REVENUES - FY11 BUDGET DRAFT
5/28/2010 15:34

		Budget FY10	Budget % FY10	Draft Budget FY11	Budget % FY11	Line #	Acct.#	Source
Membership Dues		105,535	10.1%	101,441	10.2%	1	1	Local
R[illegible]ooks, misc.		2,000	0.2%	2,000	0.2%	2	1	Local
P[illegible]ts						3		
						4		
	EPA/CRJC Partnership	15,030		3,000		5	76	Federal
	New Freedom Sullivan and Grafton Cty	93,120		0		6	17	Federal
	EECBG Energy Planning			25,000		7	TBD	Federal
	NH DOT Unified Planning Work Pgm	151,000		151,000		8	11	Federal
	NHDOT Intermodal Facility Siting	240,000				9	20	Federal
	NHDOT Transit Service Design			28,000		10	TBD	Federal
	NHDOT Grafton/Sullivan Cty			95,080		11	TBD	Federal
	NTIA Broadband			47,920		12	72	Federal
	Scenic Byways Year 1 carryover	18,000				13	10	Federal
	USDA Solid Waste year 1	25,000				14	32	Federal
	USDA Solid Waste year 2			75,000		15	32	Federal
	Water Quality 604(b)	24,444		1,000		16	24	Federal
	Canaan Street Lake/Plymouth State U.	1,000		0		17	85	Federal
	Charlestown NRI Phase II	1,600				18	71	Local
	Comprehensive Planning- NH OEP TBG	23,212		19,375		19	39	State
	Endowment Implementation Year 2	45,000		15,000		20	84	Other
	Endowment Implementation Year 3			43,500		21	TBD	Other
	Endowmt Implementation Year 1	12,160		0		22	84	Other
	Goshen Master Plan			6,456		23	TBD	Local
	HHHW Committee	500		500		24	30	Local
	Misc. GIS Maps/ Tech. Assistance	1,000		1,000		25	8	Local
	Newport Master Plan	9,000				26	68	Local
	Orford NRI			3,400		27	65	Local
	Orford Circuit Rider	6,990		6,990		28	35	Local
	Springfield Circuit Rider	5,400		5,400		29	38	Local
	Washington Hazard Mitigation	5,000				30	59	Local
	Wilmot Circuit Rider	4,000		4,000		31	37	Local
	Claremont Master Plan			2,000		32	67	Local
	Claremont Truck Study	7,200		0		33	19	Federal
	Hazard Mitigation Revisions thru HSEM			7,500		34	54	Federal
	Housing Module NHHFA and UNH			1,000		35	86	Other
	NHDES Sourcewater Lebanon			14,000		36	83	Federal
	Rivers Management Program	13,000		1,000		37	28	State
	HHHW Collections	45,000		51,000		38	31	State/Loc
	Projects subtotal	**746,656**	**71.6%**	**608,121**	**61.4%**			
erest Income		**2,000**	**0.2%**	**250**	**0.0%**	39		
tal Revenues		**856,191**		**711,812**		40		
ss: Operating Expenses and Fixed Asset Purchases		**1,042,388**		**990,289**		41		
ojects to be secured		**186,197**		**278,477**	**28.1%**	42		

ist of projects currently in the planning stage for FY11 is attached. Contracts actually received may
er from this list.

NO PAGE 1

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION
Projects in the Planning Stage/Very Early Planning Stage
FY11 Budget Draft

Projects in the Planning Stage*	Adopted budget Revenues for FY10	Proposed Revenues for FY11	Line #	Acct.#	Source
Eastman	13,000		43		Local
NHDES Unwanted Medical Waste		6,000	44		State
Newport Master Plan Phase II		5,000	45		Local
Transit Appropriation	$32,292		46		Federal
Hazard Mitigation through HSEM	$8,333		47		Federal
NHDES REPP (environmental planning)		12,222	48		State
USDA Solid Waste	37,354		49		Federal
Safe Routes to School- Claremont	9,000		50		Federal
Safe Routes to School- Lebanon (Middle Sch)		6,000	51		Federal
Scenic Byways- Sunapee Byway		150,000	52		Federal
Sustainable Communities Initiative		50,000	53		Federal
Claremont Circuit Rider		51,000	54		Local
NH 604b		20,000	55		State/Fed
Projects in Very Early in Planning Stage- no budgets yet					
Housing Assessment (with UV Housing Coal.)			56		Local
Eastman Community Survey			57		Local
Dorchester Master Plan			58		Local
Hazard Mitigation Revisions HSEM- addtl updates			59		Federal
Lebanon Transportation Master Plan			60		Local
TOTAL PROJECTS IN PLANNING STAGE	**$239,199**	$300,222	61		

*Projects are in planning stage/application pending.

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION
EXPENSES- DRAFT FY11 BUDGET

5/28/10 2:55 PM

	Budget FY10	Draft Budget FY11	% Budget FY11	Note Attached
Payroll and related costs				
Compensation	424,623	439,389		1
Health Insurance	53,863	68,568		2
Retirement match	11,742	13,182		3
Other Fringe Benefits and Taxes	37,887	40,000		4
Payroll/Related Costs Subtotal	**528,115**	**561,139**	**58.19%**	
Professional Fees				
Accountant				
Audit	10,000	20,000		5
Household Hazardous Waste Hauler	45,000	45,000		6
Consultants	263,283	211,600		7
Professional Fees Subtotal	**318,283**	**276,600**	**28.68%**	
Misc Overhead				
Insurance	3,890	3,600		8
Dues/Memberships	4,225	4,400		9
Equipment Maintenance	4,400	4,400		10
Misc Overhead Subtotal	**12,515**	**12,400**	**1.29%**	
Occupancy Expenses	**70,925**	**36,000**	**3.73%**	11
Office Expenses				
Supplies	15,500	17,500		12
Postage and Printing	7,000	5,000		13
Computer Software/Website Registration	8,000	8,000		14
Telephone	5,250	5,250		15
Publications	3,200	3,400		16
Advertising	3,000	3,000		17
Training/Conferences	6,000	6,000		18
Travel reimbursement (incl. rooms/ meals)	15,500	15,500		19
Truck Expenses	4,650	7,000		20
Annual Mtg., Special Events	3,950	4,500		21
Legal and Other	3,000	3,000		22
Office Expenses Subtotal	**75,050**	**78,150**	**8.10%**	
OPERATING BUDGET	**1,004,888**	**964,289**	**100.00%**	
Fixed Assets**	**47,500**	**26,000**		23
Budget increase in FY10- additional relocation costs	**20,000**			
TOTAL EXPENSES AND FIXED ASSET PURCHASES	**$1,072,388**	**$990,289**		

Fixed Assets are capitalized and depreciation is recorded at year-end in accordance with accrual accounting.

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION
EXPENSES- FY11 DRAFT BUDGET
NOTES
5/28/10 2:55 PM

1. Payroll and related costs maintain the current staffing level.

2. Health insurance per LGC is increasing a maximum of 27.3%.

3. The retirement contribution is budgeted at 3% of payroll.

4. Other Fringe Benefits and Taxes includes social security, unemployment, short-term disability, long-term disability, $10,000 life insurance, unemployment insurance, workers compensation insurance, and the flexible administrator costs.

5. The audit budget includes the review of the indirect rate and is based on the bids for the FY09 audit. An additional $10,000 is included for a single audit.

6. Hauler for the household hazardous waste collections.

7. Consultants Budget

Website Upgrade	15,000
Accounting System Upgrade	10,000
Computer/Server Maintenance	5,000
Sunapee Byways Marketing	30,000
Sunapee Byways Kiosks	100,000
NHDOT Transit Service Design	20,000
USDA Solid Waste	13,600
Endowment for Health Year 3	18,000
Total	**211,600**

8. Insurance increase is 9% maximum per contract.

9. Dues/Memberships Budget

Staff APA dues	900
Community Transportation Assn of America	225
NH Planners Assn	150
NH Center for Nonprofits	500
NH Assn of RPC's	1,400
New England Assn of Regional Councils	175
NH Transit Assn	310
APA, NNECAPA	240
National Assn of Development Organizations	500
Total	4,400

10. Equipment maintenance is primarily for the copier and traffic counting equipment.

11. Rent for new space based on lease and estimate of air conditioner charges. Includes $3,000 for cleaning.

12. Supplies budget is based on contract/proposal needs and general supplies used this year.

13. Postage and printing budget decreased because more communication is done via email/posting on the website.

14. Computer software includes the annual GIS and accounting software updates and antivirus.

15. Telephone budget based on actual usage.

16. Publications Budget

American Planning Assn Jrnl	650
Regional newspapers, directories	750
RSA books	2,000
Total	3,400

17. Advertising based on current year usage and review of need to advertise for consultants for projects next year.

18. Training/Conferences includes 1 national conference per planner and $500 reimbursement for Commissioners.

19. Travel includes rooms and meals for 1 national conference per planner.

20. Truck expenses include gas, maintenance, and truck leasing costs.
Assumes that rather than purchasing a truck in FY10 or FY11, a truck is leased.

21. The annual meeting costs include the Commissioners' meals and speaker honorarium.

22. Legal expense includes review of policies and documents.

23. Fixed Assets Budget

Traffic counters	3,000
Computers, Printer, Filing Cabinet	20,000
Furniture	3,000
Total	26,000

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION
SUMMARY BUDGET- DRAFT FY11

6/1/10 8:01 AM

	Adopted Budget FY10	Draft Budget FY11	Change from FY10	% Budget FY11
REVENUES				
Dues	$105,535	$101,441	(4,094.00)	
Projects	$748,656	$610,121	(138,535.00)	
Interest	$2,000	$250	(1,750.00)	
Projects secured in FY10/ to be secured FY11	$186,197	$278,477	92,280.00	
Budget increases during the year	$30,000			
Total Revenues	**$1,072,388**	**$990,289**	**(52,099.00)**	
EXPENSES				
Payroll and related costs	$528,115	$561,139	33,024.00	58%
Professional Fees	$318,283	$276,600	(41,683.00)	29%
Miscellaneous Overhead	$12,515	$12,400	(115.00)	1%
Occupancy Expenses(rent, cleaning)	$70,925	$36,000	(34,925.00)	4%
Office Expenses (supplies, postage, legal)	$75,050	$78,150	3,100.00	8%
Operating Budget	**$1,004,888**	**$964,289**	**(40,599.00)**	**100%**
Fixed Assets**	$37,500	$26,000	(11,500.00)	
Budget increases during the year	$30,000			
TOTAL EXPENSES/FIXED ASSET PURCHASES	**$1,072,388**	**$990,289**	**(82,099.00)**	

** Fixed Assets are capitalized and depreciation is recorded at year-end in accordance with accrual accounting.

UVLSRPC FY11 DRAFT BUDGET EXPENSES