



## **PMB Explanation**

**Gross Salary Ceiling** – Salary before taxes. Your take home pay will be determined by how you fill out your W-4.

**Health Insurance** –

**State Industrial Insurance** – Tax all employers pay on their employees to cover expenses if you are injured while working

**Life / Disability Insurance** – Full Time Staff Benefit - insurance in case of death or disability

**Employer FICA** – Tax all employers pay on their employees

**Staff Reserves (Staff Meetings)** – Covers expenses for 2 annual all-staff retreats

**Donor Elf (Optional)** – Program that allows you to track donations

**Credit Card Fee** – Variable fee that Visa/MC charges us when a donor uses a credit or debit card for their donation (there is no fee on checks or auto withdrawal from checking or savings)

**Donor Maintance** – Variable expenses of ongoing care of donors

**Newsletters/Printing/Supplies** – Variable expense only charged when you send a mailing or request additional supplies

**Allotment** – Covers all donation processing and other support services

**Total PMB** – The total amount you are commissioned to raise each month