

# **Gloucester Soil Conservation District**

**Proposed Budget – Fiscal Year 2013**

**July 1, 2012 to June 30, 2013**

**GLOUCESTER SOIL CONSERVATION DISTRICT**

**BUDGET FISCAL YEAR 2013**

**EXPENSES**

	<b>FY 2012</b>	<b>FY2013</b>	<b>%</b>
Salaries & Wages.....	\$400,000.00	\$359,000.00	-10%
Fringe Benefits.....	\$215,000.00	\$174,200.00	-19%
Utilities & Telephone.....	\$10,900.00	\$7,400.00	-30%
Auto.....	\$20,000.00	\$11,200.00	-44%
Rent.....	\$46,278.00	\$34,500.00	-25%
Professional Services.....	\$8,000.00	\$6,800.00	-15%
Travel & Meetings.....	\$1,500.00	\$1,000.00	-25%
Training & Education.....	\$1,500.00	\$1,500.00	-0%
Materials, Supplies & Postage.....	\$6,500.00	\$4,000.00	-38%
Dues.....	\$1,500.00	\$1,745.00	+19%
Equipment.....	\$8,000.00	\$6,211.00	-22%
Business Insurance.....	\$7,500.00	\$7,200.00	-4%
Miscellaneous (Refunds, Ad Fees,).....	\$9,000.00	\$6,800.00	-25%
Office Relocation.....	\$0.00	\$3,753.00	
<b>OVERALL TOTAL.....</b>	<b>\$735,678.00</b>	<b>\$625,309.00</b>	<b>-16.5%</b>

**GLOUCESTER SOIL CONSERVATION DISTRICT**  
**BUDGET FISCAL YEAR 2013**

<b><u>INCOME</u></b>	<b>FY 2012 ACTUAL</b>	<b>FY 2013</b>	<b>%</b>
Chapter 251 Fees.....	\$305,000.00	\$350,000.00	+15%
Interest Income.....	\$14,318.00	\$15,000.00	+6%
Stormwater RFA Fees.....	\$16,800.00	\$18,000.00	+6%
CAP Program Fees Contractual Amount.....	\$190,248.00	\$191,248.00	+0.5%
Grants.....	\$3,263.00	\$30,000.00	+800%
Technical Sales.....	\$407.00	\$500.00	+25%
State Administrative Fee.....	\$2,875.00	\$3,800.00	+30%
Miscellaneous.....	\$25,083.00	\$6,000.00	-75%
<b>OVERALL TOTAL.....</b>	<b>\$557,994.00</b>	<b>\$614,548.00</b>	<b>+10%</b>

## **Explanation of Budget Categories**

### Salaries Wages

Category includes: Compensation for District employees, both full time and part-time.

Budget includes: Annual and / or merit increases deemed appropriate by the Board of Supervisors.

### Fringe Benefits

Category includes: Health, dental, pension benefits, FICA and unemployment / disability benefits.

### Utilities & Telephone

Category includes: All costs for the operation of the District Office (electrical, gas, internet, landline phones and cell phones).

### Auto

Category includes: All costs for the operation of the District's vehicle fleet (gasoline, repairs, maintenance, registration, and insurance).

### Rent

Category includes: Costs associated with renting the physical office space located at 14 Parke Place Blvd., Suite B, Sewell, NJ. and additional storage space located offsite.

### Professional Services

Category includes:

- A. Cost of retainer for legal counsel
- B. Cost of annual audit
- C. Cost of Office cleaning

### Travel & Meetings

Category includes: Costs associated with attending conferences and meetings as authorized by the Board of Supervisors. (hotel, registration, travel, meals)

### Materials, Supplies & Postage

Category includes: Costs for daily supplies required for office operations (postage, water cooler, paper, toner, pens, etc.)

### Dues

Category includes: Costs associated for District membership in professional organizations. (NACD, NJACD, etc)

Equipment

Category includes: Allocation for vehicle purchases and other equipment on a year to year basis.

Business Insurance

Category includes: Premiums for all insurances needed for the District's operations (comprehensive business, blanket bond, liability, officers & directors, etc).

Miscellaneous

Category includes: Unanticipated expenses.  
(State RFA Administrative fee, State 251 administrative fee)

**District Bank Accounts**

General Checking	Fulton Bank of New Jersey
Payroll Checking	Fulton Bank of New Jersey
General Savings	Fulton Bank of New Jersey
Unemployment Trust	Fulton Bank of New Jersey
Certificate of Deposit – Chap 251	Fulton Bank of New Jersey
Certificate of Deposit – Chap 251	Newfield National Bank
Certificate of Deposit – Chap 251	Parke Bank
Certificate of Deposit – Chap 251	Harvest Community Bank
Certificate of Deposit – Chap 251	Colonial Bank FSB
Certificate of Deposit – Chap 251	Century Savings Bank

## SALARIES & WAGES

	FY 2012 Budgeted	FY 2013 Proposed	% Change
Salaries	\$400,000.00	\$359,000.00	-10%
<b><i>Subtotal</i></b>	<b><i>\$400,000.00</i></b>	<b><i>\$359,000.00</i></b>	<b><i>-10%</i></b>

## FRINGE BENEFITS

F.I.C.A	\$30,200.00	\$25,300.00	-15%
Health	\$91,000.00	\$65,200.00	-28%
P.E.R.S	\$60,000.00	\$54,000.00	-10%
Prescription	\$20,000.00	\$18,400.00	-8%
Dental	\$6,900.00	\$5,700.00	-18%
Unemployment & Disability	\$4,100.00	\$3,800.00	-8%
Payroll Service Charge	\$2,800.00	\$2,000.00	-30%
<b><i>Subtotal</i></b>	<b><i>\$215,000.00</i></b>	<b><i>\$174,400.00</i></b>	<b><i>-19%</i></b>

## UTILITIES

Electric	\$3,200.00	\$1,800.00	-45%
South Jersey Gas	\$1,000.00	\$500.00	-50%
Security System	\$900.00	\$800.00	-11%
Internet	\$1,300.00	\$1,300.00	0.0%
<b><i>Subtotal</i></b>	<b><i>\$6,400.00</i></b>	<b><i>\$4,400.00</i></b>	<b><i>-30%</i></b>

## PHONES

Phones	\$2,500.00	\$1,800.00	-26%
Cellular	\$2,000.00	\$1,200.00	-40%
<b>Subtotal</b>	<b>\$4,500.00</b>	<b>\$3,000.00</b>	<b>-32%</b>

## PROFESSIONAL SERVICES

Attorney	\$1,800.00	\$1,800.00	0.0%
Audit	\$3,400.00	\$3,000.00	-11.0%
Office Cleaning	\$2,800.00	\$2,080.00	-25%
<b>Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,880.00</b>	<b>-15%</b>

## RENT

District Office	\$44,850.00	\$31,500.00	-25%
Storage Unit	\$1,428.00	\$3,000.00	+97%
<b>Subtotal</b>	<b>\$46,278.00</b>	<b>\$34,500.00</b>	<b>-25%</b>

## AUTO

Fuel	\$5,000.00	\$3,000.00	-40%
Auto Insurance	\$11,000.00	\$6,000.00	-45%
Repairs	\$3,500.00	\$2,000.00	-44%
Registration	\$500.00	\$200.00	-40%
<b>Subtotal</b>	<b>\$20,000.00</b>	<b>\$11,200.00</b>	<b>-45%</b>

**OFFICE SUPPLIES & POSTAGE**

Postage	\$1,000.00	\$1,000.00	0.0%
Postage Meter	\$1,000.00	\$0.0	-100%
Office Supplies	\$4,460.00	\$2,960.00	-35%
Water	\$40.00	\$40.00	0.0%
<b>Subtotal</b>	<b>\$6,500.00</b>	<b>\$4,000.00</b>	<b>-37%</b>

**EQUIPMENT**

Computer Maintenance	\$5,614.00	\$3,725.00	-34%
Typewriter Maintenance	\$210.00	\$210.00	0.0%
Copier Maintenance	\$576.00	\$576.00	0.0%
Anti Virus	\$500.00	\$350.00	-30%
Anti Spam	\$500.00	\$350.00	-30%
Printer*	\$500.00	\$700.00	+40%
Fax Machine *	\$100.00	\$300.00	+200%

\* Board approved purchase of new printer & fax machine

<b>Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,211.00</b>	<b>-22%</b>
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**OFFICE RELOCATION**

Wiring New Office	\$0.0	\$2,153.00
Movers	\$0.0	\$1,600.00

<b>Subtotal</b>	<b>\$0.0</b>	<b>\$3,753.00</b>
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### **BUSINESS INSURANCE**

Commercial Liability			
Farm Family	\$1,800.00	\$1,800.00	
Umbrella Liability			
Farm Family	\$1,500.00	\$1,500.00	
Public Officials Liability			
HUB International	\$3,500.00	\$3,500.00	
Surety Bond	\$700.00	\$400.00	
Selective Insurance			
<b>Subtotal</b>	<b>\$7,500.00</b>	<b>\$7,200.00</b>	<b>-3%</b>

### **PROFESSIONAL DEVELOPMENT**

Employee Training	\$1,500.00	\$1,500.00	
NACD Dues	\$700.00	\$700.00	
SJRCD Dues	\$300.00	\$300.00	
NJACD Dues	\$500.00	\$500.00	
NJBIA Dues	\$185.00	\$185.00	
Farm Bureau Dues	\$60.00	\$60.00	
<b>Subtotal</b>	<b>\$3,245.00</b>	<b>\$3,245.00</b>	<b>0.0%</b>

### **TRAVEL & MEETINGS**

Open Public Meetings Act	\$200.00	\$200.00	0.0%
NJACD Convention	\$1,300.00	\$800.00	-32%
NACD Annual Meeting	\$0.00	\$0.00	0.0%
NACD NE Annual Mtg	\$0.00	\$0.00	0.0%
<b>Subtotal</b>	<b>\$1,500.00</b>	<b>\$1,000.00</b>	<b>-32%</b>

