

APPROVED

April 24,2019

**SOMERSET-UNION S.C.D
FY2020 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 2020 Operating Budget								
Section I Summary of the FY 2020 Budget								
	Income							FY 2020
100	Government Appropriations							121,267.00
200	Program Income							390,050.00
300	Other Income							3,000.00
400	Funds from Savings Account							0.00
Total	Anticipated Income							514,317.00
	Expenditures							
500	Employment Expense							361,140.00
600	Program Expense							4,401.00
700	Administrative Expenses							78,700.00
800	Equipment Acquisition							38,000.00
900	Surplus to Savings Account							32,076.00
Total	Anticipated Expenditures							514,317.00

Section II BREAKDOWN OF INCOME CATEGORIES							
100 Government Appropriations							FY 2020
	110 Somerset County						71,953.00
	120 Union County						34,314.00
	130 State of N.J. Grants						0.00
	140 Stormwater Permits						15,000.00
	Total Governmental Approp.						121,267.00
200 Program Income							
	210 Chapter 251						390,000.00
	220 Seedling						0.00
	230 Maps, Standards, TR-55 & OPRA						50.00
	Total Program Income						390,050.00
300 Other Income							
	310 Interest						3,000.00
	311 Utility reimbursement for fans						0.00
	312 Telephone maintenance/equip salvage						0.00
	Total Other Income						3,000.00
Notes:							
	FY 2020						
	1. Line 110 - Assumes no change based on 2019 Budget						
	2. Line 120 - Assumes no change based on 2019 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 2020
	510 Salary						300,996.00
	520 Fringe Benefits						60,144.00
	530 Overtime Expense						0.00
	540 Temporary Assistance						0.00
	Total Employment Expense						361,140.00
600 Program Expense							
	610 Dues						1,801.00
	620 Contributions and Awards						1,500.00
	630 Education						1,100.00
	Total Program Expense						4,401.00
700 Administrative Expense							
	710 Consultant & Contract						24,500.00
	720 Travel & Related Expenses						5,200.00
	730 Conventions & Seminars						1,350.00
	740 Rent						28,500.00
	750 Maintenance & Repairs						750.00
	760 Office Supplies						6,000.00
	770 Telephone						0.00
	780 Insurance						12,400.00
	Total Administrative Expense						78,700.00
800 Equipment Acquisition							
	810 Office						8,000.00
	820 Vehicles						30,000.00
	Total Equipment Acquisition						38,000.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
500 Employment Expense							FY 2020
510 Salary Expense							
							91,787.00
							64,454.00
							46,537.00
							55,550.00
							0.00
							42,668.00
							300,996.00
520 Fringe Benefits							
							18,357.00
							12,891.00
							9,307.00
							11,055.00
							0.00
							8,534.00
							60,144.00
530 Overtime Expense							
							0.00
540 Temporary Assistance							
							0.00
Total Employment Expense							
							361,140.00
Notes:							
FY 2020							
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 525 - Position to remain unfilled							

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
600 Program Expense							FY 2020
610 Dues							
		611 NJACD					850.00
		612 NACD					501.00
		613 North Jersey RC&D					450.00
Subtotal							1,801.00
620 Contributions and Awards							
		621 Poster Contest					500.00
		622 Envirothon					500.00
		623 Miscellaneous					500.00
Subtotal							1,500.00
630 Education							
		631 Exhibits					400.00
		632 Annual Luncheon					700.00
Subtotal							1,100.00
Total Program Expense							4,401.00
Notes:							

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
700 Administrative Expenses							FY 2020
710 Consultant & Contract							
		711 Legal					15,000.00
		712 Audit					6,500.00
		713 Computer Consultant					3,000.00
	Subtotal						24,500.00
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					24,000.00
		742 Equipment					1,000.00
		743 Utilities					3,500.00
	Subtotal						28,500.00
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					10,000.00
		782 Bonding					400.00
		783 General Liability					2,000.00
	Subtotal						12,400.00
Total Administrative Expenses							78,700.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
800 Equipment Acquisition							FY 2020
810 Office							
811 Office Furniture							0.00
812 Computer Equipment							2,500.00
813 Digital Camera							0.00
814 New Copy Machine							1,500.00
815 (reserved)							4,000.00
Subtotal							8,000.00
820 Vehicles							
821 New Vehicle							30,000.00
Subtotal							30,000.00
Total Equipment Acquisition							38,000.00
Notes:							
FY 2020							
1. Line 713 - Computer Consult. - will need to modify some forms, etc.							
2. Line 731 - No National Mtg this year, only for Regional and State							
3. Line 732 - Training reduced to only as needed.							
4. Line 742 - No equipment rental anticipated							
5. Line 770 - On County internet system, no charges							