

# **Gloucester Soil Conservation District**

**Proposed Budget – Fiscal Year 2015**

**July 1, 2014 to June 30, 2015**

**GLOUCESTER SOIL CONSERVATION DISTRICT**

**BUDGET FISCAL YEAR 2015**

**EXPENSES**

	<b>FY 2015</b>
Salaries & Wages.....	\$312,980.00
Fringe Benefits.....	\$165,944.00
Utilities & Telephone.....	\$8,950.00
Auto.....	\$9,650.00
Rent.....	\$34,500.00
Professional Services.....	\$6,670.00
Travel & Meetings.....	\$6,600.00
Professional Development (Dues & Training).....	\$3,245.00
Office Supplies & Postage.....	\$4,030.00
Equipment.....	\$8,684.00
Business Insurance.....	\$5,350.00
Miscellaneous (Refunds, Ad Fees,).....	\$13,500.00
Office Relocation.....	\$4,153.00
Clothing Allowance.....	\$600.00
<b>OVERALL TOTAL.....</b>	<b>\$584,856.00</b>

**GLOUCESTER SOIL CONSERVATION DISTRICT  
BUDGET FISCAL YEAR 2015**

<b><u>INCOME</u></b>	<b>FY 2014 ACTUAL</b>	<b>FY 2015</b>
Chapter 251 Fees.....	\$362,830.00	\$375,000.00
Interest Income.....	\$11,487.45	\$12,000.00
Stormwater RFA Fees.....	\$17,000.00	\$18,000.00
CAP Program Fees Contractual Amount.....	\$179,874.75	\$115,371.00
Grants.....	\$0.00	\$0.00
Technical Sales.....	\$35.00	\$0.00
State Administrative Fee.....	\$3,325.00	\$4,000.00
Miscellaneous.....	\$1,798.07	\$2,000.00
<b>OVERALL TOTAL.....</b>	<b>\$576,350.27</b>	<b>\$526,371.00</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, 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
Money Market	Colonial Bank
Money Market	Century Savings Bank
Checking Account	Susquehanna
Certificate of Deposit – Chap 251	Newfield National Bank
Certificate of Deposit – Chap 251	Parke Bank
Certificate of Deposit – Chap 251	Susquehanna

## SALARIES & WAGES

	FY 2014 Budgeted	FY 2015 Proposed
Salaries	\$359,000.00	<b>\$312,980.00</b>
<b>Subtotal</b>	<b>\$359,000.00</b>	<b>\$312,980.00</b>

## FRINGE BENEFITS

F.I.C.A	\$25,300.00	\$25,000.00
Health	\$83,600.00	\$80,094.00
P.E.R.S	\$54,000.00	\$50,050.00
Dental	\$5,700.00	\$5,200.00
Unemployment & Disability	\$3,800.00	\$3,800.00
Payroll Service Charge	\$2,000.00	\$1,800.00
<b>Subtotal</b>	<b>\$174,400.00</b>	<b>\$165,944.00</b>

## UTILITIES

Electric	\$1,800.00	\$2,800.00	
South Jersey Gas	\$500.00	\$1,200.00	
Security System	\$800.00	\$650.00	
Internet	\$1,300.00	\$1,300.00	
Phones	\$1,800.00	\$1,800.00	
Cellular	\$1,200.00	\$1,200.00	
<b>Subtotal</b>	<b>\$7,400.00</b>	<b>\$8,950.00</b>	<b>+21%</b>

**AUTO**

Fuel	\$3,000.00	\$3,000.00
Auto Insurance	\$6,000.00	\$5,500.00
Repairs	\$2,000.00	\$1,000.00
Registration	\$200.00	\$150.00

---

<b>Subtotal</b>	<b>\$11,200.00</b>	<b>\$9,650.00</b>
-----------------	--------------------	-------------------

---

**RENT**

District Office	\$31,500.00	\$31,500.00
Storage Unit	\$3,000.00	\$3,000.00

---

<b>Subtotal</b>	<b>\$34,500.00</b>	<b>\$34,500.00</b>
-----------------	--------------------	--------------------

---

**PROFESSIONAL SERVICES**

Attorney	\$1,800.00	\$1,800.00
Audit	\$3,000.00	\$2,730.00
Office Cleaning	\$2,080.00	\$2,240.00

---

<b>Subtotal</b>	<b>\$6,880.00</b>	<b>\$6,670.00</b>
-----------------	-------------------	-------------------

---

**TRAVEL & MEETINGS**

Open Public Meetings Act	\$200.00	\$300.00
NJACD Convention	\$800.00	\$800.00
Holiday Reception	\$0.0	\$900.00
Tolls & Mileage	\$0.0	\$100.00
Nominating Committee	\$0.0	\$100.00
NACD Annual Meeting	\$0.00	\$4,400.00
NACD NE Annual Mtg	\$0.00	\$0.00

---

<b>Subtotal</b>	<b>\$1,000.00</b>	<b>\$6,600.00</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>
-----------------	-------------------	-------------------

---

**OFFICE SUPPLIES & POSTAGE**

Postage	\$1,000.00	\$1,500.00
Office Supplies	\$2,960.00	\$2,500.00
Water	\$40.00	\$30.00

---

<b>Subtotal</b>	<b>\$4,000.00</b>	<b>\$4,030.00</b>
-----------------	-------------------	-------------------

---



**EQUIPMENT**

Computer Maintenance	\$3,725.00	\$3,825.00
Typewriter Maintenance	\$210.00	\$210.00
Copier Maintenance	\$576.00	\$576.00
Anti Virus	\$350.00	\$200.00
Anti Spam	\$350.00	\$350.00
Cloud Backup	\$0.00	\$300.00
New Laptops (3)	\$0.00	\$3,223.00
New Printer	\$700.00	\$0.0
New Fax	\$300.00	\$0.0
<b>Subtotal</b>	<b>\$6,211.00</b>	<b>\$8,684.00</b>

**BUSINESS INSURANCE**

Commercial Liability		
Farm Family	\$1,800.00	\$1,100.00
Umbrella Liability		
Farm Family	\$1,500.00	\$650.00
Public Officials Liability		
HUB International	\$3,500.00	\$3,200.00
Surety Bond	\$400.00	\$400.00
Selective Insurance		
<b>Subtotal</b>	<b>\$7,200.00</b>	<b>\$5,350.00</b>

**MISCELLANEOUS**

State Administrative		
Fee RFA	\$3,000.00	\$9,000.00
State Administrative		
Fee Chapter 251	\$3,800.00	\$4,500.00
<b>Subtotal</b>	<b>\$6,800.00</b>	<b>\$13,500.00</b>

**OFFICE RELOCATION**

Wiring New Office	\$2,153.00	\$2,153.00
Movers	\$1,600.00	\$2,000.00

---

<b>Subtotal</b>	<b>\$3,753.00</b>	<b>\$4,153.00</b>
-----------------	-------------------	-------------------

---

**CLOTHING ALLOWANCE**

Staff Clothing Allowance	\$0.00	\$600.00
--------------------------	--------	----------

---

<b>Subtotal</b>	<b>\$0.00</b>	<b>\$600.00</b>
-----------------	---------------	-----------------

---

<b>TOTAL FOR FY 2014</b>	<b>\$625,589.00</b>
--------------------------	---------------------

<b>TOTAL FOR FY 2015</b>	<b>\$584,856.00</b>
--------------------------	---------------------