

Background:

A proposed Operating Budget to support staff and Council operations for FY 2017 is enclosed. This proposed budget assumes federal funding for FY 2017 to be \$4,767,409. The proposed FY 2017 Operating Budget estimates increases for various expense categories based on previous year's expenditures, and salary and benefit adjustments. Funds not used for Council and staff support will be made available for current grant projects as the fiscal year progresses.

The proposed budget includes funds for 17 full-time staff positions and increased by \$155,316.

Executive Committee — Agenda Item 8**Expected Action:**

The Executive Committee will review the information provided and may recommend Council approval of the FY 2017 Operating Expense Budget

Council — Agenda Item 9**Expected Action:**

The Council will consider Executive Committee recommendations.

PROPOSED FY 2017 BUDGET

Revenues / Expenses	Budgeted FY 2016 10/5 - 9/16	Projected Year End Expenditures FY 2016 10/15 - 9/16	Proposed Budget FY 2017 10/16 - 9/17	Variance
Federal Allotment	\$4,916,387	\$4,916,387	\$4,767,409	-\$148,978 ¹
Total Revenues:	\$4,916,387	\$4,916,387	\$4,767,409	-\$148,978
Council Operations Expenses:	17 Full- time Employees (FTE)	17 FTE	17 FTE	no data
Salaries	\$1,033,324	\$1,003,704	\$1,123,791	\$90,467
Benefits	\$349,784	\$353,136	\$400,971	\$51,187
Professional Services	\$98,000	\$47,297	\$80,462	-\$17,538 ²
Out-of-State Travel	\$15,000	\$11,896	\$21,500	\$6,500 ³
In-State Travel	\$58,000	\$50,812	\$60,750	\$2,750 ³
Supplies	\$12,000	\$11,373	\$12,000	\$0
Utilities	\$32,000	\$23,281	\$32,000	\$0 ⁴
Rent, Building, Space	\$69,989	\$60,287	\$69,989	\$0 ⁵
Rent, Computers, Equip	\$40,000	\$34,664	\$40,000	\$0 ⁶
Capital Expenditures	\$0	\$0	\$0	\$0
Other Operating Expenses	\$95,367	\$49,146	\$117,317	\$21,950 ⁷
Total Operating Expenses:	\$1,803,464	\$1,645,596	\$1,958,780	\$155,316
Administration Reimbursement To TEA	\$50,000	\$50,000	\$50,000	no data
Available for Grants	\$3,062,923	\$3,220,791	\$2,758,629	-\$304,294
Total Expenses:	\$4,916,387	\$4,916,387	\$4,767,409	-\$148,978

NOTES:

1) Estimated Funding for FY17. Note: The FY16 allotment amount increased by \$102,470, due to funds returned by the Puerto Rico DD Council

2) Auditor — \$46,700 (Internal \$37,700 and Desk \$9,000); Legal Services — \$3,000
Attendant Care — \$10,000; Review Panelist — \$3,000; Consultant /Speaker — \$5,000
Web Hosting — \$1,800; DD Suite — \$7,500; and IT Services w/TEA — \$3,462.

3) Travel — In-State Council — \$38,750; Out-of-State Council — \$10,560; Travel — In-State Staff — \$22,000; Out-of-State Staff — \$10,940.

4) Utilities — \$10,300; Telecommunications — \$21,700; Dedicated Server — \$3,000.

5) Rent-Building & Space: Office and Storage Space — \$48,920; Quarterly Council Facility Rooms — \$21,069

6) Rent Machine: Rental of laptops — \$9,000; Quarterly Council AV rental — \$26,464; Rental of copier — \$4,536.

7) Other OE: NACDD Dues — \$20,625; Printing, Registration, Publications, Maintenance and Repair, Postage, Cleaning, Delivery, Advertising, Interpreter / translator, Security, Furniture and Equipment, Software, and Awards — \$96,692.