

APPROVED

June 24, 2015

**SOMERSET-UNION S.C.D
FY2016 OPERATING BUDGET**

A. Organization

The Operating Budget provides several views of the proposed budget. The report is structured in a series of sections which provide additional detail of each budget item. *The most detail budget breakdown is found in Section II for **Income** (pg 3) and Section IV for **Expenditures** (pg 5-8).*

B. Contents

Section I - Summary of the Budget.....page 2

This is an overall view of the major budget items

Section II - Breakdown of Income Categories.....page 3

This is a detail of the various sources of income.

Section III - Breakdown of Expenditure Categories.....page 4

This is a detail of the various expenditures.

Section IV - Explanation of Expenditure Categories.....page 5

This is a further detail of the various expenditure categories.

SOMERSET-UNION SOIL CONSERVATION DISTRICT								
FY 2016 Operating Budget								
Section I Summary of the FY 2016 Budget								
	Income							FY 2016
100	Government Appropriations							114,445.00
200	Program Income							365,050.00
300	Other Income							690.00
400	Funds from Savings Account							0.00
Total	Anticipated Income							480,185.00
	Expenditures							
500	Employment Expense							271,186.00
600	Program Expense							4,150.00
700	Administrative Expenses							60,450.00
800	Equipment Acquisition							27,650.00
900	Surplus to Savings Account							116,749.00
Total	Anticipated Expenditures							480,185.00

Section II BREAKDOWN OF INCOME CATEGORIES							
100 Government Appropriations							FY 2016
110 Somerset County							67,803.00
120 Union County							29,642.00
130 State of N.J. Grants							0.00
140 Stormwater Permits							17,000.00
Total Governmental Approp.							114,445.00
200 Program Income							
210 Chapter 251							365,000.00
220 Seedling							0.00
230 Maps, Standards, TR-55 & OPRA							50.00
Total Program Income							365,050.00
300 Other Income							
310 Interest							550.00
311 Utility reimbursement for fans							140.00
312 Telephone maintenance/equip salvage							0.00
Total Other Income							690.00
Notes:							
FY 2016							
1. Line 110 - Assumes no change based on 2015 Budget							
2. Line 120 - Assumes no change based on 2015 Budget							
3. Line 210 - Assumes slight decrease in Chapter 251 Applications							
4. Line 310 - Assumes continued level interest rates and level reserve balances							

Section III BREAKDOWN OF EXPENDITURE CATEGORIES							
500 Employment Expense							FY 2016
510 Salary							225,888.00
520 Fringe Benefits							45,298.00
530 Overtime Expense							0.00
540 Temporary Assistance							0.00
Total Employment Expense							271,186.00
600 Program Expense							
610 Dues							1,700.00
620 Contributions and Awards							1,500.00
630 Education							950.00
Total Program Expense							4,150.00
700 Administrative Expense							
710 Consultant & Contract							13,000.00
720 Travel & Related Expenses							6,200.00
730 Conventions & Seminars							1,250.00
740 Rent							25,750.00
750 Maintenance & Repairs							500.00
760 Office Supplies							5,000.00
770 Telephone							0.00
780 Insurance							8,750.00
Total Administrative Expense							60,450.00
800 Equipment Acquisition							
810 Office							2,650.00
820 Vehicles							25,000.00
Total Equipment Acquisition							27,650.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
500 Employment Expense							FY 2016
510 Salary Expense							
511 District Manager							85,036.00
512 Erosion Control Insp.							60,134.00
513 Erosion Control Insp.							40,991.00
514 Erosion Control Spec. I							0.00
516 Executive Assistant III							0.00
517 Admin. Assistant I							39,727.00
Subtotal							225,888.00
520 Fringe Benefits							
521 District Manager							17,127.00
522 Erosion Control Insp.							12,027.00
523 Erosion Control Insp.							8,198.00
524 Erosion Control Spec. I							0.00
525 Executive Assistant III							0.00
526 Admin. Assistant I							7,946.00
Subtotal							45,298.00
530 Overtime Expense							0.00
540 Temporary Assistance							0.00
Total Employment Expense							271,186.00
Notes:							
FY 2016							
1. Assume 2% salary increases							
2. Assume fringe benefits remain at 20 %							
3. All staff hours to remain at 40 hours a week							
4. Line 524 - Position to remain unfilled							
5. Line 525 - Position to remain unfilled							

Section IV EXPLANATION OF EXPENDITURE CATEGORIES						
700 Administrative Expenses						FY 2016
710 Consultant & Contract						
		711 Legal				5,000.00
		712 Audit				6,000.00
		713 Computer Consultant				2,000.00
		Subtotal				13,000.00
720 Travel & Related Expense						
		721 Mileage				200.00
		722 Vehicle Expense				6,000.00
		Subtotal				6,200.00
730 Conventions & Seminars						
		731 State, Regional & National				750.00
		732 Training				500.00
		Subtotal				1,250.00
740 Rent						
		741 Office				21,750.00
		742 Equipment				0.00
		743 Utilities				4,000.00
		Subtotal				25,750.00
750 Maintenance & Repair						
		751 Equip. Maintenance				500.00
		Subtotal				500.00
760 Office Supplies						
		761 Supplies				2,000.00
		762 Printing				750.00
		763 Postage				2,000.00
		764 Subscriptions				0.00
		765 Petty Cash				250.00
		Subtotal				5,000.00
770 Telephone						
		771 Telephone				0.00
		Subtotal				0.00
780 Insurance						
		781 Vehicle Ins				7,200.00
		782 Bonding				450.00
		783 General Liability				1,100.00
		Subtotal				8,750.00
Total Administrative Expenses						60,450.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
800 Equipment Acquisition							FY 2016
810 Office							
811 Office Furniture							0.00
812 Computer Equipment							1,000.00
813 Digital Camera							150.00
814 New Copy Machine							0.00
815 (reserved)							1,500.00
Subtotal							2,650.00
820 Vehicles							
821 New Vehicle							25,000.00
Subtotal							25,000.00
Total Equipment Acquisition							27,650.00
Notes:							
FY 2016							
1. Line 713 - Computer Consult. - will need to modify some forms, etc.							
2. Line 722 - One vehicle will become back-up - only three drivers							
3. Line 731 - No National Mtg this year, only for Regional and State							
4. Line 732 - Training reduced to only as needed.							
5. Line 742 - No equipment rental anticipated							
6. Line 770 - On County internet system, no charges							