

Summary	
Total Allocation	\$2,080,000.00
Spent	\$1,820,184.90
Remaining	\$259,815.10

Spend Estimate Summary by Category	
IT	\$84,018.80
HR	\$1,339,288.38
Rent	\$165,635.53
Furniture	\$17,966.30
Travel	\$60,000.00
Office Supplies	\$130,823.27
Mail	\$20,149.62
Other	\$2,303.00

HR SPENT Summary	
Salaries	\$1,007,963.04
Benefits	\$302,441.54
TOTAL HR SPENT	\$1,310,404.58

Travel SPENT Summary	
Number of Trips	6
TOTAL TRAVEL SPEND	\$7,393.92

Category	Description	Purchase Type	Status	Quote/Total	Notes
IT	5 Laptops (FL)	Contract	Spent	\$14,777.85	
IT	12 phones (8 FL, 4 VA)	Contract	Spent	\$3,509.22	(\$10) /phone per month. Will be less - returned some phones
IT	1 Multifunction Printer (FL)	Purchase Card	Spent	\$567.66	
Furniture	6 months rental (delivery and pickup included)(Florida)	Purchase Card	Spent	\$3,363.92	
HR	Salaries (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
HR	Benefits (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
Rent	Correspondence Rent for 6 months		Estimated	\$(b) (5)	
IT	GoToMeeting Subscription	Purchase Card	Spent	\$84.00	
Furniture	Move from 20 Mass to OPY	Contract	Spent	\$9,094.27	
IT	Comcast service for 6 mo (VA)	Purchase Card	Spent	\$1,155.18	
IT	Move of multifunction printer	Purchase Card	Spent	\$283.50	
IT	Cabling (VA)	Contract	Spent	\$4,647.77	
Furniture	Move furniture to Franconia to be excessed (close down)	Contract	Estimated	\$(b) (5)	
Travel	Pre Authorization	Other	Estimated	\$(b) (5)	SEE TRAVEL SPENT TABLE FOR SPEND-TO-DATE TOTALS
Office Supplies	Signature Font	Purchase Card	Spent	\$59.90	\$(b) (4)
Office Supplies	Autopen	Purchase Card	Spent	\$916.32	Half of the 6 mo rent, 2 signatures, delivery
Mail	Stamps.com monthly fee	Purchase Card	Spent	\$181.26	\$(b) (4)
IT	UPS (for cabling in VA)	Purchase Card	Spent	\$795.98	Total \$1,591.95 split 50/50
Office Supplies	Toner	Purchase Card	Spent	\$397.56	1 black, 1 yellow, 1 cyan, 1 magenta
IT	Pull cabling in VA (close down)		Spent	\$1,184.10	\$2368.20. Split 50/50
Office Supplies	Nicholas Luna - plastic mat	Reimbursement	Spent	\$74.89	
IT	move of multifunction printer (close down)	Purchase Card	Spent	\$283.50	
Office Supplies	Stationery	Contract	Spent	\$36,397.50	
Mail	4,000 1st Class stamps on stamps.com	Purchase Card	Spent	\$2,000.00	
Furniture	CORT Pickup Fee	Purchase Card	Estimated	\$(b) (5)	
Office Supplies	ULINE Storage Supplies (FL)	Purchase Card	Spent	\$2,084.63	
Office Supplies	Molly Michael - photo paper	Reimbursement	Spent	\$43.30	
Office Supplies	Stationery - pocket cards	Purchase Card	Spent	\$3,897.00	
Mail	Stamps.com labels	Purchase Card	Spent	\$3,337.35	
Rent	Security for space	Contract	Estimated	\$(b) (5)	
Office Supplies	Toner (FL)	Purchase Card	Spent	\$372.78	1 black, 1 yellow, 1 cyan, 1 magenta
Office Supplies	Printer paper (FL)	Purchase Card	Spent	\$53.44	
Furniture	Wayfair Office Furniture	Purchase Card	Spent	\$694.97	2 desks and 1 bookcase
Furniture	Overstock Furniture	Purchase Card	Spent	\$526.99	Cabinet
Other	"Presidency in Review"	Purchase Card	Spent	\$1,511.00	
Furniture	Shelving from Amazon	Purchase Card	Spent	\$72.00	
Other	Engineer Escort	Purchase Card	Spent	\$360.00	
Mail	1st Class Postage	Purchase Card	Spent	\$2,040.00	
Office Supplies	Autopen Signatures (FL)	Purchase Card	Spent	\$85.20	
Office Supplies	Molly Michael - digital voice recorder	Reimbursement	Spent	\$123.04	
Office Supplies	Stationery - pocket cards	Purchase Card	Spent	\$9,712.45	
Mail	1st Class Postage	Purchase Card	Spent	\$2,036.00	
Mail	1st Class Postage	Purchase Card	Spent	\$2,040.00	
IT	IT Contractor	Other	Estimated	\$(b) (5)	Adding in as an estimate
Office Supplies	Stationery	Contract	Estimated	\$(b) (5)	Adding in as an estimate
Furniture	CORT office chairs	Purchase Card	Spent	\$469.95	
Mail	1st Class Postage	Purchase Card	Spent	\$2,040.00	
Mail	1st Class Postage	Purchase Card	Spent	\$2,040.00	
Other	Weekend HVAC Services	Other	Spent	\$432.00	
Mail	Shipping Supplies	Purchase Card	Estimated	\$(b) (5)	
Office Supplies	Desiree - Office Supplies	Reimbursement	Estimated	\$(b) (5)	
Furniture	Industrial Shelving	Purchase Card	Estimated	\$(b) (5)	
Office Supplies	Autopen - 1 mo rental extension	Purchase Card	Estimated	\$(b) (5)	
Mail	1st Class Postage	Purchase Card	Estimated	\$(b) (5)	
Office Supplies	Autopen Purchase	Purchase Card	Estimated	\$(b) (5)	\$(b) (5)
Mail	1st class postage	Purchase Card	Estimated	\$(b) (5)	

HR Costs SPENT			
Pay Period	Salaries	Benefits	Notes
1/17 - 1/30	\$63,249.28	\$19,475.06	Started 1/20
1/31 - 2/13	\$90,560.80	\$26,202.45	2 people onboarded 2/1 (paid for full pay period)
2/14 - 2/27	\$90,560.80	\$24,407.16	
2/28 - 3/13	\$79,061.60	\$21,724.39	2 less people on payroll (offboard 2/27)
3/14 - 3/27	\$79,061.60	\$23,518.11	
3/28 - 4/10	\$79,061.60	\$23,796.09	
4/11 - 4/24	\$75,612.00	\$23,495.32	1 staff no longer on payroll (offboard 4/10)
4/25 - 5/8	\$75,612.00	\$23,495.37	
5/9 - 5/22	\$75,612.00	\$23,495.34	
5/23 - 6/5	\$75,612.00	\$23,495.35	
6/6 - 6/19	\$76,952.96	\$23,784.35	1 staff offboard (6/14)
6/20 - 7/3	\$73,503.20	\$22,776.28	
7/4 - 7/17	\$73,503.20	\$22,776.27	
7/18 - 7/31			

Travel Costs SPENT Blue Font is finalized			
Week	Number of Trips	Weekly Spent	Notes
2/28 - 3/6	3	\$5,671.61	Trip 1: \$(b) (5) (\$2,369.52 - paid) Trip 2: Desiree Sayle (\$3,112.09 - paid) Trip 3: Molly Michael (\$190.00 - paid)
3/7 - 3/13	-	-	
3/14 - 3/20	-	-	
3/21 - 3/27	-	-	
3/28 - 4/3	-	-	
4/4 - 4/10	-	-	
4/11 - 4/17	1	\$1,342.31	Trip: Beau Harrison (\$1,342.31 - paid)
4/18 - 4/24	2	\$380.00	Trip 1: Molly Michael (\$190.00 - paid) Trip 2: \$(b) (5) (\$190.00 - paid)
4/25 - 5/1			
5/2 - 5/8			
5/9 - 5/15			
5/16 - 5/22			
5/23 - 5/29			
5/30 - 6/5			
6/6 - 6/12			
6/13 - 6/19			
6/20 - 6/26			
6/27 - 7/3			
7/4 - 7/10			
7/11 - 7/17			
7/18 - 7/24			

Summary	
Total Allocation	\$520,000.00
Spent	\$515,167.71
Remaining	\$4,832.29

Spend Estimate Summary by Category	
IT	\$11,703.11
HR	\$381,188.94
Rent	\$93,219.64
Furniture	\$10,725.78
Office Supplies	\$15,864.12
Mail	\$696.50
Other	\$1,769.62

HR SPENT Summary	
Salaries	\$274,506.64
Benefits	\$97,783.93
TOTAL HR SPENT	\$372,290.57

Category	Description	Purchase Type	Status	Quote/Total	Notes
HR	Salaries (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
HR	Benefits (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
Rent	6 months rent estimate	Contract	Estimated	\$(b) (5)	
Office Supplies	Autopen	Purchase Card	Spent	\$1,106.11	Half of the 6 mo rent, 3 signatures, expedited processing, delivery
Furniture	Move from 20 Mass to OPY	Contract	Spent	\$9,094.28	
IT	Comcast service for 6 mo	Purchase Card	Spent	\$1,155.17	
IT	Move of multifunction printer	Purchase Card	Spent	\$283.50	
IT	Cabling	Contract	Spent	\$4,647.76	
IT	Phone service for 6 mo for 3 phones	Contract	Spent	\$899.82	\$(b) (4)/phone per month
Furniture	Move furniture to Franconia to be excessed (close down)	Contract	Estimated	\$(b) (5)	
Mail	Stamps.com monthly fee	Purchase Card	Spent	\$181.26	\$(b) (4)
IT	UPS (for cabling in VA)	Purchase Card	Spent	\$795.97	Total \$1,591.95 split 50/50
IT	Pull cabling in VA (close down)		Estimated	\$(b) (5)	\$2368.20. Split 50/50
IT	MailChimp Account	Purchase Card	Spent	\$108.89	
Office Supplies	Stationery	Contract	Estimated	\$(b) (5)	
IT	3 Amazon Firesticks	Purchase Card	Spent	\$113.97	
IT	NET100 - Cabling/Wiring Service for Phones		Spent	\$1,598.98	
IT	Cables for phones	Purchase Card	Spent	\$21.92	
IT	Phones	Purchase Card	Spent	\$119.98	
IT	Telephone Service/Voicemail	Purchase Card	Spent	\$489.55	
Mail	1,000 first class stamps	Purchase Card	Spent	\$500.00	
Office Supplies	\$(b) (6) - picture frames, envelopes, etc.	Reimbursement	Spent	\$505.28	
Office Supplies	1 box silver fine point sharpies	Purchase Card	Spent	\$14.71	
Mail	Labels for stamps	Purchase Card	Spent	\$15.24	
Rent	Security for space	Contract	Estimated	\$(b) (5)	
IT	Move of multifunction printer (close down)	Purchase Card	Estimated	\$(b) (5)	
Other	Parking Validation		Estimated	\$(b) (5)	
Other	Engineer Escort		Estimated	\$(b) (5)	
Other	Parking Passes - 3	Purchase Card	Spent	\$1,154.62	\$(b) (4)/month per pass
Office Supplies	\$(b) (6) - reimbursement	Reimbursement	Spent	\$196.77	
Office Supplies	\$(b) (6) - reimbursement	Reimbursement	Spent	\$31.25	Packing supplies

HR Costs SPENT			
Pay Period	Salaries	Benefits	Notes
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20
1/31 - 2/13	\$21,696.80	\$9,250.40	
2/14 - 2/27	\$21,696.80	\$9,244.71	
2/28 - 3/13	\$24,667.60	\$9,141.96	2 new staff join on 3/1 (full pay period) 1 staff offboard on 3/5 (1 week of pay)
3/14 - 3/27	\$25,337.60	\$8,932.43	
3/28 - 4/10	\$25,337.60	\$8,932.41	
4/11 - 4/24	\$19,894.40	\$6,811.19	1 staff no longer on payroll (Offboard April 10) 1 staff - 1 week of pay
4/25 - 5/8	\$18,820.40	\$6,072.23	1 staff 1 week pay. 1 staff no longer on payroll
5/9 - 5/22	\$19,587.20	\$6,130.90	1 staff onboard 5/10
5/23 - 6/5	\$20,315.20	\$6,331.43	Salary increase for 2 staff
6/6 - 6/19	\$20,315.20	\$6,331.40	
6/20 - 7/3	\$20,315.20	\$6,331.43	
7/4 - 7/17	\$19,165.20	\$6,243.46	1 staff 1 week pay
7/17 - 7/31			