

**SBCCOG Budget FY 2013-2014**  
7/1/13 - 6/30/14

	<b>ADOPTED 12-13 BUDGET (modified to include Grant Budget)</b>	FY 12-13 Actuals thru 3/31/13	<b>PROPOSED 2013-2014 Budget</b>
<b>Estimated Beginning Fund Balance July 1st</b>	333,900	455,420	381,860
<b>SBCCOG GENERAL OPERATION INCOME</b>			
1 Dues	230,000	230,000	230,000
2 General Assembly Sponsorships	30,000	61,000	35,000
3 Training			
4 MTA South Bay Deputy Administration	80,410	60,765	84,340
5 MTA South Bay Deputy Travel Reimb.		0	
6 Staff expenses offset by grants *	120,000	75,296	135,000
7 Special Assessment for Climate Action Planning staff	62,625	57,750	62,625
8 Interest	200	126	160
9 Grant Revenue	2,175,000	1,974,250	2,286,683
<b>SUB-TOTAL INCOME:</b>	<u>2,698,235</u>	<u>2,459,186</u>	105.0% <u>2,833,808</u>
<b>SBCCOG GENERAL OPERATION EXPENSES</b>			
<b>PERSONNEL</b>			
1 Staff Team (for operations & grant administration)	342,000	256,500	348,000
<b>SERVICES AND SUPPLIES</b>			
2a Bookkeeper	9,750	8,143	10,000
2b Mailing, Postage and Supplies	4,000	3,203	4,000
2c Meetings & Refreshments	5,200	4,595	5,500
2d Travel & Arrangements	500	359	500
2e Conferences	1,000	884	1,000
2f Memberships	2,750	2,750	2,750
2g Audit	5,500	4,950	5,150
2h Gifts and Mementos	300	129	300
2i Office (desk @ SBESC)	12,000	9,000	12,000
2j Miscellaneous	1,000	0	1,000
2k Administrative Assistant	18,000	12,757	18,000
<b>COMMUNICATIONS</b>			
3a Newsletter	4,800	1,984	4,800
3b Website	2,400	1,218	2,400
3c MTA South Bay Deputy Consultant	85,000	63,750	88,930
3d MTA South Bay Deputy Consultant Travel		0	0
<b>EVENTS</b>			
4 General Assembly	16,000	15,956	18,000
<b>SUB-TOTAL OPERATING EXPENSES:</b>	<u>510,200</u>	<u>386,177</u>	<u>522,330</u>
<b>SPECIAL PROJECTS</b>			
5a Data & GIS Application Server	2,520	2,518	2,650
5b Human Resources - Salary Survey	3,575	3,575	3,575
5c Training		0	0
5d GHG staff person	62,625	57,378	62,625
5e Consulting - Transportation Services	13,000	9,227	13,000
<b>SUB-TOTAL SPECIAL PROJECT EXPENSES:</b>	<u>81,720</u>	<u>72,698</u>	<u>81,850</u>
<b>GRANT BUDGET EXPENSES</b>			
6a Grant Labor Expense + Benefits	900,000		1,062,000
6b Rent	98,000		109,000
6c Insurance	7,000		9,800
6d Consultants	1,100,000		930,883
6e Office supplies; ODCs	70,000		175,000
<b>SUB-TOTAL GRANT BUDGET EXPENSES:</b>	<u>2,175,000</u>	<u>1,952,285</u>	<u>2,286,683</u>
<b>TOTAL EXPENSES:</b>	<b>2,766,920</b>	<b>2,411,160</b>	104.48% <b>2,890,863</b>
<b>ESTIMATED ENDING FUND BALANCE June 30th</b>	265,215	381,860	324,805
	9.59%	<b>Estimated Ending Fund balance/Total Expenses</b>	11%
		25% COG Operating Budget	
25% reserve	147,980	Reserve	151,045
5% grant reserve	108,750	7.59% grant reserve	173,559
unallocated	8,485	unallocated	201

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

Yellow areas are changes from last month's draft budget

# **SBCCOG Operating Budget**

## **7/1/13 - 6/30/14**

### **ADDITIONAL INFORMATION**

#### **BOOK BALANCE – 7/1/13**

**Est. \$381,860**

#### **INCOME**

1. DUES: \$230,000 – No change.
2. GENERAL ASSEMBLY SPONSORSHIPS: \$35,000 – This is \$5000 higher than the previous year's budget. We were unusually successful last year 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: \$0 – an in and out item and we haven't had paid trainings for several years.
4. MTA BOARD DEPUTY ADMINISTRATION: \$84,340 – This is an increase from last year. Metro's Board of Directors has authorized salary increases for Metro's non-represented employees, effective July 1, 2013. By the terms of our MOU with Metro the MTA reimbursement to SBCCOG to pay Pam O'Connor's Board deputy has been increased to \$82,506.36. (Included in this amount is a 3% administrative fee from MTA to SBCCOG in the amount of \$2,475.20.) The Westside COG contribution remains unchanged at \$1,832. The SBCCOG's net contribution remains unchanged at \$4,590 as reflected in Expense item 3c (see below).
5. MTA SOUTH BAY DEPUTY TRAVEL REIMBURSEMENT: \$0 – This 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 which is reimbursed to the SBCCOG through the grants.
7. SPECIAL ASSESSMENT FOR GHG STAFF PERSON: \$62,625 – Same as 12-13.
8. INTEREST: \$160 – reflects fund balances. Slightly down from last year.
9. GRANT REVENUE: \$2,286,683 – total of grant and partnership funds from SCE, SCG, WBMWD, Torrance Water, AQMD, SCAG, LA County Sanitation Districts and Metro including Measure R.

#### **EXPENSES**

##### **Personnel**

1. STAFF TEAM: \$348,000 – This is \$6000 higher than 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 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 – Increased from \$9750. 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: \$4,000 – Same as last year.

2c. MEETING REFRESHMENTS: \$5500 – Increased \$300 from last year. 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: \$500 – 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: \$5,150 – Reflects actual costs.

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

2i. OFFICE (DESK @ SBESC): \$12,000 – Same as last year. Reflects the SBCCOG use of the Environmental Services Center for secretarial and administrative purposes.

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: \$4,800 – This is the 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. WEBSITE: \$2,400 – Same as last year. This is for 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 – This is an increase from last year. MTA and Westside COG reimburse SBCCOG to pay Pam O'Connor's Board deputy. (See Income Item #4).

3d. MTA SOUTH BAY DEPUTY CONSULTANT TRAVEL: \$0 – This 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) which is used by the GIS Working Group and other city staff as needed for large 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. GHG STAFF PERSON: \$62,625. – To be paid from the special assessment and grants. (See Income Item #7).

5e. CONSULTING – GENERAL TRANSPORTATION SERVICES: \$13,000 – Same as last year - \$1,000/month plus expenses for services of Steve Lantz. He also receives \$7,500/month from Measure R.

## Grant Budget Expenses

6a. GRANT LABOR & BENEFITS: \$1,062,000 – funded through partnerships

6b. RENT: \$109,000

6c. INSURANCE: \$9,800

6d. CONSULTANTS: \$930,883 – for Measure R, energy efficiency work & IT

6e. OFFICE SUPPLIES/EQUIPMENT: \$175,000

## ESTIMATED BALANCE REMAINING

Beginning est. balance 7/1/13	\$ 381,860
PLUS Income	+ \$ 2,833,808
<b>MINUS Expenses</b>	<b>- \$ 2,890,863</b>
EST. BALANCE ENDING 6/30/14	\$ 324,805

## RESERVES

SBCCOG policy is to maintain a reserve of 25% of operating expenditures. Because of the large number of grants it is recommended that there be 6 weeks of reserves to cover reimbursable expenses with adequate cash flow. This would be an 11.5% reserve. Our funds will not cover more than 7.59% reserve for grants.

<b>Estimated Ending Fund Balance/Total Expenses</b>	<b>11%</b>
<b>25% COG Reserve</b>	<b>\$ 151,045</b>
<b>7.59% Grant Reserve</b>	<b>\$ 173,559</b>
<b>Unallocated</b>	<b>\$ 201</b>