

SBCCOG Operating Budget

7/1/14 - 6/30/15

ADDITIONAL INFORMATION

Adherence to Strategic Plan:

Goal D: Organization Stability: Be a high performing organization with a clear path to long-term financial health, staffing, continuity and sustained board commitment

BOOK BALANCE – 7/1/14

Est. \$387,096

INCOME

1. DUES: \$230,000 – No change.
2. GENERAL ASSEMBLY SPONSORSHIPS: \$40,000 – This budget item is \$5000 higher than the previous year's budget. We were unusually successful the past two years in sponsorships, but 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 keep a lower number. Also, fund raising has not been the main purpose of this event.
3. TRAINING: \$1,000 – an in and out item.
4. MTA BOARD DEPUTY ADMINISTRATION: \$84,338 –per the MOU between SBCCOG and Metro signed 5/24/2012. MTA reimbursement to SBCCOG to pay Pam O'Connor's Board deputy is \$82,506 which includes a 3% administrative fee allowed by MTA. The Westside COG contributes \$1,832.
5. MTA SOUTH BAY DEPUTY TRAVEL REIMBURSEMENT: \$0 – This budget item has not been used by current deputy.
6. STAFF EXPENSES OFFSET BY GRANTS - \$135,000 - Time spent by Executive Director and Deputy Executive Director specifically and other staff that is anticipated to be spent on grant administration and implementation which is reimbursed to the SBCCOG through the grants.
7. SPECIAL ASSESSMENT FOR CLIMATE ACTION PLANNING STAFF PERSON: \$62,625 – Same as last year.
8. INTEREST: \$140 – reflects fund balances. Slightly down from last year.
9. GRANT REVENUE: \$2,196,453 – total of grant and partnership funds from SCE, SCG, WBMWD, Torrance Water, AQMD, SCAG, and Metro including Measure R.

EXPENSES

Personnel

1. STAFF TEAM: \$355,000 – 2% increase – This budget item is \$7,000 higher than last year. This amount includes costs to Jacki Bacharach & Associates for staffing the SBCCOG and its growing areas of responsibility. It also includes costs for seeking and overseeing the SBCCOG’s grants. The amount also covers office space & utilities, furniture, computer and printer, most office supplies, telephone and fax, mileage, and other overhead. Web site maintenance is also included.

Services & Supplies

2a. BOOKKEEPING: \$10,000 – Same as last year. This budget item is for the services of the Administrative Officer/Accounting Manager for up to 20 hours per month. Grant bookkeeping is covered separately by the grants.

2b. MAILING, POSTAGE, SUPPLIES: \$4,000 – Same as last year.

2c. MEETING REFRESHMENTS: \$5500 - Same as last year. This budget item includes dinners at 10 Board meetings plus lunches at 12 Steering Committee meetings and 4 Legislative breakfasts as well as the regular refreshment expenses.

2d. TRAVEL & ARRANGEMENTS: \$2000 – This budget item is \$1,500 higher and would allow for more travel related to lobbying for funding and issues pertain to the South Bay.

2e. CONFERENCES: \$2,000 – This budget item is \$1,000 higher to continue to grow partnership opportunities and increase visibility of the SBCCOG with state, federal, local agencies, utilities, and other potential partners

2f. MEMBERSHIPS: \$4,000 – Total increase of \$1,250. LA Regional Collaborative (\$1,000) which is a \$750 increase and Local Government Sustainable Energy Coalition (\$3,000) which is a \$500 increase.

2g. AUDIT: \$5,300 – Reflects 3% increase over last year per services agreement.

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

2i. OFFICE (DESK @ SBESC): \$18,000 – Increase of \$6,000 from previous year. This budget item reflects the SBCCOG use of the Environmental Services Center for secretarial and administrative purposes. The amount is 6% of annual rent and office supply expenses.

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

2k. ADMINISTRATIVE ASSISTANT: \$18,000 – Same as last year. This is for the use of a SBCCOG employee part-time for SBCCOG tasks not funded by grants and partnerships.

Communications

3a. NEWSLETTER: \$5600 – Increase of \$800. 4 newsletters for issues of 6 pages each with photos, graphs, and other special features as required. This amount reflects 2/3 of the total cost with 1/3 charged to the SBESC grants.

3b. WEBSITE: \$2,400 – Same as last year. This budget item includes services of a consultant who provides us with email and website hosting and a minimum amount of technical support.

3c. MTA SOUTH BAY DEPUTY CONSULTANT: \$88,930 – Same as last year. MTA and Westside COG reimburse SBCCOG \$84,338 to pay Pam O'Connor's Board deputy. (See Item #4 Income.)

3d. MTA SOUTH BAY DEPUTY CONSULTANT TRAVEL: \$0 – This budget item has not been used by current deputy.

Events

4. GENERAL ASSEMBLY: \$18,000 – Raised \$2000 to reflect increasing costs.

Special Projects

5a. DATA & GIS APPLICATION SERVER: \$2,650 which includes hosting a file transfer protocol server (FTP) used by the GIS Working Group and other city staff as needed for large shared documents.

5b. HUMAN RESOURCES: \$3,575 – Same as last year. 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 13 cities (Lawndale and Rolling Hills are not participating and Los Angeles is not a member through the SBCCOG).

5c. TRAINING: \$0 – an in and out item and we haven't had paid trainings for several years.

5d. CLIMATE ACTION PLANNING STAFF PERSON: \$62,625. – To be paid from the special assessment and grants. (See Item #7 – Income.)

5e. CONSULTING – GENERAL TRANSPORTATION SERVICES - \$13,000 – Same as last year. This budget item is \$1,000/mo. plus expenses for services of Steve Lantz. He also receives \$7,725/mo. (includes a 3% increase) from Measure R which is included in item 6d below.

Grant Budget Expenses - *funded through partnerships*****

6a. GRANT LABOR & BENEFITS: \$1,104,480 – (funded 100 % through partnerships) reflects insurance rate increases, Board actions over the past year regarding benefit, merit, etc, and increase employee salary pool for anticipated staffing changes and additional compensation as warranted.

6b. RENT: \$134,973 -- per current lease

6c. INSURANCE: \$12,000 – AQMD pilot program vehicles and general liability insurance

6d. CONSULTANTS: \$780,000 – for Measure R, energy efficiency work & IT

6e: OFFICE SUPPLIES/EQUIPMENT: \$165,000

ESTIMATED BALANCE REMAINING

Beginning est. balance 7/1/14	\$ 387,096
PLUS Income	+ \$2,749,556
MINUS Expenses	- \$2,818,333
EST. BALANCE ENDING 6/30/15	\$ 318,319

RESERVES

The proposed budget includes two reserves:

1. SBCCOG Reserve - SBCCOG policy is to maintain a reserve of 25% of operating expenditures (expense items 1-5 above).
2. Grant Cash Flow Reserve - Because of the large number of grants it is recommended that there be 6 weeks of reserves 11.5% to cover reimbursable expenses with adequate cash flow. However, our funds will only cover 7.41% (or 3.8 weeks) for this reserve (expense item 6a-e above).

Estimated Ending Fund Balance/Total Expenses 11%

25% COG Reserve	\$ 155,740
7.41% Grant Cash Flow Reserve	\$ 162,757
Unallocated	\$ 92

SBCCOG Budget FY 2014-2015

7/1/14 - 6/30/15

	ADOPTED 2013-2014 Budget	FY 13-14 Actuals thru 3/31/14	PROPOSED 2014-2015 Budget	
Estimated Beginning Fund Balance July 1st	381,860	437,451	387,096	
SBCCOG GENERAL OPERATION INCOME				
1 Dues	230,000	230,000	230,000	
2 General Assembly Sponsorships	35,000	59,500	40,000	
3 Training		1,000	1,000	
4 MTA South Bay Deputy Administration	84,340	63,711	84,338	
5 MTA South Bay Deputy Travel Reimb.		0	0	
6 Staff expenses offset by grants *	135,000	101,250	135,000	
7 Special Assessment for Climate Action Planning staff	62,625	57,750	62,625	
8 Interest	160	102	140	
9 Grant Revenue	<u>2,286,683</u>	<u>1,426,517</u>	<u>2,196,453</u>	
SUB-TOTAL INCOME:	2,833,808	1,939,830	2,749,556	97.0%
SBCCOG GENERAL OPERATION EXPENSES				
PERSONNEL				
1 Staff Team (for operations & grant administration)	348,000	261,000	355,000	
SERVICES AND SUPPLIES				
2a Bookkeeper	10,000	6,635	10,000	
2b Mailing, Postage and Supplies	4,000	2,935	4,000	
2c Meetings & Refreshments	5,500	4,462	5,500	
2d Travel & Arrangements	500	459	2,000	
2e Conferences	1,000	347	2,000	
2f Memberships	2,750	2,750	4,000	
2g Audit	5,150	5,098	5,300	
2h Gifts and Mementos	300	0	300	
2i Office (desk @ SBESC)	12,000	9,000	18,000	
2j Miscellaneous	1,000	282	1,000	
2k Administrative Assistant	18,000	10,223	18,000	
COMMUNICATIONS				
3a Newsletter	4,800	4,420	5,600	
3b Website	2,400	1,500	2,400	
3c MTA South Bay Deputy Consultant	88,930	66,697	88,930	
3d MTA South Bay Deputy Consultant Travel		0	0	
EVENTS				
4 General Assembly	16,000	16,458	18,000	
SUB-TOTAL OPERATING EXPENSES:	520,330	392,266	540,030	
SPECIAL PROJECTS				
5a Data & GIS Application Server	2,650	2,090	2,650	
5b Human Resources - Salary Survey	3,575	3,575	3,575	
5c Training		0	0	
5d Climate Action Planning staff person	62,625	47,698	62,625	
5e Consulting - Transportation Services	13,000	9,285	13,000	
5g Bad Debt - unpaid assessments		4,875	-	
5f SBCCOG Strategic Planning	19,800	19,800	-	
SUB-TOTAL SPECIAL PROJECT EXPENSES:	101,650	87,323	81,850	
GRANT BUDGET EXPENSES				
6a Grant Labor Expense + Benefits	1,062,000	702,821	1,104,480	
6b Rent	109,000	98,045	134,973	
6c Insurance	9,800	7,270	12,000	
6d Consultants	930,883	663,214	780,000	
6e Office supplies; ODCs	175,000	110,693	165,000	
SUB-TOTAL GRANT BUDGET EXPENSES:	2,286,683	1,582,043	2,196,453	
TOTAL EXPENSES:	2,908,663	2,061,632	2,818,333	96.89%
ESTIMATED ENDING FUND BALANCE June 30th	324,805	387,096	318,319	
	11%	Estimated Ending Fund balance/Total Expenses		11%
		25% COG Operating		
25% reserve	151,045	Budget Reserve	155,470	
7.59% grant reserve	173,559	7.41% grant reserve	162,757	
unallocated	201	unallocated	92	

* Staffing expenses for grant administration paid for by grants:
PUC - SCE/SCG, WBMWD, MTA Measure R, MTA Vanpool,
Sanitation District, Torrance Water, AQMD, SCAG & SCE (EEMIS and EE CAP)