

The Common Law Office of Mrs. Tamah Jada Clark™¹ Raising the BAR™
Proposed Initial Budget & Funding Allocation 2017-2018



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Last Updated: 01/12/2017

Overview:

This proposal represents the funding needed to start and fund the first year (365 calendar days) of operation for The Common Law Office of Mrs. Tamah Jada Clark™, from January 2, 2017 to January 2, 2018.

Goal

Our goal is to lay the groundwork for what will become an exclusive legal enterprise. We are asking for **\$529,100** to create a Common Law Office that helps everyone by holding EVERYONE accountable; including public servants. Because no one is above the Law.

- (Projected) Annual Operating Budget: \$529,100
- Of the \$529,100: Staff Salaries (\$455,500), 86%; Operating Expenses (\$73,600), 14%

Funding Allocation:

Allocation of funds consists of staff, office space, office supplies, marketing/advertising, operating equipment, and furniture. We are conscious of every penny we receive and will be diligent and mindful in our spending.

Staff Positions & Salaries (Annual Basis)			
	Avg. Salary	Description	Our Pay
Senior Lead Counsel	\$100,000	Training, leadership, development, counseling, and organization management.	\$60,000
Lead Staff Attorney	\$70,000	Consultations, advising, practice and litigation.	\$70,000
Staff Attorney	\$60,000	Consultations, client in-take, preparation of legal documents and pleadings; supervision of paralegals.	\$60,000

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Paralegal 1	\$48,810	Extensive research, case management, and drafting of basic legal documents under supervision of Staff Attorney	\$40,000
Paralegal 2	\$48,810	Extensive research, case management, and drafting of basic legal documents under supervision of Staff Attorney	\$40,000
Paralegal 3	\$48,810	Extensive research, case management, and drafting of basic legal documents under supervision of Staff Attorney	\$40,000
Legal Admin. Assistant	\$28,800	Answer phones, schedule appointments, photocopying, filing, errands.	\$26,000
PR Manager/Community Outreach Specialist	\$44,911	Establish and maintain healthy ongoing relationship with the public. Receive valuable input about the needs of the community and determine how best to address those needs.	\$40,000
Legislative Petitioner	N/A	Spokesperson to address state and federal legislative bodies and interface with other government officials to promote enactment of protective Laws and public policies.	\$33,500
Marketer/Advertising/Fundraising Specialist	\$65,178	Generate consistent funding ideas and opportunities.	\$46,000
TOTAL			455,500

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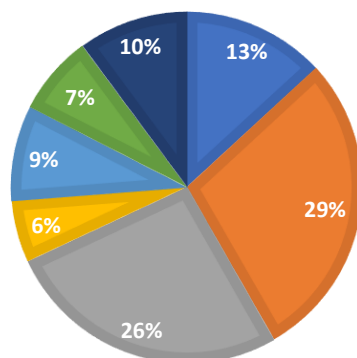
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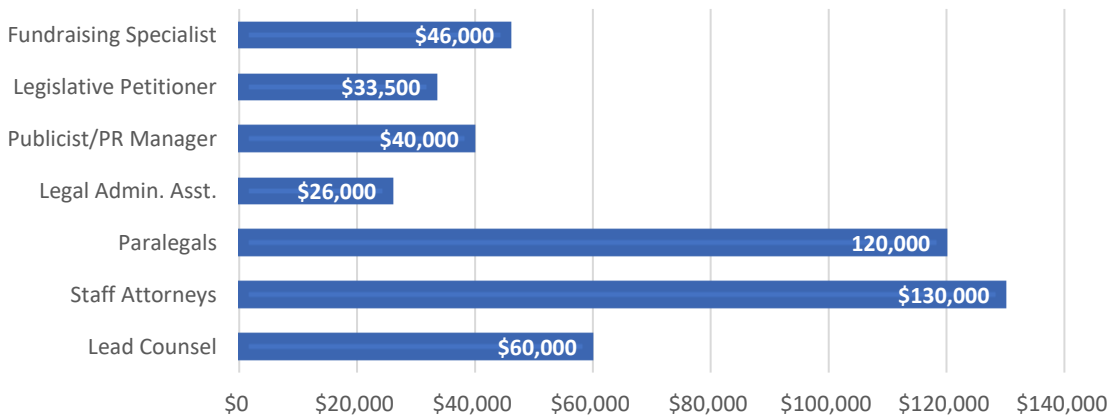
ALLOCATION OF FUNDS (\$455,500) FOR STAFF SALARIES

- Lead Counsel
- Staff Attorneys
- Paralegals
- Legal Admin. Asst.
- PR/Community Outreach
- Legislative Petitioner
- Fundraising Specialist



ALLOCATION OF FUNDS (\$455,500) FOR STAFF SALARIES

- Lead Counsel
- Staff Attorneys
- Paralegals
- Legal Admin. Asst.
- Publicist/PR Manager
- Legislative Petitioner
- Fundraising Specialist



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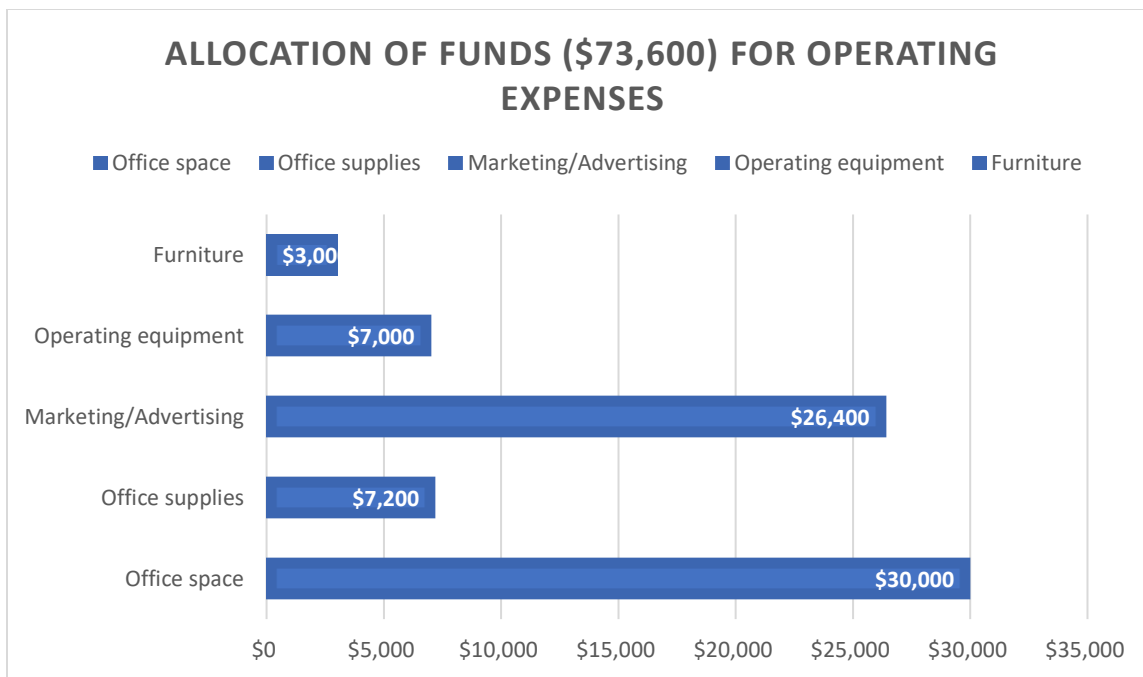
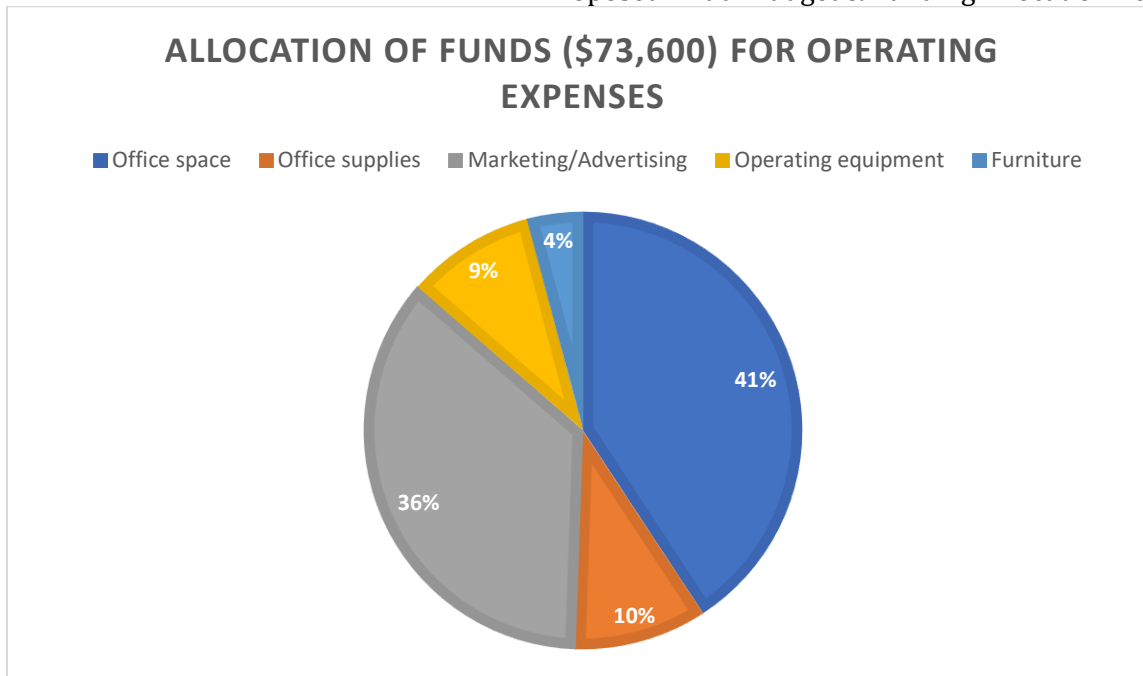
Operating Expenses & Equipment (Annual Basis)				
	Amount	Description	Frequency	
Office space	\$2,500	Executive building with secured access and on-site surveillance for safety; (utilities included); conference space availability desired for meeting with community organizations and government representatives. Ideally 1,500-2,000 sq. ft. with 10 individual workstations/offices (1 for each employee).	Monthly	\$30,000
Office supplies	\$600	Paper, folders, writing utensils (pencils/pens/highlighters), sheet protectors, binders, report covers, postage, envelopes, adhesives (tape, staplers, glue), trash bags, etc.	Monthly	\$7,200
Marketing/Advertising	\$2,200	On-going basic advertisement & marketing campaigns.	Monthly	\$26,400
Operating Equipment	\$7,000	High capacity copier, printers, scanners, fax, computers, mailing station, paper shredder, trash cans, laminator, binding machine, etc.	One-time	\$7,000
Furniture	\$3,000	Desks, chairs, tables, couch, etc.	One-time	\$3,000
TOTAL			\$73,600	

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