplies, or other unanticipated costs for July-August.  
Recurring Cost Estimates:

Canon Copiers	
Oct-June	3,400
July-Sept	1,100
Bell Atlantic Local Phones	1,400
AT&T	
Calling Cards	1,500
Long Distance	1,200
Ascom Hasler (postage meter rental)	250
MobileComm (pagers)	150
Postage	1,251
CompuServe	600
Interliant	<u>600</u>
	11,451