

MID-WEST NATIONAL BAND & ORCHESTRA CLINIC

Executive Administrator Position

- I. Salary & Medical Insurance
 - Insurance \$1500.00
 - Salary \$25,000 - \$30,000

- II. Secretarial Position (Hourly wage of \$5.00)
 - six hours per day - 30 hours per week = \$600.00 per month
 - annual salary of \$8000.00 (\$800 for extra hours included)
 - (secretary to work daily 9 - 3 to answer phone)

- III. Equipment
 - photocopy machine \$3500.00
 - postage meter - 1500.00
 - paper supplies - 1500.00

- IV. Office Rent, Utilities, & Equipment
 - rent - \$2400.00
 - phone and electricity \$2000.00
 - furniture - \$1000.00

- V. Travel
 - MENC Convention and Texas Music Educators Association \$2000.00
 - (one other of significance)

SUMMARY I

Salary & Medical Insurance	\$31,500.00	(\$26,500.00)
Secretary	8,000.00	
Equipment	6,500.00	
Office	5,400.00	
Travel	2,000.00	
	<u>\$53,400.00</u>	

SUMMARY II

Salary & Insurance	\$26,500.00
Secretary	5,000.00
Equipment	4000.00
	<u>\$35,000.00</u>

* Note some of the expenditures for these items are already in the budget to some extent.