

REVENUES - FY11 BUDGET DRAFT

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

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

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

<u>Projects in the Planning Stage*</u>	<u>Adopted budget Revenues for FY10</u>	<u>Proposed Revenues for FY11</u>	<u>Line #</u>	<u>Acct.#</u>	<u>Source</u>
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
<u>Projects in Very Early in Planning Stage- no budgets yet</u>					
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

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	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**

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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 Jml	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

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both manual and automated processes. The goal is to ensure that the information gathered is both reliable and comprehensive.

The third part of the document focuses on the results of the analysis. It shows that there is a clear trend in the data, which suggests that the current strategy is effective. However, there are some areas where improvement is needed, particularly in the way resources are allocated.

Finally, the document concludes with a set of recommendations for future actions. These include implementing more rigorous controls, improving the reporting process, and continuing to monitor the data closely to ensure that the organization remains on track.

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

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	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.

1. Introduction
2. Methodology
3. Results
4. Discussion
5. Conclusion

6. Appendix
7. References
8. Acknowledgements
9. Author Biographies
10. Contact Information

UVLSRPC FY11 DRAFT BUDGET EXPENSES



