# AGENDA **FINANCE & AUDIT COMMITTEE** CREC COUNCIL Wednesday, March 9, 2016 11:30 – 1:00 pm 147 Charter Oak Avenue HARTFORD, CT. 06106

# Call to order

# **New Business:**

Discussion re: March 16 Council meeting

- Review Council Exhibits
- Review of Leadership Budget 2016-2017
- Magnet Tuition 2016-2017

# Adjournment

Lunch will be served.

# CREC Council Meeting 3/16/16 Attachment A

# Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement; 2016-17

# **Background**

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separate from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE, whether all food items made available for sale to students, will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

## **Certification Statement**

Pursuant to section 10-215f of the Connecticut General Statutes, Capitol Region Education Council hereby certifies that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2016 through June 30, 2017. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

Additionally, pursuant to section 10-215f of the Connecticut General Statutes, Capitol Region Education Council hereby acknowledges that it will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

**RECOMMENDED ACTION:** Authorize the administration to execute the Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement; 2016-17, pending funding in the approved 2016-17 State of Connecticut Adjusted Biennial Budget, by:

1) Certifying that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2016 through June 30, 2017. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

2) Acknowledging that it will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

## Attachment B

## <u>CREC Medical Professions and Teacher Preparation: 2015 – 2016</u> <u>Capital Projects Fund</u> <u>Construction Division</u>

The CREC Medical Professions and Teacher Preparation Academy has an approved construction grant for \$64,507,200.

The new school is located on 17.99 acres at 600 Slater Road, New Britain, Connecticut. The 146,791 square foot facility will accommodate 700 students in grades 6-12 and 36 students in Pre-K3 and Pre-K4.

The architect, Antinozzi Associates, has completed the final plans and the professional cost estimate for Phases 5.

The project is being reviewed in phases according to the Office of School Construction Grants ("SCG") guidelines, as follows:

- Phase 1 of 5 Site work, concrete and steel erection
- Phase 2 of 5 Building Construction
- Phase 3 of 5 Playground and Photo-Voltaic Array
- Phase 4 of 5 Technology, Fixtures, Furniture and Equipment
- Phase 5 of 5 Storage Building and Photovoltaic Storage

In addition to these five phases, the project also has "soft costs", which include architectural design services, other professional services, site acquisition and contingency.

SCG must now complete a plan review in order for CREC to bid Phase 5. As part of the process, SCG requires the Council's approval of the final plans and professional cost estimate for Phase 5.

<u>RECOMMENDED ACTION</u>: Approve the submission to SCG for Phases 5 – Storage Building and Photovoltaic Storage (final plans and the professional cost estimate) for the construction of the CREC Medical Professions and Teacher Preparation Academy project.

## **Medical Professions and Teacher Preparation**

# Capital Projects Fund #505

#### **Construction Division**

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Soft Costs	Total		
Architectural Design Service	s			. <u> </u>		2,750,000	2,750,000		
Other Professional Services						1,900,000	1,900,000		
Site Acquisition	1					1,800,000	1,800,000		
Building Construction Costs	12,650,000	37,350,000			2,250,000		52,250,000		
Playscape & Equipment			100,000				100,000		
Photo-Voltaic Array			1,700,000				1,700,000		
Furniture, Fixtures & Equipment				2,000,000			2,000,000		
Technology				1,500,000			1,500,000		
Contingency						507,200	507,200		
	12,650,000	37,350,000	1,800,000	3,500,000	2,250,000	6,957,200	64,507,200		
					6 M 26				
	Council Approval 2/2		9/19/	12 4/24	/13 4/24	/13 3/17	/16		
	Design Phase E								
	Start Completion	10/2010 3/2012	10/201 12/201						
	Completion3/201212/20125/20135/20131/2016Construction/Installation Estimated Timeline								
	Start	9/2012	3/20		013 8/20	013 5/20	016		
	Completion	7/2013	5/20	14 5/20	014 5/20	014 8/20	016		
	Estimated Occupancy	8/2014							

## Attachment C

<u>Discovery Academy: 2015 – 2016</u> <u>Capital Projects Fund</u> <u>Construction Division</u>

The Discovery Academy has an approved school construction grant for \$52,046,374. The original school construction grant application was approved by the State in June 2011, and was revised in June 2015 to reflect final project costs.

The school opened in August, 2015 on 10.3 acres at 176 Cumberland Avenue, Wethersfield. The 68,000 square foot renovated facility, including the new construction, accommodates 480 students in grades Pre-K to 5. This school has a STEM theme.

The architect, Amenta/Emma, has completed the final plans and the professional cost estimates for Phase 5. The project has been reviewed in phases, according to the Department of Administrative Services' (DAS) guidelines, as follows:

- Phase 1 of 5 Building Demolition and Sitework
- Phase 2 of 5 Building Construction and Renovation
- Phase 3 of 5 Furniture, Fixtures and Equipment
- Phase 4 of 5 Playscape
- Phase 5 of 5 Photovoltaic Array

In addition to these five phases, the project also has "soft costs", which include architectural design services, other professional services, site acquisition and contingency.

DAS must complete a plan review in order for CREC to bid Phase 5. As part of the process, DAS requires the Council's approval of the final plans and professional cost estimates for Phase 5.

<u>RECOMMENDED ACTION</u>: Approve the submission to DAS of final plans and professional cost estimates Phase 5 – Photovoltaic Array for the Discovery Academy project.

## Discovery Academy: 2015 - 2016 Capital Projects Fund

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Soft Costs	Total
Architectural Design Services						2,018,892	2,018,892
Other Professional Services						1,713,978	1,713,978
Site Acquisition						5,740,267	5,740,267
Building Demolition & Sitework	2,500,000						2,500,000
Building Construction & Renovation		35,490,373			1,700,000		37,190,373
Furniture, Fixtures & Equipment			2,415,130				2,415,130
Playscape Equipment				400,000			400,000
Contingency						67,734	67,734
Total	2,500,000	35,490,373	2,415,130	400,000	1,700,000	9,540,871	52,046,374
Council Approval	10/17/12	2/20/13	1/21/15	3/18/2015	3/17/16		
Design Phase Estimated 7	limeline						
Start	10/2011	10/2011	2/2013	11/2014	3/2014		
Completion	1/2013	1/2013	5/2013	3/2015	6/2016		
Construction/Install Estimation	mated						
Start	4/2013	5/2013	4/2015	4/2015	6/2016		
Completion	11/2014	12/2014	7/2015	7/2015	8/2016		
Date of Occupancy							8/2015

#### Attachment D

Regional Fingerprinting Service: 2016-2017 Enterprise Fund #705

CREC continues to offer this service to its districts in response to the 1994 State of Connecticut law, which requires districts to have all newly-hired employees fingerprinted.

Individuals fingerprinted in 2014- 2015 numbered 2,847. In 2015 - 2016 the estimated number is 2,850. CREC anticipates fingerprinting the same number of individuals in 2016 - 2017.

Salaries	<u> 2015 -</u>		<u> 2016 - 20</u>	
123 Support Staff (1.53)	\$59,563	\$64,563	<b>451 650</b>	\$66,350
139 Other Temporary	5,000		\$61,350	
Benefits	5,000	05.000	5,000	
210 Health Insurance	16,830	25,269	16,830	25,470
220 FICA	4,998		5,076	
250 Unemployment Comp.	517		431	
260 Workers' Comp.	839		863	
270 Retirement Benefits	2,085			
Property Services	2,000	10,000	2,270	
442 Equipment Rental	10,000	10,000	Foo	500
Other Services	10,000	66,493	500	
522 Liability Insurance	343	00,495	0.40	75,843
531 Postage	250		343	
551 Copying	800		150	
581 Travel	100		800	
592 Other Purchased Services*			50	
Supplies	65,000		74,500	
616 Office Supplies		1,900		1,900
are once supplies	1,900		1,900	
Total -	\$168,225	5	\$170,0	63

Revenue: Provision of Services

\$170,063

Staffing: No action necessary

#### RECOMMENDED ACTION:

Adopt a 2016-2017 Regional Fingerprinting Services Program budget of \$170,063 and open an appropriate account with revenue as set forth above.

\* FBI and State charge for fingerprinting processing fees

## Attachment E

## <u>CREC Wide Area Network: 2016-2017</u> Internal Service Fund

The purpose of the CREC Wide Area Network Internal Service Fund is to centralize CREC-wide technology costs, and then charge out those costs to the internal users of the service. The centralized costs include the following:

Technology support at the program level (LAN)
 Network management and operations support (WAN)
 Data and Voice internal connectivity costs
 Licensing for all operational software
 Internet connectivity for all CREC programs
 Telecommunications internal operational support
 Co-location services for financial and student management
 Central voice mail and email services
 Web Management

CREC actively seeks and receives E-rate reimbursement on eligible cost services. These federally-funded reimbursements are used to offset final costs to this program. Technology services provided to districts are also included in this program.

<u>Revenue:</u>
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Internal Charges	\$3,103,707
Universal Service Fund Reimbursement	200,000
Provision of Services	100,000
	\$3,403,707

## Staffing:

Delete 0.50 non-certified administrative position Delete 1.10 other non-certified positions

# RECOMMENDED ACTION:

Adopt a 2015-2016 CREC Wide Area Network program budget of \$3,403,707
 and open an appropriate account with revenue as set forth above.
 Delete 0 50 pon-certified administration and in the set of \$1,403,707

(2) Delete 0.50 non-certified administrative position bringing the current roster to
(2) Delete 1.10 (1)

(3) Delete 1.10 other non-certified positions bringing the current roster to 25.90 ftes.

(Budget on Reverse)

Salaries	<u> 2015 - :</u>	<u>2016</u>	<u>2016 - 2</u> 017		
121 Non-Certified Administrative (0.50)	<b>*</b>	\$2,032,271		\$1,949,133	
123 Support Staff (0.50)	\$147,362		\$85,170		
129 Other Non-Certified (25,90)	30,417		31,329		
139 Other Temporary	1,807,492		1,812,634		
Benefits	47,000		20,000		
210 Health Insurance		581,130		554,395	
220 FICA	313,500		295,900	,	
250 Unemployment Comp.	155,469		149,109		
260 Workers' Comp.	16,258		12,669		
270 Retirement Benefits	26,420		25,339		
Professional/Tech Services	69,483		71,378		
		85,963		85,763	
322 External Staff Development	14,400		14,400	00,100	
32210 CREC Staff Development	3,563		3,363		
333 Other Consultants	68,000		68,000		
Property Services		51,706	00,000	E1 706	
441 Operating Facility/Rent-External	24,000	,	24,000	51,706	
44110 Operating Facility/Rent-Internal	27,706		27,706		
Purchased Services		611,003	21,100	(05.010	
522 Liability Insurance	6,918	++-,-00	6,794	695,210	
532 Telephone	22,000		34,000		
540 Advertising	1,000		500		
550 Printing	100		300		
551 Copying	100		150		
581 Travel	8,000		6,000		
591 Workshop Expenses	6,000		4,000		
592 Other Purchased Services*	566,885				
Supplies	•	1,500	643,766		
616 Office Supplies	1,500	1,000	1 500	1,500	
Equipment		63,000	1,500		
733 Equipment > \$1,000	33,000	00,000	45 000	65,000	
735 Equipment < \$1,000	30,000		45,000		
Other Objects	50,000	38,127	20,000		
810 Dues & Fees	1,000	30,127		1,000	
830 Interest	38,127		1,000		
Total	\$3,465,70	<u> </u>			
	Ψ0,70 <b>0</b> ,70		\$3,403,70	17	

\* Includes Microsoft license agreements, webmaster services, miscellaneous software, router maintenance agreements, service contracts and internet circuits through AT&T.

#### Attachment F

# Copy Center: 2016 - 2017 Internal Service Fund #80600

The Copy Center, which is supported by internal service charges, centralizes CREC's major printing and mailing projects.

	<u>2015 -</u>	2016	<u> 2016 - 2017</u>		
Salaries		\$49,365			
123 Support Staff (1.0)	\$46,865	\$19,000	\$48,305	\$50,805	
139 Other Temporary	2,500		φ <del>-</del> 8,303 2,500		
Benefits	· · · · · ·	17,453	2,000	17 664	
210 Health Insurance	11,000	1,,,00	11,000	17,664	
220 FICA	3,776		3,887		
250 Unemployment Insurance	395		330		
260 Worker's Comp	642		660		
270 Retirement Benefits	1,640		1,787		
Professional Services	-,	125	1,707	105	
322 CREC Staff Development	125	120	125	125	
Property Services		69,000	120	74 500	
430 Maintenance & Repair	29,000	09,000	32,000	74,500	
441 Operating Facility/Rent	15,000		15,000		
442 Equipment Rental	25,000		27,500		
Other Services		79,260	27,300	95 001	
522 Liability Insurance	460	. ,200	481	85,031	
531 Postage	75,000		80,000		
532 Telephone	300		300		
550 Printing	2,500		3,000		
551 Copying	1,000		1,250		
Supplies	_,	14,200	1,230	10.075	
614 Other Materials & Supplies	14,000	1,200	13,000	13,075	
616 Office Supplies	200		75		
<u>Equipment</u>		1,000	75	1 000	
735 Equipment < \$1,000	1,000	-,	1,000	1,000	
Total	\$230,403		\$242,2	00	
Deviewses					
<u>Revenue:</u> Provision of Services	<b>.</b>				
FIGUISION OF DETVICES	\$242,2	00			

#### Staffing:

No action necessary

<u>RECOMMENDED ACTION:</u> Adopt a 2016-2017 Copy Center budget of \$242,200 and open an appropriate account with revenue as set forth above.

### Attachment G

# <u>Central Office Facility Cost Center: 2016 – 2017</u> <u>General Fund</u>

The Central Office Facility Cost Center budget reflects operating costs for 108, 111 and 147 Charter Oak Avenue, 155 Wyllys Street, 206 Murphy Road and 317 West Service Road in Hartford. The operating costs are inclusive of costs for reception, custodial services, conference facilities, security services and utility costs.

<u>Revenue:</u> Program Charges

\$1,693,838

<u>Staffing:</u> No action necessary

<u>RECOMMENDED ACTION</u>: Adopt a 2016–2017 Central Office Facility Cost Center budget of \$1,693,838 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

## Central Office Facility Cost Center: 2016-2017 General Fund # 134

	<u>2015-2</u>	016	2016-2017		
<u>Salaries</u>		\$170,442		\$177,469	
123 Support Staff (4.00)	\$158,442		\$162,969	,	
139 Other Temporary	12,000		14,500		
<u>Benefits</u>		66,164		67,067	
210 Health Insurance	44,000		44,000		
220 FICA	13,039		13,576		
250 Unemployment	1,363		1,154		
260 Worker's Comp.	2,216		2,307		
270 Retirement Benefits	5,546		6,030		
Professional/Tech Services		5,875		3,500	
32210 CREC Staff Development	375		500	-,	
34100 Clerical Services	5,500		3,000		
Property Services		1,001,495	-	1,061,972	
411 Safety & Security	151,750		210,750	-,,.,.	
423 Custodial Service	212,500		213,558		
430 Maintenance & Repair	134,500		135,046		
441 Operating Facility/Rent	299,245		285,450		
442 Equipment Rental	2,000		2,000		
450 Remodel/Renovation	47,500		50,000		
490 Other Property Services	154,000		165,168		
Other Services		64,116		56,280	
521 Property Insurance	8,630		8,130	50,200	
522 Liability Insurance	3,536		3,400		
523 Auto Insurance	1,000		750		
532 Postage	400		150		
532 Telephone	41,000		34,000		
540 Advertising	1,000		1,000		
551 Copying	1,000		500		
581 Travel	200		500		
591 Workshop Expenses	500		2,000		
592 Other Purchased Services	6,850		5,850		
Supplies		277,750		278,750	
613 Maintenance Supplies	60,250		65,250	_,,,,,,,	
615 Medical Supplies	16,000		14,000		
616 Office Supplies	13,500		13,000		
620 Utilities/Energy	187,000		186,000		
626 Transportation Supplies	1,000		500		
Property		48,000		45,500	
733 Equipment > \$1,000	36,500		35,500	10,500	
735 Equipment < \$1,000	11,500		10,000		
Other		137,978		3,300	
810 Dues and Fees	2,610		3,300		
830 Interest	135,368		5±		
T. 4. 1					
Total	\$1,771,820	)	\$1,693,838		

## Attachment H

# Internal Staff Development: 2016-2017 Internal Service Fund

The purpose of Internal Staff Development is to provide high quality, ongoing staff development that is current and relevant. It is critical that professional staff remain abreast of the information and research about educational strategies and practices, and that all staff are provided with opportunities to develop skills that enhance their performance and overall effectiveness. Internal Staff Development also funds training for staff based on statutory requirements, identified needs, and CREC's strategic plan. This program also supports activities associated with Fallstaff, monthly orientation sessions for new CREC employees, and the Teacher Academy program. Each CREC program budget includes funding for a portion of the costs of staff development.

Revenue:	
Internal Charges	\$250,000
Provision of Services	112,427
	\$362,427

<u>Staffing:</u> No action necessary

<u>RECOMMENDED ACTION</u>: Adopt a 2016-2017 Internal Staff Development program budget of \$362,427 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

# Internal Staff Development: 2016 - 2017 Internal Service Fund #805

	<u> 2015 -</u>	2016	2016 - 2017		
Salaries		\$ 74 OOF			
102 Other Certified (0.10)	\$10,874	\$ 74,005	<b>\$11.14</b>	\$66,048	
123 Support Staff (0.35)	16,365		\$11,146		
129 Other Non-Certified (0.30)	26,766		16,856		
139 Other Temporary	20,000		28,046		
Benefits	20,000	15 001	10,000		
210 Health Insurance	8,250	15,881	0.070	15,366	
220 FICA	4,987		8,250		
250 Unemployment Insurance	432		4,362		
260 Worker's Comp	702		364		
270 Retirement Benefits			729		
Professional/Tech Services	1,510	100 404	1,661		
314 Computer Services	330	100,424		87,434	
320 Professional Education Consultant	34,000		340		
32210 CREC Staff Development	94		21,000		
333 Other Consultants	66,000		94		
Property Services	00,000	00.000	66,000		
44110 Operating Facility/Rent Internal	20,000	20,000	00.000	20,600	
Other Services	20,000	84.000	20,600		
522 Liability Insurance	384	84,390		164,144	
550 Printing	3,000		410		
551 Copying	•		500		
591 Workshop Expenses	7,040 72.066		5,034		
592 Other Purchased Services	73,966		120,200		
Supplies		10.000	38,000		
611 Instructional Supplies	10,200	12,300		8,835	
616 Office Supplies	900		6,735		
641 Text/Workbooks			900		
	1,200		1,200		
Total	\$307,0	00	\$362,427		

Attachment

#### Leadership Budget 2016-2017

The Capitol Region Education Council Leadership Budget is presented to the CREC Council at the March meeting for first review and modification, if necessary. The Leadership Budget is adopted at the CREC Council Annual Meeting in May.

#### **Composition:**

The CREC Leadership Budget represents the administrative and infrastructure costs associated with the management and operation of CREC's direct service programs. A primary goal of the leadership budget is to minimize costs to CREC's districts. The 2016 - 2017 Leadership Budget is \$7,355,655 and is comprised of the following budgets:

- 1. Executive Offices
- 2. Business Services
- 3. Human Resources
- 4. Communications Office
- 5. Grants Office

#### Funding Sources:

Support for this budget is derived from the following sources:

- 1. Membership Dues
- 2. Interest Income
- 3. Supervision and Support Revenue

#### 2016 - 2017 Leadership Budget Highlights:

- 1. Containment of the Leadership Budget, typically, within a range of 1.5% 3% of the total CREC budget. This year's Leadership Budget represents 1.9% of the total CREC budget and 2.4% without capital projects.
- 2. Continued infrastructure support of Executive Offices, Business Services (including Facilities & Operations), Human Resources, Communications and the Grants Office. Net increase of 1.5 FTEs. This includes the reduction of the current Executive Director position to a 1 fte from 1.25 fte. The balance of the fte increases are in professional and support staff positions in Business Services, Grants and Communications.
- 3. An ongoing consideration in the Leadership Budget is the support and management of growth of direct services. The CREC operating budget has grown to over \$391 million; the workforce has grown to approximately 2,400 employees.

# Leadership Budget Overview 2015-16 Approved Budget Vs. 2016 -17 Requested Budget

Expenditure Summary:	2015-16 Approved		2016-17 Requested		\$	Decrease) %	
Executive Offices	\$	663,419	\$	645,382	\$	(18,037)	-2.7%
Business Services		4,224,629		4,263,737		39,108	0.9%
Human Resources		1,098,419		1,143,210		44,791	4.1%
Communications Office		940,932		1,030,988		90,056	9.6%
Grants Office		263,401		272,338		8,937	3.4%
Total Expenditures	\$	7,190,800	\$	7,355,655	\$	164,855	2.3%
				Increase		se	
	2014-15		2016-17			ase)	
Revenue Summary:		Approved	]	Requested	\$	Amount	%
Local Revenue:							
Membership Dues	\$	28,500	\$	28,101	\$	(399)	-1.4%
Interest & Other Income		80,960		65,000		(15,960)	-19.7%
Supervision		3,437,170		3,631,277		194,107	5.6%
Support		3,437,170		3,631,277		194,107	5.6%
State Revenue:							
10-66 Grant - Unrestricted		207,000		16 <sup>-1</sup>		(207,000)	-100.0%
Total Revenue		7,190,800		7,355,655		164,855	2.3%
Surplus / (Deficit)	\$	0	\$	0	\$	0	0.0%

#### TOTAL LEADERSHIP BUDGET REQUEST 2015-16 Approved Budget Vs. 2016 -17 Requested Budget

		2015-16			2016-17			Increa	se / (Dec	rease)
Code Description		Approved	<u>FTE</u>		<u>Requested</u>	FTE	d X	Amount	FTE	%
(100) SALARIES	\$	4,352,259		\$	4,520,347		\$	168,088		3.9%
101 Administration	Ψ	456,586	2.65	φ	463,565	2.29	ф	6,980	(0.36)	3.9% 1.5%
121 Non-Certified Admin,		1,059,811	7.50		1,058,875	7.55		(936)	0.05	-0.1%
123 Support Staff		1,042,346	21.47		944,164	18.47		(98,182)	(3.00)	-9.4%
129 Other Non-Certified		1,630,941			1,995,242			364,301	4.81	22.3%
139 Other Temporary		162,575			58,500			(104,075)		-64.0%
(200) BENEFITS	\$	1,202,653		\$	1,202,768		\$	115		0.0%
210 Health		593,120	53.92		609,620	55.42		16,500	1.50	2.8%
220 FICA		304,639			317,065			12,426		4.1%
250 Unemployment		34,818			29,382			(5,436)		-15.6%
260 Worker's Comp.		56,579			58,765			2,185		3.9%
270 Retirement Benefits		213,496			187,936			(25,560)		-12.0%
(300) PROF/TECH SERVICES	\$	429,113		\$	406,307		\$	(22,806)		-5.3%
314 Computer Services	+	63,823		+	63,629		Ŷ	(194)		-0.3%
320 Professional Education Consultant		50,000			60,000			10,000		20.0%
32200 External Staff Development		12,050			14,250			2,200		18.3%
322 CREC Staff Development		6,740	53.92		6,928	55.42		188	1.50	2.8%
331 Audit		65,000			67,000			2,000		3.1%
333 Other Consultants		229,000			192,000			(37,000)		-16.2%
343 Auto Repair		2,500			2,500			-		0.0%
(400) PROPERTY SERVICES	\$	631,883		\$	638,354		\$	6,472		1.0%
430 Maintenance & Repairs		1,250			500			(750)		-60.0%
441 Operating/Facility		623,633			630,854			7,222		1.2%
442 Equipment Rental		7,000			7,000			÷.		0.0%
(500) OTHER PURCHASED SERV.	\$	303,293		\$	315,371		\$	12,078		4.0%
521 Property Insurance		11,629			11,848			219		1.9%
522 Liability Ins.		4,218			4,425			207		4.9%
523 Auto Insurance		36,950			34,450			(2,500)		-6.8%
531 Postage		34,750			36,000			1,250		3.6%
532 Telephone		10,750			13,000			2,250		20.9%
540 Advertising		32,950			37,550			4,600		14.0%
550 Printing		43,296			37,498			(5,798)		-13.4%
551 Copying-Copy Ctr		50,300			56,150			5,850		11.6%
581 Travel - All		39,200			45,950			6,750		17.2%
591 Workshop Expenses		37,250			37,750			500		1.3%
592 Other Purch. Serv.		2,000			750			(1,250)		-62.5%
(600) SUPPLIES	\$	50,200		\$	54,121		\$	3,921		7.8%
614 Other		38,000			44,650			6,650		17.5%
616 Office Supplies		12,200			9,471			(2,729)		~22.4%
(700) PROPERTY	\$	175,500		\$	166,787		\$	(8,713)		-5.0%
733 Equipment		25,500			26,750			1,250		4.9%
739 Other Capital Outlay & Leases		150,000			140,037			(9,963)		-6.6%
(800) OTHER OBJECTS	\$	45,900		\$	51,600		\$	5,700		12.4%
810 Dues & Fees		45,900			51,600			5,700		12.4%
TOTAL	\$	7,190,800		\$	7,355,655		\$	164,855	-	2.3%
Dollar Increase / (Decrease)				\$	164,855					
Percentage Increase / (Decrease)				*	2 3%					

Percentage Increase / (Decrease)

2.3%

# CONSOLIDATED BUSINESS SERVICES BUDGET REQUEST 2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#### #10300 - 10305

	2015-16			2016-17		Increase / (Decrease)					
<u>Code</u> <u>Description</u>		<u>Approved</u>	<u>FTE</u>	<u>Requested</u>	FTE	<u>\$</u>	Amount	<u>FTE</u>	%		
(100) SALARIES	\$	2,452,984		\$ 2,464,288		\$	11,304		0.5%		
121 Non-Certified Admin.		646,361	4.00	620,998	3.65		(25,363)	(0.35)	-3.9%		
123 Support Staff		740,527	15.00	596,379	12.00		(144,148)		-19.5%		
129 Other Non-Certified		989,596	12.40	1,193,411	15.96		203,815	3.56	20.6%		
139 Other Temporary		76,500	0.00	53,500	0.00		(23,000)		-30.1%		
(200) BENEFITS	\$	667,743		\$ 673,481		\$	5,738		0.9%		
210 Health		345,400	30.80	347,710	31.61		2,310	0.81	0.7%		
220 FICA		187,653		188,518			864		0.5%		
250 Unemployment		19,624		16,018			(3,606)		-18.4%		
260 Worker's Comp.		31,889		32,036			147		0.5%		
270 Retirement Benefits		83,177		89,199			6,022		7.2%		
(300) PROF/TECH SERVICES	\$	357,412		\$ 353,493		\$	(3,919)		-1.1%		
314 Computer Services		33,487		29,042			(4,445)		-13.3%		
320 Prof/Ed Consultants		50,000		60,000			10,000		20.0%		
32200 External Staff Development		7,000		8,500			1,500		21.4%		
322 CREC Staff Development		3,925	30.80	3,951	31.61		26	0.81	0.7%		
331 Audit		65,000		67,000			2,000		3.1%		
333 Other Consultants		198,000		185,000			(13,000)		-6.6%		
(400) PROPERTY SERVICES	\$	331,218		\$ 337,939		\$	6,722		2.0%		
430 Maintenance & Repairs		500		-			(500)		-100.0%		
441 Operating/Facility		330,718		337,939			7,222		2.2%		
(500) OTHER PURCHASED SERV.	\$	199,672		\$ 214,249		\$	14,577		7.3%		
522 Liability Ins.		8,426		8,501			75		0.9%		
531 Postage		35,250		32,750			(2,500)		-7.1%		
532 Telephone		18,000		21,500			3,500		19.4%		
540 Advertising		1,500		4,000			2,500		166.7%		
550 Printing		22,250		27,750			5,500		24.7%		
551 Copying-Copy Ctr		34,496		29,498			(4,998)		-14.5%		
581 Travel - All		29,500		32,000			2,500		8.5%		
591 Workshop Expenses		27,500		32,500			5,000		18.2%		
592 Other Purch. Serv.		22,750		25,750			3,000		13.2%		
(600) SUPPLIES	\$	24,500		\$ 29,150		\$	4,650		19.0%		
616 Office Supplies		24,500		29,150			4,650		19.0%		
(700) PROPERTY_	\$	160,500		\$ 153,037		\$	(7,463)		-4.6%		
733 Equipment		10,500		13,000			2,500		23.8%		
739 Other Capital Outlay & Leases		150,000		140,037			(9,963)		-6.6%		
(800) OTHER OBJECTS	\$	30,600		\$ 38,100		\$	7,500		24.5%		
810 Dues & Fees		30,600		38,100			7,500		24.5%		
Total	\$	4,224,629		\$ 4,263,737		\$	39,108	-	0.9%		
Dollar Increase / (Decrease)				39,108							
Percentage Increase / (Decrease	e)			0.9%							
	'			0.270							

## HUMAN RESOURCES BUDGET REQUEST 2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#104

Code         Description         Amproved         FTE         Requested         FTE         \$ Amount         Amount         Amount         Amount			2015-16			2016-17		Increase / (Decrease)				
121 Non-Certified Admin.         306,967         2.00         314,877         2.00         7,910         0.00         2.4%           123 Other Non-Certified         212,440         4.47         217,592         4.47         5,152         0.00         2.4%           139 Other Non-Certified         212,175         3.00         238,784         3.00         26,609         0.00         2.5%           130 Other Temporary         \$001,592         \$207,227         \$3,535         \$5,635         2.8%           200 IEENEFITS         \$104,170         9.47         104,170         9.47         -         0.00         0.0%           220 FICA         \$56,349         \$5,933         \$5,046         (8477)         -14.4%           250 Unemployment         \$5,593         \$2,655         28,536         2,931         11.4%           314 Computer Services         \$2,5605         28,536         2,931         11.4%         3000         -         0.00         0.0%           3210 CREC Staff Development         1,184         9.47         1,184         9.47         -         0.00         0.0%           333 Other Consultants         \$75,500         \$75,500         \$2,000         -         0.0%         -         0.0% <td><u>Code</u> <u>Description</u></td> <td></td> <td>Approved</td> <td>FTE</td> <td>]</td> <td>Requested</td> <td><u>FTE</u></td> <td colspan="2"></td> <td><u>FTE</u></td> <td>•</td>	<u>Code</u> <u>Description</u>		Approved	FTE	]	Requested	<u>FTE</u>			<u>FTE</u>	•	
121 Non-Certified Admin.       306,967       2.00       314,877       2.00       7,910       0,00       2.4%         123 Other Non-Certified       212,440       4.47       217,592       4.47       5,152       0.00       2.4%         139 Other Non-Certified       212,173       3.00       228,784       3.00       2.6,600       0.00       0.0%         2001 EENEFTS       \$ 201,592       \$ 207,227       \$ 5,633       -       0.0%         220 FICA       56,349       59,383       5,046       (8477)       -14.4%         250 Unemployment       5,635       28,536       2,931       11.4%         3001 PEOF/TECH SERVICES       \$ 22,550       \$ 19,948       \$ (2,604)       -11.5%         314 Computer Services       \$ 22,550       \$ 19,948       \$ (2,604)       -11.5%         31210 CREC Staff Development       1,184       9.47       1,184       9.47       0.00       0.0%         333 Other Consultants       \$ 75,500       \$ 75,250       \$ (250)       -0.0%       60.0%       -0.0%         440 Derating/Facility       75,000       75,250       \$ 3,339       7.9%       -0.0%       -0.0%       -0.0%       -0.0%       -0.0%       -0.0%       -0.0%       -0	(100) SALARIES	S	736,582		\$	776,253		\$	39,671		5.4%	
129 Other Non-Certified         212,175         3.00         238,784         3.00         26,609         0.00         12.3%           139 Other Temporary         5,000         5,000         5,000         5,000         -         0.0%           210 IEARLETTS         \$         201,592         \$         207,227         -         \$         5,633         2.8%           220 FICA         56,349         59,383         5,046         3,035         5.4%           220 Unemployment         5,5635         22,552         \$         19,948         \$         (2,604)         -11.4%           200 DEXPT/TECH SERVICES         \$         22,552         \$         19,948         \$         (2,604)         -11.5%           32210 CREC Staff Development         1,184         9.47         1,184         9.47         -         0.00         0.60.9%           32210 CREC Staff Development         1,184         9.47         1,184         9.47         -         0.00         -0.00           430 Maintenance & Repairs         5,000         \$         75,250         \$         (250)         -         0.0%           532 Telephone         5,000         5,000         5,000         -         0.0%         -	121 Non-Certified Admin.		306,967	2.00		314,877	2.00		7,910	0.00	2.6%	
139 Other Temporary         5,000         5,000         5,000         -         0,0%           (200) EENETTS         \$ 201,592         \$ 207,227         \$ 5,635         2.8%           210 Health         104,170         9,47         104,170         9,47         -         0,0%           220 FICA         56,349         59,383         5,046         (847)         -14,4%           250 Unemployment         5,893         5,046         (847)         -14,4%           200 Worker's Comp.         9,576         10,091         516         5,4%           270 Retirement Benefits         22,552         \$ 19,948         \$ (2,604)         -11,5%           32200 External Staff Development         1,184         9,47         -         0.00         0.0%           32200 External Staff Development         1,184         9,47         -         0.00         0.0%           333 Other Consultants         5,000         2,000         2,000         -         0.00%         -         0.00%           430 Maintenance & Repairs         5,000         2,500         2,500         -         0.0%         -         0.0%           5001 OTHER PURCHASED SERV.         \$ 42,192         \$ 45,532         \$ 3,339         7.9%	123 Support Staff		212,440	4.47		217,592	4.47		5,152	0.00	2.4%	
(200) BENEFITS         \$ 201,592         \$ 207,227         \$ 5,635         2.8%           210 Health         104,170         9.47         104,170         9.47         -0.00         0.0%           220 FICA         56,349         59,383         5,046         3,035         5.4%           250 Unemployment         5,893         5,046         (847)         -14.4%           260 Worker's Comp.         9,576         10,091         515         5.4%           270 Retirement Benefits         25,605         28,556         2,931         11.4%           (300) PROF/TECH SERVICES         S         22,552         \$ 19,948         \$ (2,604)         -11.5%           32210 External Staff Development         4,000         5,000         2,000         1,000         25,0%           333 Other Consultants         5,000         2,000         \$ (250)         -0.0%         0,00%           430 Maintenance & Repairs         5,000         25,000         25,000         -0.0%         0,0%         -0.0%           522 Liability Ins.         2,192         2,482         89         4.1%         -0.0%           531 Postage         6,000         5,000         -0.0%         -0.0%         -0.0%         -0.0%         -0.0%	129 Other Non-Certified		212,175	3.00		238,784	3.00		26,609	0.00	12.5%	
210 Health         104,170         9.47         104,170         9.47         -         0.00         0.03%           220 FICA         56,349         59,383         3.035         5.4%           250 Unemployment         5,893         5.046         (847)         -1.4.4%           260 Worker's Comp.         9,576         10,091         5.16         5.4%           270 Retirement Benefits         25,605         28,536         2,931         11.4%           314 Computer Services         12,368         11,764         (604)         -4.9%           32200 External Staff Development         4,000         5,000         1,000         25.0%           32210 CREC Staff Development         1,184         9.47         =         0.00         0.0%           430 Maintenance & Repairs         5000         2500         (250)         -50.0%           431 Operkerry SERVICES         \$         75,500         \$         75,250         \$         3,339         7.9%           431 Maintenance & Repairs         500         250         (250)         -50.0%         -0.0%           532 Telephone         5,000         5,000         -         0.0%         -         0.0%           531 Postage         6,00	139 Other Temporary		5,000			5,000			2		0.0%	
210 Health         104,170         9.47         104,170         9.47         -         0.00         0.0%           220 FICA         56,349         59,383         3.035         5.4%           260 Worker's Comp.         9,576         10.091         516         5.4%           270 Retirement Benefits         22,552         S         19,948         \$         2,931         11.4%           314 Computer Services         12,368         11,764         (604)         -4.9%         32200 External Staff Development         4,000         5,000         1,000         25.0%           32210 CREC Staff Development         1,184         9.47         -         0.00         0.0%           430 Maintenance & Repairs         5000         2,500         \$         75,200         \$         2(250)         -50.0%           431 Maintenance & Repairs         500         250         (250)         -50.0%         -0.0%           431 Staff Development         1,144         9.47         -         0.00         0.0%           430 Maintenance & Repairs         500         250         (250)         -50.0%         -0.0%           531 Postage         6,000         6,000         -         0.0%         -0.0%      5	(200) BENEFITS	\$	201,592		\$	207,227		\$	5,635		2.8%	
250 Unemployment         5,893         5,046         (847)         -14.4%           260 Worker's Comp.         9,576         10,091         516         5.4%           270 Retirement Benefits         25,605         28,536         2,931         11.4%           (300) PCP/TECH SERVICES         \$ 22,552         \$ 19,948         \$ (2,604)         -4.9%           32200 External Staff Development         4,000         5,000         1,000         25.0%           32210 CREC Staff Development         5,000         2,000         (3,000)         -60.0%           430 Maintenance & Repairs         5,000         250         (250)         -50.0%           430 Maintenance & Repairs         500         250         (250)         -50.0%           430 Maintenance & Repairs         500         250         (250)         -50.0%           431 Operating/Facility         75,000         75,000         -         0.0%           531 Postage         6,000         6,000         -         0.0%           532 Liability Ins.         2,192         \$ 45,532         \$ 3,339         7.9%           532 Telephone         5,000         5,000         -         0.0%           530 Printing         5,000         5,000	210 Health		104,170	9.47		104,170	9.47		-	0.00	0.0%	
260 Worker's Comp.         9,576         10,091         516         5.4%           270 Retirement Benefits         25,605         28,536         2,931         11.4%           (300) PROF/TECH SERVICES         \$ 22,552         \$ 19,948         \$ (2,604)         -11.5%           314 Computer Services         12,268         11,764         (604)         -4.9%           32200 External Staff Development         1,184         9.47         1,184         9.47         0.00         0.0%           3330 Other Consultants         5,000         75,250         \$ (250)         -50.0%         -0.0%           (400) PROPERTY SERVICES         \$ 75,500         75,250         \$ (250)         -0.0%           (410) Protenting/Facility         75,000         75,000         -0.0%         -0.0%           (500) OTHER PURCHASED SERV.         \$ 42,192         \$ 45,532         \$ 3,339         7.9%           522 Liability Ins.         2,192         2,282         89         4.1%           531 Postage         6,000         5,000         5.000         -0.0%           540 Advertising         1,000         500         -0.0%         -0.0%           551 Copying-Copy Ctr         15,000         7,000         2,000         -0.0% </td <td>220 FICA</td> <td></td> <td>56,349</td> <td></td> <td></td> <td>59,383</td> <td></td> <td></td> <td>3,035</td> <td></td> <td>5.4%</td>	220 FICA		56,349			59,383			3,035		5.4%	
270 Retirement Benefits         25,605         28,536         2,931         11.4%           (300) PROF/TECH SERVICES         \$ 22,552         \$ 19,948         \$ (2,604)         -11.5%           314 Computer Services         12,368         11,764         (604)         -4.9%           32200 External Staff Development         4,000         5,000         1,000         25.0%           333 Other Consultants         5,000         2,000         -4.0%         (3,000)         -60.0%           (400) PROPERTY SERVICES         \$ 75,500         \$ 75,250         \$ (250)         -0.3%           430 Maintenance & Repairs         500         250         (250)         -50.0%           441 Operating/Facility         75,000         75,000         -         0.0%           532 Telephone         5,000         5,000         -         0.0%           531 Postage         6,000         5,000         -         0.0%           551 Copying-Copy Ctr         15,000         18,000         3,000         20.0%           581 Travel - All         5,000         7,000         2,000         -         0.0%           592 Other Purch. Serv.         1,500         1,000         50.0%         2,000         -         0.0%	250 Unemployment		5,893			5,046			(847)		-14.4%	
(300) PROP/TECH SERVICES         \$ 22,552         \$ 19,948         \$ (2,604)         -11.5%           314 Computer Services         12,368         11,764         (604)         -4.906           32200 External Staff Development         1,184         9.47         1,184         9.47         0.00         0.0%           32310 CREC Staff Development         1,184         9.47         1,184         9.47         0.00         0.0%           3330 Other Consultants         5,000         2,000         \$ (250)         -0.3%           430 Maintenance & Repairs         \$ 500         250         (250)         -0.0%           441 Operating/Facility         75,000         75,000         -         0.0%           520 OTHE PURCHASED SERV.         \$ 42,192         \$ 45,532         \$ 3,339         7.9%           522 Liability Ins.         2,192         2,282         \$ 89         4.1%           531 Postage         6,000         5,000         -         0.0%           550 Printing         5,000         5,000         -         0.0%           551 Copying-Copy Ctr         15,000         18,000         3,000         2,000         40.0%           591 Workshop Expenses         1,500         7,000         \$ (2,000)	260 Worker's Comp.		9,576			10,091			516		5.4%	
314 Computer Services       12,368       11,764       (604)       -4.9%         32200 External Staff Development       4,000       5,000       2,000       1,000       25.0%         333 Other Consultants       5,000       2,000       8       (250)       -0.00       0.0%         4400 PROPERTY SERVICES       \$ 75,500       \$ 75,500       250       (250)       -0.3%         430 Maintenance & Repairs       500       250       (250)       -50.0%         441 Operating/Pacility       \$ 42,192       \$ 45,532       \$ 3,339       7.9%         522 Liability Ins.       2,192       2,282       89       4.1%         531 Postage       6,000       5,000       -       0.0%         540 Advertising       1,000       5000       -       0.0%         551 Copying-Copy Ctr       15,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       7,000       2,000       40.0%         592 Other Purch. Serv.       1,500       7,000       2,000       40.0%         591 Workshop Expenses       1,500       7,000       2,000       40.0%         592 Other Purch. Serv.       1,500       7,000       2,000       2,000	270 Retirement Benefits		25,605			28,536			2,931		11.4%	
32200 External Staff Development       4,000       5,000       1,000       25.0%         32210 CREC Staff Development       1,184       9.47       1,184       9.47       3.000       -       0.00       0.0%         333 Other Consultants       5,000       2,000       \$       2,000       (3,000)       -       -       0.00       0.0%         4400 PROPERTY SERVICES       \$       75,500       \$       75,250       \$       (250)       -       -       0.0%         441 Operating/Pacility       75,000       75,000       75,000       -       0.0%       -       0.0%         522 Liability Ins.       2,192       2,282       \$       3,339       7.9%         522 Liability Ins.       2,192       2,282       \$       3,339       7.9%         531 Postage       6,000       6,000       -       0.0%       -       0.0%         540 Advertising       1,000       18,000       3,000       2,000       40.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       2,000       40.0%         592 Other Purch. Serv.       1,500       7,000       \$       (2,000)       -22.2%         (600) SUPPLIES       \$	(300) PROF/TECH SERVICES	\$	22,552		\$	19,948		\$	(2,604)		-11.5%	
32200 External Staff Development       4,000       5,000       1,000       25.0%         32210 CRC Staff Development       1,184       9.47       1,184       9.47       3.000       -       0.00       0.0%         333 Other Consultants       5,000       2,000       \$       2,000       (3,000)       -       0.00       0.0%         4400 PROPERTY SERVICES       \$       75,500       \$       75,250       \$       (250)       -       0.0%         441 Operating/Facility       75,000       75,000       75,000       -       0.0%         522 Liability Ins.       2,192       2,282       \$       3,339       7.9%         522 Liability Ins.       2,192       2,282       \$       3,339       7.9%         532 Telephone       5,000       5,000       -       0.0%       500       -       0.0%         550 Printing       1,000       18,000       3,000       2,000       40.0%       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       2,000       40.0%       -       0.0%         592 Other Purch. Serv.       1,500       750       750       -       0.0%       -       0.0% <tr< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>• • •</td><td></td><td></td></tr<>									• • •			
32210 CREC Staff Development 333 Other Consultants       1,184       9.47       1,184       9.47       0.00       0.0% (3,000)         (400) PROPERTY SERVICES 430 Maintenance & Repairs 441 Operating/Facility       \$ 75,500       \$ 75,250       \$ (250)       -0.3% (250)         (500) OTHER PURCHASED SERV. 441 Operating/Facility       \$ 42,192       \$ 45,532       \$ 3,339       7.9%         (500) OTHER PURCHASED SERV. 531 Postage       \$ 42,192       \$ 45,532       \$ 3,339       7.9%         532 Liability Ins. 532 Telephone       5,000       6,000       -       0.0%         540 Advertising       1,000       5,000       -       0.0%         551 Copying-Copy Ctr       15,000       7,000       3,000       2,000       40.0%         551 Copying-Copy Ctr       1,500       7,000       3,000       2,000       40.0%         591 Workshop Expenses       1,500       7,000       500,0%       -       0.0%         616 Office Supplies       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%       -         (700) PROPERTY 733 Equipment       \$ 9,000       \$ 1,000       -22.2%       0.0%       -       0.0%         (800) OTHER OBLECTS 8 1,008,419       \$ 1,008,419       \$ 1,143,210       \$ 44,791       -       0.0% <td>32200 External Staff Developmen</td> <td>t</td> <td>4,000</td> <td></td> <td></td> <td>5,000</td> <td></td> <td></td> <td></td> <td></td> <td></td>	32200 External Staff Developmen	t	4,000			5,000						
(400) PROPERTY SERVICES       \$ 75,500       \$ 75,250       \$ (250)       -0.3%         430 Maintenance & Repairs       500       250       (250)       -50.0%         441 Operating/Facility       75,000       75,000       -       0.0%         (500) OTHER PURCHASED SERV.       \$ 42,192       \$ 45,532       \$ 3,339       7.9%         522 Liability Ins.       2,192       2,282       89       4.1%         531 Postage       6,000       6,000       -       0.0%         540 Advertising       1,000       5,000       -       0.0%         540 Advertising       5,000       5000       -       0.0%         550 Printing       5,000       1,000       5000       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)       -33.3%       592       Other Purch. Serv.       1,500       7,000       2(2,000)       -22.2%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%       0.0%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ -0.0%       0.0%         (800) OTHER OBJECTS	32210 CREC Staff Development		1,184	9.47		1,184	9.47			0.00		
430 Maintenance & Repairs         500         250         (250)         -50.0%           441 Operating/Facility         75,000         75,000         -         0.0%           (500) OTHER PURCHASED SERV.         \$ 42,192         \$ 45,532         \$ 3,339         7.9%           522 Liability Ins.         2,192         2,282         89         4.1%           531 Postage         6,000         6,000         -         0.0%           540 Advertising         1,000         5,000         -         0.0%           540 Advertising         5,000         5,000         -         0.0%           550 Printing         5,000         5,000         -         0.0%           551 Copying-Copy Ctr         15,000         18,000         3,000         20.0%           581 Travel - All         5,000         7,000         2,000         40.0%           591 Workshop Expenses         1,500         1,000         (500)         -33.3%           592 Other Purch. Serv.         1,500         7,000         \$ (2,000)         -22.2%           (600) SUPPLIES         \$ 9,000         \$ 7,000         \$ (2,000)         -22.2%           (700) PROPERITY         \$ 9,000         \$ 9,000         \$ -         0.0%	333 Other Consultants		5,000			2,000			(3,000)		-60.0%	
441 Operating/Facility         75,000         75,000         -         0.0%           (500) OTHER PURCHASED SERV.         \$ 42,192         \$ 45,532         \$ 3,339         7.9%           522 Liability Ins.         2,192         2,282         89         4.1%           531 Postage         6,000         -         0.0%           532 Telephone         5,000         5,000         -         0.0%           540 Advertising         1,000         500         -         0.0%           550 Printing         5,000         5,000         -         0.0%           551 Copying-Copy Ctr         15,000         18,000         3,000         20.0%           581 Travel - All         5,000         7,000         2,000         40.0%           591 Workshop Expenses         1,500         1,000         (500)	(400) PROPERTY SERVICES	\$	75,500		\$	75,250		\$	(250)		-0.3%	
(500) OTHER PURCHASED SERV.       \$ 42,192       \$ 45,532       \$ 3,339       7.9%         522 Liability Ins.       2,192       2,282       89       4.1%         531 Postage       6,000       6,000       -       0.0%         532 Telephone       5,000       5,000       -       0.0%         540 Advertising       1,000       500       (500)       -       0.0%         550 Printing       5,000       5,000       -       0.0%       550       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       20.00       40.0%         591 Workshop Expenses       1,500       7,000       2,000       40.0%         592 Other Purch. Serv.       1,500       750       (750)       -50.0%         600) SUPPLIES       \$ 9,000       7,000       \$ (2,000)       -22.2%         616 Office Supplies       9,000       7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ -0.0%       -0.0%       -0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%       -0.0%       -0.0%         810 Dues & Fees       2,000       \$ 1,098,419 <t< td=""><td>430 Maintenance &amp; Repairs</td><td></td><td>500</td><td></td><td></td><td>250</td><td></td><td></td><td>(250)</td><td></td><td>-50.0%</td></t<>	430 Maintenance & Repairs		500			250			(250)		-50.0%	
522 Liability Ins.       2,192       2,282       89       4.1%         531 Postage       6,000       6,000       -       0.0%         532 Telephone       5,000       5,000       +       0.0%         540 Advertising       1,000       500       (500)       -       0.0%         550 Printing       5,000       5,000       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       20.0%         581 Travel - All       5,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)       -33.3%         592 Other Purch. Serv.       1,500       750       (750)       -22.2%         616 Office Supplies       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%       -       0.0%         733 Equipment       9,000       \$ 3,000       \$ 1,000       50.0%       -       0.0%         810 Dues & Fees       2,000       3,000       \$ 1,000       \$ 0.0%       -       -       0.0%         100lar Increase / (Decrease)       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%	441 Operating/Facility		75,000			75,000			-		0.0%	
531 Postage       6,000       5,000       -       0.0%         532 Telephone       5,000       5,000       -       0.0%         540 Advertising       1,000       500       (500)       -       0.0%         550 Printing       5,000       5,000       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       20.0%         581 Travel - All       5,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)	(500) OTHER PURCHASED SERV.	\$	42,192		\$	45,532		\$	3,339		7.9%	
532 Telephone       5,000       5,000       0.0%         540 Advertising       1,000       500       (500)       -50.0%         550 Printing       5,000       5,000       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       20.0%         581 Travel - All       5,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)       -33.3%         592 Other Purch. Serv.       1,500       750       (750)       -50.0%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%       -0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 3,000       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%	522 Liability Ins.		2,192			2,282			89		4.1%	
540 Advertising       1,000       500       (500)       -50.0%         550 Printing       5,000       5,000       -       0.0%         551 Copying-Copy Ctr       15,000       18,000       3,000       20.0%         581 Travel - All       5,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)       -33.3%         592 Other Purch. Serv.       1,500       750       (750)       -50.0%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%       -0.0%         733 Equipment       9,000       \$ 9,000       \$ 0.0%       -0.0%         810 Dues & Fees       2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	531 Postage		6,000			6,000			_		0.0%	
550 Printing         5,000         5,000         5,000         0.0%           551 Copying-Copy Ctr         15,000         18,000         3,000         20.0%           581 Travel - All         5,000         7,000         2,000         40.0%           591 Workshop Expenses         1,500         1,000         (500)         -33.3%           592 Other Purch. Serv.         1,500         750         (750)         -50.0%           (600) SUPPLIES         \$ 9,000         \$ 7,000         \$ (2,000)         -22.2%           (600) SUPPLIES         \$ 9,000         \$ 7,000         \$ (2,000)         -22.2%           (700) PROPERTY         \$ 9,000         \$ 9,000         \$ 0.0%         0.0%           733 Equipment         9,000         \$ 9,000         \$ 0.0%         0.0%           810 Dues & Fees         2,000         \$ 3,000         \$ 1,000         50.0%           810 Dues & Fees         2,000         \$ 3,000         \$ 1,000         50.0%           Total         \$ 1,098,419         \$ 1,143,210         \$ 44,791         4.1%	532 Telephone		5,000			5,000			$\approx$		0.0%	
551 Copying-Copy Ctr       15,000       18,000       3,000       20.0%         581 Travel - All       5,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)       -33.3%         592 Other Purch. Serv.       1,500       750       (750)       -50.0%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         616 Office Supplies       9,000       7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%         733 Equipment       9,000       \$ 3,000       \$ 1,000       50.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 3,000       \$ 1,000       50.0%         Total       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	540 Advertising		1,000			500			(500)		-50.0%	
581 Travel - All       5,000       7,000       2,000       40.0%         591 Workshop Expenses       1,500       1,000       (500)       -33.3%         592 Other Purch. Serv.       1,500       750       (750)       -50.0%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         (600) FROPERTY       \$ 9,000       7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%         733 Equipment       9,000       \$ 9,000       \$ 0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 3,000       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	550 Printing		5,000			5,000			-		0.0%	
591 Workshop Expenses       1,500       1,000       (500)       -33.3%         592 Other Purch. Serv.       1,500       750       (750)       -50.0%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         616 Office Supplies       9,000       \$ 7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%         733 Equipment       \$ 9,000       \$ 9,000       \$ 0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	551 Copying-Copy Ctr		15,000			18,000			3,000		20.0%	
592 Other Purch. Serv.       1,500       750       (750)       -50.0%         (600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)       -22.2%         616 Office Supplies       9,000       7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%         733 Equipment       9,000       \$ 9,000       \$ 0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       \$ 1.1%       \$ 1.1%       \$ 1.1%	581 Travel - All		5,000			7,000			2,000		40.0%	
(600) SUPPLIES       \$ 9,000       \$ 7,000       \$ (2,000)      22.2%         616 Office Supplies       9,000       7,000       \$ (2,000)       -22.2%         (700) PROPERTY       \$ 9,000       \$ 9,000       \$ 0.0%         733 Equipment       9,000       \$ 9,000       \$ 0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       \$ 50.0%         810 Dues & Fees       2,000       \$ 0.0%       \$ 1,000       \$ 50.0%         Total       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791	591 Workshop Expenses		1,500			1,000			(500)		-33.3%	
616 Office Supplies       9,000       7,000       (2,000)       -22.2%         (700) PROPERTY 733 Equipment       \$ 9,000       \$ 9,000       \$ 0.0%         733 Equipment       9,000       \$ 9,000       \$ 0.0%         (800) OTHER OBJECTS 810 Dues & Fees       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         1,000       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	592 Other Purch. Serv.		1,500			750			(750)		-50.0%	
(700) PROPERTY       \$ 9,000	(600) SUPPLIES	\$	9,000		\$	7,000		\$	(2,000)		-22.2%	
733 Equipment       9,000       9,000       9,000       0.0%         (800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       \$ 3,000       1,000       50.0%         Total       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	616 Office Supplies		9,000			7,000			(2,000)		-22.2%	
(800) OTHER OBJECTS       \$ 2,000       \$ 3,000       \$ 1,000       50.0%         810 Dues & Fees       2,000       3,000       1,000       50.0%         Total       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 44,791       4.1%	(700) PROPERTY	\$	9,000		\$	9,000		\$			0.0%	
810 Dues & Fees       2,000       3,000       1,000       50.0%         Total       \$ 1,098,419       \$ 1,143,210       \$ 44,791       4.1%         Dollar Increase / (Decrease)       \$ 44,791       \$ 50.0%       50.0%	733 Equipment		9,000			9,000			<u>.</u>		0.0%	
Total     \$ 1,098,419     \$ 1,143,210     \$ 44,791     4.1%       Dollar Increase / (Decrease)     \$ 44,791     4.1%	(800) OTHER OBJECTS	\$	2,000		\$	3,000		\$	1,000		50.0%	
Dollar Increase / (Decrease) \$ 44,791	810 Dues & Fees		2,000			3,000			1,000		50.0%	
	Total	\$	1,098,419		\$	1,143,210		\$	44,791	-	4.1%	
Percentage Increase / (Decrease) 4.1%	Dollar Increase / (Decrease	;)			\$	44,791						
	Percentage Increase / (Dec	rease	e)			4.1%						

5

#### COMMUNICATIONS OFFICE BUDGET REQUEST 2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#105

Code         Description         Approved         FTE         Requested         FTE         \$ Amount         FTE           (100) SALARIES         \$ 604,425         \$ 674,926         \$ 70,501         \$ 121 Non-Certified Admin.         106,483         1.00         123,000         1.00         16,517         0.00           123 Support Staff         89,379         2.00         91,583         2.00         2,204         0.00           129 Other Non-Certified         408,563         5.60         460,343         6.60         51,780         1.00           (200) BENEFITS         \$ 174,686         \$ 195,365         \$ 20,679         11,000         1.00         1	11.7% 0 15.5% 0 2.5% 0 12.7% 11.8%
121 Non-Certified Admin.       106,483       1.00       123,000       1.00       16,517       0.0         123 Support Staff       89,379       2.00       91,583       2.00       2,204       0.0         129 Other Non-Certified       408,563       5.60       460,343       6.60       51,780       1.0         (200) BENEFITS       \$ 174,686       \$ 195,365       \$ 20,679	0 15.5% 0 2.5% 0 12.7% 11.8% 0 11.6%
123 Support Staff       89,379       2.00       91,583       2.00       2,204       0.0         129 Other Non-Certified       408,563       5.60       460,343       6.60       51,780       1.0         (200) BENEFITS       \$ 174,686       \$ 195,365       \$ 20,679	0 2.5% 0 12.7% 11.8% 0 11.6%
129 Other Non-Certified       408,563       5.60       460,343       6.60       51,780       1.0         (200) BENEFITS       \$ 174,686       \$ 195,365       \$ 20,679	0 12.7% 11.8% 0 11.6%
(200) BENEFITS \$ 174,686 \$ 195,365 \$ 20,679	11.8% 0 11.6%
	0 11.6%
210 Health \$11,000 94,600 8.60 105,600 9.60 11,000 1.0	11.7%
220 FICA 46,239 51,632 5,393	
250 Unemployment 0.0065 4,835 4,387 (448)	-9.3%
260 Worker's Comp. 0.013 7,858 8,774 917	11.7%
270 Retirement Benefits         0.037         21,155         24,972         3,817	18.0%
(300) PROF/TECH SERVICES \$ 14,193 \$ 13,389 \$ (804)	-5.7%
314 Computer Services 12,368 11,439 (929)	-7.5%
32200 External Staff Development 750 750	0.0%
32210 CREC Staff Development 1,075 8.60 1,200 9.60 125 1.0	0 11.6%
(400) PROPERTY SERVICES \$ 90,250 \$ 90,250 \$	0.0%
430 Maintenance & Repairs 250 250 -	0.0%
441 Operating/Facility 1.500 90,000 90,000	0.0%
(500) OTHER PURCHASED SERV. \$ 37,878 \$ 37,058 \$ (820)	-2.2%
522 Liability Ins. 0.0020 1,878 2,058 180	9.6%
531 Postage 1,500 1,500 -	0.0%
532 Telephone 4,500 4,500	0.0%
540 Advertising 3,500 1,500 (2,000)	-57.1%
550 Printing 9,300 9,300	0.0%
551 Copying-Copy Ctr 2,000 2,000	0.0%
581 Travel - All         4,000         5,000         1,000	25.0%
591 Workshop Expenses 200 200	0.0%
592 Other Purch. Serv.     11,000     11,000	0.0%
(600) <u>SUPPLIES</u> \$ 10,500 \$ 12,000 \$ 1,500	14.3%
616 Office Supplies10,50012,0001,500	14.3%
(700) PROPERTY \$ 3,000 \$ 3,000 \$	0.0%
733 Equipment         3,000         3,000	0.0%
(800) OTHER OBJECTS \$ 6,000 \$ 5,000 \$ (1,000)	-16.7%
810 Dues & Fees 6,000 5,000 (1,000)	-16.7%
Total \$ 940,932 \$ 1,030,988 \$ 90,056	9.6%
Dollar Increase / (Decrease) \$ 90,056	
Percentage Increase / (Decrease) 9.6%	

## GRANTS OFFICE BUDGET REQUEST 2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#109

	2015-16		2016-17				Increase / (Decrease)			
Code Description		Approved	FTE	Ī	Requested	<u>FTE</u>	\$ <u>Amount</u>	FTE	%	
(100) SALARIES	\$	163,790		\$	187,808		\$ 24,018		14.7%	
101 Administration		62,108	0.40		46,494	0.29	(15,614)	-0.11	-25.1%	
123 Support Staff		20,607	0.50		38,610	0.90	18,003	0.40	87.4%	
129 Other Non-Certified		81,075	1.30		102,704	1.55	21,629	0.25	26.7%	
(200) BENEFITS	\$	39,878		\$	50,516		\$ 10,638		26.7%	
210 Health		24,200	2.20		30,140	2.74	5,940	0.54	24.5%	
220 FICA		8,679			11,485		2,805		32.3%	
250 Unemployment		1,310			1,221		(90)		-6.8%	
260 Worker's Comp.		2,129			2,442		312		14.7%	
270 Retirement Benefits		3,559			5,229		1,670		46.9%	
(300) PROF/TECH SERVICES	\$	27,543		\$	6,585		\$ (20,958)		-76.1%	
314 Computer Services		968			1,242		274		28.3%	
32200 External Staff Development		300					(300)		-100.0%	
32210 CREC Staff Development		275	2.20		343	2.74	68	0.54	24.7%	
333 Other Consultants		26,000			5,000		(21,000)		-80.8%	
(400) PROPERTY SERVICES	\$	15,915		\$	15,915		\$ _		0.0%	
441 Operating/Facility		15,915			15,915		-		0.0%	
(500) OTHER PURCHASED SERV.	\$	9,276		\$	6,544		\$ (2,732)		-29.5%	
522 Liability Ins.		526			544		18		3.4%	
531 Postage		500			-		(500)		-100.0%	
532 Telephone		750			2,500		1,750		233.3%	
540 Advertising		400			-		(400)		-100.0%	
550 Printing		800			÷.		(800)		-100.0%	
551 Copying-Copy Ctr		300			12		(300)		-100.0%	
581 Travel - All		3,500			3,500		1		0.0%	
591 Workshop Expenses		2,000			-		(2,000)		-100.0%	
592 Other Purch. Serv.		500			÷		(500)		-100.0%	
(600) SUPPLIES	\$	3,200		\$	2,471		\$ (729)		-22.8%	
616 Office Supplies		3,200			2,471		(729)		-22.8%	
(700) PROPERTY	\$	1,000		\$	×		\$ (1,000)		-100.0%	
733 Equipment		1,000			÷.		(1,000)		-100.0%	
(800) OTHER OBJECTS	\$	2,800		\$	2,500		\$ (300)		-10.7%	
810 Dues & Fees		2,800			2,500		(300)		-10.7%	
Total	\$	263,401	-	\$	272,338		\$ 8,937	-	3.4%	
Dollar Increase / (Decrease)				\$	8,937					
Percentage Increase / (Decrea	.se)				3.4%					