

APPROVED

May 23, 2018

**SOMERSET-UNION S.C.D
FY2019 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 2019 Operating Budget								
Section I Summary of the FY 2019 Budget								
	Income							FY 2019
100	Government Appropriations							118,222.00
200	Program Income							375,030.00
300	Other Income							1,000.00
400	Funds from Savings Account							0.00
Total	Anticipated Income							494,252.00
	Expenditures							
500	Employment Expense							362,742.00
600	Program Expense							4,250.00
700	Administrative Expenses							70,738.00
800	Equipment Acquisition							36,250.00
900	Surplus to Savings Account							20,272.00
Total	Anticipated Expenditures							494,252.00

Section II BREAKDOWN OF INCOME CATEGORIES							
100 Government Appropriations							FY 2019
	110 Somerset County						70,542.00
	120 Union County						32,680.00
	130 State of N.J. Grants						0.00
	140 Stormwater Permits						15,000.00
	Total Governmental Approp.						118,222.00
200 Program Income							
	210 Chapter 251						375,000.00
	220 Seedling						0.00
	230 Maps, Standards, TR-55 & OPRA						30.00
	Total Program Income						375,030.00
300 Other Income							
	310 Interest						1,000.00
	311 Utility reimbursement for fans						0.00
	312 Telephone maintenance/equip salvage						0.00
	Total Other Income						1,000.00
Notes:							
	FY 2019						
	1. Line 110 - Assumes no change based on 2018 Budget						
	2. Line 120 - Assumes no change based on 2018 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 2019
	510 Salary						302,598.00
	520 Fringe Benefits						60,144.00
	530 Overtime Expense						0.00
	540 Temporary Assistance						0.00
	Total Employment Expense						362,742.00
600 Program Expense							
	610 Dues						1,700.00
	620 Contributions and Awards						1,500.00
	630 Education						1,050.00
	Total Program Expense						4,250.00
700 Administrative Expense							
	710 Consultant & Contract						19,500.00
	720 Travel & Related Expenses						5,200.00
	730 Conventions & Seminars						1,350.00
	740 Rent						27,638.00
	750 Maintenance & Repairs						750.00
	760 Office Supplies						6,000.00
	770 Telephone						0.00
	780 Insurance						10,300.00
	Total Administrative Expense						70,738.00
800 Equipment Acquisition							
	810 Office						6,250.00
	820 Vehicles						30,000.00
	Total Equipment Acquisition						36,250.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
500 Employment Expense							FY 2019
510 Salary Expense							
511 District Manager							90,487.00
512 Erosion Control Insp.							63,688.00
513 Erosion Control Insp.							43,575.00
514 Erosion Control Insp. PT							0.00
515 Erosion Control Spec. I							63,100.00
516 Executive Assistant III							0.00
517 Admin. Assistant I							41,748.00
Subtotal							302,598.00
520 Fringe Benefits							
521 District Manager							17,819.00
522 Erosion Control Insp.							12,738.00
523 Erosion Control Insp.							8,617.00
524 Erosion Control Spec. I							12,620.00
525 Erosion Control Insp. PT							0.00
526 Executive Assistant III							0.00
527 Admin. Assistant I							8,350.00
Subtotal							60,144.00
530 Overtime Expense							0.00
540 Temporary Assistance							0.00
Total Employment Expense							362,742.00
Notes:							
FY 2019							
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 2019
710 Consultant & Contract							
		711 Legal					10,000.00
		712 Audit					6,500.00
		713 Computer Consultant					3,000.00
	Subtotal						19,500.00
720 Travel & Related Expense							
		721 Mileage					200.00
		722 Vehicle Expense					5,000.00
	Subtotal						5,200.00
730 Conventions & Seminars							
		731 State, Regional & National					750.00
		732 Training					600.00
	Subtotal						1,350.00
740 Rent							
		741 Office					23,138.00
		742 Equipment					1,000.00
		743 Utilities					3,500.00
	Subtotal						27,638.00
750 Maintenance & Repair							
		751 Equip. Maintenance					750.00
	Subtotal						750.00
760 Office Supplies							
		761 Supplies					2,500.00
		762 Printing					750.00
		763 Postage					2,500.00
		764 Subscriptions					0.00
		765 Petty Cash					250.00
	Subtotal						6,000.00
770 Telephone							
		771 Telephone					0.00
	Subtotal						0.00
780 Insurance							
		781 Vehicle Ins					8,000.00
		782 Bonding					300.00
		783 General Liability					2,000.00
	Subtotal						10,300.00
Total Administrative Expenses							70,738.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
800 Equipment Acquisition							FY 2019
810 Office							
811 Office Furniture							0.00
812 Computer Equipment							2,000.00
813 Digital Camera							250.00
814 New Copy Machine							1,000.00
815 (reserved)							3,000.00
Subtotal							6,250.00
820 Vehicles							
821 New Vehicle							30,000.00
Subtotal							30,000.00
Total Equipment Acquisition							36,250.00
Notes:							
FY 2018							
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							