

Gloucester Soil Conservation District

Proposed Budget – Fiscal Year 2016

July 1, 2015 to June 30, 2016

**GLOUCESTER SOIL CONSERVATION DISTRICT
BUDGET FISCAL YEAR 2016**

EXPENSES

	FY 2015 ACTUAL	FY2016 PROPOSED
Salaries & Wages.....	\$252,948.33	\$290,000.00
Fringe Benefits.....	\$125,547.54	\$127,480.00
Utilities & Telephone.....	\$9,731.49	\$9,005.00
Auto.....	\$6,523.46	\$7,700.00
Rent.....	\$31,800.00	\$31,800.00
Professional Services.....	\$6,650.00	\$6,680.00
Professional Development (Dues & Training).....	\$1,610.00	\$3,110.00
Travel & Meetings.....	\$901.96	\$4,400.00
Office Supplies & Postage.....	\$3,618.81	\$3,765.00
Equipment.....	\$10,571.97	\$10,836.00
Business Insurance.....	\$6,393.60	\$6,760.00
Miscellaneous (Refunds, Ad Fees,).....	\$10,661.77	\$10,800.00
Office Relocation.....	\$0.00	\$0.00
Clothing Allowance.....	\$101.95	\$600.00
Educational.....	\$460.00	\$500.00
OVERALL TOTAL.....	\$467,520.88	\$513,436.00

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

<u>INCOME</u>	FY 2015 ACTUAL	FY 2016
Chapter 251 Fees.....	\$322,611.20	\$355,000.00
Interest Income.....	\$10,609.02	\$10,000.00
Stormwater RFA Fees.....	\$19,100.00	\$21,000.00
CAP Program Fees Contractual Amount.....	\$100,254.15	\$115,308.00
Grants.....	\$0.00	\$16,900.00
Technical Sales.....	\$0.00	\$0.00
State Administrative Fee.....	\$3,400.00	\$3,800.00
Miscellaneous.....	\$2,685.25	\$2,900.00
OVERALL TOTAL.....	\$458,659.62	\$524,908.00

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	Cape Bank
Money Market	Century Savings Bank
Checking Account	Susquehanna
Certificate of Deposit – Chap 251	Parke Bank
Certificate of Deposit – Chap 251	Susquehanna

SALARIES & WAGES

	FY 2015 Actual	FY 2016 Proposed
Salaries	\$252,948.33	\$290,000.00
Subtotal	\$252,948.33	\$290,000.00

FRINGE BENEFITS

F.I.C.A	\$18,097.86	\$20,815.00
Health & Dental	\$65,956.05	\$69,000.00
P.E.R.S	\$35,679.00	\$32,600.00
Unemployment & Disability	\$2,968.11	\$3,265.00
Payroll Service Charge	\$2,846.52	\$1,800.00
Subtotal	\$125,547.54	\$127,480.00

UTILITIES

Electric	\$2,576.01	\$2,600.00
South Jersey Gas	\$1,558.66	\$1,200.00
Security System	\$910.00	\$650.00
Internet	\$1,215.52	\$1,250.00
Phones	\$1,854.74	\$1,855.00
Cellular	\$1,616.56	\$1,450.00
Subtotal	\$9,731.49	\$9,005.00

AUTO

Fuel	\$1,611.37	\$2,000.00
Auto Insurance	\$4,514.00	\$4,550.00
Repairs	\$258.59	\$1,000.00
Registration	\$139.50	\$150.00

Subtotal	\$6,523.46	\$7,700.00
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RENT

District Office	\$31,800.00	\$31,800.00
Storage Unit	\$0.00	\$0.00

Subtotal	\$31,800.00	\$31,800.00
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PROFESSIONAL SERVICES

Attorney	\$1,800.00	\$1,800.00
Audit	\$2,770.00	\$2,800.00
Office Cleaning	\$2,080.00	\$2,080.00

Subtotal	\$6,650.00	\$6,680.00
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PROFESSIONAL DEVELOPMENT

Employee Training	\$0.00	\$1,500.00
NACD Dues	\$500.00	\$500.00
SJRCD Dues	\$300.00	\$300.00
NJACD Dues	\$750.00	\$750.00
Farm Bureau Dues	\$60.00	\$60.00

Subtotal	\$1,610.00	\$3,110.00
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TRAVEL & MEETINGS

Open Public Meetings Act	\$340.83	\$350.00
NJACD Convention & Regional Meetings	\$210.90	\$800.00
Holiday Reception	\$121.72	\$1,000.00
Tolls & Mileage	\$0.0	\$100.00
Nominating Committee	\$228.51	\$150.00
NACD Annual Meeting	\$0.00	\$2,000.00
NACD NE Annual Mtg	\$0.00	\$0.00
Subtotal	\$901.96	\$4,400.00

OFFICE SUPPLIES & POSTAGE

Postage	\$1,663.43	\$1,700.00
Office Supplies	\$1,893.82	\$2,000.00
Water	\$61.56	\$65.00
Subtotal	\$3,618.81	\$3,765.00

EQUIPMENT

Computer Maintenance	\$3,925.00	\$4,000.00
Typewriter Maintenance	\$195.00	\$210.00
Copier Maintenance	\$576.00	\$576.00
Anti Virus	\$214.05	\$250.00
Cloud Backup	\$300.00	\$300.00
Misc Equip Replacement	\$724.05	\$500.00
New Laptop & Server	\$2,089.87	\$0.00
Typewriter Replacement	\$128.00	\$0.00
Microsoft Office	\$2,420.00	\$0.00
Replace Phone System	\$0.00	\$5,000.00

Subtotal	\$10,571.97	\$10,836.00
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BUSINESS INSURANCE

Commercial Liability Farm Family	\$1,304.00	\$1,350.00
Umbrella Liability Farm Family	\$884.00	\$1,000.00
Public Officials Liability HUB International	\$3,804.60	\$4,000.00
Surety Bond Selective Insurance	\$401.00	\$410.00

Subtotal	\$6,393.60	\$6,760.00
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MISCELLANEOUS

State Administrative Fee RFA	\$5,730.00	\$6,200.00
State Administrative Fee Chapter 251	\$3,075.00	\$3,400.00
Donations	\$900.00	\$1,000.00
Chapter 251 Refunds	\$824.00	\$0.00
OPRA	\$86.00	\$100.00
Misc.	\$46.77	\$100.00

Subtotal	\$10,661.77	\$10,800.00
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OFFICE RELOCATION

Wiring New Office	\$0.00	\$0.00
Movers	\$0.00	\$0.00

Subtotal	\$0.00	\$0.00
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CLOTHING ALLOWANCE

Staff Clothing Allowance	\$101.95	\$600.00
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Subtotal	\$101.95	\$600.00
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EDUCATIONAL

Education	\$460.00	\$500.00
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Subtotal	\$460.00	\$500.00
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TOTAL FOR FY 2015	\$467,520.88
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TOTAL FOR FY 2016	\$513,436.00
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PERCENT CHANGE	+9.8%
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