VSF to DVS General Fund Allocation
7/1/20
For FY2021

As of 9/1/2020

	DVS FY20 Est %HrsPerYr		DVS-VSF FY20 Est For FY21	NOTES AND RECOMMENDATIONS
Full time employee = 2080 hours per year **P-14 Employee = 1508 hours per year**				Without Fringe Benefits
Hours Per Year %'s are close approximations				
DVS Support				
DVS Full Time P-14				
Max. 29 HpW Jordan Stewart	100%	1508	34,090.60	
DVS Administration				
Admin/Receptionist Glendalynn Glover	5%	104	2,240.35	
Executive Admin Kendra Ellison	2%	42	1,318.18	
DVS Communications				
Communications Director Tina Parlett-Calhoun	5%	104	4,713.93	
Asst. Communications Director Jeb	5%	104	3,646.26	
DVS HR				
HR Personnel Lisa Cates	2%	42	1,951.00	
DVS Finance				
DVS CFO	15%	312	19,171.14	
Syreeta Thomas, Income and Expenditure Tracking	50%	1040	35,935.00	
Deborah Ramsey, Handing donations AR & AP in CARDINAL	15%	226	10,780.50	
Asst. Finance Mgmt, P-14 Judy Ried Deposits & Verification	15%	226	4,725.00	
Kelly Denton, Purchasing	2%	42	1,448.00	
Maria Bryant VSF Payroll	2%	42	1,437.40	
DVS IT				
IT Personnel	2%	42	2,040.44	
Equipment, Supplies, Support (Share of VITA Charges Incl.)				
VITA Equipment			4,859.04	3 computers, 3 emails, 3 desk phones, 2 cell phones, 1 lap top
Office Supplies/Support			3,000.00	
Rent			3,654.84	229 sqft @ $15.96 GSA Rent Rate
PB,CARDINAL and PMIS Charges			100.00	
Trustees Meeting Travel and Lodging per Year			$ 11,000.00	The amount covers all trustees involved based on meetings in Richmond. U.S. GSA 2019 mileage rate is 0.58 per mile, but may increase to 0.60 in 12/2020. Includes lunches at the meeting and a one night stay for two trustees from SW Virginia. DVS personnel costs are included.
Direct Targeted Marketing, Donor Contact, Awareness and Fundraising in collaboration with DVS Communications			13,888.32	DVS-VSF Marketing, Outreach, Public Relations; incl. Website coordinaton, VSO Solictation, Veterans' Lists, etc.
MAX TOTALS			$ 160,000.00	