

**SBCCOG 1<sup>st</sup> Draft Operating Budget  
7/1/11 - 6/30/12**

**ADDITIONAL INFORMATION**

**BOOK BALANCE – 7/1/11**

Est. \$311,324

**INCOME**

1. DUES: \$230,000 – No change.
2. GENERAL ASSEMBLY SPONSORSHIPS: \$30,000 – For 10-11, \$38,500 was received in sponsorships. This marks the 2<sup>nd</sup> year that sponsorships have gone down. For the previous two years, they were over \$40,000. Since opportunities for sponsorships are to some extent based on the subject of the event and with the economy still in recovery, it would appear prudent to lower this number. Also, fund raising has not been the main purpose of this event.
3. TRAINING: \$1,000 – fees collected to pay for SBCCOG sponsored workshops – primarily an in and out item.
4. MTA BOARD DEPUTY ADMINISTRATION: \$80,410 – This is the same as the last 2 years. MTA reimbursement to SBCCOG to pay Pam O'Connor's Board deputy has been \$78,577.54. MTA allows SBCCOG to get up to a 3% administrative fee which is a maximum of \$2,357.33. The Westside and South Bay COGs approved deputy compensation at \$85,000 which required an additional \$8,723 with \$6,890 as the SBCCOG contribution less \$2,300 for the administrative fee for a net contribution of \$4,590. The Westside COG made up the \$1,832 difference.
5. MTA SOUTH BAY DEPUTY TRAVEL REIMBURSEMENT: \$225 – This amount is the same as last year. The current deputy does not anticipate traveling to conferences with the board member and there were no charges to this account. Westside COG would also pay a proportional share of any expenses from this account.
6. STAFF EXPENSES OFFSET BY GRANTS\* - \$90,000 Time spent by Executive Director and Deputy Executive Director that is anticipated to be spent on grant administration which is reimbursed to the SBCCOG through the grants.
7. SPECIAL ASSESSMENT FOR GHG STAFF PERSON: \$62,625 – This is a 25% reduction from previous years.
8. INTEREST: \$1,200 – reflects fund balances.

## **EXPENSES**

### **Personnel**

1. STAFF TEAM: \$348,000 – Same as last year. This amount includes costs to Jacki Bacharach & Associates for staffing the SBCCOG. It also includes costs for seeking and overseeing the SBCCOG's grants. The amount also covers SBCCOG office space & utilities, furniture, computer and printer, most office supplies, telephone and fax, mileage, and other overhead. Minimal web site maintenance is also included.

The work of the SBCCOG as reflected in the number of hours worked by the staff continues to increase significantly and is expected to continue. Besides the expanding work of overseeing the South Bay Environmental Services Center and all of the grants that it is receiving, the aggressive Measure R Highway program, monitoring required by AB 32, SB 375 and other legislation affecting cities, other grant solicitations as well as other special projects that arise are all anticipated to be part of the 2011-2012 work program.

### **Services & Supplies**

2a. BOOKKEEPING: \$9,000 – Same as last year. This is for the services of Suzanne Charles for up to 25 hours per month. Grant bookkeeping is covered separately by the grants.

2b. MAILING, POSTAGE, SUPPLIES: \$6,000 – Same as last year.

2c. MEETING REFRESHMENTS: \$5000 – Same as last year. Includes dinners at 10 Board meetings plus lunches at 12 Steering Committee meetings as well as the regular refreshment expenses.

2d. TRAVEL & ARRANGEMENTS: \$1,000 – Same as last year.

2e. CONFERENCES: \$1,000 – Same as last year.

2f. MEMBERSHIPS: \$2,750 – Same as last year. For LA Regional Collaborative (\$250) and Local Government Sustainable Energy Coalition (\$2500)

2g. AUDIT: \$5,000 – Same as last year.

2h. GIFTS & MEMENTOS: \$300 - Same as last year.

2i. OFFICE (DESK @ SBESC): \$12,000 – The SBCCOG has a dedicated room at the Environmental Services Center for secretarial and administrative purposes. This amount is based on square footage, meeting room space and telephone use. (\$1,000/month)

2j. MISCELLANEOUS: \$1,000 - This is to cover unforeseen expenditures.

### **Communications**

3a. NEWSLETTER: \$4,800 – Same as last year – 4 newsletters for issues of 6 pages each with photos, graphs and other special features as required. This cost reflects 2/3 of the cost as 1/3 of the cost is charged to the SBESC grants.

3b. WEB SITE: \$2,400 –The web site is hosted by a consultant who also provides us with a minimum amount of technical support for \$135/month or \$1,620/year which includes hosting a file transfer protocol server (FTP) which is used by the GIS Working Group and other city staff as needed for large documents. The remainder is a miscellaneous amount for maintenance and web site assistance and upgrades.

3c. MTA SOUTH BAY DEPUTY CONSULTANT: \$85,000 – Same as last year. MTA and Westside COG reimburse SBCCOG to pay Pam O’Connor’s Board deputy. SBCCOG nets a 3% administrative fee which will be \$2,300. (See Item #4 Income).

3d. MTA SOUTH BAY DEPUTY CONSULTANT TRAVEL: \$500 – Same as last year. This is paid on a reimbursement basis only and the SBCCOG is reimbursed 45% of the cost by Westside COG. It covers airfare and lodging. MTA pays conference registration fees. (See Item #5 Income).

## **Events**

4. GENERAL ASSEMBLY: \$16,000 – Same as last year.

## **Special Projects**

5a. DATA & GIS APPLICATION SERVER: \$2,500 – Same as last year. Maintenance of server

5b. HUMAN RESOURCES: \$3,300 – This is the annual membership fee for the Salary Survey Consortium that the SBCCOG joins for each of the cities. It is based on \$275/city for 12 cities (Lawndale, Rolling Hills, & Inglewood are not participating and Los Angeles is not a member through the SBCCOG). Dues are the same as last year.

5c. TRAINING: \$1,000 – Same as last year. In and out item to pay facilitators, workshop experts.

5d. -GHG STAFF PERSON: \$60,000. – Same as last year. To be paid from the special assessment and grants. (See Item #7 Income).

5e. CONSULTING – GENERAL TRANSPORTATION SERVICES - \$13,000 - \$1,000/mo. plus expenses – Same as last year. For services of Steve Lantz. He also receives \$5,000/mo from Measure R.

## **ESTIMATED BALANCE REMAINING**

Beginning est. balance 7/1/11	\$ 311,324
PLUS Income	495,460
MINUS Expenses	<b>579,550</b>
EST. BALANCE ENDING 6/30/12	\$ 227,234

## **RESERVES**

SBCCOG policy is to maintain a reserve of 25% of expenditures.

Because of the large number of grants it is recommended that there be a 5% reserve for grants.

<b>Estimated Ending Fund Balance/Total Expenses</b>	<b>39.21%</b>
<b>25% COG Reserve</b>	<b>144,888</b>
<b>5% Grant Reserve</b>	<b>78,750</b>
<b>Unallocated</b>	<b>\$ 3,597</b>

## South Bay Cities Council of Governments Operating Budget vs. Actual Operating Expenses July through March 2011

		<u>Jul - Mar '11</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
(1)	4020 · Dues	172,499.00	230,000.00	75.0%
(2)	4025 · Assessment Climate Action Plan	62,625.00	83,500.00	75.0%
	4050 · General Assembly Sponsorships	27,500.00	35,000.00	78.6%
	4060 · Training		1,000.00	
	4070 · MTA South Bay Deputy Admin	60,765.00	80,410.00	75.6%
	4071 · MTA SB Deputy Travel Reimb		225.00	
(3)	4080 · Staff expenses offset by grants	54,121.00	123,600.00	43.8%
	4090 · Interest Income	732.00	3,000.00	24.4%
	4999 · Uncategorized Income	20.00		
<b>Total Income</b>		<u>378,262.00</u>	<u>556,735.00</u>	<u>67.9%</u>
<b>Expense</b>				
<b>6000 · General Operation Expenses</b>				
	6010 · Staff Team Labor Expense	261,000.00	348,000.00	75.0%
	6021 · Bookkeeping	7,095.00	9,000.00	78.8%
	6022 · Mailing, Parking, Office Suppli	2,482.00	6,000.00	41.4%
	6023 · Meeting Refreshments	2,969.00	5,000.00	59.4%
	6024 · Travel & Arrangements	574.00	1,000.00	57.4%
	6025 · Audit	5,000.00	5,000.00	100.0%
	6026 · Gifts Mementos Awards	229.00	300.00	76.3%
	6027 · Miscellaneous	9.53	1,000.00	1.0%
	6028 · Memberships	2,500.00	2,750.00	90.9%
	6029 · Conferences	950.00	1,000.00	95.0%
	6031 · Newsletter	3,711.75	4,800.00	77.3%
	6032 · Website Expenses		3,000.00	
	6033 · MTA SB Deputy Consultant	63,750.00	85,000.00	75.0%
	6034 · MTA SB Deputy Travel Exp		500.00	
	6041 · General Assembly Expense	11,760.00	16,000.00	73.5%
	6050 · Rent - COG portion	4,500.00	6,000.00	75.0%
<b>Total 6000 · General Operation Expenses</b>		<u>366,530.28</u>	<u>494,350.00</u>	<u>74.1%</u>
<b>6100 · SPECIAL PROJECTS</b>				
	6151 · Data & GIS Application Server		2,500.00	
	6153 · Human Resources- Salary Survey	3,300.00	3,500.00	
	6154 · Training		1,000.00	
	6155 · Consulting	10,863.00	18,000.00	60.4%
	6160 · Climate Action Plan	49,507.00	60,000.00	82.5%
<b>Total 6100 · SPECIAL PROJECTS</b>		<u>63,670.00</u>	<u>85,000.00</u>	<u>74.9%</u>
<b>Total Expense</b>		<u>430,200.28</u>	<u>579,350.00</u>	<u>74.3%</u>
<b>Net Ordinary Income</b>		<u>-51,938.28</u>	<u>-22,615.00</u>	
		<u><u>-51,938.28</u></u>	<u><u>-22,615.00</u></u>	

(1) & (2) 100% dues and CAP Assessments have been collected for FY '10-'11. Accrual method - income deferred to next qtr.

(3) Offset amount no longer includes first \$2500/month grant work by Deputy Executive Director. 3rd Qtr. effect is \$22,500 less than originally budgeted amount.

**South Bay Cities Council of Governments**  
**Budget vs. Actual Grant Programs**  
 July through March 2011

		<u>Jul - Mar '11</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
	4510 · PUC SCE/SCG Contract Income	246,378.09	335,552.00	73.43%
(1)	4515 · SCE Strategic Plan Income	11,885.50	68,758.00	17.29%
	4520 · WBMWD Contract Income	83,082.74	130,885.00	63.48%
	4525 · Sanitation District Income	49,000.00	49,000.00	100.0%
	4540 · Torrance Water Income	9,375.00	12,500.00	75.0%
	4545 · Metro Vanpool Income	21,530.82	36,000.00	59.81%
	4550 · SCAQMD NEV LUV Income	87,469.92	202,350.00	43.23%
	4555 · LACEP EECBG EUCLAC Income	187,817.04	204,000.00	92.07%
(2)	4556 · LACEP - CEC Funds Income	1,822.50	36,555.00	4.99%
(2)	4557 · LACEP -DOE RRU BBP Funds Income	11,381.25	42,000.00	27.1%
(2)	4558 · LACO SBCCOG Income	12,403.78	31,250.00	39.69%
(3)	4560 · SBWIB GGB Income	4,450.00	15,000.00	29.67%
	4570 · Measure R Income	70,951.94	112,650.00	62.98%
	4570.1 · Measure R Income - Iteris	602,980.61	790,000.00	76.33%
	<b>Total Income</b>	<b>1,400,529.19</b>	<b>2,066,500.00</b>	<b>67.77%</b>
<b>Expense</b>				
	5100 · PUC Contract SCE/SCG			
	5110 · PUC Contract SCE/SCG Labor	111,380.04		
	5130 · PUC SCE/SCG ODC	115,892.34		
	5100 · PUC Contract SCE/SCG - Other		335,552.00	
	<b>Total 5100 · PUC Contract SCE/SCG</b>	<b>227,272.38</b>	<b>335,552.00</b>	<b>67.73%</b>
(1)	5150 · SCE Strategic Plan Expenses	11,885.50	68,758.00	17.29%
	5200 · WBMWD Expenses			
	5210 · WBMWD Labor Expenses	70,395.37		
	5230 · WBMWD ODC	15,118.35		
	5200 · WBMWD Expenses - Other		130,885.00	
	<b>Total 5200 · WBMWD Expenses</b>	<b>85,513.72</b>	<b>130,885.00</b>	<b>65.34%</b>
	5250 · Sanitation District			
	5251 · Sanitation District Labor	28,149.79		
	5253 · Sanitation District ODC	7,138.61		
	5250 · Sanitation District - Other		49,000.00	
	<b>Total 5250 · Sanitation District</b>	<b>35,288.40</b>	<b>49,000.00</b>	<b>72.02%</b>
	5400 · Torrance Water Expenses			
	5410 · Torrance Water Labor	7,823.68		
	5430 · Torrance Water ODC	1,551.32		
	5400 · Torrance Water Expenses - Other		12,500.00	
	<b>Total 5400 · Torrance Water Expenses</b>	<b>9,375.00</b>	<b>12,500.00</b>	<b>75.0%</b>
	5450 · Metro Vanpool Expenses			
	5451 · Metro Vanpool Labor	15,030.35		
	5453 · Metro Vanpool ODC	5,337.79		
	5450 · Metro Vanpool Expenses - Other		36,000.00	
	<b>Total 5450 · Metro Vanpool Expenses</b>	<b>20,368.14</b>	<b>36,000.00</b>	<b>56.58%</b>
	5500 · SCAQMD NEV LUV Expenses	75,590.52	202,350.00	37.36%
	5550 · LACEP EECBG EUCLAC Exp	189,184.99	204,000.00	92.74%
(2)	5560 · LACEP - CEC Exp	10,467.51	36,555.00	28.64%
(2)	5570 · LACEP -DOE RRU BBP Exp	16,302.95	42,000.00	38.82%
(2)	5580 · LACO SBCCOG	16,385.45	31,250.00	52.43%
	5600 · SBWIB GGB Expenses	9,589.02	15,000.00	63.93%
	6175 · Measure R Expenses	70,951.94	112,650.00	62.98%
	6175.1 · Measure R Expenses - Iteris	602,980.61	790,000.00	76.33%
	<b>Total Expense</b>	<b>1,381,156.13</b>	<b>2,066,500.00</b>	<b>66.84%</b>
	<b>Net Ordinary Income</b>	<b>19,373.06</b>	<b>0.00</b>	
	<b>Net Income</b>	<b>19,373.06</b>	<b>0.00</b>	

(1) Contract work did not start at the beginning of FY. Notice to proceed March 2011

(2) Energy Upgrade California launched in this 3rd Qtr.

(3) SBWIB GGB Contract tasks are billed at task completion.

05/06/11  
Accrual Basis

South Bay Cities Council of Governments  
**Balance Sheet**  
As of March 31, 2011

	<u>Mar 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Wells Fargo Checking	191,414.66
1020 · LAIF	102,501.07
<b>Total Checking/Savings</b>	<u>293,915.73</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	364,271.66
<b>Total Accounts Receivable</b>	<u>364,271.66</u>
<b>Total Current Assets</b>	658,187.39
<b>Other Assets</b>	
1300 · PrePaid Deposits	5,605.37
1350 · PrePaid Expenses	4,508.38
<b>Total Other Assets</b>	<u>10,113.75</u>
<b>TOTAL ASSETS</b>	<b><u>668,301.14</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	136,831.82
<b>Total Accounts Payable</b>	<u>136,831.82</u>
<b>Other Current Liabilities</b>	
1220 · PUC SCE/SCG Contract Reserve	54,412.00
1250 · Deferred Revenue	106,957.83
24000 · Payroll Liabilities	25,151.97
24005 · Health Benefit Liabilities	817.41
<b>Total Other Current Liabilities</b>	<u>187,339.21</u>
<b>Total Current Liabilities</b>	<u>324,171.03</u>
<b>Total Liabilities</b>	324,171.03
<b>Equity</b>	
3000 · Opening Bal Equity	
3020 · SBCCOG General Fund	383,938.60
<b>Total 3000 · Opening Bal Equity</b>	<u>383,938.60</u>
<b>Net Income</b>	<u>-39,808.49</u>
<b>Total Equity</b>	<u>344,130.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>668,301.14</u></b>

**SBCCOG Budget FY 2011-2012**  
7/1/11 - 6/30/12

	<b>ADOPTED 10-11 BUDGET</b>	<b>FY 10-11 Actuals thru 3/31/11</b>	<b>PROPOSED 11-12 BUDGET</b>
<b>Estimated Beginning Fund Balance July 1st</b>	344,000	383,939	311,324
<b>SBCCOG GENERAL OPERATION INCOME</b>			
1 Dues	230,000	230,000	230,000
2 General Assembly Sponsorships	35,000	32,000	30,000
3 Training	1,000		1,000
4 MTA South Bay Deputy Administration	80,410	60,765	80,410
5 MTA South Bay Deputy Travel Reimb.	225	0	225
6 Staff expenses offset by grants *	123,600	54,000	90,000
7 Special Assessment for Climate Action Planning staff	83,500	83,500	62,625
8 Interest	3,000	800	1,200
<b>SUB-TOTAL INCOME:</b>	556,735	461,065	88.99% 495,460
<b>SBCCOG GENERAL OPERATION EXPENSES</b>			
<b>PERSONNEL</b>			
1 Staff Team (for operations & grant administration)	348,000	261,000	348,000
<b>SERVICES AND SUPPLIES</b>			
2a Bookkeeper	9,000	7,094	9,000
2b Mailing, Postage and Supplies	6,000	2,482	6,000
2c Meetings & Refreshments	5,000	2,968	5,000
2d Travel & Arrangements	1,000	574	1,000
2e Conferences	1,000	950	1,000
2f Memberships	2,750	2,500	2,750
2g Audit	5,000	5,000	5,000
2h Gifts and Mementos	300	229	300
2i Office (desk @ SBESC)	6,000	4,500	12,000
2j Miscellaneous	1,000	0	1,000
<b>COMMUNICATIONS</b>			
3a Newsletter	4,800	3,711	4,800
3b Website	3,000	0	2,400
3c MTA South Bay Deputy Consultant	85,000	63,750	85,000
3d MTA South Bay Deputy Consultant Travel	500	0	500
<b>EVENTS</b>			
4 General Assembly	16,000	11,760	16,000
<b>SUB-TOTAL OPERATING EXPENSES:</b>	494,350	366,518	499,750
<b>SPECIAL PROJECTS</b>			
5a Data & GIS Application Server	2,500	2,098	2,500
5b Human Resources - Salary Survey	3,500	3,300	3,300
5c Training	1,000	0	1,000
5d GHG staff person	60,000	49,507	60,000
5e Consulting - Transportation Services	18,000	10,863	13,000
<b>SUB-TOTAL SPECIAL PROJECT EXPENSES:</b>	85,000	65,767	93.88% 79,800
<b>TOTAL EXPENSES:</b>	<b>579,350</b>	<b>432,285</b>	<b>100.03% 579,550</b>
<b>ESTIMATED ENDING FUND BALANCE June 30th</b>	337,765	311,324	227,234
	49.99%	<b>Estimated Ending Fund</b>	<b>39.21%</b>
25% reserve	168,905	<b>25% COG reserve</b>	<b>144,888</b>
	157,500	<b>5% grant reserve</b>	<b>78,750</b>
unallocated	11,360	<b>unallocated</b>	<b>3,597</b>

\* Staffing expenses for grant administration paid for by grants:  
PUC - SCE/SCG, WBMWWD, MTA Measure R, MTA Vanpool, Sanitation District,  
Energy Upgrade California (4), Torrance Water, AQMD & SCE (EEMIS)