

PORT JERVIS COMMUNITY DEVELOPMENT AGENCY
2012 Administrative Budget

PROJECTED INCOME/REVENUES

Small Cities CDBG Administration

FY2011: Samaki, Inc. (Economic Development)	14,000
FY2012: Beach Road Pump Station (Public Facilities)	30,000
FY2011 Small Cities Program Delivery	1,000
FY2012 Small Cities Program Delivery	2,000
Sub-Total:	47,000

Section 8 Administration

Housing Choice Voucher Program (@ average \$15,529.50 per month)	186,354 (210 units x \$87.00 per unit @ 85%)
FY2012 FS-S Coordinator Funds (@ 25% of annual salary)	14,147
Sub-Total:	200,501

Program Income - Revolving Loan Funds

HUD Revolving Loans @ 20%	16,809
NYS Revolving Loans @ 18%	28,986
Restore NY Loan @ 100%	2,753
Sub-Total:	48,548

Other Grant Income/Restore NY

Bank Interest - All Accounts	100
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TOTAL INCOME & REVENUES	321,149
Less Projected Expenses	311,288
Contingency	9,861

Legal					3,800
Telephone					13,644
Rent (@ \$1,137 per month)					3,250
Postage					4,000
Office Supplies					6,750
Computer Software/Updates/Support					1,500
FFE					2,000
Equipment Maintenance/Leases/Rental					700
Agency Vehicle Maintenance/Repairs					500
Advertising					1,000
Dues/Subscriptions					1,000
Training/Travel					1,000
Petty Cash					16,625
Audit Cost					68,119
TOTAL - General Administrative Expenses:					

Staff Salaries & Benefits

	Full-Time Staff			P/T Staff	
	Program	FS-S			
Base Salary*	Director	Admin.	Coord.	Bkpr.	
	63,076	47,783	34,632	3,900	149,391
NYS Retirement	7,569	5,734	4,156	0	17,459
FICA/Medicare	4,825	3,655	2,649	298	11,428
Unemployment	160	160	160	0	480
Disability	94	94	94	0	282
Medical	8,327	8,327	18,167	0	34,821
Dental	263	263	688	0	1,214
Optical	100	100	100	0	300
MTA Tax					461
Workmens' Comp					1,500
SUB-TOTAL:	84,414	66,116	60,646	4,198	217,336
Medical/Retired Employee					10,833
Sub-Contractor Employee					15,000
Total Payroll Expenses:					243,169
GRAND TOTAL EXPENSES:					311,288

Disability @ 7.80 per employee per month
 Retirement @12% and FICA/Medicare @ 7.65%
 P/T: \$15.00/Hour x 5 hours per week (52 weeks).

*Base Salary for full-time employees only includes longevity of \$832.00 for each 5 years of service.

UNEMPLOYMENT	\$ 11,428.00	\$	1,901.73	16.64%	\$ 1,901.73	\$	28.35
DISABILITY INS.	\$ 480.00	\$	28.35	5.91%			
RETIREMENT HEALTH INS.	\$ 17,459.00	\$	-	0.00%			
DENTAL	\$ 34,821.00	\$	5,375.08	15.44%	\$ 2,996.45	\$	2,378.63
OPTICAL	\$ 1,214.00	\$	202.30	16.66%	\$ 101.15	\$	101.15
MTA TAX	\$ 300.00	\$	-	0.00%			
WORKMENS COMP	\$ 461.00	\$	86.69	18.80%	\$ 86.69		
MEDICAL/RETIRED	\$ 1,500.00	\$	-	0.00%			
SUB-CONTRACT EMPLOYEE	\$ 10,833.00	\$	1,951.54	18.01%	\$ 975.77	\$	975.77
TOTAL	\$ 15,000.00	\$	2,700.00	18.00%	\$ 1,500.00	\$	1,200.00
TOTAL	\$ 243,169.00	\$	36,223.19	14.90%	\$ 31,539.29	\$	4,683.90

GENERAL ADMINISTRATION EXPENSES

ACCOUNTANT	\$5,000.00	\$	-	0.00%			
ATTORNEY	\$7,000.00	\$	1,750.00	25.00%			\$ 1,750.00
LEGAL	\$350.00	\$	-	0.00%			
TELEPHONE	\$3,800.00	\$	642.62	16.91%	\$ 313.98	\$	328.64
RENT @ \$1,137 PER MONTH	\$13,644.00	\$	2,274.00	16.67%	\$ 1,137.00	\$	1,137.00
POSTAGE	\$3,250.00	\$	1,000.00	30.77%	\$ 1,000.00		
OFFICE SUPPLIES	\$4,000.00	\$	683.61	17.09%	\$ 263.50	\$	420.11
COMPUTER/UPDATES/SUPPORT	\$6,750.00	\$	6,864.00	101.69%	\$ 213.00	\$	\$6,651.00
FFE	\$1,500.00	\$	77.00	5.13%	\$ 77.00		
EQUIPMENT MAINTENANCE/LEASES/RENTAL	\$2,000.00	\$	515.40	25.77%		\$	515.40
AGENCY VEHICLE MAINTENANCE/REPAIRS	\$700.00	\$	463.00	66.14%	\$ 463.00		
ADVERTISING	\$500.00	\$	-	0.00%			
DUES/SUBSCRIPTIONS	\$1,000.00	\$	82.10	8.21%		\$	82.10
TRAINING/TRAVEL	\$1,000.00	\$	332.50	33.25%		\$	332.50
PETTY CASH	\$1,000.00	\$	-	0.00%			
AUDIT COST	\$16,625.00	\$	-	0.00%			
TOTAL	\$68,119.00	\$	14,684.23	21.56%	\$ 3,467.48	\$	11,216.75
TOTAL BUDGET	\$311,288.00	\$	50,907.42	16.35%	\$35,006.77	\$	15,900.65

Includes 2011 year-end expenses.