

**Background:**

A proposed Operating Budget to support staff and Council operations for Fiscal Year 2012 is enclosed. This proposed 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. Funds for the 18<sup>th</sup> FTE authorized for TCDD are included in "Other Operating Expenses (OE)" as a contingency at this time.

**Executive Committee**

**Agenda Item 12.**

**Expected Action:**

The Committee will discuss the proposed FY 2012 Operating Expense Budget and may make revisions before recommending to the Council for approval.

**Council**

**Agenda Item 18.**

**Expected Action:**

The Council will consider the FY 2012 Operating Expense Budget recommended by the Executive Committee and make final decisions.

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES  
PROPOSED FY 2012 BUDGET**

	BUDGETED FY 2011  (10/10-9/11)	% OF WHOLE	PROJECTED YEAR END EXPENDITURES FY 2011  (10/10-9/11)	% OF WHOLE	PROPOSED BUDGET FY 2012  (10/11-9/12)	% 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>								
<i>Council Operations</i>	<b>18 FTE</b>		<b>18 FTE</b>		<b>17 FTE</b>			
Salaries	\$1,020,785	20.0%	942,975	18.5%	\$960,403	18.8%	(\$60,382)	
Benefits	290,028	5.7%	255,885	5.0%	287,138	5.6%	(2,890)	
Professional Services	87,680	1.7%	41,396	0.8%	97,000	1.9%	9,320	2
Travel - Council	59,500	1.2%	32,007	0.6%	61,500	1.2%	2,000	3
Travel - Staff	22,000	0.4%	10,546	0.2%	24,000	0.5%	2,000	3
Supplies	12,000	0.2%	8,409	0.2%	10,000	0.2%	(2,000)	
Utilities	41,700	0.8%	35,403	0.7%	41,700	0.8%	0	4
Rent - Building - Space	79,546	1.6%	58,621	1.2%	79,618	1.6%	72	5
Rent - Computers - Equip	64,220	1.3%	37,572	0.7%	64,220	1.3%	0	6
Capital Expenditures	0	0.0%	0	0.0%	0	0.0%	0	
Other Oper. Expenses	85,580	1.7%	50,146	1.0%	168,650	3.3%	83,070	7
<b>Total Operating Expenses</b>	<b>\$1,763,039</b>	<b>34.6%</b>	<b>\$1,472,960</b>	<b>28.9%</b>	<b>\$1,794,229</b>	<b>35.2%</b>	<b>\$31,190</b>	
Admin. Reimb. To TEA	\$50,000	1.0%	\$50,000	1.0%	\$50,000	1.0%		
Available for Grants	\$3,282,778	64.4%	\$3,572,857	70.1%	\$3,251,588	63.8%	(\$31,190)	
<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 2011

<sup>2</sup> Professional Services: Training - \$3,000; Auditor - \$25,000; CPA Desk Reviews - \$10,000; Legal Services - \$3,000; Facilitator/Tech Writer - \$3,000; Review Panelist - \$8,000; DD Suite - \$3,000; Temp. Employment Agencies - \$0; Web Hosting - \$2,000; Computer Programming w/TEA \$15,000; Other contracted \$3,000

<sup>3</sup> Travel - In-State Council - \$50,500; Out-of-State Council - \$15,500  
Travel - In-State Staff - \$12,500; Out-of-State Staff - \$9,500

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

<sup>5</sup> Rent-Building & Space: Office & Storage Space - \$44,546; Meeting Rooms - \$35,000

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

<sup>7</sup> Other OE: Membership - \$21,000; Printing - \$8,000; Contingency for 18th FTE - \$50,400, Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, Phone and Awards - \$87,750