

## Communications Committee Estimated Expense Budget for year 2021

### Quarterly Newsletter Budget Estimates

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly Total
Printing Costs Estimate (4 pages est. \$.10 per page B&W + tax)	\$ 117.86	\$ 117.86	\$ 117.86	\$ 117.86	\$ 471.42
Envelopes Bought in 500 Quantity (\$33.23 + tax)	\$ 36.26	\$ -	\$ 36.26	\$ -	\$ 72.52
Envelopes Bought in 100 Quantity (\$12.32 + tax)	\$ -	\$ 13.44	\$ -	\$ 13.44	\$ 26.88
Address Labels (Avery 8160, 750 Labels \$15.14 + tax)	\$ 16.52	\$ -	\$ 16.52	\$ -	\$ 33.04
Return Address Labels (Avery 8167, 2000 Labels \$16.65 + tax)	\$ 18.17	\$ -	\$ -	\$ -	\$ 18.17
Stamps (current cost \$.55 per stamp, needing 270)	\$ 148.50	\$ 148.50	\$ 148.50	\$ 148.50	\$ 594.00
Ink Cartridge (for label printing)	\$ 28.36	\$ -	\$ -	\$ -	\$ 28.36
	\$ 365.67	\$ 279.80	\$ 319.14	\$ 279.80	\$ 1,244.40

### Annual Website Expenses

Weebly Professional Site Plan-Annual (8-16-2021)	\$ 144.00
Domain Fee-Annual (7-2-2021)	\$ 19.95
Add-On Domain Privacy-Annual (7-2-2021)	\$ 10.00
	<b>\$ 173.95</b>

### Miscellaneous Expenses throughout the year

Paper	\$ 10.00
Ink	\$ 30.00
Organizational File Box/System-Misc Supplies	\$ 40.00
	<b>\$ 80.00</b>

<b>Total Estimated Communications Budget for the 2021 Year</b>	<b>\$ 1,498.35</b>
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