

Gloucester Soil Conservation District

Proposed Budget – Fiscal Year 2014

July 1, 2013 to June 30, 2014

GLOUCESTER SOIL CONSERVATION DISTRICT

BUDGET FISCAL YEAR 2014

EXPENSES

	FY 2013	FY2014	%
Salaries & Wages.....	\$359,000.00	\$312,980.00	-13%
Fringe Benefits.....	\$174,200.00	\$165,944.00	-5%
Utilities & Telephone.....	\$7,400.00	\$8,950.00	+21%
Auto.....	\$11,200.00	\$10,650.00	-5%
Rent.....	\$34,500.00	\$34,500.00	-0%
Professional Services.....	\$6,800.00	\$6,670.00	-3%
Travel & Meetings.....	\$1,000.00	\$6,900.00	+595%
Professional Development (Dues & Training).....	\$3,245.00	\$3,245.00	-0%
Office Supplies & Postage.....	\$4,000.00	\$4,030.00	0.75%
Equipment.....	\$6,211.00	\$8,684.00	+40%
Business Insurance.....	\$7,200.00	\$5,350.00	-25.5%
Miscellaneous (Refunds, Ad Fees,).....	\$6,800.00	\$13,500.00	+99%
Office Relocation.....	\$3,753.00	\$4,153.00	+11%
OVERALL TOTAL.....	\$625,589.00	\$585,556.00	-6.4%

GLOUCESTER SOIL CONSERVATION DISTRICT

BUDGET FISCAL YEAR 2014

<u>INCOME</u>	FY 2013 ACTUAL	FY 2014	%
Chapter 251 Fees.....	\$371,680.00	\$427,500.00	+15%
Interest Income.....	\$5,380.00	\$6,000.00	+11.5%
Stormwater RFA Fees.....	\$14,250.00	\$18,000.00	+26%
CAP Program Fees Contractual Amount.....	\$185,355.00	\$193,408.00	+4.1%
Grants.....	\$22,349.00	\$0.00	-100%
Technical Sales.....	\$75.40	\$100.00	+33%
State Administrative Fee.....	\$3,350.00	\$4,000.00	+19.5%
Miscellaneous.....	\$6,334.00	\$6,300.00	-0.5%
OVERALL TOTAL.....	\$608,773.00	\$655,308.00	+7.6%

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, cell phones and security system).

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)

Professional Development

Category includes: Costs associated for training of District Staff and Supervisors and District membership in professional organizations. (NACD, NJACD, etc)

Office Supplies & Postage

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

Office Relocation

Category includes: Costs associated with moving office to smaller space. (wiring of new office for phones and computers and movers).

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 2013 Budgeted	FY 2014 Proposed	% Change
Salaries	\$359,000.00	\$312,980.00	-13%
Subtotal	\$359,000.00	\$312,980.00	-13%

FRINGE BENEFITS

F.I.C.A	\$25,300.00	\$25,000.00	1.1%
Health	\$83,600.00	\$80,094.00	-3.5%
P.E.R.S	\$54,000.00	\$50,050.00	-7.4%
Dental	\$5,700.00	\$5,200.00	-9%
Unemployment & Disability	\$3,800.00	\$3,800.00	0.0%
Payroll Service Charge	\$2,000.00	\$1,800.00	-10%
Subtotal	\$174,400.00	\$165,944.00	-5%

UTILITIES

Electric	\$1,800.00	\$2,800.00	+58%
South Jersey Gas	\$500.00	\$1,200.00	+140%
Security System	\$800.00	\$650.00	-18%
Internet	\$1,300.00	\$1,300.00	0.0%
Phones	\$1,800.00	\$1,800.00	0%
Cellular	\$1,200.00	\$1,200.00	0%
Subtotal	\$7,400.00	\$8,950.00	+21%

AUTO

Fuel	\$3,000.00	\$3,000.00	0%
Auto Insurance	\$6,000.00	\$5,500.00	-7.5%
Repairs	\$2,000.00	\$1,000.00	-50%
Registration	\$200.00	\$150.00	-25%
Subtotal	\$11,200.00	\$10,650.00	-5%

RENT

District Office	\$31,500.00	\$31,500.00	0%
Storage Unit	\$3,000.00	\$3,000.00	0%
Subtotal	\$34,500.00	\$34,500.00	0%

PROFESSIONAL SERVICES

Attorney	\$1,800.00	\$1,800.00	0.0%
Audit	\$3,000.00	\$2,730.00	-10%
Office Cleaning	\$2,080.00	\$2,240.00	+8%
Subtotal	\$6,880.00	\$6,670.00	-3%

TRAVEL & MEETINGS

Open Public Meetings Act	\$200.00	\$300.00	+50%
NJACD Convention	\$800.00	\$800.00	0.0%
Holiday Reception	\$0.0	\$900.00	+90000%
Tolls & Mileage	\$0.0	\$100.00	+10000%
Nominating Committee	\$0.0	\$100.00	+10000%
NACD Annual Meeting	\$0.00	\$5,000.00	+500000.0%
NACD NE Annual Mtg	\$0.00	\$0.00	0.0%
Subtotal	\$1,000.00	\$6,900.00	+595%

PROFESSIONAL DEVELOPMENT

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

OFFICE SUPPLIES & POSTAGE

Postage	\$1,000.00	\$1,500.00	+50%
Office Supplies	\$2,960.00	\$2,500.00	-15%
Water	\$40.00	\$30.00	0.0%
Subtotal	\$4,000.00	\$4,030.00	+0.75%

EQUIPMENT

Computer Maintenance	\$3,725.00	\$3,825.00	+3%
Typewriter Maintenance	\$210.00	\$210.00	0.0%
Copier Maintenance	\$576.00	\$576.00	0.0%
Anti Virus	\$350.00	\$200.00	-42%
Anti Spam	\$350.00	\$350.00	0%
Cloud Backup	\$0.00	\$300.00	+30000%
New Laptops (3)	\$0.00	\$3,223.00	+322300%
New Printer	\$700.00	\$0.0	-100%
New Fax	\$300.00	\$0.0	-100%
Subtotal	\$6,211.00	\$8,684.00	+40%

BUSINESS INSURANCE

Commercial Liability			
Farm Family	\$1,800.00	\$1,100.00	-39%
Umbrella Liability			
Farm Family	\$1,500.00	\$650.00	-57%
Public Officials Liability			
HUB International	\$3,500.00	\$3,200.00	-8.5%
Surety Bond	\$400.00	\$400.00	0.0%
Selective Insurance			
Subtotal	\$7,200.00	\$5,350.00	-25.5%

MISCELLANEOUS

State Administrative			
Fee RFA	\$3,000.00	\$9,000.00	+200%
State Administrative			
Fee Chapter 251	\$3,800.00	\$4,500.00	+20%
Subtotal	\$6,800.00	\$13,500.00	+99%

