

APPROVED

April 26, 2017

**SOMERSET-UNION S.C.D
FY2018 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 2018 Operating Budget								
Section I Summary of the FY 2018 Budget								
	Income							FY 2018
	100 Government Appropriations							117,283.00
	200 Program Income							410,030.00
	300 Other Income							1,100.00
	400 Funds from Savings Account							0.00
	Total Anticipated Income							528,413.00
	Expenditures							
	500 Employment Expense							296,291.00
	600 Program Expense							4,200.00
	700 Administrative Expenses							67,450.00
	800 Equipment Acquisition							34,250.00
	900 Surplus to Savings Account							126,222.00
	Total Anticipated Expenditures							528,413.00

Section II BREAKDOWN OF INCOME CATEGORIES							
100 Government Appropriations							FY 2018
	110 Somerset County						69,159.00
	120 Union County						31,124.00
	130 State of N.J. Grants						0.00
	140 Stormwater Permits						17,000.00
	Total Governmental Approp.						117,283.00
200 Program Income							
	210 Chapter 251						410,000.00
	220 Seedling						0.00
	230 Maps, Standards, TR-55 & OPRA						30.00
	Total Program Income						410,030.00
300 Other Income							
	310 Interest						1,000.00
	311 Utility reimbursement for fans						100.00
	312 Telephone maintenance/equip salvage						0.00
	Total Other Income						1,100.00
Notes:							
	FY 2017						
	1. Line 110 - Assumes no change based on 2017 Budget						
	2. Line 120 - Assumes no change based on 2017 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 2018
	510 Salary						249,909.00
	520 Fringe Benefits						46,382.00
	530 Overtime Expense						0.00
	540 Temporary Assistance						0.00
	Total Employment Expense						296,291.00
600 Program Expense							
	610 Dues						1,700.00
	620 Contributions and Awards						1,500.00
	630 Education						1,000.00
	Total Program Expense						4,200.00
700 Administrative Expense							
	710 Consultant & Contract						18,500.00
	720 Travel & Related Expenses						5,200.00
	730 Conventions & Seminars						1,350.00
	740 Rent						26,000.00
	750 Maintenance & Repairs						750.00
	760 Office Supplies						6,000.00
	770 Telephone						0.00
	780 Insurance						9,650.00
	Total Administrative Expense						67,450.00
800 Equipment Acquisition							
	810 Office						4,250.00
	820 Vehicles						30,000.00
	Total Equipment Acquisition						34,250.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
600 Program Expense							FY 2018
610 Dues							
611 NJACD							750.00
612 NACD							500.00
613 North Jersey RC&D							450.00
Subtotal							1,700.00
620 Contributions and Awards							
621 Poster Contest							500.00
622 Envirothon							500.00
623 Miscellaneous							350.00
Subtotal							1,350.00
630 Education							
631 Exhibits							350.00
632 Annual Luncheon							650.00
Subtotal							1,000.00
Total Program Expense							4,050.00
Notes:							
1. Line 631 - Use free and existing material, contribution to Bd. of Ag for tent rental 4H Fair							

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
700 Administrative Expenses							FY 2018
710 Consultant & Contract							
		711 Legal					10,000.00
		712 Audit					6,000.00
		713 Computer Consultant					2,500.00
	Subtotal						18,500.00
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					21,750.00
		742 Equipment					750.00
		743 Utilities					3,500.00
	Subtotal						26,000.00
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					7,500.00
		782 Bonding					450.00
		783 General Liability					1,700.00
	Subtotal						9,650.00
Total Administrative Expenses							67,450.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
800 Equipment Acquisition							FY 2018
810 Office							
811 Office Furniture							0.00
812 Computer Equipment							1,000.00
813 Digital Camera							250.00
814 New Copy Machine							0.00
815 (reserved)							3,000.00
Subtotal							4,250.00
820 Vehicles							
821 New Vehicle							30,000.00
Subtotal							30,000.00
Total Equipment Acquisition							34,250.00
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							