

MidCoast Community Council
Post Office Box 64
Moss Beach, CA 94038
February 16, 1992

Board of Supervisors
San Mateo County
County Government Building
401 Marshall Street
Redwood City, CA 94063

Re: Budget for the balance of this Calendar Year 1992

Dear Honorable Supervisors:

The MidCoast Community Council has put together this budget for your review and approval. Our projected budget is \$6774.00 for the balance of this calendar year CY 1992, as itemized on the attached sheet.

We have additional needs for County printing services for:
brochures for the public, explaining the MidCoast Community Council
letter head stationary,
coastside informational mailings (printing & stamps, we'll typeset)

We need your input and seed money to initiate as we strive to establish a supportive local fund base for the MCCC through voluntary donations and fund raising events.

Our long term goals include: solicitating contributions through the mailings; fund raising family events- Harbor Day Booth, fun runs (5K & 10K), raffles, community get togethers, tee shirts, etc

As March approaches, the MCCC requests that you continue to fund our regular meetings throughout this period of budget review, approval and implementation. We will contact your staff directly to seek such a continuance.

Please review this as soon as practicable, we request a timely response which would enable us to concentrate on effective problem solving.

Very truly yours,

James S. Marsh
Finance Committee

encl

Projected Operating Expenses CY 1992

Office space mo rent (Airport)		\$0	
Telephone service installation			\$300
monthly @	\$100	\$1100	
answering machine		\$100	
fax machine		\$500	
Office furniture (County surplus)		\$0	
moving expenses (County supplied)		\$0	
Office Supplies		\$250	
Name plaques			\$100
Secretarial Service	4 hr/mtg @ \$25	\$1200	
Meeting Room rental	2/mo @ \$30	\$720	
HMB Review Notice adve	2/mo @ \$25	\$600	
Copies	2mtg/mo @ \$20	\$220	
Stamps	2mtg/mo @ \$20	\$220	
Post Office box w/ keys		\$18.50	
Special mtgs, workshops,	8 @ \$63	\$504	
mtg room		\$30	
notice	\$25		
copies	\$3		
public meeting notice	\$5	sum \$63	
Retreat	2 @ \$163	\$326	
mtg room		\$30	
notice	\$25		
copies	\$3		
public meeting notice	\$5		
food	\$100	sum \$163	
	Sub Total	\$6158.50	
	Contingency 10%	\$615.50	
	Total	\$6774.00	

Respectively submitted

James Marsh
Finance Committee