

Rivanna River Basin Commission
Narrative for FY 2010 Budget, Revised
October 22, 2009

Commission ACTION:

Review and approve the RRBC budget for FY 2010, now corrected, balanced and displayed in standard budget format.

BACKGROUND

At the July 23, 2009 meeting, Commissioners voted to approve the FY 2010 budget presented by the Executive Director (found in Attachment I of the July Board Packet, "Preliminary 2010 RRBC Budget.") This Budget, however, was developed using inaccurate information regarding the amount of carry-over funding from FY2009 and data regarding estimated payroll taxes. The budget was also confused by two computational errors.

These errors have been corrected in the process of transferring the budget figures from the EXCEL spreadsheet to the QuickBooks accounting software.

CORRECTED FY 2010 BUDGET

The following documents are attached to this memo to facilitate understanding the corrected budget as it is being presented:

D_RRBC_Budget_Approved_09Jul23.PDF

This is the budget approved at the last RRBC meeting. It was printed on gold legal sized paper.

RRBC_2010_Budget_Corrected_Annotated.PDF

This is the budget approved in July with corrections made and annotated to show the changes.

PAGE ONE: shows the budget in the July EXCEL worksheet format (with "the wing").

PAGE TWO shows the budget in the QuickBooks Revenue & Expenses format.

PAGE THREE is Projected Revenue & Summary of Expense that shows the revenue sources (amounts per grant).

The substantive changes in this corrected budget are:

1. The FY2010 starting balance was corrected based on reconciling the TJSWCD/RRBC account and establishing the new RRBC account.
2. The amount of salary & benefits *not* covered by grants was increased based on a computational error in the original budget.

3. As a result of these changes the total, balanced budget changes from \$492,469 to \$499,746.
4. The expense categories are in accordance with standard accounting principles and do not break out expenditures per grant project versus expenditures allocated to operating expense or project match. This level of accounting is provided in other reports and is still under development.

BUDGET NARRATIVE BY CATEGORY

"Program" refers to grant projects.

Projected Revenue. This budget shows projected revenue of \$499,746, of which \$67,936 is funding from TNC RRBC start up funding and \$432,810 from DCR and NFWF grants and bank account interest.

Summary of Expenses. Grant funding is projected to cover \$394,195 of direct project expenses, which includes \$42,605 for salary/fringe of staff. The remainder of personnel costs is projected at \$37,396 and is included in overall operating expenses of \$62,946.

Payroll Expense. The \$80,000 expense is based on \$65,000 for the cost of salary, fringe, workers comp, payroll taxes for the Executive Director, plus \$15,000 for a part-time administrative assistant.

Commissioner Expense. This is money allocated for expenses of Commissioners related to the conduct of the Commission, based on the Commission's policy.

Conference Expense. This includes the cost of staff and Commissioners attending conferences and workshops for Commission business, including conference/workshop cost allocated to programs (grants).

Construction – Program. "Program" refers to grant projects. This is the amount that the Commission will reimburse localities for cost-share towards the construction of stormwater BMPs under the NFWF grant.

Contractual Expense. Contractual expenses include program contracts for the NFWF, DCR-Land Cover Map, and DCR-Healthy Waters Pilot Program. Contracts, as per the funded grants will be between the Commission and StreamWatch, Center for Watershed Protection, Rivanna Conservation Society, and Virginia Commonwealth University. Thus, contractual expense is "program."

Dues and Subscriptions. This category covers costs of membership in The Center for Non-profit Excellence and other organizations or subscriptions to facilitate the conduct of the Commission.

Equipment-Program. Program refers to grant projects. The amount of \$18,600 reflects the estimate for the cost of monitoring equipment for the BMP stormwater monitoring of the NFWF project.

Fees and Charges. This category covers miscellaneous fees.

Grants to other organizations. This budget includes \$5,000 budgeted for grants to partner organizations to sustain watershed protection activities, possibility to be directed to StreaWatch Rivanna Long-term Monitoring Program or for the development of the Rivanna Data Center.

Insurance (Business). This expense category covers the cost of Director and Officer's Insurance, Liability Insurance, and other policies as approved by the Commission.

Meeting Expenses (Commission). This category is for costs associated with hosting Commission meetings, including Committee Meetings (Executive, Technical Advisory).

Miscellaneous Expense. This category includes primarily "program expenses," i.e. estimated from grant projects and found in the grant budgets.

Office Expense and Non-capital Equipment. This category is for office supplies and expenses, computer supplies, and includes \$500 for office repairs (such as telephone jack installations).

Office Supplies. This is entirely operational (those supplies not provided by TJSWCD as part of the office sharing agreement).

Printing and Postage. There was no money allocated in the original July 2009 approved budget for postage (it was included in office supplies). This includes postage costs and "program expenses" (funds to design and print materials for the grant projects).

Professional Services. This includes \$700 for payroll services; \$5,500 for audit/bookkeeping services, and \$1,000 in legal expenses.

Rent. This is for the cost of shared office space (with telephone/DSL, some administrative support, and some office supplies) with the TJSWCD at 706 Forest Street. Note that \$4000 was erroneously budgeted and the cost will almost certainly be \$4800 (\$400/month times 12 months).

Supplies – Program. Program refers to grant projects. This is for the cost of supplies associated with the grant projects (meeting materials for events including the planned watershed wide symposium, refreshments, reference materials).

Telephone. This category is for the cost of staff cell phone use for RRBC business (reimbursed) and includes the cost of a private RRBC phone line and DSL for a portion of the fiscal year, *should this be required*.

Travel. This is staff travel in the ordinary conduct of the Commission business (e.g., Commission and TAC meetings) as well as "program travel," conducted to support the work of the grants. This figure includes money to cover travel expenses to one out-of-state conference (to be allocated to the NFWF grant)

Web Expense. This covers the cost to complete the RRBC web site and purchase web-hosting services. Some of the web construction costs are "program expense."

Categories	2009 30-Jun-09	2010	Personnel	Fringe	Travel	Equipment	Supp/Mat	Contract	Construct	Printing	Other
Income	Income	Income									
GRANT											
Grant: TNC start-up	\$ 64,900	\$ -	320		180			4,500			
Grant: DCR - Greene Cty Map		\$ 5,000	4,910	982	525	68		48,115			400
Grant: DCR - Healthy Waters		\$ 371,800	36,393	982	3,750	15,000		79,000	211,208	3,750	4,100
Grant: NFWF: Pulling Together (Year One)		\$ 371,800	36,393		3,750	15,000		79,000	211,208	3,750	4,100
Grant: NFWF: Year Two		\$ -									
Contributions		\$ -									
Interest Income		\$ 10									
	Carry forward from 2009	\$ 16,916									
Total Income	\$ 64,900	\$ 448,726	\$ 41,623	\$ 982	\$ 4,455	\$ 18,600	\$ 15,068	\$ 131,615	\$ 211,208	\$ 3,750	\$ 4,500
Expense	Expense	Expense									
Direct Project Costs (Including salary)											
TNC: Land Cover Map - RRBC share	\$ 25,500	\$ -									
DCR: Greene Cty map	\$ -	\$ 5,000									
DCR: Healthy Waters	\$ -	\$ 55,000									
NFWF: Pulling Together (Year One)	\$ -	\$ 371,800									
StreamWatch - long term monitoring	\$ -	\$ 5,000									
Rivanna Data Center	\$ -	\$ -									
Total Project Costs	\$ 25,500	\$ 436,800									
Other costs											
Bank fees	\$ 99	\$ 50									
Computer expense (memory/software)	\$ 1,440	\$ 1,500									
Commissioner expense	\$ 1,000	\$ 1,000									
Dues/subscriptions	\$ 500	\$ 500									
Insurance (DO, Liability, Bond)	\$ 3,000	\$ 3,000									
Meeting Expense	\$ 304	\$ 600									
Miscellaneous	\$ 138	\$ 2,000									
Office supplies	\$ -	\$ 500									
Payroll service	\$ -	\$ 700									
Professional: Accounting (audit)	\$ -	\$ 5,500									
Professional: Other	\$ -	\$ 1,000									
Conferences, meetings	\$ 25	\$ 100									
Rent	\$ 1,900	\$ 4,000									
Repairs	\$ 95	\$ 500									
Salary & fringe (other than project)	\$ 16,469	\$ 30,119									
Supplies	\$ 322	\$ 500									
Telephone, DSL, cell	\$ 55	\$ 1,000									
Travel (mileage, parking)	\$ 382	\$ 600									
Web expense	\$ 1,255	\$ 2,500									
Total other costs	\$ 22,484	\$ 55,669									
TOTAL Costs	\$ 47,984	\$ 492,469									
Balance	\$ 16,916	\$ (43,742)									
Needed from TNC or other grant funds	\$ (47,984)	\$ (60,659)									

Leslie Middleton:
This item was changed to "Contractual" with the provision that it may be for contribution to StreamWatch or another contractor.

Personnel Cost Estimate	
Grant Income for salary and fringe	
NFWF Year One	\$ 36,393
DCR mini-grant	\$ 320
DCR - Healthy Waters	\$ 5,892
Personnel costs	\$ 49,882
Executive Director F/T salary all costs	\$ 65,000
Admin assistant 20/hr week	\$ 15,000
From TNC or other grant funds	\$ 80,000
From TNC or other grant funds	\$ 30,119

Categories	2010	Personnel	Fringe	Travel	Equipment	Supp/Mat	Contract	Construct	Printing	Other
Income	Income									
GRANT										
Grant: TNC start-up (figure to bal. budget)	67,936									
Grant: DCR - Greene Cty Map	5,000	320		180			4,500			
Grant: DCR - Healthy Waters	55,000	4,910	982	525	68		48,115			400
Grant: NFWF: Pulling Together (Year One)	371,800	36,393		3,750	18,600	15,000	79,000	211,208		4,100
Contributions	0									
Interest Income	10									
Total Income	\$499,746	\$ 41,623	\$ 982	\$ 4,455	\$ 18,600	\$ 15,068	\$ 131,615	\$ 211,208	\$ 3,750	\$ 4,500
Expense	Expense									
Direct Project Costs (Including salary)										
TNC: Land Cover Map - RRBC share	0									
DCR: Greene Cty map	5,000									
DCR: Healthy Waters	55,000									
NFWF: Pulling Together (Year One)	371,800									
Contractual	5,000									
Rivanna Data Center	0									
Total Project Costs	\$436,800									
Other Expenses										
Bank fees	50									
Computer expense (memory/software)	1,500									
Commissioner expense	1,000									
Dues/subscriptions	500									
Insurance (DO, Liability, Bond)	3,000									
Meeting Expense	600									
Miscellaneous	2,000									
Office supplies	500									
Payroll service	700									
Professional: Accounting (audit)	5,500									
Professional: Other	1,000									
Conferences, meetings	100									
Rent	4,000									
Repairs	500									
Salary & fringe (other than project)	37,396									
Supplies	500									
Telephone, DSL, cell	1,000									
Travel (mileage, parking)	600									
Web expense	2,500									
Total other Expenses	\$62,946									
TOTAL EXPENSES	\$499,746									
Increase (Decrease) of Revenue over Expense	\$0									
Grant: NFWF: Year Two	353,200	\$ 36,393	\$ 982	\$ 3,750	\$ 15,000	\$ 79,000	\$ 211,208	\$ 3,750	\$ 4,100	

Mary Rice:
The cells in green relate to each other. The Direct Project Costs in Column C, Rows 16-18, equal the Expenses in Columns E through M, Row 12. They also equal the revenue included in Column C, Rows 6-8.

Calculation to Determine Salary Needed from Sources Other Than Approved grants (which included salary amounts)

Grant Income for salary and fringe	
NFWF Year One	36,393
DCR mini-grant	320
DCR - Healthy Waters	5,892
\$42,605	
Personnel costs	
Executive Director F/T salary all costs	65,000
Admin assistant 20/hr week	15,000
\$80,000	
Salary/Fringe Cost Not Covered By Grants	\$37,396

Mary Rice:
Original amount was \$49,882 due to value included in cell, instead of calculation. This cell is corrected to correct amount. This amount goes into a calc in Cell I36, which points to cell in C38.

Laslie Middleton:
This is the amount of salary and fringe that is NOT covered by grants in FY 2010 and must be covered by TNC funds. This is the same value as shown in Cell C38.

Rivanna River Basin Commission
Corrected Budget Fiscal Year 2010
July 1, 2009 - June 30, 2010

Income

Government Grants
 Nature Conservancy Income
 Individual and Corporate Cont.
 Interest

\$431,800
 67,936
 0
 10

Total Income

\$499,746

9/25/09: This figure from TNC is the figure that balances the budget.

Expense

Payroll Expenses
 Commissioner Expense
 Conference Expense
 Construction - Program
 Contractual Expense
 Dues and Subscriptions
 Equipment - Program
 Fees and Charges
 Grants to Other Orgs.
 Insurance (Business)
 Meeting Expense (Comm. Mtgs)
 Miscellaneous Expense
 Office Expenses & Non-Cap Equip
 Office Supplies
 Printing and Postage
 Professional Services
 Rent
 Supplies - Program
 Telephone
 Travel
 Web Expense

\$80,000
 1,000
 100
 211,208
 137,615
 500
 18,600
 50
 5,000
 3,000
 600
 6,500
 2,000
 1,000
 3,750
 7,200
 4,000
 15,068
 1,000
 5,055
 2,500

Total Expense

\$499,746

Increase (Decrease) of Revenue Over Expense

\$0

9/25/09: This figure matches original budget figure for total salaries and fringe, including \$65K for total salaries and fringe for ED. Subsequent to approval of budget, ED's salary and fringe were approved by the RRBC Exec Committee at a total figure higher than \$65K (approx \$67.5K)

10/17/09 These expense categories COMBINE operating expenses and "program" (Grant) expenses. For example, Payroll Expenses include payroll (salary and benefits) that will be charged against the various grants and the remainder of payroll expenses that will be paid from the TNC/RRBC funding.

Rivanna River Basin Commission
Corrected Budget Fiscal Year 2010
Projected Revenue and Summary of Expense

Projected Revenue

TNC	\$67,936
Grant: DCR - Greene Cty Map	5,000
Grant: DCR - Healthy Waters	55,000
Grant: NFWF: Pulling Together (Year One)	371,800
Interest	10
	<hr/>
Total Revenue	\$499,746

Summary of Expense

Direct Project Expenses and Contractual Exp	\$394,195
Salary and Fringe Included in Approved Grants	42,605
Operating Expenses	62,946
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Total Expense	\$499,746