First 5 Nevada County

Time Survey - Allocation of hours by - Admin, Program, Evalualtion

	Employee 1	Employee 2	Employee 3
ADMINISTRATION			
Audit	10	120	16
Bookkeeping + checks	24	460	192
Budgeting/Financial Planning	100	260	0
Commission meetings (including set up/prep, minutes, binders, etc.)	300	96	480
Computer services/support (back ups, working with Eric)	0	180	144
Dealing with vendors/county regarding payment	0	96	175
General office (printing, mailing, etc.)	0	96	192
Insurance	0	16	48
Needs assessment	0	0	12
Personnel related (supervision, time sheets, benefits, hiring, performance reviews, etc.)	153	24	24
Professional development	25	16	16
RFP process	80	65	80
Strategic planning (commission)	80	40	80
Supplies ordering / Procurement	0	24	80
Travel	56	40	0
Work for the First 5 Association	96	72	12
Admin Hours	**924**	**1605**	**1551**
PROGRAM			
Collaboration/Capacity Building/Service Integration	150	8	8
Direct services (I.e., Parent engagement/support, Asthma, New Parent kits, Fair)	0	0	96
Outreach, planning and education (I.e., ESP, ELOA, B.H.)	240	60	96
Program database mgmt (GIFTS)	0	24	120
Program grants and contracts	240	80	80
Program/provider technical assistance and support	60	60	0
Program Hours	**690**	**232**	**400**
EVALUATION			
Annual report preparation	80	100	20
Evaluation technical assistance (PEDS trainings, AM, etc.)	40	40	12
Grantee Faire	16	8	40
Monthly Contract Review	60	48	48
Quarterly report/monitoring	48	48	8
Reports to the Commission on programs/outcomes	60	0	0
Evaluation Hours	**304**	**244**	**128**
Total Hours	1918	2081	2079
% of time spent on Admin	48	77	75
% of time spent on Programs	36	11	19
% of time spent on Evaluation	16	12	6
$ spent on Admin	$35,784.15	$29,805.79	$22,580.15
$ spent on Programs	$26,838.12	$4,257.97	$5,720.30
$ spent on Evaluation	$11,928.05	$4,645.06	$1,806.41