

**APPROVED**

April 22,2020

**SOMERSET-UNION S.C.D  
FY2021 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 2021 Operating Budget								
Section I Summary of the FY 2021 Budget								
	Income							FY 2021
100	Government Appropriations							122,983.00
200	Program Income							355,025.00
300	Other Income							5,000.00
400	Funds from Savings Account							0.00
Total	Anticipated Income							483,008.00
	Expenditures							
500	Employment Expense							369,457.00
600	Program Expense							3,351.00
700	Administrative Expenses							69,450.00
800	Equipment Acquisition							35,500.00
900	Surplus to Savings Account							5,250.00
Total	Anticipated Expenditures							483,008.00

Section II BREAKDOWN OF INCOME CATEGORIES							
100 Government Appropriations							FY 2021
110 Somerset County							71,953.00
120 Union County							36,030.00
130 State of N.J. Grants							0.00
140 Stormwater Permits							15,000.00
Total Governmental Approp.							122,983.00
200 Program Income							
210 Chapter 251							355,000.00
220 Seedling							0.00
230 Maps, Standards, TR-55 & OPRA							25.00
Total Program Income							355,025.00
300 Other Income							
310 Interest							5,000.00
311 Utility reimbursement for fans							0.00
312 Telephone maintenance/equip salvage							0.00
Total Other Income							5,000.00
Notes:							
FY 2020							
1. Line 110 - Assumes no change based on 2020 Budget							
2. Line 120 - Assumes no change based on 2020 Budget							
3. Line 210 - Assumes decrease in Chapter 251 Applications							
4. Line 310 - Assumes a decrease in interest rates and level of reserve balance							

Section III BREAKDOWN OF EXPENDITURE CATEGORIES							
500 Employment Expense							FY 2021
510 Salary							307,881.00
520 Fringe Benefits							61,576.00
530 Overtime Expense							0.00
540 Temporary Assistance							0.00
Total Employment Expense							369,457.00
600 Program Expense							
610 Dues							1,801.00
620 Contributions and Awards							700.00
630 Education							850.00
Total Program Expense							3,351.00
700 Administrative Expense							
710 Consultant & Contract							18,100.00
720 Travel & Related Expenses							5,150.00
730 Conventions & Seminars							1,300.00
740 Rent							27,250.00
750 Maintenance & Repairs							350.00
760 Office Supplies							5,400.00
770 Telephone							0.00
780 Insurance							11,900.00
Total Administrative Expense							69,450.00
800 Equipment Acquisition							
810 Office							5,500.00
820 Vehicles							30,000.00
Total Equipment Acquisition							35,500.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
500 Employment Expense							FY 2021
510 Salary Expense							
511 District Manager							93,160.00
512 Erosion Control Insp.							65,099.00
513 Erosion Control Insp.							49,995.00
514 Erosion Control Spec. I							56,106.00
515 Executive Assistant III							0.00
516 Admin. Assistant I							43,521.00
Subtotal							307,881.00
520 Fringe Benefits							
521 District Manager							18,632.00
522 Erosion Control Insp.							13,020.00
523 Erosion Control Insp.							9,999.00
524 Erosion Control Spec. I							11,221.00
525 Executive Assistant III							0.00
526 Admin. Assistant I							8,704.00
Subtotal							61,576.00
530 Overtime Expense							0.00
540 Temporary Assistance							0.00
Total Employment Expense							369,457.00
Notes:							
FY 2021							
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							
700 Administrative Expenses							FY 2021
710 Consultant & Contract							
		711 Legal					10,000.00
		712 Audit					6,600.00
		713 Computer Consultant					1,500.00
		Subtotal					18,100.00
720 Travel & Related Expense							
		721 Mileage					150.00
		722 Vehicle Expense					5,000.00
		Subtotal					5,150.00
730 Conventions & Seminars							
		731 State, Regional & National					750.00
		732 Training					550.00
		Subtotal					1,300.00
740 Rent							
		741 Office					24,000.00
		742 Equipment					750.00
		743 Utilities					2,500.00
		Subtotal					27,250.00
750 Maintenance & Repair							
		751 Equip. Maintenance					350.00
		Subtotal					350.00
760 Office Supplies							
		761 Supplies					2,000.00
		762 Printing					800.00
		763 Postage					2,500.00
		764 Subscriptions					0.00
		765 Petty Cash					100.00
		Subtotal					5,400.00
770 Telephone							
		771 Telephone					0.00
		Subtotal					0.00
780 Insurance							
		781 Vehicle Ins					10,000.00
		782 Bonding					400.00
		783 General Liability					1,500.00
		Subtotal					11,900.00
Total Administrative Expenses							69,450.00

Section IV EXPLANATION OF EXPENDITURE CATEGORIES							
800 Equipment Acquisition							FY 2021
810 Office							
811 Office Furniture							0.00
812 Computer Equipment							2,000.00
813 Digital Camera							0.00
814 New Copy Machine							1,500.00
815 (reserved)							2,000.00
Subtotal							5,500.00
820 Vehicles							
821 New Vehicle							30,000.00
Subtotal							30,000.00
Total Equipment Acquisition							35,500.00
Notes:							
FY 2021							
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							