



1. Local Grant Payments. \$676,387

57 Full-Time Staff (including 4% increase and 5% bonus)	\$656,387
Supplemental Security	<u>20,000</u>
Total	\$676,387

2. Staff Education & Training. \$98,120

- a. Training for ED, ED's secretary, and MBA program for two (2) selected staff.
Cost of Training: \$ 14,500

- b. Training for SDED and his direct reports.
Cost of Training: \$ 4,000

- c. Training for DED-EU and his direct reports.
Cost of Training: \$12,500

- d. Training for DED-CA and his direct reports.
Cost of Training: \$12,500

- e. Training for DED-US and his direct reports.
Cost of Training: \$12,500

- f. Training for CFO and Finance and IT Departments.
Cost of Training: \$19,930

- g. Training for CAO and Administrative Department.
Cost of Training: \$22,190

Total cost of Staff Education and Training \$98,120

3. Employee Morale and Welfare. \$20,000

Center subsidizes the cost of lunch for staff members. Furthermore, includes cost of bereavement contributions, Christmas and birthday activities, family functions, and special occasions.

Total Cost: \$20,000

4. Medical & Dental Plans \$98,647

- Medical Plan	\$81,147
- Dental Plan (Maximum \$250/family)	<u>\$17,500</u>
Total Cost	<u>\$98,647</u>



5. International Travel.	\$32,500
a. Senior STCU staff travel (including Advisory Committee Meetings) as required and approved by the Executive Director.	
Cost:	\$14,000
b. Other travel associated with management and staff.	
Cost:	\$18,500
Total Cost:	\$32,500
6. Travel within the CIS.	\$143,240
a. Monitoring in Azerbaijan, Ukraine, Georgia, Moldova, and Uzbekistan.	
Cost:	\$90,000
b. Secretariat trips to non-Kyiv cities in Ukraine, as well as travel to Uzbekistan, Georgia, Moldova, and Azerbaijan, including possible Governing Board to be held in Chisinau, Moldova.	
Cost:	\$53,240
Total Cost:	\$143,240
7. Local Travel.	\$27,625
Consists of taxis utilized by STCU staff when STCU vehicles are unavailable. Also, includes cost of providing transport to and from Libidskaya Metro Station to the STCU headquarters in the mornings and at night, as well as the cost of providing secured cash transport to and from the STCU's bank (as per the auditor's recommendation to the Governing Board).	
- Taxis	\$ 6,000
- Secure Cash Transport	\$ 5,625
- Bus to and from Kyiv Headquarters	<u>\$16,000</u>
<u>Total Cost</u>	<u>\$27,625</u>
8. Representation.	\$10,000
Maintained same as 2007.	



9. Postage and Delivery. \$11,000

Maintained same as 2007.

10. Customs Storage. \$500

Maintained same as 2007.

11. General Office Supplies. \$28,000

Maintained same as 2007.

12. Office Equipment Repair/Maintenance. \$3,000

Maintained same as 2007.

13. Vehicle Operations. \$25,000

Maintained same as 2007.

14. Printing and Reproduction. \$17,000

- Annual Report	\$10,000
- Brochures and Marketing Materials	<u>\$7,000</u>
Total Cost	<u>\$17,000</u>

15. Telecommunications Services. \$60,000

Increased from \$50K in 2007 to \$60K in 2008 because of inflation in UA.

16. **Business Meetings and Conferences. \$6,000**

a. Board meetings.	2 * 1,500 =	\$3,000
b. Advisory committee meetings.	2 * 500 =	\$1,000
c. IO and FO Meetings	2 * 1,000 =	<u>\$2,000</u>

Total cost of business meetings and conferences: \$6,000

17. Subscriptions and Publications. \$4,000

Maintained same as 2007.

18. Public Affairs. \$0

In the past utilized for financial support of conferences; however, eliminated in 2007 due to cost cutting measures.



19. **Building Supplies.** \$12,000

Maintained same as 2007.

20. **Branch Offices (Kh, Lviv, Dnip, Tashkent, Baku, Chisinau & Tbilisi).** \$60,000

- Tashkent	\$12,000	
- Tbilisi	7,000	
- Baku	7,000	
- Chisinau		7,000
- Kharkiv	13,000	
- Dnipropetrovsk	7,000	
- Lviv	<u>7,000</u>	
Total Cost	\$60,000	

21. **Insurance Expense. \$11,550**

Three vehicles, the contents of the building and life insurance for the local staff.

- Vehicles	\$5,000	
- Assets	\$3,500	
- Staff Life Insurance	<u>\$3,050</u>	
Total Cost	\$11,550	

22. **Bank Fees Off-shore.** \$75,000

Based on forecasted 2008 STCU transactions and reduced transactions in Uzbekistan.

23. **Bank Fees On-shore.** \$35,000

Fees charged by STCU's local banks (Ukraine, Azerbaijan, Georgia, and Moldova) to conduct operations. Based on forecasted 2008 STCU transactions.

24. **Legal Services.** \$5,000

Reduced by \$10,000 from 2007, because no legal activities envisioned in 2008..

25. **Accounting and Auditing** \$92,968

The 2007 and 2008 financial audits were contracted to Lubbock Fine. According to the contract, the 2007 Financial Audit will cost \$92,968.

26. **Other Professional Support.** \$11,750

- Off-Site Backup Tape Storage	\$ 2,250	
- Performance Measures	<u>\$ 9,500</u>	



Total Cost **\$ 11,750**

27. Facility Improvements.		\$0
	Maintained at \$0K in 2008 due to desire to eliminate renovations to building until user agreement becomes more clear.	
28. Furniture and Fixtures.		\$3,000
	Maintained same as 2007.	
29. Telecommunications Equipment.		\$0
	Maintained same as 2007.	
30. Office Equipment.		\$3,000
	Maintained same as 2007.	
31. Vehicle Purchase.		\$25,000
	Net funds required to purchase new minivan, after sale of STCU's current minivan and sedan.	
32. Computer Hardware.		\$47,549
	(30) Desktop computers	\$23,850
	(4) laptops	8,600
	Other Miscellaneous	<u>15,099</u>
	Total	<u>\$47,549</u>
33. Computer Software.		\$26,008
	Navision Maintenance Fee	\$ 7,000
	Other Miscellaneous	<u>19,008</u>
	Total	<u>\$26,008</u>
34. Contingency.		\$35,000
	Normal Recurring Contingency	<u>\$10,000</u>
	Total Recurring Contingency	<u>\$10,000</u>
	Normal Non-Recurring Contingency	<u>\$25,000</u>
	Total	<u>\$35,000</u>