

# **Attachment 5**

**Background:**

A proposed Operating Budget to support staff and Council operations for Fiscal Year 2013 is enclosed. This proposed budget assumes federal funding for FY 13 will be level with funds allotted to TCDD for the current year. The proposed FY 13 Operating Budget estimates increases for various expense categories and includes various assumptions about activities and expenditures. Funds not required for Council and staff support will be made available for grant projects as the fiscal year progresses. The proposed budget includes funds for 17 full time staff positions.

**Executive Committee**

**Agenda Item 12.**

**Expected Action:**

The Committee will review the Operating Budget for FY 2013 and determine a recommendation for Council consideration.

**Council**

**Agenda Item 11.**

**Expected Action:**

The Council will consider the FY 2013 Operating Budget as recommended by the Executive Committee.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**

**FY 2013 BUDGET AS APPROVED**

	BUDGETED FY 2012 (10/11-9/12)	% OF WHOLE	PROJECTED YEAR END EXPENDITURE FY 2012 (10/11-9/12)	% OF WHOLE	PROPOSED BUDGET FY 2013 (10/12-9/13)	% OF WHOLE	VARIANCE	NOTES
<b>Revenues</b>								
<i>Federal Allotment</i>	\$5,095,817	100.0%	\$5,095,817	100.0%	\$5,095,817	100.0%	\$0	1
		0.0%		0.0%				
<b>Total Revenues</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$5,095,817</b>	<b>100.0%</b>	<b>\$0</b>	
<b>Expenses</b>								
<b>Council Operations</b>	<b>17 FTE</b>		<b>17 FTE</b>		<b>17 FTE</b>			
Salaries	\$960,403	18.8%	909,058	17.8%	\$960,403	18.8%	\$0	
Benefits	287,138	5.6%	275,622	5.4%	287,138	5.6%	0	
Professional Services	97,000	1.9%	89,573	1.8%	82,000	1.6%	(15,000)	2
Out-of-State Travel	18,500	0.4%	25,000	0.5%	2*,0) 0	0.5%	7,550	3
In-State Travel	62,000	1.2%	48,420	1.0%	63,000	1.2%	1,000	3
Supplies	10,000	0.2%	7,061	0.1%	10,000	0.2%	0	
Utilities	41,700	0.8%	26,540	0.5%	41,700	0.8%	0	4
Rent - Building - Space	79,618	1.6%	67,350	1.3%	79,618	1.6%	0	5
Rent - Computers - Equip	64,220	1.3%	47,262	0.9%	64,220	1.3%	0	6
Capital Expenditures	0	0.0%	-	0.0%	0	0.0%	0	
Other Oper. Expenses	118,250	2.3%	63,023	1.2%	118,250	2.3%	0	7
<b>Total Operating Expenses</b>	<b>\$1,738,829</b>	<b>34.1%</b>	<b>\$1,558,909</b>	<b>30.6%</b>	<b>\$1,738,349</b>	<b>34.0%</b>	<b>(\$*, ) 0</b>	
<b>Admin. Reimb. To TEA</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>	<b>\$50,000</b>	<b>1.0%</b>		
<b>Available for Grants</b>	<b>\$3,306,988</b>	<b>64.9%</b>	<b>\$3,486,908</b>	<b>68.4%</b>	<b>\$3,314,448</b>	<b>65.0%</b>	<b>\$*, ) 0</b>	
<b>TOTAL EXPENSES</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$5,095,817</b>	<b>100%</b>	<b>\$0</b>	

**NOTES:**

<sup>1</sup> Level funding with FY 2012

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$8,000; Legal Services - \$3,000; Job Coaches - \$6,000; Review Panelist - \$10,000; DD Suite - \$3,000; Web Hosting - \$2000; Computer Programming w/TEA \$15,000; Other contracted \$7,000 (\$15,000) reduction related to contract for web administrator during FY 12

<sup>3</sup> Travel - In-State Council - \$45,000; Out-of-State Council - \$15,950

Travel - In-State Staff - \$18,000; Out-of-State Staff - \$10,100

\$6,500 O-O-S increase for Members & Staff to attend national conferences, including attendant expenses (see below)

\$1,000 in-state travel increase for community Forums

<sup>4</sup> Utilities -\$9,660; Telecommunications - \$21,180; Dedicated Circuit - \$10,860

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$44,618; Quarterly Council Facility Rooms - \$35,000

<sup>6</sup> Rent-Machine - Rental of laptops - \$22,800; Quarterly Council AV rental - \$35,000; Rental of copier - \$6,420

<sup>7</sup> Other OE: NACDD Dues - \$20,846; Contingency for 18th FTE - \$0, Printing,

Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, and Awards - \$97,404

Proposed Out-of-State Travel / Events	Members		Staff		Attendants	
	Actual	Proposed	Actual	Proposed	Actual	Proposed
	FY 12	FY 13	FY 12	FY 13	FY 12	FY 13
NACDD Fall Conference (Los Angeles / Fall)	2	0	0	0	1	0
Plus Executive Director's Meeting			1	0		
Disability Policy Seminar (D.C. / Spring)	1	2	1	2	0	1
ADD Technical Assistance Institute (D.C. / Summer)	2	3	2	2	1	1
Other (TBD)	3	2	1	3	3	2
<b>Total Travelers</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>4</b>