

**PORT JERVIS COMMUNITY DEVELOPMENT AGENCY-2018 Administrative Budget**

**EXPENSES**

**General Administrative Expenses**

Portabilities	\$ 2,100
Accountant	\$ 3,500
Attorney	\$ 7,000
Inspector	\$ 18,720
Legal	\$ 250
Telephone	\$ 840
Fax Line	\$ 420
Postage	\$ 3,500
Postage Machine	\$ 720
Office Supplies	\$ 5,000
Computer Software/Updates/Support	\$ 13,378
Equipment Maintenance - Maintenance/Leases/Rental	\$ 1,500
Advertising	\$ 1,000
Dues/Subscriptions	\$ 800
Training/Travel	\$ 1,500
Petty Cash	\$ 1,000
Bank Fee	\$ 100
Management Fee	\$ 120
<b>TOTAL - General Administrative Expenses:</b>	<b>\$ 61,448</b>

**Staff Salaries & Benefits**

	Full-Time Staff				P/T Staff	
	Director	Retired Emp.	Program Admin.	FS-S Coord.	Bkpr.	
Base Salary	68,666	0	41,614	32,460	8,400	\$ 151,140
Retirement	6,386	0	6,658	3,019	0	\$ 16,063
Disability*	60	0	60	60	60	\$ 240
FICA/Medicare	5,066	0	2,752	3,263	643	\$ 11,724
Medical	12,210	0	28,270	28,270	0	\$ 68,750
Medical/Retired	0	5,087	0	0	0	\$ 5,087
Dental	266	0	697	0	0	\$ 963
Optical	100	0	100	0	0	\$ 200
Unemployment	145	0	145	145	104	\$ 539
Workmens' Comp	294.3		163.5	163.5	32.7	\$ 654
<b>Total - Payroll Expenses:</b>						\$ 255,360
<b>GRAND TOTAL EXPENSES:</b>						\$ 316,808

\*Disability @ 5.05 per employee per month

P/T: \$20.00/Hour x 7 hours per 60 days over the year

Retirement based on Tier and FICA/Medicare @ 7.65%

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**PROJECTED INCOME/REVENUES**

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Small Cities:

Grants

NYS DOS - Comp Plan/Code Update 5,000

NYS AHC Rehabs 12,000

RECAP/HOME 30,000

**Sub-Total: 47,000**

Loan Proceeds 32,940

Service Contract with City of Port Jervis 70,000

Management Fee - Section 8 1,200

Program Delivery Fees 1,500

Other: Payoff's 500

**Sub-Total: 106,140**

Section 8 Administration:

Housing Choice Voucher Program (average \$14,250 per month) 171,000

Fraud Recovery 700

**Sub-Total: 171,700**

CDA - Health Insurance Reimbursement 26,494

**TOTAL INCOME & REVENUES 351,334**

Less Projected Expenses **(316,808)**

Difference / Contingency **34,526**