

National Association of Business Womens
Partner Agreement

BUDGET

Category	(Amounts in MWK) Current Request
A. PERSONNEL	
A.1 Staff Compensation	12,921,000
A.2 Required Employer Contribution	0
A.3 Staff Benefits	2,934,000
A.4 Other Staff-Related Costs	0
A.5 Temporary Services	0
A.6 Staff Training	4,776,000
Subtotal	20,633,000
B. OFFICE FACILITIES	
B.1 Office Rent	1,590,000
B.2 Utilities	480,000
B.3 Security Services	324,000
B.4 Office Maintenance	120,000
B.5 Cleaning and Janitorial Services	120,000
Subtotal	2,634,000
C. ADMINISTRATIVE SUPPORT	
C.1 Communications and Telephone Expenses	775,000
C.2 Internet Cost: Monthly ISP Charge	1,749,000
C.3 Office, Computer Supplies, and Stationery	400,000
C.4 Vehicle Supplies and Fuel	220,000
C.5 Equipment Maintenance	220,000
C.6 Newspapers and Subscriptions	73,000
C.7 Dissemination and Outreach	700,000
C.8 Administrative IT Support	0
C.9 Translation	520,000
C.10 Technical Assistance	2,800,000
C.11 Vehicle Maintenance, Repairs, and Insurance	1,217,000
C.12 Bank Fees	84,000
C.13 Postage and Shipping Expenses	180,000
C.14 Advertising and Recruiting Expenses	75,000
C.15 Vehicle Registration and Licensing	200,000
C.16 Audit	520,000
Subtotal	9,733,000
D. TRAVEL AND TRANSPORTATION	
D.1 Vehicle costs	2,500,000
D.2 Per Diem	2,000,000
Subtotal	4,500,000
E. CAPITAL EXPENSES	
E.1 Furniture and Equipment	2,705,000
E.2 Motor Vehicle	9,839,000
Subtotal	12,544,000
TOTAL	50,044,000

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