



FISCAL YEAR 2019

BUDGET

OF THE SOUTHWEST FLORIDA
REGIONAL PLANNING COUNCIL

ADOPTED: JUNE 21, 2018

SWFRPC.ORG

FY 19 ADOPTED BUDGET

OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

Revenues	SWFRPC General Fund	SWFRPC Special Revenue	Budget Totals
Assessments	\$ 506,419	\$ -	\$ 506,419
Assessments: Loss of Membership	\$ (324,706)		\$ (324,706)
Total Assessment Income	\$ 181,713		\$ 181,713
Secured Federal/State Grants		393,005	393,005
*Program Development (Unsecured Grants/Contracts)	324,706	44,927	369,633
Secured Contractual	-	4,500	4,500
Interest/Misc	6,000	-	6,000
Total Income (Revenue)	\$ 512,419	\$ 442,432	\$ 954,852
Expenditures (Expenses)			
<u>Direct:</u>			
Salaries (A)	\$ 131,097	\$ 380,683	\$ 511,780
FICA	39,151	-	39,151
Unemployment	-	-	-
Workers Compensation	2,904	-	2,904
Retirement	58,184	-	58,184
Health Insurance (B)	83,330	-	83,330
Total Personnel Expenses	\$ 314,666	\$ 380,683	\$ 695,349
Expenses			
Consultants (C)	\$ -	\$ 42,650	\$ 42,650
Grant/Consulting - Contractual (D)	-	-	-
Audit Fees	32,000	-	32,000
Travel	10,000	14,000	24,000
Telephone	4,600	-	4,600
Postage	1,200		1,200
Equipment Rental (E)	6,695	-	6,695
Insurance (F)	11,612	-	11,612
Repair/Maint. (Equip/Vehicle)	1,000	-	1,000
Printing/Reproduction	3,000	100	3,100
Utilities (Elec/Internet)	21,100	-	21,100
Advertising	600	1,000	1,600
Other Miscellaneous	200	-	200
Bank Service Charges	-	-	-
Office Supplies	3,500	-	3,500
Computer Related Expenses (G)	24,917		24,917
Dues and Memberships (H)	25,095	-	25,095
Publications	-	-	-
Professional Development	1,000	-	1,000
Meetings/Events	3,000	4,000	7,000
Capital Outlay-Operations	-	-	-
Lease Long Term	48,233	-	48,233
Operational Expense	\$ 197,752	\$ 61,750	\$ 259,502
Total Cash Outlays	\$ 512,418	\$ 442,433	\$ 954,852
Net Income/Loss	\$ 0	\$ -	\$ 0

* This amount was determined based on three previous years budgets which brought in at least \$300,000 in additional revenue after the budget was adopted

**Fund Balance from Audit YE 9/30/17 (FY16/17): \$852,378 - included in this fund is the investments, operating funds and net of all assets and liabilities as of 9/30/17.

FY 19 ADOPTED BUDGET
With Fund Balance & Indirect Allocation

OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

Revenues	SWFRPC General Fund	SWFRPC Special Revenue	Budget Totals
Assessments	\$ 181,713	\$ -	\$ 181,713
Secured Federal/State Grants		393,005	393,005
*Program Development (Unsecured Grants/Contracts)	324,706	44,927	369,633
Secured Contractual	-	4,500	4,500
Interest/Misc	6,000	-	6,000
**Fund Balance from Audit YE 9/30/17 (FY 16/17)	852,378	-	852,378
Total Income (Revenue)	\$ 1,364,797	\$ 442,432	\$ 1,807,229

Expenditures (Expenses)			
Direct:			
Salaries (A)	\$ 295,098	\$ 216,682	\$ 511,780
FICA	39,151	-	39,151
Unemployment	-	-	-
Workers Compensation	2,904	-	2,904
Retirement	58,184	-	58,184
Health Insurance (B)	83,330	-	83,330
Total Personnel Expenses	\$ 478,667	\$ 216,682	\$ 695,349

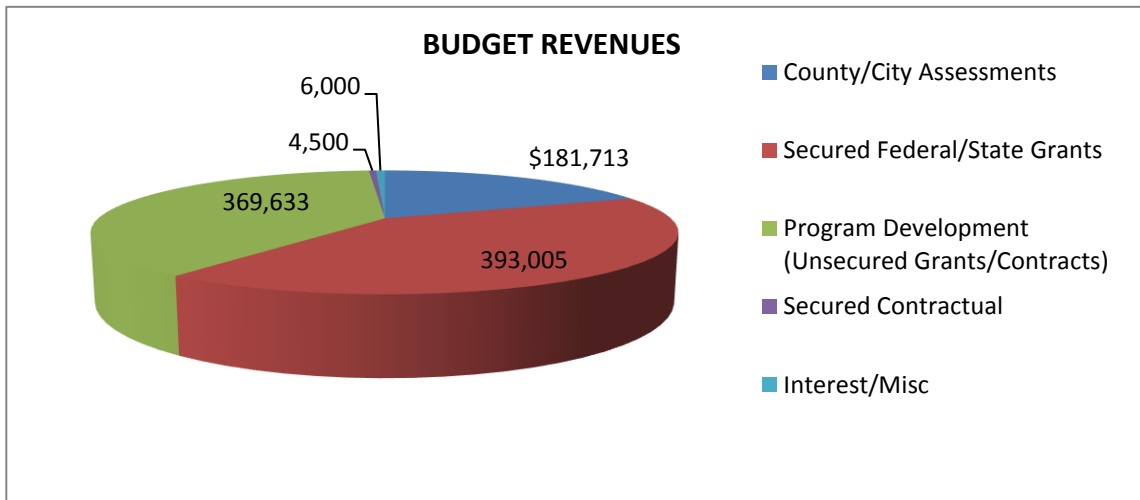
Expenses			
Consultants (C)	\$ -	\$ 42,650	\$ 42,650
Grant/Consulting - Contractual (D)	-	-	-
Audit Fees	32,000	-	32,000
Travel	10,000	14,000	24,000
Telephone	4,600	-	4,600
Postage	1,200	-	1,200
Equipment Rental (E)	6,695	-	6,695
Insurance (F)	11,612	-	11,612
Repair/Maint. (Equip/Vehicle)	1,000	-	1,000
Printing/Reproduction	3,000	100	3,100
Utilities (Elec/Internet)	21,100	-	21,100
Advertising	600	1,000	1,600
Other Miscellaneous	200	-	200
Bank Service Charges	-	-	-
Office Supplies	3,500	-	3,500
Computer Related Expenses (G)	24,917	-	24,917
Dues and Memberships (H)	25,095	-	25,095
Publications	-	-	-
Professional Development	1,000	-	1,000
Meetings/Events	3,000	4,000	7,000
Capital Outlay-Operations	-	-	-
Lease Long Term	48,233	-	48,233
**Fund Balance from Audit YE 9/30/17 (FY 16/17)	852,378	-	852,378
Operational Expense	\$ 1,050,130	\$ 61,750	\$ 1,111,880
Fringe/Indirect Allocation	\$ (164,000)	\$ 164,000	\$ -
Total Operational Expenses	\$ 886,130	\$ 225,750	\$ 1,111,880
Total Cash Outlays	\$ 1,364,797	\$ 442,432	\$ 1,807,229
Net Income/Loss	\$ 0	\$ -	\$ 0

* This amount was determined based on three previous years budgets which brought in at least \$300,000 in additional revenue after the budget was adopted

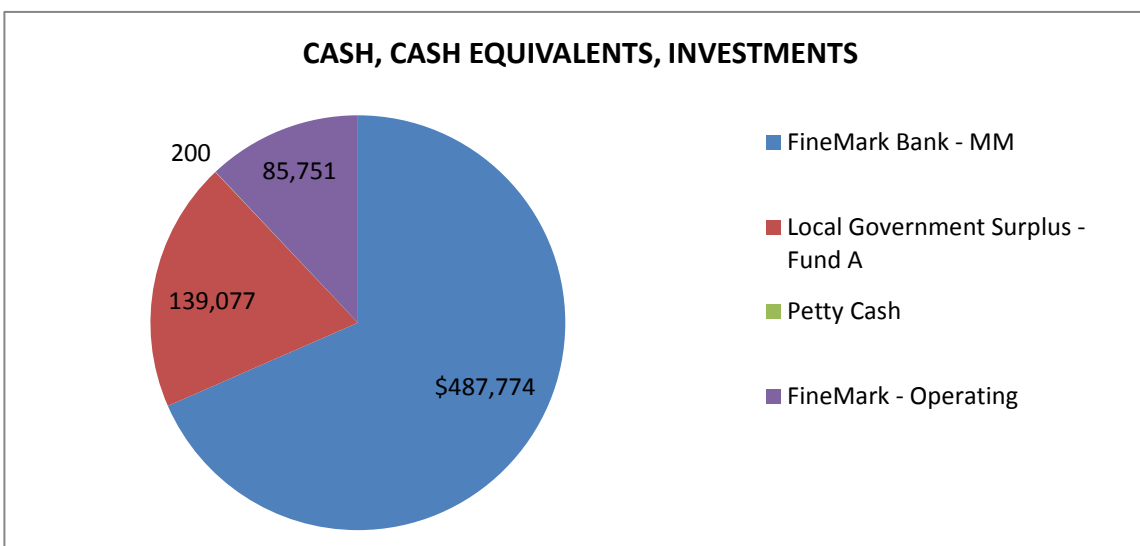
**Fund Balance from Audit YE 9/30/17 (FY16/17) - included in this fund is the investments, operating funds and net of all assets and liabilities as of 9/30/17.

REVENUE SOURCES

BUDGET REVENUES	AMOUNT
County/City Assessments	\$ 181,713
Secured Federal/State Grants	393,005
Program Development (Unsecured Grants/Contracts)	369,633
Secured Contractual	4,500
Interest/Misc	6,000
Total Revenue	\$ 954,851



CASH, CASH EQUIVALENTS, INVESTMENTS (as of May 30, 2018):	AMOUNT
FineMark Bank - MM	\$ 487,774
Local Government Surplus - Fund A	139,077
Petty Cash	200
FineMark - Operating	85,751
Total Cash, Cash Equivalents, Investments	\$ 712,803



FY 19 REVENUE SOURCES

OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

GENERAL REVENUES		SPECIAL REVENUES	
Interest/Misc.	\$ 6,000	Federal/State Grants	\$ 393,005
Assessments	\$ 181,713	Contractual	\$ 374,133
	\$ 187,713		\$ 767,138
		Total Revenues	\$ 954,851
		FY17 Fund Balance	\$ 852,378
		Total Budget	\$ 1,807,229

MEMBER	POPULATION 2017 (BEBR Estimates)	ASSESSMENT
Collier County	357,470	107,241
Glades County	13,087	3,926
Hendry County	39,057	11,717
City of Fort Myers	79,106	23,732
Town of Fort Myers Beach	6,328	1,898
City of Bonita Springs	50,137	15,041
City of Sanibel	6,659	1,998
City of Sarasota	53,865	16,160
Total Assessments	605,709	\$ 181,713

Additional Revenue		TOTAL
Interest/Misc.	\$ -	\$ 6,000
ABM Sponsorship	-	-
Total General Revenues		\$ 187,713

SPECIAL REVENUES	FEDERAL/STATE GRANTS	CONTRACTUAL	TOTAL
*DEM - Title III - LEPC	\$ 80,000		80,000
*DEM - HMEP Planning & Training	65,161	-	65,161
*Lee/Collier Hazard Analysis	20,844	-	20,844
Brownfields	57,000	-	57,000
Economic Development	70,000	-	70,000
Disaster Coordinator - EDA	100,000		100,000
SQG-Glades		4,500	4,500
Program Development (Unsecured)		369,633	369,633
Total RPC Special Revenues	\$ 393,005	\$ 374,133	\$ 767,138

Assessments based upon official Bureau of Business and Economic Research population estimates.

Assessments are estimated at 30 cents/capita as provided for in the Council's Interlocal Agreement, adopted November 8, 1973.

*Contract renewal projected for FY2019

SWFRPC 5 YEAR BUDGET COMPARISON

Fiscal Year 2014 - Fiscal Year 2018

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Budget FY 2018 Amendment
Revenues					
Assessments	\$ 469,411	\$ 472,879	\$ 477,790	\$ 485,955	\$ 309,106
Federal/State/Local Funds/Contract	1,581,167	399,968	525,449	384,471	543,431
Contractual		190,067	105,045	96,158	146,405
DRIs/NOPCs/Monitoring	41,265	88,523	62,871	55,481	35,000
Interest/Misc	39,057	4,347	12,489	3,280	6,000
Rental Income	15,000	1,250	-	-	-
Fund Balance	748,896	588,437	811,779	852,378	811,779
Total Income	\$ 2,894,796	\$ 1,745,471	\$ 1,995,423	\$ 1,877,723	\$ 1,851,721
Expenditures					
<u>Direct:</u>					
Salaries - Total	\$ 982,363	\$ 609,843	\$ 474,751	\$ 421,671	\$ 503,603
FICA/Workers Comp/Unemployment	76,524	49,691	36,357	33,344	42,213
Retirement	101,994	63,714	60,027	49,312	52,278
Health Insurance	136,255	98,290	63,792	57,706	84,846
Total Personnel Services	\$ 1,297,136	\$ 821,538	\$ 634,927	\$ 562,033	\$ 682,940
Consultant Fees	35,525	57,588	104,734	144,468	58,598
Grant/Consulting Expense		63,533	105,796	44,848	37,049
NEP Contractual	356,951				
Audit Fees	41,000	36,820	31,100	32,000	32,000
Travel	48,185	27,273	33,870	33,170	33,000
Telephone	6,554	5,749	4,377	4,422	4,600
Postage	1,655	3,173	4,332	1,628	1,425
Equipment Rental	6,799	7,964	7,066	6,356	6,695
Insurance	20,683	22,970	15,490	10,935	12,026
Repair/Maint. (Grounds/Bldg/Equip)	19,499	10,311	3,379	1,035	1,000
Printing/Reproduction	5,539	6,431	6,278	5,037	3,100
Utilities (Elec, water, garb)	23,470	20,889	16,997	17,351	24,900
Advertising	2,827	7,766	1,526	2,543	1,600
Other Miscellaneous	4,923	5,162	3,254	-	200
Uncollectable Receivables					
Office Supplies	9,853	4,494	4,743	3,402	4,000
Computer Related Expenses	41,876	27,326	25,558	22,684	31,684
Publications	1,338	211	-	-	100
Bad debt		19,736	15,000	2,413	
Dues and Memberships	35,484	14,037	24,655	38,732	25,095
Professional Development			1,813	991	1,000
Meetings/Events	3,065	26,771	9,266	6,948	9,000
Moving			42,418		
Capital Outlay-Operations	15,375	-	29,568	-	24,000
Long Term Debt (Building Loan)	127,751	127,751			
Lease Long Term			31,500	43,750	45,930
Reserve for Operations Expense	748,896	588,437	811,779	852,378	811,779
Total Cash Outlays	\$ 2,854,384	\$ 1,905,930	\$ 1,969,426	\$ 1,837,124	\$ 1,851,721
Net Income/(Loss)	\$ 40,412	\$ (160,459)	\$ 25,997	\$ 40,599	\$ -

SALARY EXPENSES

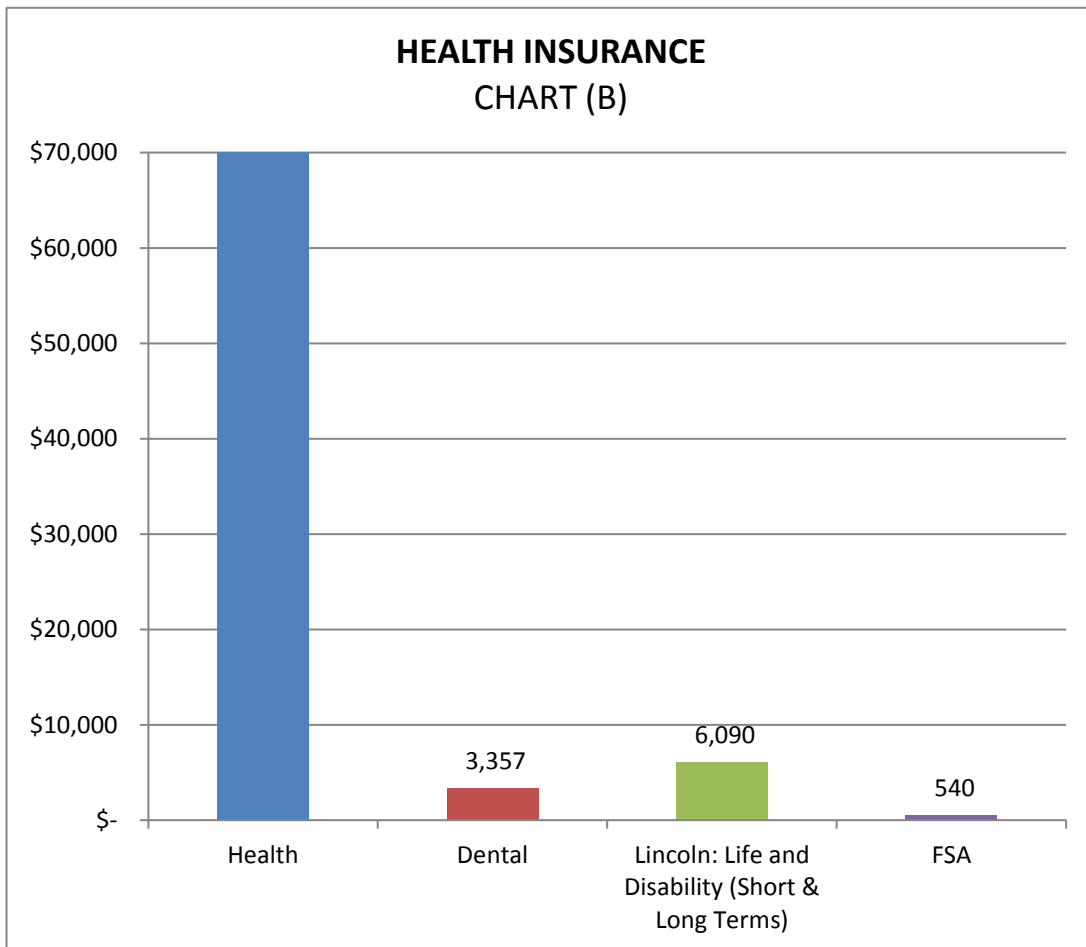
TABLE (A)

POSITION TITLE CLASSIFICATION	CLASSIFICATION LEVEL	10/1/2018 SALARY RANGE	HOURLY RATE	ANNUAL SALARY
Executive Director	Exempt	As determined by Council	57.13	\$ 118,830
Regional Counsel	Exempt			15,450
Promise Zone Coordinator Vista Supervisor GIS Technician	Exempt	18.90 - 27.31	19.23	39,998
Planner IV (Environmental)	Exempt	27.53 - 39.89	33.64	69,971
Business Operations Manager Grants Manager Network Administrator Web Developer/Graphic Design	Exempt	25.96 - 47.75	40.62	84,490
Disaster Recovery Coordinator	Exempt	Grant Contract	26.92	55,994
Economic Development Planner Operations Analyst Administrative Coordinator	Exempt	18.90 - 27.31	23.29	48,443
GIS Manager LEPC HMEP Program Manager	Exempt	20.26 - 42.99	37.79	78,603
Total \$ 511,780				

HEALTH INSURANCE

TABLE (B)

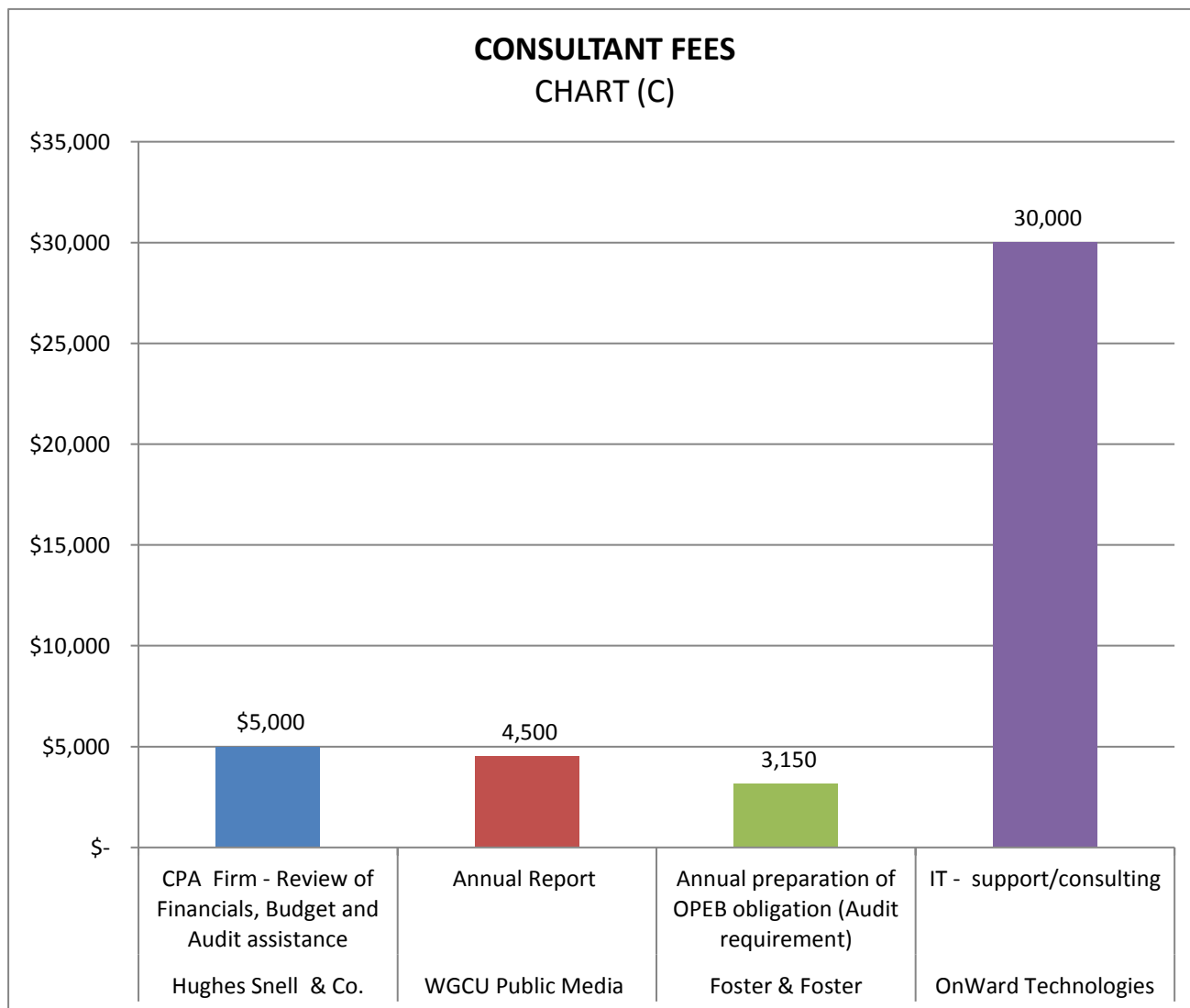
INSURANCE TYPE	COVERAGE	AMOUNT
Health	Employee Only	\$ 73,343
Dental	Employee Only	3,357
Lincoln: Life and Disability (Short & Long Terms)	Employee Only	6,090
FSA	Employee Only	540
Total		\$ 83,330



CONSULTANT FEES

TABLE (C)

CONSULTANT	DESCRIPTION	AMOUNT
Hughes Snell & Co.	CPA Firm - Review of Financials, Budget and Audit assistance	\$ 5,000
WGCU Public Media	Annual Report	4,500
Foster & Foster	Annual preparation of OPEB obligation (Audit requirement)	3,150
OnWard Technologies	IT - support/consulting	30,000
		Total \$ 42,650



**CONTRACTUAL
TABLE (D)**

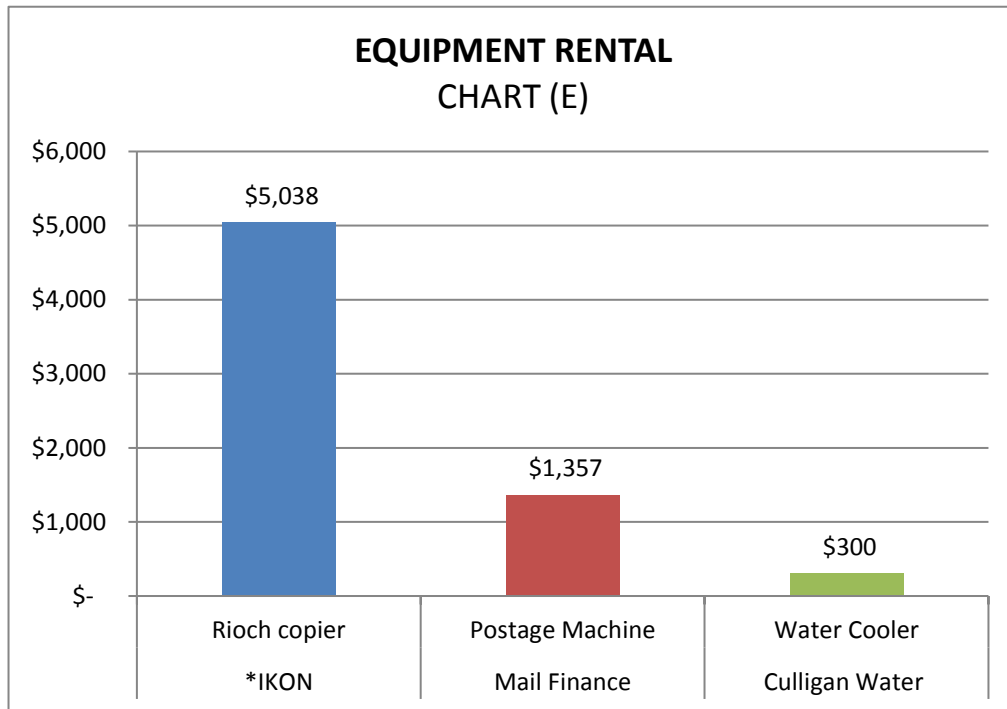
GRANT	DESCRIPTION	AMOUNT
Total		\$ -

**CONTRACTUAL
CHART (D)**



EQUIPMENT RENTAL
TABLE (E)

	DESCRIPTION	
*IKON	Rioch copier	\$ 5,038
Mail Finance	Postage Machine	\$ 1,357
Culligan Water	Water Cooler	\$ 300
Total		\$ 6,695

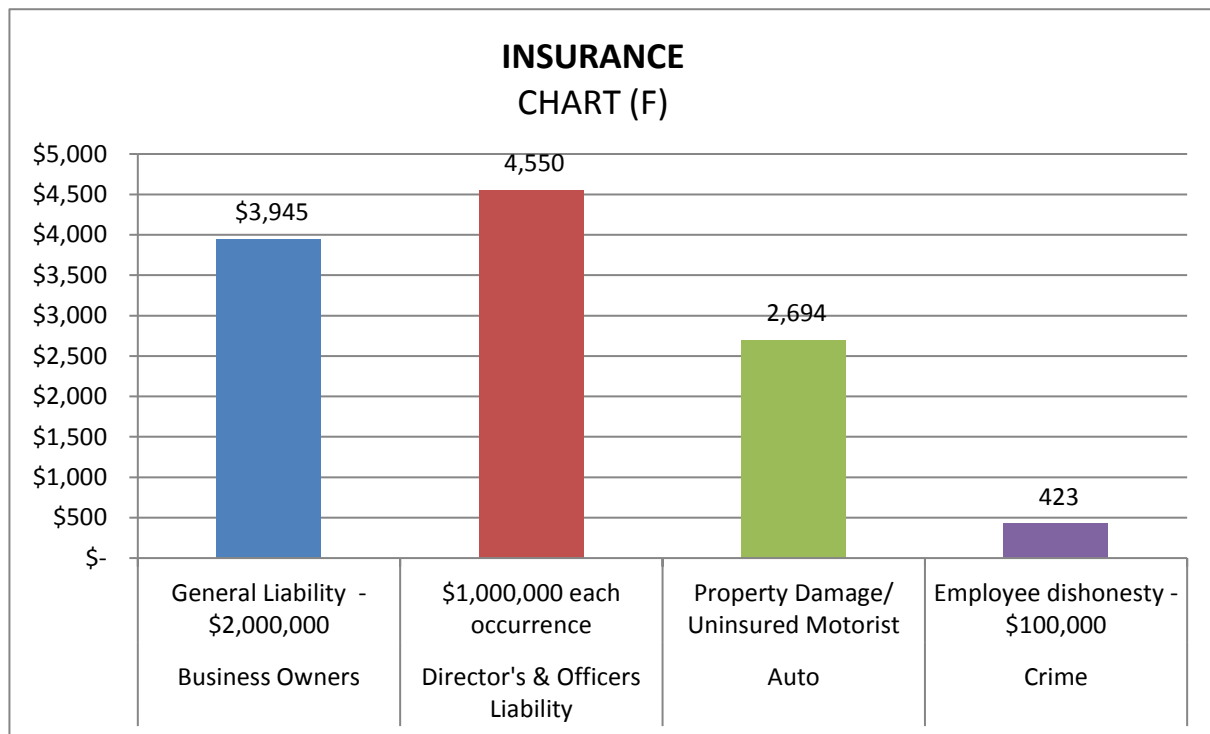


*Contract ends July 2018

INSURANCE

TABLE (F)

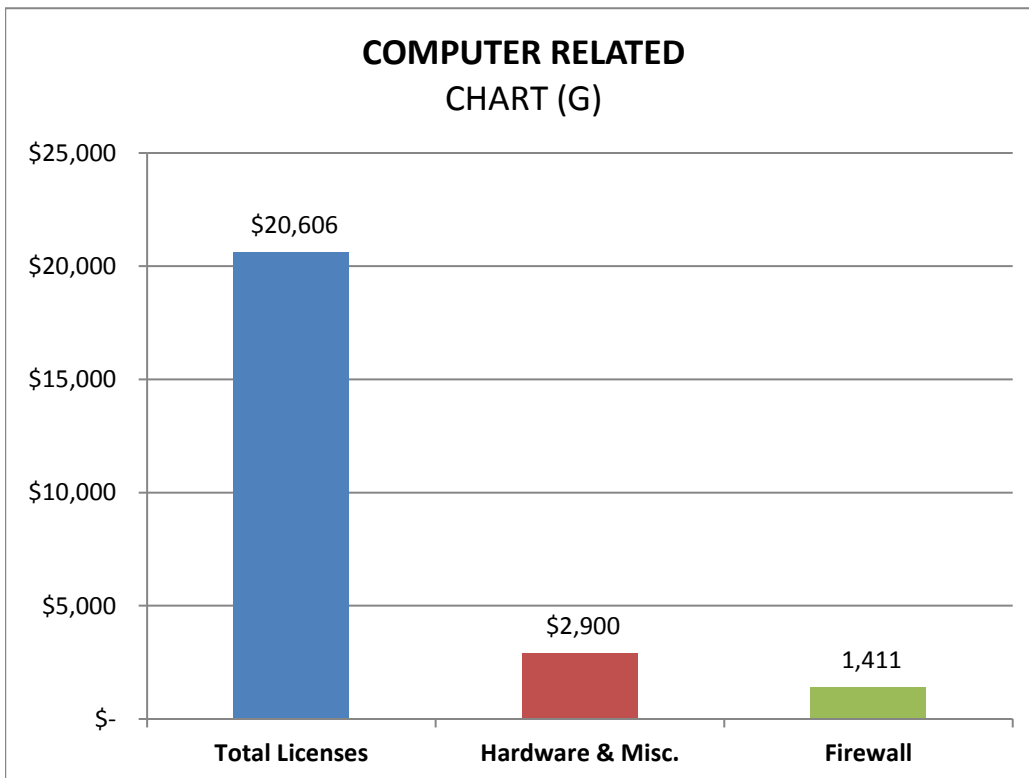
POLICY	DESCRIPTION	PREMIUM
Business Owners	General Liability -\$2,000,000	\$ 3,945
Director's & Officers Liability	\$1,000,000 each occurrence	4,550
Auto	Property Damage/ Uninsured Motorist	2,694
Crime	Employee dishonesty - \$100,000	423
Total		\$ 11,612



**COMPUTER RELATED
TABLE (G)**

LICENSES	AMOUNT
Sage Peachtree (Accounting Software)	\$ 2,506
REMI (Modeling Software)	4,500
ArcView (GIS)	8,650
MS Office 365	1,800
Bill Quick	3,150
Total Licenses	\$ 20,606

OTHER	AMOUNT
Hardware & Misc.	\$ 2,900
Firewall	1,411
Total Expenses	\$ 24,917



DUES & MEMBERSHIPS

TABLE (H)

ORGANIZATION	DESCRIPTION	AMOUNT
FRCA	Florida Regional Council Association	\$ 20,500
FHREDI	Florida Heartland Regional Economic Development Initiative	2,500
Misc.	Misc.	500
Total		\$ 23,500

GRANT RELATED SUBSCRIPTIONS	DESCRIPTION	AMOUNT
FEDC	Florida Economic Development Council	300
IEDC	IEDC	1,295
Total Grant Related		\$ 1,595

Total		\$ 25,095
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