



Worksheet for KHSAA Board of Control
Bi-Monthly Cost of Materials for Regular Paper Board Meetings

Please fill in the highlighted areas

Cost of Paper & Other Supplies

Calculate cost for one board packet: Include # of pages printed or copied at .10 per copy; Include the cost of paper; binders, clips, cd's, etc. or the items you include in your packets.

35 # of Board packets @	\$30.00 (cost)	\$	1,050.00
--------------------------------	-----------------------	----	----------

Costs of Mileage and/or Postage

Calculate the # of miles to deliver and/or mail board packets.

miles @	(rate per mile)	\$	-
---------	-----------------	----	---

Mailing 28 # of Board Packets @	\$10.00	\$	280.00
--	----------------	----	--------

Other Costs	\$	-
Total Cost	\$	1,330.00

Calculate by using hourly rate X number of hours:

Commissioner's/Admn. Asst.'s Time Delivering Materials			
5 of hours X \$ 56.90 hourly rate	\$		284.50
Administrative Assistant's Time Copying, Collating, Binding			
25 of hours X \$ 16.41 hourly rate	\$		410.25
Grand Total per month (one meeting every other month)	\$		2,024.75

Grand Total per year (one meeting every other month)	\$	12,148.50
--	-----------	------------------

Yearly cost of eMeeting (first year)	\$	5,000.00
Yearly cost of eMeeting (subsequent years)	\$	2,000.00

Savings (first year - one meeting every other month)	\$	7,148.50
Savings (subsequent years - one meeting every other month)	\$	10,148.50

Benefits of KSBA eMeeting Service

- Efficiency
- Community Access - controlled public access to meeting information
- Convenience - 24/7 access from anywhere with Internet access
- Links to KRS/ KAR/OAG, and other web resources
- No more stacks of paper packets
- Security and storage taken care of by KSBA
- Search current and archived meetings
- Technical support