

Kerr Tar



Regional Council Of Governments

***PROPOSED BUDGET
FISCAL YEAR 2016-2017***

TABLE OF CONTENTS

Budget Message	3
Annual Budget Estimate Summary by Fund	5
Annual Budget Estimate General - Fund 10	7
Annual Budget Estimate Other Funds - Funds 11, 13, 15, 20, 21	8
Cost Allocation Plan	10

Kerr-Tar **Regional Council** **Of Governments**

BUDGET MESSAGE

Date: May 26, 2016

TO: Board of Directors of the Kerr-Tar Regional Council of Governments

In accordance with the N.C. Local Government Budget and Fiscal Control Act, the proposed COG budget for Fiscal Year beginning July 1, 2016, is presented for your consideration. The COG Executive Committee has reviewed the proposed budget and recommends its adoption.

The Public Hearing on the Budget will be held Thursday, June 16, 2015 from 9:30 A.M. – 10:00 A.M. at the Kerr-Tar Regional Council of Governments office conference room, 1724 Graham Avenue, Henderson NC.

COG Programs to be continued next year include: Economic Development Administration, Kerr-Tar Regional Economic Development Corporation, Workforce Innovation and Opportunity Act, Aging, Revolving Loan Fund, Micro Loan Fund, Community Development, Planning and Technical Assistance, Region K Community Assistance Corporation, Mobility Management and the Rural Transportation Planning Organization.

Major changes in the proposed budget for FY 2016/2017 include:

1. Salaries approved by the Executive Committee for FY 2015/2016 include a 2% COLA.

2. Personnel changes with the recommended budget include:
 - New Administrative Position Funded – Finance Assistant
 - Promotion of Finance and Database Specialist to Finance Manager
3. Fringe Benefits Rate recommended is 37.6444% and includes annual leave, sick leave, holidays, FICA, group insurance, retirement, 401k contributions, unemployment, and retiree benefits.
4. The Indirect Cost Rate recommended for FY 2016/2017 is approximately 49.5758% for Administrative Indirect and 16.3232% for Programmatic Indirect.
5. Member dues remained the same at 59 cents per capita for FY 2016/2017. Per capita amounts are calculated based upon Census figures released in March, 2011.
6. Fund balance proposed to balance the FY 2016/2017 budget is zero.

Technical assistance and resource development for member governments continues to be the top priority for your staff. All COG members are encouraged to utilize the expertise of the COG staff for projects. The Kerr-Tar Regional Council of Governments is an extension of all of our members and serves as a valuable resource for many projects in the region.

The proposed budget for FY 2016/2017, as recommended by the COG Executive Committee, is within the resources of your Council of Governments.

Respectfully submitted,



Patricia Diane Cox
Executive Director

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
FUND SUMMARY - REVENUES**

FY 2016-2017

	AMENDED BUDGET		ACTUAL	REQUESTED	APPROVED
	15-16	04/30/2016	04/30/2016	16-17	16-17
10 GENERAL FUND	2,333,408	1,309,809	1,309,809	2,049,520	
11 AGING FUND	1,890,085	1,304,489	1,304,489	1,954,106	
13 WORKFORCE INVESTMENT ACT	1,945,822	903,639	903,639	1,604,000	
15 MICROENTERPRISE LOAN FUND	-	110	110	-	
20 REVOLVING LOAN FUND	51,763	15,233	15,233	15,000	
TOTALS	6,221,078	3,533,281	3,533,281	5,622,626	

FUND SUMMARY - EXPENDITURES

FY 2016-2017

	AMENDED BUDGET		ACTUAL	REQUESTED	APPROVED
	15-16	04/30/2016	04/30/2016	16-17	16-17
10 GENERAL FUND	2,320,141	1,598,499	1,598,499	2,049,520	
11 AGING FUND	1,890,085	1,301,228	1,301,228	1,954,106	
13 WORKFORCE INVESTMENT ACT	1,945,822	903,639	903,639	1,604,000	
15 MICROENTERPRISE LOAN FUND	-	-	-	-	
20 REVOLVING LOAN FUND	51,763	50	50	15,000	
21 GREEN JOBS REVOLVING LOAN FUND	-	-	-	-	
TOTALS	6,207,811	3,803,416	3,803,416	5,622,626	

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
GENERAL FUND - REVENUES**

FY 2016-2017

	AMENDED			
	15-16	04/30/2016	16-17	
	BUDGET	ACTUAL	REQUESTED	APPROVED
PLANNING	380,298	222,467	352,743	16-17
RLF Administration (Transfer)	17,594	-	25,000	
Micro Loan Fund	-	-	2,000	
Middleburg - Vance Co Loan	1,952	1,952	-	
Bunn Zoning	8,094	5,536	5,000	
CFAT	20,213	11,770	22,500	
RPO	96,825	52,207	96,825	
Bike Ped Plan	18,220	6,222	-	
Mobility Manager	83,200	32,099	83,200	
Economic Development	58,500	59,310	63,000	
KTRCDC	53,000	35,671	53,000	
City of Henderson Infrastructure	5,000	-	-	
Franklin Co. Building Reuse	15,000	15,000	-	
Warrenton Zoning	2,700	2,700	-	
205J Water Quality	-	-	2,218	
COMMUNITY DEVELOPMENT	354,500	23,178	170,000	
Granville Co CDBG SS	10,000	3,504	-	
Granville SFR	170,000	14,480	-	
Person Co SFR	170,000	-	170,000	
Vance Co NSP	4,500	5,194	-	
Other	-	-	-	
WIOA	668,406	443,611	600,204	
WIOA Administration	230,957	163,580	172,022	
WIOA Adult Program	145,974	112,818	160,443	
WIOA Youth Program	116,634	70,931	125,843	
WIOA Dislocated Worker	123,241	95,781	141,896	
WIOA NEG OJT	21,600	501	-	
WIOA Career Pathways Planning Grant	30,000	-	-	
AGING	785,739	477,549	782,108	
Agng - P&A	144,442	89,661	144,859	
Agng - IIID	29,029	13,664	23,554	
Agng - CRC/LCA	30,000	19,078	30,000	
Agng - Ombudsman	96,039	74,749	106,171	
Agng - Elder Abuse	4,188	2,022	4,273	
Agng - Caregiver	95,000	65,591	100,000	
Agng - AAA	48,263	22,016	48,263	
Agng - Senior Games	7,500	5,365	7,500	
Agng - Medicare SHIP	5,500	5,500	5,500	
Agng - MIPPA	15,518	5,994	11,988	
Agng - NCDOT	300,000	163,649	300,000	
Agng - Triangle North Healthcare Fnd	10,000	10,000	-	
Agng - Catch Program	260	260	-	
Member Assessments	132,165	132,182	132,165	
Miscellaneous	12,300	10,822	12,300	
Miscellaneous Revenue	12,000	10,123	12,000	
Interest	300	699	300	
10 GENERAL FUND	2,333,408	1,309,809	2,049,520	

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
GENERAL FUND - EXPENDITURES
FY 2016-2017**

AMENDED	BUDGET	ACTUAL	REQUESTED	APPROVED
15-16	04/30/2016	16-17	16-17	16-17
PLANNING	453,206	332,955	433,820	
KTREDC	53,000	43,726	53,000	
Economic Development Administration	97,502	85,884	105,000	
RLF Administration	17,595	11,786	25,000	
Middleburg - Loan Funds	1,952	1,952	-	
RPO	121,030	105,918	121,031	
Bike Ped Plan	18,220	5,200	-	
CFAT	20,213	15,020	28,125	
Mobility Manager	92,900	51,196	92,445	
Bunn Zoning	8,094	6,202	5,000	
Franklin Co. Building Reuse	15,000	4,887	-	
Warrenton Zoning	2,700	1,184	-	
City of Henderson Infrastructure	5,000	-	2,000	
205J Water Quality	-	-	2,218	
CDBG	354,500	185,823	170,000	
Granville Co CDBG SS	10,000	2,805	-	
Granville SFR	170,000	182,000	-	
Person Co SFR	170,000	182	170,000	
Vance Co NSP	4,500	836	-	
Other	-	-	-	
WIOA	668,406	492,790	600,204	
WIOA Adult Program	145,974	124,628	160,443	
WIOA Youth Program	116,634	83,524	125,643	
WIOA Dislocated Worker	123,241	99,584	141,896	
WIOA Administration	230,957	184,204	172,022	
WIOA NEG OJT	21,600	850	-	
WIOA Career Pathways	30,000	-	-	
AGING	844,029	586,932	836,527	
Agng - P&A	187,380	130,337	183,116	
Agng - Ombudsman	106,146	91,886	117,968	
Agng - Elder Abuse	4,708	2,774	4,748	
Agng - IIID	32,254	20,557	25,944	
Agng - AAA	48,263	27,420	48,263	
Agng - Medicare SHIP	7,000	4,455	7,000	
Agng - MIPPA	15,518	8,501	11,987	
Agng - Caregiver	95,000	68,420	100,000	
Agng - NCDOT	300,000	202,850	300,000	
Agng - CRC/LCA	30,000	19,339	30,000	
Agng - Catch Program	260	180	-	
Agng - Triangle North HC	10,000	5,370	-	
Agng - Senior Games	7,500	4,843	7,500	
EXCESS REVENUE OVER EXPENSES			8,969	
10 GENERAL FUND	2,320,141	1,598,499	2,049,520	

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
OTHER FUNDS - REVENUES**

FY 2016-2017

	AMENDED BUDGET		ACTUAL 04/30/16	REQUESTED 16-17	APPROVED 16-17
	15-16	16-17			
11 AGING FUND	1,890,085	1,304,489		1,954,106	
Aging - HCCBG - Franklin Co	444,672	312,536		452,607	
Aging - HCCBG - Granville Co	394,963	270,955		418,203	
Aging - HCCBG - Person Co	323,421	203,548		333,975	
Aging - HCCBG - Vance Co	335,946	265,489		349,213	
Aging - HCCBG - Warren Co	270,443	203,624		267,949	
Aging - Legal Services	9,205	9,205		9,205	
Aging - Senior Center Gen Purpose	62,292	12,963		75,991	
Aging - Fans	3,050	3,261		3,050	
Aging - Caregiver	46,093	22,908		43,913	
13 WIOA FUND	1,945,822	903,639		1,604,000	
WIOA Adult	503,261	261,462		528,000	
WIOA Adult ITA's	55,000	-		-	
WIOA Youth	623,300	287,530		551,000	
WIOA Dislocated Workers	503,261	262,706		525,000	
WIOA DW ITA's	55,000	-		-	
WIOA NEG OJT	206,000	91,942		-	
15 MICRO LOAN FUND	-	110		-	
20 RLF FUND	51,763	15,233		15,000	

**KERR-TAR REGIONAL COG
ANNUAL BUDGET ESTIMATE
OTHER FUNDS - EXPENDITURES**

FY 2016-2017

	AMENDED BUDGET 15-16	ACTUAL 04/30/16	REQUESTED 16-17	APPROVED 16-17
11 AGING FUND	1,890,085	1,301,228	1,954,106	
Aging - HCCBG - Franklin Co	444,672	312,536	452,607	
Aging - HCCBG - Granville Co	394,963	270,955	418,203	
Aging - HCCBG - Person Co	323,421	203,548	333,975	
Aging - HCCBG - Vance Co	335,946	265,489	349,213	
Aging - HCCBG - Warren Co	270,443	203,624	267,949	
Aging - Legal Services	9,205	9,205	9,205	
Aging - Senior Center Gen Purpose	62,292	12,963	75,991	
Aging - Fans	3,050	-	3,050	
Aging - Franklin Co Caregiver	5,093	5,000	8,000	
Aging - Granville Co Caregiver	11,000	8,022	11,000	
Aging - Person Co Caregiver	8,000	6,784	9,000	
Aging - Vance Co Caregiver	11,000	3,102	8,000	
Aging - Warren Co Caregiver	11,000	-	7,913	
13 WIOA FUND	1,945,822	903,639	1,604,000	
WIOA EDSI Adult	503,261	261,462	528,000	
WIOA COG Adult ITA	55,000	-	-	
WIOA VGCC ACT Youth	245,000	98,476	231,000	
WIOA PCC ACT Youth	195,000	68,900	130,000	
WIOA Granville Co Schools Youth	102,000	61,930	105,000	
WIOA Warren Co Schools Youth	81,300	58,224	85,000	
WIOA EDSI DW	503,261	262,706	525,000	
WIOA COG ITA's	55,000	-	-	
WIOA EDSI - NEG OJT	206,000	91,942	-	
Other				
15 MICRO LOAN FUND	-	-	-	
20 RLF FUND	51,763	50	15,000	

INDIRECT COST PLAN

RELEASED TIME	
ANNUAL LEAVE	54,668
SICK PAY	37,301
HOLIDAYS	34,192
TOTAL RELEASED TIME	126,161

FRINGE BENEFITS	
FICA	61,826
GROUP INSURANCE	128,925
RETIREMENT	54,471
RETIREMENT SUPPLEMENT	8,082
UNEMPLOYMENT	7,650
RETIREE BENEFITS	45,577
TOTAL FRINGE BENEFITS	306,531

TOTAL RELEASED TIME & FRINGE BENEFITS	432,692
GROSS SALARIES	808,180
LONGEVITY BONUS	6,100
BONUS	
TOTAL SALARIES	814,280

FRINGE BENEFIT RATE	37.6444 %
FY16 BUDGET VARIANCE	37.8022 % -0.1578 %

ADMINISTRATIVE INDIRECT COSTS	
SALARIES	205,947
FRINGE BENEFITS	77,528
TOTAL SALARIES & FRINGE BENEFITS	283,475

AUDIT	28,000
LEGAL FEES	3,500
TRAVEL	12,000
ADVERTISING	1,500
DUES & SUBS - LRO & NADO	13,000
INSURANCE W.C.	10,000
INSURANCE LIABILITY	12,479
BOARD EXPENSES	10,000
SOFTWARE & MAINTENANCE	11,000
BANK SERVICE CHARGES	2,000
FINANCE DIRECTOR CONTRACT	24,000
TOTAL OTHER ADMIN EXPENSES	127,479

TOTAL ADMIN INDIRECT	410,954
ADMIN INDIRECT RATE	49.5758%

DIRECT SALARIES	602,233
FRINGE BENEFITS	226,707
TOTAL BASE	828,940

TOTAL INDIRECT RATE	65.8990%
FY16 BUDGET VARIANCE	66.1377 % -0.2387 %

PROGRAMMATIC INDIRECT COSTS	
TELEPHONE	11,000
POSTAGE & METER RENTAL	4,000
PRINTING	1,200
MAINT & REPAIR EQUIP	21,740
MAINT & REPAIR COPPER	16,000
OFFICE SUPPLIES	7,000
INTERNET	2,750
RENT	48,120
UTILITIES	9,500
MAINT & REPAIR BLDG	0
CONTRACT CLEAN - SCHOOLS	14,000
TOTAL PROGRAM COSTS	135,310

TOTAL PROGRAM INDIRECT	135,310
PROG INDIRECT RATE	16.3232%